

Regular Monthly Meeting (HS)
Tuesday, August 15, 2023 7:00 PM

BOARDROOM @ LCC HIGH SCHOOL
502 Wakefield Street
Laurel, NE 68745-0008

Agenda

- I. CALL MEETING TO ORDER
- II. APPROVAL OF AGENDA AND CHANGES TO AGENDA
- III. CONSENT AGENDA
- IV. EXCUSE ABSENT BOARD MEMBERS
- V. PUBLIC COMMENT
- VI. INFORMATION AND PROPOSALS
 - VI.1. PRINCIPALS' REPORTS
 - VI.2. SUPERINTENDENT'S REPORT
 - VI.3. BOARD COMMITTEE REPORTS
- VII. ACTION ITEMS
 - VII.1. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO TEACHING CONTRACTS
 - VII.2. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO INTERLOCAL AGREEMENTS
 - VII.3. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO SCHOOL AUDIT SERVICES
 - VII.4. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO POLICY UPDATES ON SECOND READING
 - VII.5. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE 2023-2024 HANDBOOKS (STUDENT & FAMILY, FACULTY, CLASSIFIED STAFF, ACTIVITY)
- VIII. DISCUSSION ITEMS
 - VIII.1. SCHOOL CONSTRUCTION PROJECT
 - VIII.2. BUILDING BLOCKS EARLY CHILDHOOD AND FAMILY DEVELOPMENT CENTER
- IX. CORRESPONDENCE AND BOARD BULLETINS
- X. UPCOMING BOARD MEETINGS, COMMITTEE MEETINGS, AND WORKSHOPS
 - X.1. FINANCE COMMITTEE MEETING - DATE/TIME TO BE DETERMINED
 - X.2. POLICY COMMITTEE MEETING - DATE/TIME TO BE DETERMINED
 - X.3. SPECIAL BOARD OF EDUCATION MEETING AND BUDGET WORKSHOP - WEDNESDAY, AUGUST 30, 2023 (6:00 PM - LCC HS CONFERENCE ROOM - LAUREL)
 - X.4. NASB AREA MEMBERSHIP MEETING - WEDNESDAY, SEPTEMBER 6, 2023 (4:30 PM - NECC LIFELONG LEARNING CENTER/NORFOLK)

- X.5. BUDGET HEARING - MONDAY, SEPTEMBER 11, 2023 (7:00 PM -
LCC MIDDLE SCHOOL BOARD ROOM - COLERIDGE)
- X.6. REGULAR BOARD OF EDUCATION MEETING - MONDAY,
SEPTEMBER 11, 2023 (IMMEDIATELY FOLLOWING BUDGET
HEARING - LCC MIDDLE SCHOOL BOARD ROOM - COLERIDGE)
- XI. ADJOURN

Regular; Beginning Month 09/2022; Processing Month 07/2023; Fund Number 05

Fund: 05 ACTIVITIES FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
Current Assets					
05 101	CASH	231,652.96	199,468.58	278,010.51	153,111.03
	Total: Current Assets	231,652.96	199,468.58	278,010.51	153,111.03
Fund Balance					
05 704	FUND BALANCE	50,634.89	0.00	1,662.05	52,296.94
05 704 1008	ACTIVITY DIRECTOR ACCT.	(2,714.99)	178.18	0.00	(2,893.17)
05 704 1009	TRACK	585.73	0.00	0.00	585.73
05 704 1010	HIGH SCHOOL YEARBOOK	1,215.96	592.48	730.00	1,353.48
05 704 1015	MIDDLE SCHOOL YEARBOOK	(23.83)	0.00	0.00	(23.83)
05 704 1020	ART CLUB	5,785.68	271.50	0.00	5,514.18
05 704 1025	HIGH SCHOOL BAND	12,868.89	962.48	401.07	12,307.48
05 704 1030	MIDDLE SCHOOL BAND	(550.19)	0.00	0.00	(550.19)
05 704 1034	CHEERLEADING	0.00	0.00	722.00	722.00
05 704 1035	HIGH SCHOOL DANCE	1,324.32	3,040.12	3,046.70	1,330.90
05 704 1040	CLASS OF 2021	7.48	0.00	0.00	7.48
05 704 1045	CLASS OF 2022	1,239.25	250.00	250.00	1,239.25
05 704 1050	CLASS OF 2023	2,451.73	2,253.65	0.00	198.08
05 704 1055	CLASS OF 2024	0.00	143.48	702.50	559.02
05 704 1060	CLASS OF 2025	0.00	0.00	400.00	400.00
05 704 1065	CLASS OF 2020	257.94	0.00	0.00	257.94
05 704 1070	BOYS GOLF	491.93	0.00	0.00	491.93
05 704 1075	HIGH ABILITY LEARNERS	19,426.53	2,098.04	458.00	17,786.49
05 704 1080	CONCESSIONS	14,600.73	20,758.36	21,602.60	15,444.97
05 704 1085	MIDDLE SCHOOL STUDENT COUNCIL	410.09	2,503.02	2,845.98	753.05
05 704 1090	ELEMENTARY ACTIVITY FUND	931.37	79.00	0.00	852.37
05 704 1092	ELEMENTARY PBIS	0.00	15.71	0.00	(15.71)
05 704 1095	ELEMENTARY POP	3,948.15	0.00	0.00	3,948.15
05 704 1100	ELEMENTARY STUDENT COUNCIL	7,584.23	3,758.78	1,227.93	5,053.38
05 704 1102	DIGITAL MEDIA	75.00	28.05	929.75	976.70
05 704 1105	FBLA	7,022.24	8,789.68	7,315.00	5,547.56
05 704 1110	FCCLA	2,148.78	2,309.85	1,714.00	1,552.93
05 704 1115	FFA	18,304.77	27,072.11	32,764.36	23,997.02
05 704 1120	FACILITY USE	241.54	0.00	0.00	241.54
05 704 1124	COLERIDGE FITNESS CENTER	(2,906.86)	2,094.66	1,908.00	(3,093.52)
05 704 1125	LAUREL FITNESS CENTER	8,543.94	29,081.33	407.00	(20,130.39)
05 704 1130	MIDDLE SCHOOL FFA	713.63	0.00	0.00	713.63
05 704 1140	GENERAL ACTIVITIES	(14,108.91)	89,576.91	40,565.18	(63,120.64)
05 704 1145	INDUSTRIAL ARTS	(2,536.06)	14,778.64	2,029.91	(15,284.79)
05 704 1151	HOMECOMING	0.00	2,255.02	0.00	(2,255.02)
05 704 1152	PROM	0.00	4,095.46	0.00	(4,095.46)
05 704 1155	LEO	557.44	0.00	0.00	557.44
05 704 1156	MIDDLE SCHOOL PBIS	(838.59)	278.99	100.00	(1,017.58)
05 704 1160	LIBRARY	7,893.13	143.78	335.46	8,084.81
05 704 1163	MATH CLUB	1,306.13	165.00	185.00	1,326.13
05 704 1165	MISCELLANEOUS ACCOUNT	6,180.19	621.94	800.00	6,358.25
05 704 1170	NATIONAL HONOR SOCIETY	1,418.92	815.19	800.00	1,403.73
05 704 1175	FOOTBALL	3,026.31	1,724.26	1,334.94	2,636.99
05 704 1180	CROSS COUNTRY	1,146.93	4,343.50	2,273.50	(923.07)
05 704 1185	GIRLS GOLF	687.29	1,421.66	1,210.00	475.63
05 704 1190	QUIZ BOWL	1,054.55	120.00	0.00	934.55
05 704 1195	HIGH SCHOOL SCIENCE CLUB	12,994.59	0.00	0.00	12,994.59
05 704 1200	SPANISH CLUB	776.30	247.00	106.50	635.80
05 704 1205	ONE ACTS	1,216.16	1,291.58	2,973.25	2,897.83
05 704 1210	SPEECH	407.92	1,112.00	820.00	115.92

Regular; Beginning Month 09/2022; Processing Month 07/2023; Fund Number 05

Fund: 05 ACTIVITIES FUND		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 704 1215	HIGH SCHOOL STUDENT COUNCIL	(118.70)	490.18	1,326.55	717.67
05 704 1220	FCA	210.00	0.00	0.00	210.00
05 704 1225	SKILLS USA	(888.23)	26,474.48	2,473.60	(24,889.11)
05 704 1230	VOCAL MUSIC	1,448.96	2,699.00	2,125.75	875.71
05 704 1235	VOLLEYBALL	5,021.05	470.85	2,799.00	7,349.20
05 704 1240	GIRLS BASKETBALL	183.19	70.80	0.00	112.39
05 704 1245	BOYS BASKETBALL	9,649.33	3,474.84	273.00	6,447.49
05 704 1250	WRESTLING	727.01	0.00	0.00	727.01
05 704 1260	SCHOOL PICTURES	2,313.75	0.00	500.00	2,813.75
05 704 1305	AGRICULTURAL FOUNDATION SCHOLARSHIP	7,114.36	4,500.00	10,000.00	12,614.36
05 704 1310	COLLEGE ACCESS GRANT	1,191.01	1,292.49	2,000.00	1,898.52
05 704 1320	STUDENT BOARD MEMBER SCHOLARSHIP	(1,000.00)	0.00	0.00	(1,000.00)
05 704 1400	EDUCATION QUEST FOUNDATION	0.00	0.00	1,750.00	1,750.00
05 704 1500	SECURITY BANK SPONSORSHIP	30,000.00	9,266.46	15,000.00	35,733.54
05 704 1600	VIDEO BOARD	0.00	0.00	2,500.00	2,500.00
05 704 1705	GREENHOUSE	0.00	0.00	26,100.00	26,100.00
Total: Fund Balance		231,652.96	278,010.51	199,468.58	153,111.03
Revenue					
05 1510 0000	INTEREST ON INVESTMENTS	0.00	0.00	1,637.66	1,637.66
05 1790 1010	HIGH SCHOOL YEARBOOK	0.00	0.00	730.00	730.00
05 1790 1025	HIGH SCHOOL BAND	0.00	0.00	251.07	251.07
05 1790 1034	CHEERLEADING	0.00	0.00	722.00	722.00
05 1790 1035	HIGH SCHOOL DANCE	0.00	0.00	3,046.70	3,046.70
05 1790 1055	CLASS OF 2024	0.00	0.00	702.50	702.50
05 1790 1060	CLASS OF 2025	0.00	0.00	400.00	400.00
05 1790 1075	HIGH ABILITY LEARNERS	0.00	0.00	458.00	458.00
05 1790 1080	CONCESSIONS	0.00	0.00	21,496.48	21,496.48
05 1790 1085	MIDDLE SCHOOL STUDENT COUNCIL	0.00	0.00	2,784.78	2,784.78
05 1790 1100	ELEMENTARY STUDENT COUNCIL	0.00	0.00	1,194.93	1,194.93
05 1790 1102	DIGITAL MEDIA	0.00	0.00	929.75	929.75
05 1790 1105	FBLA	0.00	0.00	7,315.00	7,315.00
05 1790 1110	FCCLA	0.00	0.00	1,714.00	1,714.00
05 1790 1115	FFA	0.00	0.00	32,561.14	32,561.14
05 1790 1124	COLERIDGE FITNESS CENTER	0.00	0.00	1,908.00	1,908.00
05 1790 1125	LAUREL FITNESS CENTER	0.00	0.00	407.00	407.00
05 1790 1140	GENERAL ACTIVITIES	0.00	0.00	39,203.18	39,203.18
05 1790 1145	INDUSTRIAL ARTS	0.00	0.00	1,913.00	1,913.00
05 1790 1156	MIDDLE SCHOOL PBIS	0.00	0.00	100.00	100.00
05 1790 1160	LIBRARY	0.00	0.00	326.68	326.68
05 1790 1163	MATH CLUB	0.00	0.00	170.00	170.00
05 1790 1165	MISCELLANEOUS ACCOUNT	0.00	0.00	800.00	800.00
05 1790 1170	NATIONAL HONOR SOCIETY	0.00	0.00	800.00	800.00
05 1790 1175	FOOTBALL	0.00	0.00	1,334.94	1,334.94
05 1790 1180	CROSS COUNTRY	0.00	0.00	2,273.50	2,273.50
05 1790 1185	GIRLS GOLF	0.00	0.00	1,210.00	1,210.00
05 1790 1200	SPANISH CLUB	0.00	13.00	106.50	93.50
05 1790 1205	ONE ACTS	0.00	0.00	2,973.25	2,973.25
05 1790 1210	SPEECH	0.00	0.00	820.00	820.00
05 1790 1215	HIGH SCHOOL STUDENT COUNCIL	0.00	0.00	1,293.55	1,293.55
05 1790 1225	SKILLS USA	0.00	0.00	2,473.60	2,473.60
05 1790 1230	VOCAL MUSIC	0.00	0.00	1,975.75	1,975.75
05 1790 1235	VOLLEYBALL	0.00	0.00	2,799.00	2,799.00
05 1790 1245	BOYS BASKETBALL	0.00	0.00	273.00	273.00

Regular; Beginning Month 09/2022; Processing Month 07/2023; Fund Number 05

Fund: 05 ACTIVITIES FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 1790 1260	SCHOOL PICTURES	0.00	0.00	500.00	500.00
05 1790 1305	AGRICULTURAL FOUNDATION SCHOLARSHIP	0.00	0.00	10,000.00	10,000.00
05 1790 1310	COLLEGE ACCESS GRANT	0.00	0.00	2,000.00	2,000.00
05 1790 1400	EDUCATION QUEST FOUNDATION	0.00	0.00	1,750.00	1,750.00
05 1790 1500	SECURITY BANK SPONSORSHIP	0.00	0.00	15,000.00	15,000.00
05 1790 1600	VIDEO BOARD	0.00	0.00	2,500.00	2,500.00
05 1790 1705	GREENHOUSE	0.00	0.00	26,100.00	26,100.00
05 1990 0000	OTHER MISCELLANEOUS LOCAL RECEIPTS	0.00	0.00	24.39	24.39
Total: Revenue		0.00	13.00	196,979.35	196,966.35

Expenditure

05 2900 610 0 000 008	ACTIVITY DIRECTOR ACCOUNT	0.00	178.18	0.00	178.18
05 2900 610 0 000 020	ART CLUB	0.00	271.50	0.00	271.50
05 2900 610 0 000 075	HIGH ABILITY LEARNERS	0.00	2,098.04	0.00	2,098.04
05 2900 610 0 000 124	COLERIDGE FITNESS CENTER	0.00	2,094.66	0.00	2,094.66
05 2900 610 0 000 125	LAUREL FITNESS CENTER	0.00	29,081.33	0.00	29,081.33
05 2900 610 0 000 160	LIBRARY	0.00	143.78	8.78	135.00
05 2900 610 0 000 165	MISCELLANEOUS ACCOUNT	0.00	621.94	0.00	621.94
05 2900 610 0 000 175	FOOTBALL	0.00	1,724.26	0.00	1,724.26
05 2900 610 0 000 180	CROSS COUNTRY	0.00	4,343.50	0.00	4,343.50
05 2900 610 0 000 185	GIRLS GOLF	0.00	1,421.66	0.00	1,421.66
05 2900 610 0 000 230	VOCAL MUSIC	0.00	2,699.00	150.00	2,549.00
05 2900 610 0 000 235	VOLLEYBALL	0.00	470.85	0.00	470.85
05 2900 610 0 000 240	GIRLS BASKETBALL	0.00	70.80	0.00	70.80
05 2900 610 0 000 245	BOYS BASKETBALL	0.00	3,474.84	0.00	3,474.84
05 2900 610 0 000 500	SECURITY BANK SPONSORSHIP	0.00	9,266.46	0.00	9,266.46
05 2900 610 1 000 010	HIGH SCHOOL YEARBOOK	0.00	592.48	0.00	592.48
05 2900 610 1 000 025	HIGH SCHOOL BAND	0.00	962.48	150.00	812.48
05 2900 610 1 000 035	HIGH SCHOOL DANCE	0.00	3,040.12	0.00	3,040.12
05 2900 610 1 000 045	CLASS OF 2022	0.00	250.00	250.00	0.00
05 2900 610 1 000 050	CLASS OF 2023	0.00	2,253.65	0.00	2,253.65
05 2900 610 1 000 055	CLASS OF 2024	0.00	143.48	0.00	143.48
05 2900 610 1 000 080	CONCESSIONS	0.00	20,758.36	106.12	20,652.24
05 2900 610 1 000 102	DIGITAL MEDIA	0.00	28.05	0.00	28.05
05 2900 610 1 000 105	FBLA	0.00	8,789.68	0.00	8,789.68
05 2900 610 1 000 110	FCCLA	0.00	2,309.85	0.00	2,309.85
05 2900 610 1 000 115	FFA	0.00	27,072.11	203.22	26,868.89
05 2900 610 1 000 140	GENERAL ACTIVITIES	0.00	89,576.91	1,362.00	88,214.91
05 2900 610 1 000 145	INDUSTRIAL ARTS	0.00	14,778.64	116.91	14,661.73
05 2900 610 1 000 151	HOMECOMING	0.00	2,255.02	0.00	2,255.02
05 2900 610 1 000 152	PROM	0.00	4,095.46	0.00	4,095.46
05 2900 610 1 000 163	MATH CLUB	0.00	165.00	15.00	150.00
05 2900 610 1 000 170	NATIONAL HONOR SOCIETY	0.00	815.19	0.00	815.19
05 2900 610 1 000 190	QUIZ BOWL	0.00	120.00	0.00	120.00
05 2900 610 1 000 200	SPANISH CLUB	0.00	234.00	0.00	234.00
05 2900 610 1 000 205	ONE ACTS	0.00	1,291.58	0.00	1,291.58
05 2900 610 1 000 210	SPEECH	0.00	1,112.00	0.00	1,112.00
05 2900 610 1 000 215	HIGH SCHOOL STUDENT COUNCIL	0.00	490.18	33.00	457.18
05 2900 610 1 000 225	SKILLS USA	0.00	26,474.48	0.00	26,474.48
05 2900 610 1 000 305	AGRICULTURAL FOUNDATION SCHOLARSHIP	0.00	4,500.00	0.00	4,500.00
05 2900 610 1 000 310	COLLEGE ACCESS GRANT	0.00	1,292.49	0.00	1,292.49
05 2900 610 2 000 090	ELEMENTARY ACTIVITY FUND	0.00	79.00	0.00	79.00
05 2900 610 2 000 092	ELEMENTARY PBIS	0.00	15.71	0.00	15.71

Regular; Beginning Month 09/2022; Processing Month 07/2023; Fund Number 05

Fund: 05 ACTIVITIES FUND

		<u>Beginning Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Ending Balance</u>
05 2900 610 2 000 100	ELEMENTARY STUDENT COUNCIL	0.00	3,758.78	33.00	3,725.78
05 2900 610 3 000 085	MIDDLE SCHOOL STUDENT COUNCIL	0.00	2,503.02	61.20	2,441.82
05 2900 610 3 000 156	MIDDLE SCHOOL PBIS	0.00	278.99	0.00	278.99
Total: Expenditure		0.00	277,997.51	2,489.23	275,508.28
Total: 05		463,305.92	755,489.60	676,947.67	778,696.69

08/11/2023 4:35 PM

Posted; Check Date 07/01/2023 To 07/31/2023; Fund Number From AP Invoice 05;
Journal Code CD

User ID: MEGAN

Checking Account ID: 5

Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
9917	07/05/2023	X			BIGREDBUSI	BIG RED BUSINESS CENTER	95.00
9918	07/05/2023	X			NCA	NCA	140.00
9919	07/05/2023	X			WINNER	WINNER'S CIRCLE	487.58
9920	07/11/2023	X			AMAZCAPITA	AMAZON CAPITAL SERVICES	476.43
9921	07/11/2023	X			ASPI SOLUTI	ASPi SOLUTIONS	624.00
9922	07/11/2023	X			CARDMEMBER	CARDMEMBER SERVICE	1,943.35
9923	07/11/2023	X			CARDMEMBER	CARDMEMBER SERVICE	2,994.07
9924	07/11/2023	X			CREATDZYNE	CREATIVE D.ZYNES	210.00
9925	07/11/2023	X			GOPHER	GOPHER	1,308.38
9926	07/11/2023	X			LAURELACE	LAUREL ACE HARDWARE	25.18
9927	07/11/2023	X			LCCDIST54	LAUREL-CONCORD-COLERIDGE SCHOOL DISTRICT #54	53.50
9928	07/11/2023	X			MENARDSNOR	MENARDS - NORFOLK	695.95
9929	07/11/2023	X			NECC	NORTHEAST COMMUNITY COLLEGE	1,000.00
9930	07/11/2023	X			ROGUE	ROGUE FITNESS	3,735.00
9931	07/11/2023	X			SSWORL	S & S WORLDWIDE, INC.	17.82
9932	07/12/2023	X			CANNON	CANNON SPORTS INC.	29.08
9933	07/12/2023	X			HOMER	HOMER COMMUNITY SCHOOL	280.00
9934	07/12/2023	X			SORINEX	SORINEX EXERCISE EQUIPMENT, INC.	24,541.26
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 38,656.60
Checking Account Total:		5		Void Total:		0.00	Total without Voids: 38,656.60
Grand Total:				Void Total:		0.00	Total without Voids: 38,656.60

**Laurel-Concord-Coleridge School
District #54**

8/3/24

Local Tax Receipts from County Treasurers

MONTH	<u>2019-20</u>	<u>%</u>	MONTH	<u>2020-21</u>	<u>%</u>	MONTH	<u>2021-22</u>	<u>%</u>	MONTH	<u>2022-23</u>	<u>%</u>
September	\$1,025,064.25	17.39%	September	\$1,267,440.50	20.53%	September	\$1,316,943.83	20.22%	September	\$1,212,647.51	17.70%
October	\$340,229.37	23.16%	October	\$267,036.63	24.86%	October	\$274,521.59	24.44%	October	\$326,676.74	22.47%
November	\$67,225.53	24.30%	November	\$107,292.10	26.60%	November	\$50,377.32	25.21%	November	\$37,093.86	23.01%
December	\$11,570.84	24.50%	December	\$11,181.75	26.78%	December	\$9,567.77	25.36%	December	\$14,660.24	23.23%
January	\$955,391.96	40.71%	January	\$1,102,368.99	44.63%	January	\$1,478,946.16	48.07%	January	\$1,606,320.61	46.68%
February	\$325,440.60	46.23%	February	\$303,631.95	49.55%	February	\$275,073.54	52.29%	February	\$173,100.02	49.20%
March	\$94,744.09	47.84%	March	\$116,615.58	51.44%	March	\$102,118.58	53.86%	March	\$145,490.31	51.33%
April	\$293,093.56	52.81%	April	\$307,474.39	56.42%	April	\$376,384.02	59.64%	April	\$350,242.48	56.44%
May	\$1,558,392.28	79.25%	May	\$1,843,789.04	86.29%	May	\$1,733,363.02	86.25%	May	\$1,831,312.48	83.18%
June	\$321,314.81	84.70%	June	\$175,315.55	89.13%	June	\$311,451.51	91.04%	June	\$370,144.70	88.58%
July	\$22,776.64	85.09%	July	\$40,561.56	89.79%	July	\$19,427.41	91.33%	July	\$29,566.00	89.01%
August	\$35,236.94	85.69%	August	\$31,145.75	90.29%	August	\$33,129.22	91.84%	August		89.01%
Adjustment		85.69%	Adjustment		90.29%	Adjustment		91.84%	Adjustment		89.01%
Total	\$5,050,480.87		Total	\$5,573,853.79		Total	\$5,981,303.97		Total	\$6,097,254.95	
Budgeted	\$5,894,069.00		Budgeted	\$6,173,080.00		Budgeted	\$6,512,599.00		Budgeted	\$6,850,000.00	
over/under	(\$843,588.13)		over/under	(\$599,226.21)		over/under	(\$531,295.03)		over/under	(\$752,745.05)	

General Fund Expenditures

MONTH	<u>2019-20</u>	<u>%</u>	MONTH	<u>2020-21</u>	<u>%</u>	MONTH	<u>2021-22</u>	<u>%</u>	MONTH	<u>2022-23</u>	<u>%</u>
September	\$707,628.51	8.41%	September	\$746,449.58	8.67%	September	\$726,108.97	7.05%	September	\$843,013.71	8.02%
October	\$730,251.14	17.10%	October	\$599,815.74	15.64%	October	\$782,381.18	14.65%	October	\$700,149.06	14.68%
November	\$744,292.53	25.95%	November	\$669,115.03	23.42%	November	\$761,895.24	22.04%	November	\$817,958.94	22.46%
December	\$622,756.74	33.35%	December	\$609,195.12	30.49%	December	\$725,284.02	29.09%	December	\$666,779.51	28.80%
January	\$554,686.89	39.95%	January	\$575,402.26	37.18%	January	\$591,318.96	34.83%	January	\$673,716.31	35.21%
February	\$679,048.37	48.02%	February	\$647,073.32	44.70%	February	\$678,884.50	41.42%	February	\$707,913.94	41.95%
March	\$550,129.69	54.56%	March	\$629,563.71	52.01%	March	\$561,377.67	46.87%	March	\$588,417.50	47.55%
April	\$832,492.26	64.46%	April	\$695,494.90	60.09%	April	\$642,188.70	53.11%	April	\$671,609.00	53.94%
May	\$524,134.43	70.69%	May	\$585,344.98	66.90%	May	\$654,934.92	59.46%	May	\$738,326.94	60.96%
June	\$632,978.93	78.22%	June	\$709,884.86	75.14%	June	\$691,562.05	66.18%	June	\$768,940.09	68.27%
July	\$596,192.71	85.31%	July	\$668,214.85	82.91%	July	\$638,535.09	72.38%	July	\$659,578.02	74.55%
August	\$634,969.51	92.86%	August	\$706,801.30	91.12%	August	\$635,707.67	78.55%	August		74.55%
Adjustment		92.86%	Adjustment		91.12%	Adjustment		78.55%	Adjustment		74.55%
Total Spent	\$7,809,561.71		Total Spent	\$7,842,355.65		Total Spent	\$8,090,178.97		Total Spent	\$7,836,403.02	
Budgeted	\$8,410,000.00		Budgeted	\$8,606,700.00		Budgeted	\$10,299,211.00		Budgeted	\$10,511,738.00	
over/under	(\$600,438.29)		over/under	(\$764,344.35)		over/under	(\$2,209,032.03)		over/under	(\$2,675,334.98)	

9000 program costs are not included in "total spent"

LAUREL-CONCORD-COLERIDGE SCHOOL DISTRICT #54
BOARD OF EDUCATION
Regular Monthly Meeting
Monday, July 10, 2023, Following the 7:00 p.m. Special Hearings and
Committee on American Civics meetings
Board Room @ LCC School, Coleridge, NE 68727

Attendance taken at 7:11 p.m.

Carol Erwin:	Present
Jay Hall:	Present
Bryan Pippitt:	Present
Samuel Recob:	Present
Grant Settje:	Present
Scott Taylor	Absent
Dustin Thompson:	Absent

Present: 5 Absent: 2

I. CALL MEETING TO ORDER

The regular meeting was convened at 7:11 p.m. on July 10, 2023, in the Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Said notice stated agenda is readily available for public inspection at the Superintendent's office during normal business hours. Board members were emailed notice. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting was duly called to order by President Erwin at 7:11 p.m. Everyone joined in the pledge of allegiance to the flag. Attention was directed to a current copy of the Nebraska Open Meeting Act posted in the room.

II. APPROVAL OF AGENDA AND CHANGES TO AGENDA

Motion to approve the agenda as provided passed with a motion by Grant Settje and a second by Bryan Pippitt.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

III. CONSENT AGENDA

Motion to approve the consent agenda items including minutes of the June 12, 2023 Regular Board Meeting; Treasurer's report; the General Fund bills in the amount of \$156,619.11; the Employee Benefit Fund bill in the amount of \$9,455.97; the Student Fees Fund bills in the amount of \$1,482.00; the Special Building Fund Lease-Purchase Account bills in the amount of \$380,535.55; the Special Building Fund Bond Account bills in the amount of \$1,643,821.53; the Special Building Fund Original Account bills in the amount of \$42,253.39; the Depreciation Account bill in the amount of \$35,685.00; and the

projected payroll in the amount of \$511,844.30 passed with a motion by Jay Hall and a second by Grant Settje.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

IV. EXCUSE ABSENT BOARD MEMBERS

Motion to excuse the absence of Scott Taylor and Dustin Thompson passed with a motion by Grant Settje and a second by Sam Recob.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

V. PUBLIC COMMENT

No member of the public signed in to address the board.

VI. INFORMATION AND PROPOSALS

VI.1. PRINCIPALS' REPORTS

There were no principal reports to share.

VI.2. SUPERINTENDENT'S REPORT

Superintendent Christiansen presented his report to the Board. He provided personnel updates. Superintendent Christiansen also informed the board that he received word prior to the board meeting that the Wayne Community Schools approved the wrestling co-op with Laurel-Concord-Coleridge School at their board meeting which was held at 5:00 this evening and that it was a unanimous vote. Superintendent Christiansen touched on all the upcoming back-to-school activities. Superintendent Christiansen welcomed in John and Scott with Hausmann Construction to give an update on the construction project.

VI.3. BOARD COMMITTEE REPORTS

VI.3.1 CURRICULUM/INSTRUCTION COMMITTEE MEETING - WEDNESDAY, JULY 5, 2023

The Curriculum/Instruction Committee Meeting was held on Wednesday, July 5th, 2023 at 7:00 a.m. at the Presbyterian Church Fellowship Hall. Participants were Carol Erwin, Sam Recob, Bryan Pippitt and Jeremy Christiansen.

VI.3.2 TRANSPORTATION, BUILDINGS, AND GROUNDS COMMITTEE MEETING - THURSDAY, JULY 6, 2023

The Transportation/Buildings/Grounds Committee Meeting was held on Tuesday, July 6th, 2023, at 6:30 a.m. at the Central Office. Participants were Grant Settje (Chair) Scott Taylor, Dustin Thompson, and Jeremy Christiansen.

VI.3.3 POLICY COMMITTEE MEETING - FRIDAY, JULY 7, 2023

The Policy Committee Meeting was held on Friday, July 7th, 2023, at 6:00 a.m. at the Central Office. Participants were Dustin Thompson, Jay Hall, Bryan Pippitt and Jeremy Christiansen.

VII. ACTION ITEMS

VII.1. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE APPOINTMENT OF THE DISTRICT TREASURER .

Motion to approve Megan Greiner as District Treasurer passed with a motion by Jay Hall and a second by Sam Recob.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.2. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE APPOINTMENT OF THE BOARD RECORDING SECRETARY.

Motion to approve Vicki Bermel as the Board Recording Secretary passed with a motion by Grant Settje and a second by Bryan Pippit.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.3. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE APPOINTMENT OF TITLE IX COORDINATOR.

Motion to approve Diane Hanel as the District's Title IX Coordinator passed with a motion by Jay Hall and a second by Grant Settje.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.4. DISCUSS, CONSIDER, AND TAKE NECESSARY ACTION WITH REGARD TO CORPORATE RESOLUTIONS AND BANK AUTHORIZATIONS.

Motion to approve the Corporate Resolutions and Bank Authorizations as provided passed with a motion by Jay Hall and a second by Grant Settje.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.5. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENTS FOR BOYS AND GIRLS WRESTLING PROGRAMS.

Motion to approve the Cooperative Sponsorship Agreements for the Boys and Girls Wrestling Programs with Wayne Community Schools as provided passed with a motion by Sam Recob and a second by Jay Hall.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.6. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE 2023-2024 SCHOOL CALENDAR.

Motion to approve the amended 2023-2024 school calendar as provided passed with a motion by Grant Settje and a second by Jay Hall.

Erwin: Yea, Hall: Yea, Pippitt: Yea, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 5, Nay: 0, Absent: 2.

VII.7. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO THE PURCHASE OF SCHOOL VEHICLES.

Motion to approve the purchase of school vehicles as provided passed with a motion by Grant Settje and a second by Jay Hall.

Erwin: Yea, Hall: Yea, Pippitt: Nay, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 4, Nay: 1, Absent: 2.

VII.8. CONSIDER, DISCUSS, AND TAKE NECESSARY ACTION WITH REGARD TO POLICY UPDATES ON FIRST READING.

Motion to approve the following Policy Updates on first reading as provided passed with a motion by Bryan Pippit and a second by Jay Hall.

Erwin: Yea, Hall: Yea, Pippitt: Nay, Recob: Yea, Settje: Yea, Taylor: Absent, Thompson: Absent

Yea: 4, Nay: 1, Absent: 2.

Policy 1101 - Use of School Facilities: Student Groups

Policy 5003 - Assignment of Students (Academic Recognition)

Policy 5004 - Full-time and Part-time Enrollment

Policy 5006, Resolution, and Sample Letter - Option Enrollment

Policy 5101 - Student Discipline

Policy 5102 - Alternative Education

Policy 5103 - Extracurricular Activity Discipline

Policy 5205 - Graduation

Policy 5206 - Early Completion Plan (Deadline Modification)

Policy 6212 - Assessments-Academic Content Standards

Policy 6215 - Collection of Information Relating to Dyslexia (New)

Policy 6284 - Initiations, Hazing, Secret Clubs and Outside Organizations

Policy 6288 - Artificial Intelligence (New)

Policy 6600 - Special Education

Policy 6700 - Firearm Policy

Policy 6921 - Seizure Safe Schools (New)

Policy 6930 - Behavioral Points of Contact (New)

Policy 8130 - Annual Organizational Meeting

VIII. DISCUSSION ITEMS

VIII.1. SCHOOL CONSTRUCTION PROJECT UPDATES

VIII.2. BOARD POLICY REVIEW SCHEDULES (4000 SERIES-PERSONNEL)

VIII.3. BUILDING BLOCKS EARLY CHILDHOOD AND FAMILY DEVELOPMENT CENTER

IX. CORRESPONDENCE AND BULLETINS

Updates from NASB and NRCSA were available for the Board's review.

X. UPCOMING BOARD MEETINGS, COMMITTEE MEETINGS, AND WORKSHOPS

Board members were reminded of upcoming meetings.

X.1. REGULAR BOARD OF EDUCATION MEETING - TUESDAY, AUGUST 15, 2023 (7:00 P.M. – LCC HIGH SCHOOL BOARD ROOM, LAUREL)

X.2. SPECIAL BOARD MEETING AND BUDGET WORKSHOP – WEDNESDAY, AUGUST 30, 2023 (6:30 P.M. – LCC HIGH SCHOOL BOARD ROOM, LAUREL)

X.3. NASB AREA MEMBERSHIP MEETING – WEDNESDAY, SEPTEMBER 6, 2023 (4:30 P.M. – LIFELONG LEARNING CENTER-NECC/NORFOLK)

XI. ADJOURN

Meeting adjourned at 8:47 p.m.

Cedar County School District #54

Submitted by:

Vicki L. Bermel
Recording Secretary

Attested by:

Dustin Thompson
Secretary of the Board

LAUREL-CONCORD-COLERIDGE SCHOOL DISTRICT #54
BOARD OF EDUCATION
Committee Meeting
Monday, July 10, 2023
Following the 7:00 p.m. Special Hearings
Board Room @ LCC School, Coleridge, NE 68727

I. COMMITTEE MEETING – COMMITTEE ON AMERICAN CIVICS

I.1. Call Meeting to Order

Carol Erwin called the Committee on American Civics Meeting to order at 7:07 p.m. on July 10, 2023 in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The committee meeting notice was published in the July 5, 2023 issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

I.2. Review, discuss, consider, receive input, and hear support, opposition, criticism, suggestions, or observations of district patrons relating to the school district's implementation of the American Civics Education Act.

LCC Administration has examined and ensures that the social studies curriculum used in the district is aligned to the social studies standards and teaches foundational knowledge in civics, government, history (local, state, national, world), economics, and geography. The Board of Education previously approved the social studies curriculum that stresses the services of the men and women who achieved our national independence, established our constitutional government, and preserved our union and includes the incorporation of multicultural education to develop a pride and respect for our institutions and not be a mere recital of events and dates.

I.3. Adjourn Committee Meeting

After discussion, the Committee on American Civics Meeting adjourned at 7:11 p.m.

Cedar County School District #54

Submitted by:

Vicki L. Bermel
Recording Secretary

Attested by:

Dustin Thompson
Secretary of the Board

LAUREL-CONCORD-COLERIDGE SCHOOL DISTRICT #54
BOARD OF EDUCATION
Special Hearings
Monday, July 10, 2023, 7:00 pm
Board Room @ LCC School, Coleridge, NE 68727

I. SPECIAL HEARING: PARENT ENGAGEMENT POLICY

I.1. Call Hearing to Order

President Erwin called the Parent Engagement Policy Hearing to order at 7:00 p.m. on July 10, 2023, in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

I.2. Review, discuss, consider, and receive input regarding the district's Parent Engagement policy.

I.3. Adjourn Special Hearing

After discussion and hearing no suggestions for amending the policy, the Parent Engagement Policy Hearing adjourned at 7:01 p.m.

II. SPECIAL HEARING: CHILDREN'S INTERNET PROTECTION POLICY

II.1. Call Hearing to Order

President Erwin called the Children's Internet Protection Policy Hearing to order at 7:01 p.m. on July 10, 2023, in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

II.2. Review, discuss, consider, and receive input regarding the district's Children's Internet Protection Act (CIPA) policy.

II.3. Adjourn Special Hearing

After discussion and hearing no suggestions for amending the policy, the Children's Internet Protection Policy (CIPA) Hearing adjourned at 7:02 p.m.

III. SPECIAL HEARING: STUDENT FEES POLICY AND 2022-2023 REPORT

III.1. Call Hearing to Order

President Erwin called the Student Fees Policy and 2021-2022 Report Hearing to order at 7:02 p.m. on July 10, 2023, in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

III.2. Review, discuss, consider, and receive input on the district's Student Fees policy.

III.3. Review funds collected from students pursuant to the Student Fees Policy requirements for the 2022-2023 school year.

The report of funds collected from students for the 2022-2023 school year was reviewed.

III.4. Adjourn Special Hearing

After discussion and hearing no suggestions for amending the policy, the Student Fees Policy Hearing and Review of the 2022-2023 Student Fees Report adjourned at 7:05 p.m.

IV. SPECIAL HEARING: SCHOOL WELLNESS POLICY

IV.1. Call Hearing to Order

President Erwin called the School Wellness Policy Hearing to order at 7:05 p.m. on July 10, 2023, in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

IV.2. Review, discuss, consider, and receive input regarding the district's School Wellness policy.

IV.3. Adjourn Special Hearing

After discussion and hearing no suggestions for amending the policy, the School Wellness Policy Hearing adjourned at 7:06 p.m.

V. SPECIAL HEARING: DISTRICT ANTI-BULLYING POLICY

V.1. Call Hearing to Order

President Erwin called the District Anti-Bullying Policy Hearing to order at 7:06 p.m. on July 10, 2023, in the LCC Middle School Board Room at Laurel-Concord-Coleridge School, Coleridge, Nebraska. In addition to board members, the following were present: Superintendent Jeremy Christiansen, Middle School Principal Mark Leonard, Diane Hanel and Kari Hart. The meeting notice was published in the July 5, 2023, issue of the Laurel Advocate, posted at the LCC Elementary/High School- Laurel and LCC Middle School- Coleridge, posted at U.S. Post Office- Coleridge, U.S. Post Office- Laurel, Security Bank- Coleridge, Security Bank- Laurel, Citizens State Bank- Laurel, and posted on the school web site. Board members were emailed notice.

V.2. Review, discuss, consider, and receive input regarding the district's Anti-Bullying policy.**V.3. Adjourn Special Hearing**

After discussion and hearing no suggestions for amending the policy, the Anti-Bullying Policy Hearing adjourned at 7:07 p.m.

Cedar County School District #54**Submitted by:**

Vicki L. Bermel
Recording Secretary

Attested by:

Dustin Thompson
Secretary of the Board

Fund 01 GENERAL FUND CHECKING

Beginning Balance 07/01/2023	\$478,240.66

Receipts

Cedar County Local Taxes	\$22,838.18
Cedar County MV Taxes	\$29,935.64
Cedar County Homestead Tax	\$6,530.69
Cedar County Fines/License	\$969.64
Dixon County Local Taxes	\$6,156.32
Dixon County MV Taxes	\$4,137.55
Dixon County Homestead Tax	\$1,327.23
Dixon County Fines/Licenses	\$226.79
Dixon County ProRate MV	\$696.45
Dixon County Nameplate	\$1,378.65
Wayne County Local Taxes	\$571.50
Wayne County Homestead Tax	\$185.22
Wayne County Fines/License	\$16.53
Wayne County MV Taxes	\$5.58
Wayne County ProRate MV	\$88.61
State of NE - ESSER III - reimbursement	\$24,908.00
LCC School Lunch Fund - July Payroll Reimbursement	\$8,054.18
Board member - insurance premium	\$1,863.67
Preschool payments	\$550.00
Nebraska Community Foundation - Grant	\$412.64
Carl Perkins Grant	\$410.32
Transfer from General Fund Savings	\$500,000.00
Interest earned	\$475.16
Total Receipts:	\$611,738.55

Disbursements

July Payroll (all funds)	\$511,844.30
July General Fund Bills	\$156,619.11
Transfer to Employee Benefit Fund	\$1,032.46
Total Disbursements:	(\$669,495.87)

General Fund Checking Balance 07/31/2023**\$420,483.34****GENERAL FUND SAVINGS**

Beginning Balance	\$1,504,310.01
Receipts: Interest earned	\$1,340.19
Transfer to General Fund Checking	(\$500,000.00)

Ending Savings Account Balance 07/31/2023**\$1,005,650.20****GENERAL FUND PETTY CASH****\$5,000.00**

GENERAL FUND BALANCE 07/31/2023

\$1,431,133.54**AUGUST PROJECTED PAYROLL**

General Fund	\$536,155.97
Lunch Fund	\$6,007.36
Cooperative Fund	\$0.00

Total Payroll:	\$542,163.33

AUGUST PROJECTED BILLS

General Fund	\$178,408.88
Employee Benefit Fund	\$5,240.98
Depreciation Fund	\$5,683.33
Student Fees Fund	\$1,169.45
Special Building Fund - Lease-Purchase Account	\$292,261.53
Special Building Fund - Bond Account	\$1,614,981.36
Special Building Fund - Original Account	\$51,775.00

Total Bills:	\$2,149,520.53

Fund 02 DEPRECIATION FUND

Beginning Balance	\$400,415.53
Receipts: Interest earned	\$406.78
Disbursements:	(\$35,685.00)

Ending Balance 07/31/2023**\$365,137.31****Fund 03 EMPLOYEE BENEFIT FUND**

Beginning Balance	\$20,371.02
Receipts: Interest earned	\$0.28
Staff contributions to flex plans	\$5,627.18
Transfer from General Fund to cover unemployment pmt	\$1,032.46
Disbursements:	(\$9,455.97)

Ending Balance 07/31/2023**\$17,574.97****Fund 06 SCHOOL LUNCH/MILK FUND**

Beginning Balance	\$57,339.38
Receipts: Lunch/Milk/Reimbursement	\$1,039.51
Interest earned	\$46.42
Disbursements: Food/Supplies/Equipment Purchases	(\$820.64)
July Payroll	(\$8,054.18)

Ending Balance 07/31/2023**\$49,550.49****Fund 07 BOND FUND**

Beginning Balance	\$405,044.01
Receipts: Cedar County Taxes	\$4,025.94
Dixon County Taxes	\$1,310.32
Wayne County Taxes	\$52.77

Interest earned	\$349.55	
Disbursements:		
Ending Balance 07/31/2023		\$410,782.59

Fund 08 SPECIAL BUILDING FUND

SPECIAL BUILDING FUND - Original Account

Beginning Balance	\$1,964,953.75	
Receipts: interest earned	\$2,055.30	
Disbursements:	(\$42,253.39)	
Ending Balance 07/31/2023		\$1,924,755.66

SPECIAL BUILDING FUND - Bond Account

Beginning Balance	\$8,886,539.47	
Receipts: interest earned	\$8,634.64	
Disbursements:	(\$1,643,821.53)	
Ending Balance 07/31/2023		\$7,251,352.58

SPECIAL BUILDING FUND - Lease-Purchase Account

Beginning Balance	\$2,140,868.58	
Receipts: Cedar County Taxes	\$4,608.99	
Dixon County Taxes	\$1,500.08	
Wayne County Taxes	\$101.43	
Interest earned	\$2,090.06	
Disbursements:	(\$380,535.55)	
Ending Balance 7/31/2023		\$1,768,633.59

SPECIAL BUILDING FUND TOTAL: \$10,944,741.83

Fund 10 COOPERATIVE FUND

Beginning Balance	\$45,827.49	
Receipts: Interest earned	\$42.25	
Northeast Community College - Dual Credit Spring Semester	\$4,078.13	
Disbursements:		
Coop Fund Checking Ending Balance 07/31/2023		\$49,947.87

CERTIFICATE OF DEPOSIT #22319 (matures 2/13/2024) \$219,962.63

Ending Balance 07/31/2023 \$269,910.50

Fund 12 STUDENT FEE FUND

Beginning Balance	\$11,276.16	
Receipts: Interest earned	\$9.68	
Bright Horizon fees	\$950.00	
Disbursements: Bright Horizons expenses	(\$1,482.00)	
Ending Balance 07/31/2023		\$10,753.84

08/14/2023 1:26 PM

Posted; Journal Code CD; Processing Month 08/2023

User ID: VICKI

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
109165	08/15/2023				ELANFINANC	ELAN FINANCIAL SERVICES	4,131.94
109166	08/15/2023				ABBUSINESS	A & B BUSINESS SOLUTIONS	4,943.49
109167	08/15/2023				AMAZCAPITA	AMAZON CAPITAL SERVICES	1,960.24
109168	08/15/2023				ATT	AT&T	55.69
109169	08/15/2023				ATTAINMENT	ATTAINMENT COMPANY	1,182.30
109170	08/15/2023				AVERA	AVERA MEDICAL GROUP	44.00
109171	08/15/2023				BERGANJOHN	JOHN BERGAN	100.00
109172	08/15/2023				BERMJJEFF	JEFF BERMEL	189.98
109173	08/15/2023				BLACKHILLS	BLACK HILLS ENERGY	7,615.00
109174	08/15/2023				BLUECROSS	BLUE CROSS BLUE SHIELD OF NEBRASKA	1,863.67
109175	08/15/2023				BRUMMELSAB	ABBY BRUMMELS	100.00
109176	08/15/2023				BRUMMELSCL	CLARA BRUMMELS	100.00
109177	08/15/2023				CARSONTALO	TALON CARSON	100.00
109178	08/15/2023				CEDARKNOX	CEDAR-KNOX PPD	2,751.48
109179	08/15/2023				CENGAG	CENGAGE LEARNING INC.	1,339.80
109180	08/15/2023				CHEMSEARCH	CHEMSEARCH	192.33
109181	08/15/2023				CHRIJERE	JEREMY CHRISTIANSEN	1,380.50
109182	08/15/2023				CITYLAUREL	CITY OF LAUREL	2,956.71
109183	08/15/2023				COLEDETAIL	COLERIDGE DETAILING	235.00
109184	08/15/2023				COLEWELD	COLERIDGE WELDING, INC.	118.70
109185	08/15/2023				CONNQUIN	QUIN CONNER	145.88
109186	08/15/2023				COUNCILAID	COUNCIL FOR AID TO EDUCATORS INC	2,840.00
109187	08/15/2023				CUBBYS	CUBBY'S INC.	158.09
109188	08/15/2023				DAKOTAPOTT	DAKOTA POTTERS SUPPLY, LLC	211.50
109189	08/15/2023				DASHR	DASHR	285.00
109190	08/15/2023				DIVERDRUG	DIVERSIFIED DRUG TESTING, LLC	63.80
109191	08/15/2023				ESUONE	EDUCATION SERVICE UNIT ONE	48,691.24
109192	08/15/2023				ESU1	EDUCATIONAL SERVICE UNIT #1	150.00
109193	08/15/2023				EMERGENTPR	EMERGENT PRESS LLC	420.00
109194	08/15/2023				ESUCOO	ESU COORDINATING COUNCIL	901.00
109195	08/15/2023				FAITHREGIO	FAITH REGIONAL HEALTH SERVICES	400.00
109196	08/15/2023				FASTWYRE	FASTWYRE BROADBAND	229.59
109197	08/15/2023				FILAMENT	FES, LLC	2,730.00
109198	08/15/2023				GENERALPC	GENERAL FUND PETTY CASH	536.45
109199	08/15/2023				GILLHAUL	GILL HAULING, INC.	456.60
109200	08/15/2023				GOPHER	GOPHER	120.71
109201	08/15/2023				GRADWEAR	GRADWEAR INC	1,539.95
109202	08/15/2023				GRAFBAYLIE	BAYLIE GRAF	100.00
109203	08/15/2023				HAHNECOLST	COLSTON HAHNE	100.00
109204	08/15/2023				HALLJACKSO	JACKSON HALL	100.00
109205	08/15/2023				HALLGAYL	GAYLENE HALLMAN	239.75
109206	08/15/2023				HANEDIAN	DIANE HANEL	3,036.78
109207	08/15/2023				HANSENBROS	HANSEN BROTHERS PARTS & SERVICE, INC.	26.29
109208	08/15/2023				HANSENKOLB	KOLBY HANSEN	50.00
109209	08/15/2023				HEARTFIRE	HEARTLAND FIRE PROTECTION, INC	534.98
109210	08/15/2023				HEFNEROIL	HEFNER OIL & FEED CO. INC	324.23
109211	08/15/2023				HOEPPNERAD	ADDY HOEPPNER	100.00
109212	08/15/2023				HOEPPNERPA	PARKER HOEPPNER	100.00
109213	08/15/2023				HOEPPNERPX	PAXTON HOEPPNER	100.00
109214	08/15/2023				HOLIDAYINN	HOLIDAY INN KEARNEY	419.85
109215	08/15/2023				HOMEDEPROD	THE HOME DEPOT PRO	904.18
109216	08/15/2023				INNOVATIVE	INNOVATIVE OFFICE SOLUTIONS, LLC	9,881.93
109217	08/15/2023				IXLLEARNI	IXL LEARNING	9,400.00
109218	08/15/2023				JOHNSONCON	JOHNSON CONTROLS	4,434.44
109219	08/15/2023				JONASMAVIS	MAVIS JONAS	100.00
109220	08/15/2023				KARDELLS	KARDELL'S AUTO	519.88
109221	08/15/2023				KRUSE	KRUSE TRUE VALUE	152.24
109222	08/15/2023				LAQUINTA	LAQUINTA BY WYNDHAM KEARNEY	1,619.28

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User ID: VICKI

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
109223	08/15/2023				LAURELACE	LAUREL ACE HARDWARE	588.41
109224	08/15/2023				LAURELACE	LAUREL ACE HARDWARE	246.20
109225	08/15/2023				LAURELFEED	LAUREL FEED & GRAIN	625.00
109226	08/15/2023				LCCACT	LAUREL-CONCORD-COLERIDGE ACTIVITY ACCT	1,992.94
109227	08/15/2023				LAURELHOME	LAUREL'S HOMETOWN MARKET	101.67
109228	08/15/2023				MATHESON	MATHESON TRI-GAS INC	229.95
109229	08/15/2023				MENARDSNOR	MENARDS - NORFOLK	119.52
109230	08/15/2023				MENARDSC	MENARD'S - SIOUX CITY	1,305.49
109231	08/15/2023				MIDTOWNHEA	MIDTOWN HEALTH CENTER	320.00
109232	08/15/2023				MUNTERDILL	DILLON MUNTER	100.00
109233	08/15/2023				MYSTERYSCI	MYSTERY SCIENCE INC.	3,885.00
109234	08/15/2023				NCSADM	NEBR COUNCIL OF SCHOOL ADMIN	1,324.00
109235	08/15/2023				NRCSA	NEBR RURAL COMM SCHOOLS ASSOC	850.00
109236	08/15/2023				NDEEARLYCH	NEBRASKA DEPARTMENT OF EDUCATION	20.00
109237	08/15/2023				NEBSPRA	NebSPRA	35.00
109238	08/15/2023				NNNEWS	NORTHEAST NEBRASKA NEWS COMPANY	2,263.34
109239	08/15/2023				NNTC	NORTHEAST NEBRASKA TELEPHONE CO.	274.11
109240	08/15/2023				OLSONDILLO	DILLON OLSON	295.00
109241	08/15/2023				OLSONTYLER	TYLER OLSON	90.00
109242	08/15/2023				OWHLEENews	OMAHA WORLD HERALD	394.99
109243	08/15/2023				ONESOURCE	ONE SOURCE	223.00
109244	08/15/2023				ORKIN	ORKIN	203.98
109245	08/15/2023				PERRY	PERRY, GUTHERY, HAASE & GESSFORD PC LLO	825.60
109246	08/15/2023				PITNEYFINA	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC	268.05
109247	08/15/2023				PLANSE	PLAN SERVICES	100.00
109248	08/15/2023				POWERSCHOO	POWERSCHOOL GROUP, LLC	8,036.55
109249	08/15/2023				PRESTOX	PRESTO-X	69.56
109250	08/15/2023				RAYSMIDBEL	RAY'S MID-BELL MUSIC, INC	279.84
109251	08/15/2023				SCHOLARBUY	SCHOLARBUYS LLC	2,760.00
109252	08/15/2023				SCHOLA	SCHOLASTIC INC.	733.74
109253	08/15/2023				SCHOOLHEAL	SCHOOL HEALTH CORPORATION	8,799.99
109254	08/15/2023				SECTORNOW	SECTORNOW, LLC	1,350.00
109255	08/15/2023				SCJOURNAL	SIOUX CITY JOURNAL COMMUNICATIONS	589.99
109256	08/15/2023				SMARTPASS	SMARTPASS INC	838.55
109257	08/15/2023				STONEAVERY	AVERY STONE	100.00
109258	08/15/2023				STONEWALKE	WALKER STONE	100.00
109259	08/15/2023				STUDEN	STUDENT ASSURANCE SERVICES INC	631.05
109260	08/15/2023				SUPERDUPER	SUPER DUPER INC.	646.50
109261	08/15/2023				TASLERKATE	KATE TASLER	100.00
109262	08/15/2023				TEACHSTLLC	TEACHING STRATEGIES, LLC	316.25
109263	08/15/2023				THOMPSON	THOMPSON	2,881.90
109264	08/15/2023				TMS	TIME MANAGMENT SYSTEMS	398.00
109265	08/15/2023				USCELL	U.S. CELLULAR	75.62
109266	08/15/2023				UNITEDART	UNITED ART AND EDUCATION	20.46
109267	08/15/2023				UNITEDPRES	UNITED PRESBYTERIAN CHURCH	2,400.00
109268	08/15/2023				USPS68727	USPS 68727	264.00
109269	08/15/2023				VERIZON	VERIZON	161.28
109270	08/15/2023				VILLAGECOL	VILLAGE OF COLERIDGE	57.30
109271	08/15/2023				VOLKMAN	VOLKMAN PLUMBING & HEATING INC	189.46
109272	08/15/2023				VOSSLIGHT	VOSS LIGHTING	425.40
109273	08/15/2023				VOYAGERSOP	VOYAGER SOPRIS LEARNING	3,424.30
109274	08/15/2023				WAYNEHERAL	WAYNE HERALD	1,571.00
109275	08/15/2023				WESTMUSIC	WEST MUSIC, INC.	479.63
109276	08/15/2023				ZANER	ZANER BLOSER, INC.	463.65
109277	08/15/2023				ELANFINANC	ELAN FINANCIAL SERVICES	79.14
Check Type Total:		Check		Void Total:		0.00	Total without Voids: 178,408.88

Checking Account Total: 1 Void Total: 0.00 Total without Voids: 178,408.88

Checking Account ID: 15 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
1238	08/15/2023				HELKGAMA	KAMALA HELGREN-ASBRA	300.00
1239	08/15/2023				LAURELHOME	LAUREL'S HOMETOWN MARKET	751.05
1240	08/15/2023				OLSOTIFF	TIFFANY OLSON	24.16
1241	08/15/2023				PFANNYSFAR	PFANNY'S FARM, INC	75.00
1242	08/15/2023				SCHUVANE	VANESSA SCHURMAN	19.24
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 1,169.45
Checking Account Total:		15			Void Total:		0.00 Total without Voids: 1,169.45

Checking Account ID: 2 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
557	08/15/2023				LOVESIGNS	LOVE SIGNS, INC.	5,683.33
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 5,683.33
Checking Account Total:		2			Void Total:		0.00 Total without Voids: 5,683.33

Checking Account ID: 3 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
3032	08/15/2023				AMERICCLAIM	AMERIFLEX	5,240.98
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 5,240.98
Checking Account Total:		3			Void Total:		0.00 Total without Voids: 5,240.98

Checking Account ID: 365157 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
2045	08/15/2023				CARLSONWES	CARLSON WEST POVONDRA ARCHITECTS	6,457.81
2046	08/15/2023				CARLSONWES	CARLSON WEST POVONDRA ARCHITECTS	3,842.13
2047	08/15/2023				HAUSMANN	HAUSMANN CONSTRUCTION, INC.	281,961.59
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 292,261.53
Checking Account Total:		365157			Void Total:		0.00 Total without Voids: 292,261.53

Checking Account ID: 365165 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
1048	08/15/2023				CARLSONWES	CARLSON WEST POVONDRA ARCHITECTS	6,457.80
1049	08/15/2023				CARLSONWES	CARLSON WEST POVONDRA ARCHITECTS	3,842.13
1050	08/15/2023				HAUSMANN	HAUSMANN CONSTRUCTION, INC.	1,601,310.93
1051	08/15/2023				MIDSTATENG	MID-STATE ENGINEERING & TESTING	3,370.50
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 1,614,981.36
Checking Account Total:		365165			Void Total:		0.00 Total without Voids: 1,614,981.36

Checking Account ID: 8 Check Type: Check

<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Amount</u>
8161	08/15/2023				BRACKERSGO	BRACKER'S GOOD EARTH CLAYS, INC	6,603.57
8162	08/15/2023				CITYLAUREL	CITY OF LAUREL	894.32
8163	08/15/2023				CITYLAUREL	CITY OF LAUREL	1,250.00
8164	08/15/2023				GILLHAUL	GILL HAULING, INC.	696.20
8165	08/15/2023				H2O	H2O 4 U	45.00
8166	08/15/2023				JOHNNYSPES	JOHNNY'S PEST CONTROL	100.00
8167	08/15/2023				KCAV	KANSAS CITY AUDIO-VISUAL, INC.	27,520.25
8168	08/15/2023				LAURELFEED	LAUREL FEED & GRAIN	700.00
8169	08/15/2023				THOMPSON	THOMPSON	5,900.00
8170	08/15/2023				VERIZON	VERIZON	192.60
8171	08/15/2023				MOBILEMINI	WILLIAMS SCOTSMAN, INC.	395.96
8172	08/15/2023				WILLSCOT	WILLIAMS SCOTSMAN, INC.	7,297.68
8173	08/15/2023				BLACKHILLS	BLACK HILLS ENERGY	179.42
Check Type Total:		Check			Void Total:		0.00 Total without Voids: 51,775.00
Checking Account Total:		8			Void Total:		0.00 Total without Voids: 51,775.00

Grand Total: Void Total: 0.00 Total without Voids: 2,149,520.53

Invoice Listing - Summary
August 2023 Credit Card Payment

<u>Vendor Name</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Check Number</u>	<u>Invoice Amount</u>
GENERAL FUND				
ADOBE CREATIVE CLOUD/ACROPRO	07/12/2023	08/15/2023	109165	15.96
AMAZON.COM	07/19/2023	08/15/2023	109165	72.55
AMAZON.COM	07/17/2023	08/15/2023	109165	101.84
APPLE.COM	07/26/2023	08/15/2023	109165	104.45
APPLE.COM	07/25/2023	08/15/2023	109165	104.45
CASEY'S	07/27/2023	08/15/2023	109165	49.52
CENEX CUBBY'S	08/01/2023	08/15/2023	109277	47.89
CUNNINGHAM'S JOURNAL ON THE LAKE	07/28/2023	08/15/2023	109165	104.55
DOLLAR GENERAL	07/25/2023	08/15/2023	109165	56.02
DOORDASH	07/12/2023	08/15/2023	109165	25.20
EMBASSY SUITES OF LINCOLN	07/13/2023	08/15/2023	109165	703.66
EVERYDAY SPEECH.COM	07/08/2023	08/15/2023	109165	299.99
EXPRESS QUE PLACE	07/13/2023	08/15/2023	109165	33.75
KYOTO STEAKHOUSE KEARNEY	07/25/2023	08/15/2023	109165	145.02
LAQUINTA BY WYNDHAM KEARNEY	07/28/2023	08/15/2023	109165	40.00
LITWITS WORKSHOPS	07/05/2023	08/15/2023	109165	8.00
LITWITS WORKSHOPS	07/05/2023	08/15/2023	109165	6.00
LITWITS WORKSHOPS	07/05/2023	08/15/2023	109165	8.00
MINDWISE	07/20/2023	08/15/2023	109165	300.00
OTC BRANDS, INC.	07/19/2023	08/15/2023	109165	1.28
PHILLIPS 66	07/14/2023	08/15/2023	109165	39.00
PUMP & PANTRY	07/28/2023	08/15/2023	109165	69.93
PUMP & PANTRY	07/07/2023	08/15/2023	109165	56.30
PYRAMID EDUCATIONAL CO	07/06/2023	08/15/2023	109165	100.75
QDOBA MEXICAN GRILL	07/13/2023	08/15/2023	109165	14.66
RATH'S MINI MART	07/31/2023	08/15/2023	109165	1,010.23
SCARLET HOTEL	07/15/2023	08/15/2023	109165	0.01
SCOOP, THE	07/24/2023	08/15/2023	109165	105.00
SCOOP, THE	07/24/2023	08/15/2023	109277	31.25
STINKER #303	07/07/2023	08/15/2023	109165	69.00
SUBWAY - GRAND ISLAND	07/28/2023	08/15/2023	109165	29.08
TACOS & MORE	07/14/2023	08/15/2023	109165	230.88
USPS 68727	07/20/2023	08/15/2023	109165	132.00
USPS 68727	07/07/2023	08/15/2023	109165	8.13
WALMART.COM	07/06/2023	08/15/2023	109165	35.94
WALMART.COM	07/06/2023	08/15/2023	109165	50.79

Total General Fund: 4,211.08

ACTIVITY FUND

SONESTA DENVER	07/07/2023			1,705.74
SONESTA DENVER	07/07/2023			1,423.74
SONESTA DENVER	07/07/2023			1,423.74
DAIRY QUEEN	07/07/2023			20.16

FIRST FOR INSPIRATION	07/17/2023	634.00
RAMADA INN - KEARNEY	07/27/2023	124.53
RAMADA INN - KEARNEY	07/27/2023	124.53
RAMADA INN - KEARNEY	07/27/2023	124.53
RAMADA INN - KEARNEY	07/27/2023	124.53
RAMADA INN - KEARNEY	07/27/2023	124.53
RAMADA INN - KEARNEY	07/27/2023	124.53
LA QUINTA MOTOR INNS - KEARNEY	047/28/2023	162.00
LA QUINTA MOTOR INNS - KEARNEY	07/28/2023	2.00
LAZZARI'S PIZZA	07/25/2023	35.22
HOPCAT LINCOLN	07/26/2023	115.00
CKE*DOWN THE HATCH	07/27/2023	33.31
Total Activity Fund:		<u>6,302.09</u>

Total Credit Card payment: 10,513.17



Middle School Principal Report

Mark Leonard

August Board of Education Meeting

Tuesday, August 15, 2023

Curriculum/Instruction/Assessment/School Improvement

Updates for the 23-24 School Year

PBIS (Positive Behavior Interventions & Supports) – This summer several members of our PBIS Leadership Team attended a virtual webinar addressing next steps with our middle school PBIS program. Several members of our PBIS Leadership team and myself attended a SEBL/PBIS Tier 2 Overview and Tier 2 Check-In, Check-Out (CICO) Workshop. This is the next step in the implementation process of our PBIS program as several leadership team members attended Tier 1 training the prior summer. During this virtual training, we received many helpful ideas and resources to assist our teachers and staff members in providing Tier 2 interventions and supports for students who are struggling at our school. As our PBIS administrator, I attended additional PBIS training that focused on Using SEBL Data to Problem Solve and Tier 2 Supports Beyond CICO. Our B.A.R.K. tenets (**B**e safe, **A**ct responsibly, **R**espect others, **K**nockout problems) are established and in place all around the school for our students to learn and to help our teachers and staff reinforce our school expectations. We will again be rewarding our students with ‘Bulldog Bucks’ for their positive behaviors, which they can ‘spend’ at our middle school store (The Pound). Teachers and staff members will reward students when they witness them being safe, respectful, responsible, and/or being a problem solver. I was able to reach out to various businesses/organizations over the summer and attain a variety of products for the store as well as larger items for our Bulldog Buck drawing we have each quarter. By establishing our tenets and expectations and a reward system, we want to continue to build and reinforce a positive climate and environment at the middle school.

WIN Period – We will continue to implement our WIN (Whatever Is Needed) period in our middle school schedule. During this period, our students will have the opportunity to receive specific math and reading intervention supports, undertake academic enrichment activities to further challenge them intellectually (STEM, Life Skills, Art, Cooking), and have the chance to participate in certain extra-curricular offerings such as LEGO League, Quiz Bowl, and/or 5th/6th Grade Band. This period is designed to better reach all our students with whatever specific academic needs they may have and offer them more time to engage in activities that will further enhance their academic skills and abilities. Our school received a \$1,000 donation from the Lion’s Club to purchase additional tools for our Industrial Technology department to use during the Life Skills portion of this time.

Middle School Makerspace – This summer I have been writing grants and garnering funding for a Middle School Makerspace for our students. We have obtained funding from a Rural Technology Grant (\$2,400), a Walmart Grant (\$430.50), and a Blick Art Donation to obtain equipment and supplies for our Makerspace. We have also completed a Toshiba America Grant application for \$2,500 for additional Makerspace equipment, which we will learn more about in September/October. To date, we have equipped/in the processing of equipping our Makerspace with the following items: two 3-D printers with printer filaments, two combo heat press machines with sublimation blanks, eight LUMA programmable robots, an EPSON Ecotank 2800 sublimation printer with refillable sublimation ink, two USB microphones for recording/podcasting, a button making machine with supplies, two bracelet making machines with supplies, a Lego table to create and design Lego projects with supplies, and a Strawbees table to create and design using Strawbees and connectors with supplies. Our Makerspace will be open during our student’s study hall period as well as by appointment for any faculty member who wishes to use this space during the school day.

5th/6th Grade LCC Bank Branch – In collaboration with Security Bank in Laurel/Coleridge, we are in the process of starting a LCC Bank Branch with our students in grades K-6th grade. Our students will learn the importance of managing and saving their money and how a savings account can benefit them in the future. Our students will have the opportunity to contribute weekly to their account and will have incentives to contribute to their account. Various 6th graders will be selected and trained as tellers to work in the LCC Bank Branch (they will apply and interview for the position). The grand opening for the LCC Bank Branch is scheduled for **Tuesday, October 3rd**. Our middle school branch will open during noon hour, and we invite you to come and be a part of this exciting event for our students!

Policy/Procedure Updates – A tardy policy will be in place for our middle school students to better encourage them to be to class on time. Appropriate consequences have been established if students are unable to adhere to this policy. We have implemented an Academic After-School Support Time for our students who are failing one or more classes. This will take place on Wednesdays from 2:00-3:45 PM and will provide our students with academic assistance to help decrease the number of students on our weekly down list. We will no longer have recess time for our 7th/8th grade students. Our 7th/8th grade students will be able to socialize with one another after their lunch and there will be programming for them to view in the cafeteria during this time.

Smart Pass (Digital Hall Pass System) – We will incorporate Smart Pass into both our middle school and high school for the 23-24 school year. All teachers, staff, and students have an account to Smart Pass, which is our digital hall pass system. Smart Pass will help our teachers and staff better monitor our students when they leave and where they go when they are away from a classroom. With the implementation of the Smart Pass system, student time will be reduced in our hallways, and safety measures will be enhanced with stronger accountability procedures for our students.

AIMS Web + Assessment, NSCAS Growth Assessment & ELPA 21 Screener – The AIMS Web + assessment is scheduled during the period of August 28-September 1 for Kindergarten through 8th grade students. AIMS Web + screens and monitors the reading and math skills of our students. AIMS Web + is proven to uncover learning gaps quickly, identify at-risk students, and assess individual and classroom growth. The AIMS Web + assessment provides benchmarking and progress monitoring for K-8 foundational reading and math skills, as well as screeners for dyslexia and behavior. This data will be used to better determine students who may need either math or reading intervention supports during our WIN period. The Fall NSCAS Growth Assessment will be administered to students in grades 3-8 during the period of September 11-22. NSCAS Growth is aligned to both the state standards and to the state summative blueprint. Adaptive outside of grade level and measuring growth, it will yield grade level performance data throughout the school year and produce summative proficiency scores at year's end. Our school is moving away from the NWEA MAP Assessment for grades 3-11, using the Fall and Spring NSCAS Growth Assessment for grades 3-8 to measure growth and proficiency in ELA, Math, and Science, the NSCAS Pre-ACT for grades 9-10 (grade 9 will also complete the College and Career Readiness Assessment measuring the college and career readiness skills of critical thinking, problem solving, and effective written communication), and the NSCAS ACT for grade 11. Our 2nd grade students will be assessed in Reading and Math using the NWEA MAP Growth Assessment to assist teachers in determining students who may require additional supports in these academic areas. The ELPA 21 Screener is administered to students who have identified another language other than English as their first language and who have not taken the ELPA Screener in the past.

Activities/Events

Administrator Days - On July 26-28, our administrative team traveled to Kearney to participate in Administrator Days. During Administrator Days, we participated in a number of educational sessions dealing with a variety of administrative school topics. As a middle school administrator, I attended the following sessions: A Tiered Approach to Addressing Chronic Absenteeism; Artificial Intelligence in Education: A Conversational Update for Administrators; Advancing Assessment Literacy Statewide

through Professional Learning; Standard Response Protocol (SRP); NSCAS 2023-2024 and Beyond; Supporting High Ability Learners, K-12, in Your District; From Enragement to Engagement: Improving Student Behavior by Increasing Student Engagement; We Have a Plan for That! Creating a Comprehensive Behavior Intervention Plan that Meets the Needs of Your Student; and How Do I Know I am an Effective School Leader? Our administrative team was also encouraged with several keynote speakers during the conference: John Coyle: Design for Strengths (former Olympic speed skater in the 1990s) and Michael Bonner: The Perfect Time to Quit (former college basketball player & current teacher at the famed Ron Clark Academy).

Personnel

The middle school will have a few new faces that will be working at the school this year. Quin Conner is our new Activities/Transportation Director and will align our junior high activities and transportation. Vickie Bermel is our new Business Manager and is headquartered at the middle school. Jill Camargo will be teaching our middle school Spanish exploratory class for the 23-24 school year. Hailey Osantowski will be completing her student teaching in special education beginning in October and is hired full-time starting 2nd semester and will be working in our middle school SPED and FCS departments.

Meetings/Activities (July/August)

Tuesday, July 11th – Administrator Team Workday

Wednesday, July 12th – Administrator Team Workday; Security Bank School Branch Meeting (Laurel); Coleridge Community Club Meeting (Coleridge)

Monday, July 17th – Administrator Team Workday

Tuesday, July 18th – Administrator Team Workday; HAL Planning Meeting

Wednesday, July 19th – Administrator Team Workday; Level III Student Meeting (via Zoom)

Thursday, July 20th – ESU 1 Leadership Cadre (Wakefield)

Friday, July 21st – The Growler Welcome Back Newsletter Article

Monday, July 24th - Sunday, August 6th – Middle School Gymnasium Closed for Refinishing

Monday, July 24th – LCC Principals Meet & Greet (The Scoop – Laurel)

Wednesday, July 26th – Friday, July 28th – Administrator Days (Kearney)

Monday, July 31st – Move Day #1 for High School

Tuesday, August 1st – LCC Pre-Registration Day; ESU #1 School Mental Health Institute August Booster Session

Thursday, August 3rd – Coaches/Sponsors Meeting, LCC Booster Bash, & Student Athlete/Parent Meeting (Laurel Community Center)

Saturday, August 5th - Ribfest (Coleridge)

Monday, August 7th - First Day of Fall Practices

Tuesday, August 8th – Preparing for Student Legal Issues in 2023-2024 Webinar (Zoom); Security Bank Meeting – Student Branch Planning (Laurel); Administrative Team Meeting

Wednesday, August 9th – Level III Student IEP Meeting (MS Boardroom); Administrative Team Meeting; Coleridge Community Club Meeting (Coleridge)

Thursday, August 10th – First Day of JH Football Practice; Mental Health Leadership Team Meeting (via Zoom)

Friday, August 11th – Move Day #2 for High School

Monday, August 14th – LCC Nutritional Staff Meeting (Coleridge)

Tuesday, August 15th – Administrative Team Meeting (Laurel); School Board of Education Meeting (Laurel)

Upcoming Activities/Meetings Scheduled (August/September)

Wednesday, August 16th – Sioux Falls Skyforce/LCC Middle School Night Planning (9:30 AM, via Zoom)

Thursday, August 17th – New Teacher Orientation (Laurel Campus, All Day); HS Fall Sports Media Day (1:30 PM, Laurel Main Gym)

Friday, August 18th – HS Girls Golf @ West Point-Beemer Invite (9:00 AM); Staff Professional Development Day

Sunday, August 20th – LCC Back to School Gathering (5:30 PM, Settje Shed)

Monday, August 21st – Staff Professional Development Day; TeamMates Board Meeting (12:00 PM, MS Boardroom); HS Volleyball Jamboree @ Randolph (Elkhorn Valley, 5:30 PM)

Tuesday, August 22nd – Staff Professional Development Day; Title III Consortium Meeting (9:00 AM, via Zoom); MS/HS Back to School Night/Orientation (4:00-8:00 PM)

Wednesday, August 23rd – MS/HS First Day of School (2:00 PM Early Dismissal); Staff Professional Development (2:15-3:45 PM)

Thursday, August 24th – Administrative Team Meeting (9:00 AM, via Zoom); Level III Student IEP Meeting (10:00 AM, MS Boardroom); Farmer's Pride Field Day (Norfolk); HS Girls JV/V Volleyball Triangular @ West Point (Battle Creek, 5:30 PM); JH/HS Cross Country @ Hartington-Newcastle Invite (4:30 PM, Administrative Supervision); Elementary Back to School Night/Orientation (4:00-7:00 PM)

Friday, August 25th – Elementary First Day of School; HS Girls Golf @ Wayne Invite (9:00 AM); HS Varsity Football vs. GACC (7:00 PM, Chamber Community Club Tailgate & Administrative Supervision)

Saturday, August 26th – LCC JV Volleyball Tournament (9:00 AM, Laurel Main Gym, Administrative Supervision)

Monday, August 28th – First Day of Level III Program & Pre-School; FFA Chapter Meeting; JH Football vs. GACC (4:00 PM, Administrative Supervision); JV Football @ Clarkson-Leigh (5:00 PM, Clarkson)

Tuesday, August 29th – Height/Weight/Dental Screenings (HS); HS Volleyball (C/JV/V) vs. Ponca (5:30 PM, Administrative Supervision)

Wednesday, August 30th – PowerSchool Bi-Weekly Meeting (9:15 AM, via Zoom); Staff Professional Development (2:15-3:45 PM)

Thursday, August 31st – Administrative Team Meeting (9:00 AM); HS Girls Golf @ Stanton Invite (9:00 AM); State Fair FFA Day (Grand Island); Height/Weight/Dental Screenings (MS, Morning); JH/HS Cross Country @ Wisner-Pilger Invite (Beemer, 5:00 PM); HS Volleyball (C/JV/V) @ Randolph (5:30 PM)

Friday, September 1st – MS Hearing Screenings (Afternoon); HS Varsity Football vs. Wisner-Pilger, 7:00 PM, TeamMates Program Tailgate, Administrative Supervision)

Monday, September 4th – NO SCHOOL (Labor Day)

Tuesday, September 5th – ESU 1 School Mental Health Institute September TA Session (8:30 AM, via Zoom); JH Football vs. Homer (4:00 PM, Administrative Supervision); HS Varsity Volleyball Triangular @ Walthill (Homer, 5:30 PM)

Wednesday, September 6th – Staff Professional Development (2:15-3:45 PM)

Thursday, September 7th – Administrative Team Meeting (9:00 AM); 5th Grade Ag Potential Field Trip (9:30 AM, Ebberson Farms/Coleridge); JH/HS Cross Country @ LCC Invite (4:00 PM, Administrative Supervision); HS Varsity Volleyball @ Wakefield Invite (5:30 PM)

Friday, September 8th – HS Varsity Football @ Plainview (7:00 PM, Administrative Supervision)

Saturday, September 9th – HS Varsity Volleyball @ Wakefield Invite (8:30 AM); HS Girls Golf @ Pierce Invite (9:00 AM)

Monday, September 11th – JH/HS Cross Country @ Wayne Invite (3:00 PM); JH Volleyball @ Hartington CC (3:30 PM); JH/JV Football vs. Stanton (4:30 PM & 6:00 PM, Administrative Supervision); JV Volleyball @ Hartington CC (5:30 PM); School Board of Education Meeting (7:00 PM, MS Boardroom)



**“Equipping students with skills for Life, Career, & Challenges!
In a Progressive, Rigorous, Inclusive Dynamic Environment!”**



Laurel-Concord-Coleridge High School Principal Report – August 2023

Administrator Meetings Attended

*ESU#1 Leadership Cadre (July 20). Focused on leadership style, strengths, first 90 days' timeline, and collaborated with other ESU#1 new principals. Building visit will take place on 9/6/2023.

*Administrator Days (July 26-28). Workshops attended focused on work-based learning, building community relations, addressing chronic absences, AI in education, addressing youth vaping, improving student behavior and networking with new administrators.

Professional Development Conferences/Training

Hearing Officers Training with Perry Law Firm (June 28)

College and Career Readiness Assessment Training (July 18)

Reveal Math Training (July 19)

SmartPass Training (August 1)

PowerSchool Training (August 3)

Initial Title IX Training (August 7)

Preparing for Student Legal Issues Training with Perry Law Firm (August 8)

CPI Training (August 14)

Community Relations Activities

Meet and Greet at Cedar County Fair (July 21)

Meet and Greet at The Scoop (July 24)

Student Athlete/Parent Meeting (August 3)

Initial meeting with Mark McCoy (August 7) – scheduling/planning a “Community Day”

Student Enrollment

Schedules are being finalized with Mr. Gottula this week.

Work-based Learning and Teacher Aide options will be available for seniors.

Seniors – 31 Juniors – 36 Sophomores – 34 Freshman – 38

Dual credit students – 38 Online students - 38

New High School Staff/Faculty

Jill Camargo – Spanish

Meaghan Vollers – Science

Beginning of School

New Teacher Inservice (August 17)

All Staff/Faculty Inservice Days (August 18, 21 and 22)

Back to School Night (August 22 from 4:00 – 8:00)

Rotations for students/parents will be available. NHS students will provide tours. Food and prizes

School Year Format/Additions/Changes

School hours will be from 8:00 – 3:40 with 50-minute classes in an 8-period day.

Wednesdays will be early-out days at 2:00 p.m. PD for faculty at staff will be held from 2:00 – 3:40.

Academic Support will be available on Wednesdays from 2:00 – 3:40.

School Year Format/Additions/Changes (cont)

SmartPass will be used in the high school – help with safety, attendance, tardies and data collection.
Students in grades 9-12 will have an option to choose from two main entrees for lunch.
A la Carte options will be available for students during their study hall (not available during first or eighth period)

Upcoming Events

First day of school (August 23)
Height/Weight/Dental Screenings (August 29)
Vision Screenings (September 12)
Homecoming (September 15)
ASVAB Testing for Juniors (September 26)
CCRA (College and Career Readiness Assessment for Freshmen (September 26)
“Discovery Your Why” – all school assembly and Jr/Sr goal writing workshop (September 27)
School Pictures (September 29)
Community Day (October 25)

Fire drills, tornado drill and bus evacuation have been scheduled and will be completed by September 7.

Board Report - August 2023
Keri Hart
Laurel - Concord - Coleridge Elementary

Monthly Spotlight	Theme for our elementary staff this year is “Building a Solid Foundation” • A big focus this year is coming together as a staff to collaborate and support each other, especially with the challenges that we will navigate with construction. • I also want to continue to focus on building a positive school culture
Curriculum & Assessment	Math • Implementing new math curriculum - Expressions -K-6th • Training on Friday, August 11th with Expressions • Kellen from ESU #1 will be here August 24th ◦ Aligning math standards with new curriculum • Continued PD to ensure a successful rollout Reading Plans (K-3rd) • Week of August 28th - Administering Aimsweb Screener for Benchmarking to identify students who need additional support in reading • We’re planning to send home information to parents about the screener, interventions provided at the elementary level, reading plans, and interventions their child is receiving to provide additional information and communication to parents Focus for Wednesday Professional Development • Reviewing new(ish) ELA (English Lang. Arts) standards -released in 2021 • Reviewing math standards and implementing math curriculum
Construction	• Teachers are getting settled into their classrooms • Grade Level Meetings during Back to School Night for parents to hear about procedures and ask questions ◦ Typed up communication will also be sent out with the same information shared at Back to School Night • Ensuring student safety will be discussed at teacher in-service due to students being in various locations
PBIS (Positive Behavioral Intervention and Supports)	• Meeting August 15th to plan for the year ◦ Including expectation stations to start the year (teaching students routines) ◦ Student Recognition each week for positive behavior

Special Education (SPED)	● District SPED staff met at the end of July to start the process of coming together as a department to collaborate ● SPED Department will meet once a month ○ Share resources ○ Focus on consistency among SPED staff district wide ○ Time to collaborate on cases and draw on the knowledge of other SPED staff members ● Three goals were outlined for this year: ○ Data Collection ○ IEP Writing ○ Collaborate once a month ● Long Term Goals ○ Providing more inclusive services and collaboration among general education and special education
PTO (Parent-Teacher Organization)	● Met Monday, August 7th ● Lots of great events planned! ● PTO will be providing snacks for staff during all district PD meeting on Wednesdays (once a month)
Community Relations	LCC Security Bank Partnership ● Elementary and middle school are working with Security Bank ● Students will open a <u>savings</u> account that they can put money into weekly ● 4th graders will apply to be tellers and then those “hired” will be trained ● Overall goal of <u>promoting savings</u> ● Grand Opening - October 3rd ○ More details to come as this gets rolling!
Other	Communication Plan ● Weekly elementary newsletter ○ Look for the link on Facebook, Powerschool, and linked on the LCC school website, and sent home on SeeSaw Parent Volunteer Process ● Brief application ● Volunteers will sign up directly with teachers to schedule times ● We want to encourage volunteers (parents, grandparents, retired community members, etc.) to volunteer if they’re interested!
Activities & Events	● Teachers Report Friday, August 18th ● Student First Day - Friday, August 25th ● Preschool First Day - Monday, August 28th ● Friday, September 8th - Security Bank Assembly to promote the bank partnership and get students interested and excited



Memo to: Board of Education
From: Jeremy Christiansen
Re: Superintendent's Report
Date: Tuesday, August 15, 2023

Superintendent's Report

Personnel Topics

- Classified Staff Positions
 - Paraprofessional - Elementary School
 - **NEED TO HIRE (1 position)**
 - 1 Hired - Monica Becker (08/17/23 Start Date)
 - Paraprofessional - High School
 - **NEED TO HIRE (1 position)**
 - Paraprofessional - Middle School
 - **NEED TO HIRE (2 positions)**
 - Level 3 Program - Coleridge Campus
 - **NEED TO HIRE (1 position)**
 - Driver/Paraprofessional - Tower School
 - Reassigned from Middle School - Diane Urwiler
 - Library Assistant - Laurel Campus
 - Hired - Emma Folkers (08/01/23 Start Date)
 - Nutrition Services
 - Hired - Floyd McCart (08/18/23 Start Date)
 - Custodial/Maintenance
 - Hired - Monty Hanel (07/10/23 Start Date) *Shuttle & Sub Bus Driver
 - Hired - Jessica Newburn (08/23/23 Start Date)

Teacher and Staff Professional Development Days

- I have shared my communication with LCC staff members welcoming them to the new school year. The principals and I are excited to engage in our first day activities with staff.

LCC Back to School Social

- This event will be held on Sunday, August 20th beginning at 5:30 pm. An invitation was sent via email to all staff members as well as Board members. Thank you to Grant and Brandi Settje for hosting this year's event and to Dustin and Grant for lending their gills. Board members are invited and encouraged to attend!!

Finance Systems and Budget Development

- I am continuing work on budget development and am anticipating receipt of our property valuations on August 20th. At that time I will be able to more precisely calculate and adjust the various budget funds in relation to a proposed tax-asking levy.
- I would like to schedule a meeting with the Finance Committee (Recob, Erwin, Settje) to discuss our financial health and to share recommendations in advance of the Budget Workshop.

- We need to hold a Special Board Meeting at the end of August. I propose that we schedule this meeting for Wednesday, August 30th at 6:00 pm (HS Conference Room in Laurel). At this meeting we will pay year-end bills, make fund transfers, and have our Budget Workshop presentation and discussion.

Action Items

- Teaching Contract
 - I am presenting a teaching contract for Hailey Osantowski for consideration. Hailey will be joining our faculty as a student teacher in secondary special education starting October 12, 2023. Following her student teaching experience, Ms. Osantowski will join our Middle School faculty as a special education teacher on contract beginning January 1, 2024.
- Interlocal Agreement for Provision of Special Education Services
 - We have a new, proposed Interlocal Agreement with Randolph Public Schools for the provision of special education services during the upcoming 2023-2024 school year. This agreement represents a contracted 1st grade student who will be attending the Level 3 program on our Coleridge campus. With this student, our enrollment in the Level 3 program is 4 students (3 residents, 1 contracted).
- School Audit Services Engagement Letter
 - We have received our annual engagement letter from Dana F. Cole & Company for the year ending August 31, 2023. I would recommend that LCC continues to contract with this accounting and auditing firm to conduct our annual audit. Upon Board approval, the Board President and Superintendent will sign to execute the agreement. The audit date has been set for September 25th.
- Annual Policy Updates
 - The action item represents the annual policy updates following the most recent Legislative session, as well as two existing policies that have been studied and recommended for revision.
 - The Policy Committee and the Administration have reviewed the policies and recommend approval. The Board provided approval on First Reading at the July 2023 regular meeting.
- Review and Approval of Handbooks
 - We are presenting our LCC Handbooks (Student & Family, Faculty, Classified Employee, and Activity handbooks) for approval at this month's meeting.
 - Handbooks will once again be disseminated via digital format this school year and will be posted to the district website upon approval. Recipients will sign to acknowledge access and acceptance of the handbooks. Individuals will also have the opportunity to request a printed version of handbooks.

Discussion Items

- School Construction Project
 - Architectural Punch #1 (Academic Wing plus Sped and Admin) - Thursday, July 13th
 - Walked through the main academic wing plus a few additional areas to inspect for completeness prior to having those spaces turned over to the school.

- HS Moving Day #1 - Wednesday, August 19th
 - Moved some HS furniture and equipment into the cleared spaces on this date. Staff and teachers are not yet able to freely enter or work in these spaces yet however.
 - Architectural Punch #2 (Science, Ag Educ, Life Skills, Art) - Wednesday, August 9th
 - HS Moving Day #2 - Friday, August 11th
 - Moved some HS furniture and equipment into the cleared spaces on this date. Staff and teachers will be allowed to enter and work in these and prior cleared spaces starting Monday, August 14th.
 - Architectural Punch #3 (Music, Fitness, Multipurpose Room, HS Commons, Kitchen)
 - Project Schedule
 - We remain committed to the August 23rd and August 25th start dates for students. There will continue to be finish work necessary on the high school (phase 1) with most of that occurring before and after school hours whenever possible.
 - We will be required to utilize some temporary furnishings due to manufacturing delays. Some classrooms will have temporary tables, chairs, teacher desks, etc. for an estimated period of 3 to 6 weeks. We will also be using our former cafeteria tables until the new tables/chairs are delivered.
 - Greenhouse Project
 - Construction will begin in earnest after school begins with utility and concrete foundation work of first priority. This will allow for Pat Harrington and his students in the Construction Trades classes to have an active part in this phase of construction.
 - Generous donations from community business partners and patrons continue to be received. Donor recognition will be displayed at the greenhouse and a dedication will be planned for later in the school year.
 - Highway Monument Signage
 - Feedback from Board members aligned with my recommendation to go with a stand-alone monument sign located in the practice field/playground area along the walking trail and visible from the highway. Feedback was mixed regarding which of the two designs. I have asked the company to modify the vertical screen sign to include a larger screen, modify the lettering to match the lettering on the school building, and to replace the orange background with a color to match the EFIS color scheme on the building. I will share the revised proposals once received.
 - The next OAC meetings for the Transportation/Buildings/Grounds Committee are scheduled for:
 - Wednesday, August 30th - 11:00 am
 - Building Blocks Early Childhood and Family Development Center
 - Consultations with designers, engineers, and contractors are ongoing.
 - We are continuing to develop an Interlocal Agreement with the Building Blocks organization for Board review and consideration.

Correspondence

- Regular communication and updates from NASB and NRCSA have been included in monthly materials.

Upcoming Meetings

- Finance Committee Meeting - Need to Schedule
- Policy Committee Meeting - Need to Schedule
- Special Board of Education Meeting and Budget Workshop
 - PROPOSED DATE: Wednesday, August 30, 2023 at 6:00 pm (HS Conference Room - Laurel Campus)
- NASB Area Membership Meeting
 - Wednesday, September 6, 2023 - 4:30 pm (Lifelong Learning Center - NECC/Norfolk)
- Budget Hearing
 - Monday, September 11, 2023 at 7:00 pm (MS Conference Room - Coleridge Campus)
- Regular Board of Education Meeting
 - Monday, September 11, 2023 following the Budget Hearing (MS Conference Room - Coleridge Campus)
- Hearing to Set Final Tax Request
 - Date & Time after September 20th to be Set by Cedar County Clerk
- Special Board Meeting to Set Final Tax Request
 - Date & Time after Tax Hearing to be Determined

Important Dates

- August 20th (5:30 pm - 8:30 pm) - All Staff Back to School Gathering (Settje's)
 - Meal: Burgers/Brats, Salads, Chips, Water (BYO beverages, chairs, yard games)
 - Board Members encouraged to attend and help grill and serve
- August 17th - New Teacher/Staff Orientation Day
- August 18th - Staff Professional Development (First Duty Day)
- August 21st - 22nd - Staff Professional Development Days
- August 22nd (4:00 pm - 8:00 pm) - MS & HS Back to School Night and Orientation
- August 23rd - First Day of School for MS & HS Students (2:00 Dismissal)
- August 24th (4:00 pm - 7:00 pm) - EL Back to School Night
- August 28th - First Day of School for PreK and Level 3 Programs

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	LOCAL PROPERTY TAXES	0.00	29,566.00	6,097,254.95	0.00	(6,097,254.95)
01 1115	CARLINE TAX	0.00	0.00	1,148.32	0.00	(1,148.32)
01 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	0.00	0.00	0.00
01 1125	MOTOR VEHICLE TAX	0.00	34,078.77	321,895.15	0.00	(321,895.15)
01 1315	TUITION FROM OTHER DISTRICTS-DISTANCE ED	0.00	0.00	0.00	0.00	0.00
01 1323	TUITION- OTHER DIST W/I STATE -SP ED	0.00	0.00	8,811.72	0.00	(8,811.72)
01 1335	TUITION REC'D FROM OTHER DISTRICTS BAS	0.00	0.00	0.00	0.00	0.00
01 1370	PRE-SCHOOL TUITION AND FEES	0.00	550.00	17,880.00	0.00	(17,880.00)
01 1410	TRANSPORTATION FROM INDIV - GEN ED	0.00	0.00	0.00	0.00	0.00
01 1423	TRANSPORT-OTHER DIST W/I STATE -SP ED	0.00	0.00	0.00	0.00	0.00
01 1510	INTEREST ON INVESTMENTS	0.00	1,815.35	10,656.66	0.00	(10,656.66)
01 1910	RENTAL OF SCHOOL FACILITIES	0.00	0.00	0.00	0.00	0.00
01 1911	LOCAL LICENSE FEES	0.00	0.00	1,400.00	0.00	(1,400.00)
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1941	TEXTBOOK SALES	0.00	0.00	1,254.00	0.00	(1,254.00)
01 1990	OTHER LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: LOCAL RECIEPTS	0.00	66,010.12	6,460,300.80	0.00	(6,460,300.80)
01 2110	COUNTY FINES AND LICENSE FEES	0.00	1,212.96	14,565.83	0.00	(14,565.83)
01 2210	ESU RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	1,212.96	14,565.83	0.00	(14,565.83)
01 3110	STATE AID	0.00	0.00	73,591.00	0.00	(73,591.00)
01 3120	SPECIAL ED SCHOOL AGE	0.00	0.00	382,296.00	0.00	(382,296.00)
01 3125	SCHOOL AGE SPECIAL ED TRANSPOR	0.00	0.00	14,386.00	0.00	(14,386.00)
01 3130	HOMESTEAD EXEMPTION	0.00	8,043.14	40,097.49	0.00	(40,097.49)
01 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	598,720.14	0.00	(598,720.14)
01 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
01 3133	NAMEPLATE CAPACITY (WIND ENERGY TAX)	0.00	1,378.65	5,472.66	0.00	(5,472.66)
01 3134	PPTC-RAILROADS & PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00
01 3160	PMTS REC FOR WARDS OF STATE	0.00	0.00	0.00	0.00	0.00
01 3165	FLEX FUNDING AGE 0-5 SVCS (STATE)	0.00	0.00	0.00	0.00	0.00
01 3180	PRO-RATE MOTOR VEHICLE	0.00	785.06	11,644.48	0.00	(11,644.48)
01 3400	STATE APPORTIONMENT	0.00	0.00	80,519.49	0.00	(80,519.49)
01 3512	DISTANCE ED INCENTIVE	0.00	0.00	7,753.32	0.00	(7,753.32)
01 3535	HIGH ABILITY LEARNERS	0.00	0.00	5,017.00	0.00	(5,017.00)
01 3570	EDUCATOR EFFECTIVENESS GRANT	0.00	0.00	0.00	0.00	0.00
01 3599	OTHER STATE PROGRAMS - GEERS	0.00	0.00	6,317.02	0.00	(6,317.02)
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	0.00	10,206.85	1,225,814.60	0.00	(1,225,814.60)
01 4105	E-RATE FUNDS	0.00	0.00	0.00	0.00	0.00
01 4310	REAP	0.00	0.00	39,424.00	0.00	(39,424.00)
01 4421	IDEA PART B-ARP BASE/ENR POV B-21	0.00	0.00	17,948.00	0.00	(17,948.00)
01 4422	IDEA PRESCHOOL - ARP-BASE/ENR POV 3-5	0.00	0.00	1,453.00	0.00	(1,453.00)
01 4505	TITLE I, PART A	0.00	0.00	20,479.00	0.00	(20,479.00)
01 4509	TITLE II, PART A	0.00	0.00	0.00	0.00	0.00
01 4510	TITLE IV, PART A	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA PART B-611BASE ALLOCATION AGES 0-3	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PRESCHOOL-BASE ALLOCATION AGE 3-5	0.00	0.00	4,506.00	0.00	(4,506.00)
01 4518	IDEA PART B (611) BASE & ENROLL POVERTY	0.00	0.00	108,316.00	0.00	(108,316.00)
01 4519	IDEA ENROLLMENT POVERTY (FEDERAL)	0.00	0.00	0.00	0.00	0.00
01 4520	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00	0.00
01 4525	FED VOC ED (CARL PERKINS)-BSN	0.00	410.32	4,359.27	0.00	(4,359.27)
01 4530	OTHER FEDERAL RECEIPTS-NE HEALTHY	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	SCHOOLS					
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	17,220.98	0.00	(17,220.98)
01 4709	MEDICAID ADMINISTRATIVE ACTIV.	0.00	0.00	6,022.56	0.00	(6,022.56)
01 4969	TITLE IV, PART A (SSAE)	0.00	0.00	0.00	0.00	0.00
01 4996	ESSER (EL & SEC SCHOOL EMERGENCY RELIEF	0.00	0.00	0.00	0.00	0.00
01 4997	CRRSA ESSER II	0.00	0.00	13,119.00	0.00	(13,119.00)
01 4998	ARP ESSER III	0.00	24,908.00	239,135.00	0.00	(239,135.00)
	Subtotal: FEDERAL RECEIPTS	0.00	25,318.32	471,982.81	0.00	(471,982.81)
01 5150	TAX ANTICIPATION NOTES	0.00	0.00	0.00	0.00	0.00
01 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	679.00	0.00	(679.00)
01 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	412.64	23,810.94	0.00	(23,810.94)
01 5690 9999	ADD CASH RESERVE-PROTECT UNUSED BUDGET	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	412.64	24,489.94	0.00	(24,489.94)
01 9000	NON-PROGRAM RECEIPTS	0.00	1,863.67	225,500.37	0.00	(225,500.37)
01 9001	INTERFUND LOAN FROM GENERAL FUND-REPMT FROM BOND FND	0.00	0.00	50,130.00	0.00	(50,130.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	1,863.67	275,630.37	0.00	(275,630.37)
	Fund Total:	0.00	105,024.56	8,472,784.35	0.00	(8,472,784.35)

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity

Fund: 02 DEPRECIATION RESERVE FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INTEREST ON INVESTMENTS	0.00	406.78	4,540.59	0.00	(4,540.59)
	Subtotal: LOCAL RECIEPTS	0.00	406.78	4,540.59	0.00	(4,540.59)
02 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
02 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
02 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
02 9000	NON-PROGRAM RECEIPTS	0.00	0.00	205,000.00	0.00	(205,000.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	205,000.00	0.00	(205,000.00)
	Fund Total:	0.00	406.78	209,540.59	0.00	(209,540.59)

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity

Fund: 03 EMPLOYEE BENEFIT FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	INTEREST ON INVESTMENTS	0.00	0.28	148.75	0.00	(148.75)
	Subtotal: LOCAL RECIEPTS	0.00	0.28	148.75	0.00	(148.75)
03 5200	TRANSFERS FROM OTHER FUNDS	0.00	1,032.46	4,776.46	0.00	(4,776.46)
	Subtotal: NON-REVENUE RECEIPTS	0.00	1,032.46	4,776.46	0.00	(4,776.46)
03 9000	NON-PROGRAM RECEIPTS	0.00	5,627.18	73,267.14	0.00	(73,267.14)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	5,627.18	73,267.14	0.00	(73,267.14)
	Fund Total:	0.00	6,659.92	78,192.35	0.00	(78,192.35)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 05 ACTIVITIES FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510 0000	INTEREST ON INVESTMENTS	0.00	151.57	1,637.66	0.00	(1,637.66)
05 1710 0000	ACTIVITY ADMISSIONS	0.00	0.00	0.00	0.00	0.00
05 1790 1008	ACTIVITY DIRECTOR ACCT.	0.00	0.00	0.00	0.00	0.00
05 1790 1009	TRACK	0.00	0.00	0.00	0.00	0.00
05 1790 1010	HIGH SCHOOL YEARBOOK	0.00	0.00	730.00	0.00	(730.00)
05 1790 1015	MIDDLE SCHOOL YEARBOOK	0.00	0.00	0.00	0.00	0.00
05 1790 1020	ART CLUB	0.00	0.00	0.00	0.00	0.00
05 1790 1025	HIGH SCHOOL BAND	0.00	0.00	251.07	0.00	(251.07)
05 1790 1030	MIDDLE SCHOOL BAND	0.00	0.00	0.00	0.00	0.00
05 1790 1034	CHEERLEADING	0.00	0.00	722.00	0.00	(722.00)
05 1790 1035	HIGH SCHOOL DANCE	0.00	0.00	3,046.70	0.00	(3,046.70)
05 1790 1040	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00
05 1790 1045	CLASS OF 2022	0.00	0.00	0.00	0.00	0.00
05 1790 1050	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
05 1790 1055	CLASS OF 2024	0.00	0.00	702.50	0.00	(702.50)
05 1790 1060	CLASS OF 2025	0.00	0.00	400.00	0.00	(400.00)
05 1790 1065	CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
05 1790 1070	BOYS GOLF	0.00	0.00	0.00	0.00	0.00
05 1790 1075	HIGH ABILITY LEARNERS	0.00	0.00	458.00	0.00	(458.00)
05 1790 1080	CONCESSIONS	0.00	0.00	21,496.48	0.00	(21,496.48)
05 1790 1085	MIDDLE SCHOOL STUDENT COUNCIL	0.00	0.00	2,784.78	0.00	(2,784.78)
05 1790 1090	ELEMENTARY ACTIVITY FUND	0.00	0.00	0.00	0.00	0.00
05 1790 1092	ELEMENTARY PBIS	0.00	0.00	0.00	0.00	0.00
05 1790 1095	ELEMENTARY POP	0.00	0.00	0.00	0.00	0.00
05 1790 1100	ELEMENTARY STUDENT COUNCIL	0.00	0.00	1,194.93	0.00	(1,194.93)
05 1790 1102	DIGITAL MEDIA	0.00	0.00	929.75	0.00	(929.75)
05 1790 1105	FBLA	0.00	0.00	7,315.00	0.00	(7,315.00)
05 1790 1110	FCCLA	0.00	0.00	1,714.00	0.00	(1,714.00)
05 1790 1115	FFA	0.00	0.00	32,561.14	0.00	(32,561.14)
05 1790 1120	FACILITY USE	0.00	0.00	0.00	0.00	0.00
05 1790 1124	COLERIDGE FITNESS CENTER	0.00	0.00	1,908.00	0.00	(1,908.00)
05 1790 1125	LAUREL FITNESS CENTER	0.00	0.00	407.00	0.00	(407.00)
05 1790 1130	MIDDLE SCHOOL FFA	0.00	0.00	0.00	0.00	0.00
05 1790 1135	MIDDLE SCH GENERAL ACTIVITIES	0.00	0.00	0.00	0.00	0.00
05 1790 1140	GENERAL ACTIVITIES	0.00	225.00	39,203.18	0.00	(39,203.18)
05 1790 1145	INDUSTRIAL ARTS	0.00	0.00	1,913.00	0.00	(1,913.00)
05 1790 1150	MIDDLE SCHOOL SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
05 1790 1151	HOMECOMING	0.00	0.00	0.00	0.00	0.00
05 1790 1152	PROM	0.00	0.00	0.00	0.00	0.00
05 1790 1155	LEO	0.00	0.00	0.00	0.00	0.00
05 1790 1156	MIDDLE SCHOOL PBIS	0.00	0.00	100.00	0.00	(100.00)
05 1790 1160	LIBRARY	0.00	0.00	326.68	0.00	(326.68)
05 1790 1163	MATH CLUB	0.00	0.00	170.00	0.00	(170.00)
05 1790 1165	MISCELLANEOUS ACCOUNT	0.00	0.00	800.00	0.00	(800.00)
05 1790 1170	NATIONAL HONOR SOCIETY	0.00	0.00	800.00	0.00	(800.00)
05 1790 1175	FOOTBALL	0.00	0.00	1,334.94	0.00	(1,334.94)
05 1790 1180	CROSS COUNTRY	0.00	575.00	2,273.50	0.00	(2,273.50)
05 1790 1185	GIRLS GOLF	0.00	0.00	1,210.00	0.00	(1,210.00)
05 1790 1190	QUIZ BOWL	0.00	0.00	0.00	0.00	0.00
05 1790 1195	HIGH SCHOOL SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00
05 1790 1200	SPANISH CLUB	0.00	0.00	93.50	0.00	(93.50)
05 1790 1205	ONE ACTS	0.00	0.00	2,973.25	0.00	(2,973.25)
05 1790 1210	SPEECH	0.00	0.00	820.00	0.00	(820.00)
05 1790 1215	HIGH SCHOOL STUDENT COUNCIL	0.00	0.00	1,293.55	0.00	(1,293.55)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 05 ACTIVITIES FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1790 1220	FCA	0.00	0.00	0.00	0.00	0.00
05 1790 1225	SKILLS USA	0.00	0.00	2,473.60	0.00	(2,473.60)
05 1790 1230	VOCAL MUSIC	0.00	0.00	1,975.75	0.00	(1,975.75)
05 1790 1235	VOLLEYBALL	0.00	0.00	2,799.00	0.00	(2,799.00)
05 1790 1240	GIRLS BASKETBALL	0.00	0.00	0.00	0.00	0.00
05 1790 1245	BOYS BASKETBALL	0.00	0.00	273.00	0.00	(273.00)
05 1790 1250	WRESTLING	0.00	0.00	0.00	0.00	0.00
05 1790 1260	SCHOOL PICTURES	0.00	0.00	500.00	0.00	(500.00)
05 1790 1305	AGRICULTURAL FOUNDATION SCHOLARSHIP	0.00	0.00	10,000.00	0.00	(10,000.00)
05 1790 1310	COLLEGE ACCESS GRANT	0.00	0.00	2,000.00	0.00	(2,000.00)
05 1790 1320	STUDENT BOARD MEMBER SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00
05 1790 1400	EDUCATION QUEST FOUNDATION	0.00	0.00	1,750.00	0.00	(1,750.00)
05 1790 1500	SECURITY BANK SPONSORSHIP	0.00	0.00	15,000.00	0.00	(15,000.00)
05 1790 1600	VIDEO BOARD	0.00	0.00	2,500.00	0.00	(2,500.00)
05 1790 1705	GREENHOUSE	0.00	0.00	26,100.00	0.00	(26,100.00)
05 1990 0000	OTHER MISCELLANEOUS LOCAL RECEIPTS	0.00	8.13	24.39	0.00	(24.39)
Subtotal: LOCAL RECIEPTS		0.00	959.70	196,966.35	0.00	(196,966.35)
05 5200 0000	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	959.70	196,966.35	0.00	(196,966.35)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 06 SCHOOL LUNCH/MILK FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST ON INVESTMENTS	0.00	46.42	485.93	0.00	(485.93)
06 1611	DAILY SALES - SCHOOL LUNCH PROGRAM	0.00	850.00	89,335.69	0.00	(89,335.69)
06 1612	DAILY SALES - SCHOOL BREAKFAST PROGRAM	0.00	0.00	0.00	0.00	0.00
06 1613	DAILY SALES - SPECIAL MILK PROGRAM	0.00	30.00	330.00	0.00	(330.00)
06 1614	DAILY SALES - AFTER SCHOOL PROGRAMS	0.00	0.00	0.00	0.00	0.00
06 1620	DAILY SALES NON-REIMB. -ADULT or ALA CARTE	0.00	30.00	16,048.10	0.00	(16,048.10)
06 1650	DAILY SALES - SUMMER FOOD PROGRAMS	0.00	0.00	0.00	0.00	0.00
06 1990	OTHER MISCELLANEOUS LOCAL RECEIPTS	0.00	32.84	1,059.25	0.00	(1,059.25)
	Subtotal: LOCAL RECIEPTS	0.00	989.26	107,258.97	0.00	(107,258.97)
06 3150	SCHOOL LUNCH STATE REIMBURSEMENT	0.00	0.00	2,887.24	0.00	(2,887.24)
	Subtotal: STATE RECEIPTS	0.00	0.00	2,887.24	0.00	(2,887.24)
06 4210	SCHOOL LUNCH FEDERAL REIMBURSEMENT	0.00	0.00	130,483.23	0.00	(130,483.23)
06 4996	ESSER (EL & SEC SCHOOL EMERGENCY RELIEF	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	130,483.23	0.00	(130,483.23)
06 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	125,000.00	0.00	(125,000.00)
06 5690	OTHER NON-REVENUE RECEIPTS	0.00	96.67	1,143.54	0.00	(1,143.54)
	Subtotal: NON-REVENUE RECEIPTS	0.00	96.67	126,143.54	0.00	(126,143.54)
06 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	1,085.93	366,772.98	0.00	(366,772.98)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 07 BOND FUND						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL PROPERTY TAXES	0.00	3,989.84	837,095.00	0.00	(837,095.00)
07 1115	CARLINE TAX	0.00	0.00	157.64	0.00	(157.64)
07 1510	INTEREST ON INVESTMENTS	0.00	349.55	2,837.97	0.00	(2,837.97)
	Subtotal: LOCAL RECIEPTS	0.00	4,339.39	840,090.61	0.00	(840,090.61)
07 3130	HOMESTEAD EXEMPTION	0.00	1,102.58	5,496.69	0.00	(5,496.69)
07 3131	PROPERTY TAX CREDIT	0.00	0.00	82,073.12	0.00	(82,073.12)
07 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
07 3133	NAMEPLATE CAPACITY (WIND ENERGY TAX)	0.00	188.99	753.22	0.00	(753.22)
07 3180	PRO-RATE MOTOR VEHICLE	0.00	107.62	1,209.72	0.00	(1,209.72)
	Subtotal: STATE RECEIPTS	0.00	1,399.19	89,532.75	0.00	(89,532.75)
07 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
07 9001	INTERFUND LOAN FROM GENERAL FUND	0.00	0.00	50,130.00	0.00	(50,130.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	50,130.00	0.00	(50,130.00)
	Fund Total:	0.00	5,738.58	979,753.36	0.00	(979,753.36)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 08 SPECIAL BUILDING FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00
08 1100 0002	LOCAL PROPERTY TAXES	0.00	4,608.67	958,561.37	0.00	(958,561.37)
08 1115	CARLINE TAX	0.00	0.00	0.00	0.00	0.00
08 1115 0002	CARLINE TAX	0.00	0.00	180.46	0.00	(180.46)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	0.00	0.00	0.00
08 1510	INTEREST ON INVESTMENTS	0.00	2,055.30	20,198.45	0.00	(20,198.45)
08 1510 0001	INTEREST ON INVESTMENTS	0.00	8,634.64	88,756.46	0.00	(88,756.46)
08 1510 0002	INTEREST ON INVESTMENTS	0.00	2,090.06	29,611.59	0.00	(29,611.59)
08 1990	OTHER MISCELLANEOUS LOCAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		0.00	17,388.67	1,097,308.33	0.00	(1,097,308.33)
08 3130	HOMESTEAD EXEMPTION	0.00	0.00	0.00	0.00	0.00
08 3130 0002	HOMESTEAD EXEMPTION	0.00	1,262.27	6,292.80	0.00	(6,292.80)
08 3131	PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
08 3131 0002	PROPERTY TAX CREDIT	0.00	0.00	93,959.52	0.00	(93,959.52)
08 3132	PERSONAL PROPERTY TAX CREDIT	0.00	0.00	0.00	0.00	0.00
08 3133	NAMEPLATE CAPACITY (WIND ENERGY TAX)	0.00	0.00	0.00	0.00	0.00
08 3133 0002	NAMEPLATE CAPACITY (WIND ENERGY TAX)	0.00	216.35	862.14	0.00	(862.14)
08 3134	PPTC-RAILROADS & PUBLIC SERVICE	0.00	0.00	0.00	0.00	0.00
08 3180	PRO-RATE MOTOR VEHICLE	0.00	0.00	0.00	0.00	0.00
08 3180 0002	PRO-RATE MOTOR VEHICLE	0.00	123.21	1,831.43	0.00	(1,831.43)
Subtotal: STATE RECEIPTS		0.00	1,601.83	102,945.89	0.00	(102,945.89)
08 5100 0001	ISSUANCE OF BONDS	0.00	0.00	5,961,085.55	0.00	(5,961,085.55)
08 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
08 5301	INSURANCE ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
08 5400 0002	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	5,961,085.55	0.00	(5,961,085.55)
08 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-PROGRAM RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	18,990.50	7,161,339.77	0.00	(7,161,339.77)

Regular; Processing Month 07/2023; Accounts to Include Accounts with Activity

Fund: 10 SCH DIST #54 COOPERATIVE FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
10 1321	TUITION FROM OTHER DIST-GEN ED	0.00	4,078.13	8,700.02	0.00	(8,700.02)
10 1323	TUITION FROM OTHER DIST-SP ED	0.00	0.00	0.00	0.00	0.00
10 1370	PRE-SCHOOL TUITION AND FEES	0.00	0.00	0.00	0.00	0.00
10 1421	TRANSPORTATION FROM OTHER DIST-GEN ED	0.00	0.00	0.00	0.00	0.00
10 1510	INTEREST ON INVESTMENTS	0.00	42.25	1,640.74	0.00	(1,640.74)
10 1910	RENTAL OF SCHOOL FACILITIES	0.00	0.00	0.00	0.00	0.00
10 1951	MISC. REVENUE -SCHOOLS W/IN THE STATE	0.00	0.00	0.00	0.00	0.00
10 1990	OTHER LOCAL RECEIPTS	0.00	0.00	19,200.00	0.00	(19,200.00)
	Subtotal: LOCAL RECIEPTS	0.00	4,120.38	29,540.76	0.00	(29,540.76)
10 2210	ESU RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	0.00	0.00	0.00	0.00
10 3512	DISTANCE ED INCENTIVE	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
10 4105	E-RATE FUNDS	0.00	0.00	0.00	0.00	0.00
10 4530	OTHER FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	0.00	0.00	0.00
10 5200	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
10 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
10 5400	LONG TERM LOANS	0.00	0.00	0.00	0.00	0.00
10 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
10 9000	NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	4,120.38	29,540.76	0.00	(29,540.76)

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity

Fund: 12 STUDENT FEE FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1510	INTEREST ON INVESTMENTS	0.00	9.68	71.84	0.00	(71.84)
12 1741	EXTRACURRICULAR ACTIVITY FEES- BRIGHT HORIZONS	0.00	950.00	7,086.00	0.00	(7,086.00)
12 1742	POSTSECONDARY EDUCATION FEES	0.00	0.00	0.00	0.00	0.00
12 1743	SUMMER OR NIGHT SCHOOL FEES-DR ED	0.00	0.00	0.00	0.00	0.00
Subtotal: LOCAL RECIEPTS		0.00	959.68	7,157.84	0.00	(7,157.84)
12 5200	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
Subtotal: NON-REVENUE RECEIPTS		0.00	0.00	0.00	0.00	0.00
Fund Total:		0.00	959.68	7,157.84	0.00	(7,157.84)

Revenue Summary Report

Processing Month: 07/2023

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	143,946.03	17,502,048.35	0.00	(17,502,048.35)

Regular; Processing Month 08/2023										
Account Number		Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01	GENERAL FUND									
1100	REGULAR INSTRUCTIONAL PROGRAMS									
01 1100 111 1 001 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$650,703.97	0.00	(\$650,703.97)	\$0.00	\$0.00	(\$650,703.97)
01 1100 111 2 002 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$582,196.08	0.00	(\$582,196.08)	\$0.00	\$0.00	(\$582,196.08)
01 1100 111 3 003 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$520,166.64	0.00	(\$520,166.64)	\$0.00	\$0.00	(\$520,166.64)
01 1100 112 1 001 000	SALARY-PARAPROFESSIONAL STAFF		\$0.00	\$0.00	\$9,937.00	0.00	(\$9,937.00)	\$0.00	\$0.00	(\$9,937.00)
01 1100 112 2 002 000	SALARY-PARAPROFESSIONAL STAFF		\$0.00	\$0.00	\$54,036.28	0.00	(\$54,036.28)	\$0.00	\$0.00	(\$54,036.28)
01 1100 112 3 003 000	SALARY-PARAPROFESSIONAL STAFF		\$0.00	\$0.00	\$18,103.97	0.00	(\$18,103.97)	\$0.00	\$0.00	(\$18,103.97)
01 1100 114 1 001 000	SALARY - TECHNIAL STAFF (TECH COORD.)		\$0.00	\$0.00	\$19,849.72	0.00	(\$19,849.72)	\$0.00	\$0.00	(\$19,849.72)
01 1100 114 2 002 000	SALARY - TECHNIAL STAFF (TECH COORD.)		\$0.00	\$0.00	\$19,265.95	0.00	(\$19,265.95)	\$0.00	\$0.00	(\$19,265.95)
01 1100 114 3 003 000	SALARY - TECHNIAL STAFF (TECH COORD.)		\$0.00	\$0.00	\$19,265.95	0.00	(\$19,265.95)	\$0.00	\$0.00	(\$19,265.95)
01 1100 122 1 001 000	SALARY - PARAPROF SUBSTITUTES		\$0.00	\$0.00	\$274.41	0.00	(\$274.41)	\$0.00	\$0.00	(\$274.41)
01 1100 122 2 002 000	SALARY - PARAPROF SUBSTITUTES		\$0.00	\$0.00	\$1,938.94	0.00	(\$1,938.94)	\$0.00	\$0.00	(\$1,938.94)
01 1100 122 3 003 000	SALARY - PARAPROF SUBSTITUTES		\$0.00	\$0.00	\$1,277.29	0.00	(\$1,277.29)	\$0.00	\$0.00	(\$1,277.29)
01 1100 123 1 001 000	SALARY-SUBSTITUTES		\$0.00	\$0.00	\$23,351.02	0.00	(\$23,351.02)	\$0.00	\$0.00	(\$23,351.02)
01 1100 123 2 002 000	SALARY-SUBSTITUTES		\$0.00	\$0.00	\$28,292.20	0.00	(\$28,292.20)	\$0.00	\$0.00	(\$28,292.20)
01 1100 123 3 003 000	SALARY-SUBSTITUTES		\$0.00	\$0.00	\$16,136.84	0.00	(\$16,136.84)	\$0.00	\$0.00	(\$16,136.84)
01 1100 132 1 001 000	SALARY - OVERTIME - PARAPROFESSIONALS		\$0.00	\$0.00	\$2,043.01	0.00	(\$2,043.01)	\$0.00	\$0.00	(\$2,043.01)
01 1100 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS		\$0.00	\$0.00	\$371.17	0.00	(\$371.17)	\$0.00	\$0.00	(\$371.17)
01 1100 132 3 003 000	SALARY - OVERTIME - PARAPROFESSIONALS		\$0.00	\$0.00	\$258.17	0.00	(\$258.17)	\$0.00	\$0.00	(\$258.17)
01 1100 150 1 001 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 150 2 002 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 150 3 003 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 151 1 001 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR		\$0.00	\$0.00	\$91,055.22	0.00	(\$91,055.22)	\$0.00	\$0.00	(\$91,055.22)
01 1100 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR		\$0.00	\$0.00	\$14,761.37	0.00	(\$14,761.37)	\$0.00	\$0.00	(\$14,761.37)
01 1100 151 3 003 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR		\$0.00	\$0.00	\$55,158.69	0.00	(\$55,158.69)	\$0.00	\$0.00	(\$55,158.69)
01 1100 152 1 001 000	SALARY - ADD'L COMP- PARA COACH/SPNSR		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 152 2 002 000	SALARY - ADD'L COMP- PARA COACH/SPNSR		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 152 3 003 000	SALARY - ADD'L COMP- PARA COACH/SPNSR		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 154 1 001 000	SALARY - ADD'L COMP-TECH STAFF COACH		\$0.00	\$0.00	\$8,901.88	0.00	(\$8,901.88)	\$0.00	\$0.00	(\$8,901.88)
01 1100 154 2 002 000	SALARY - ADD'L COMP-TECH STAFF COACH		\$0.00	\$0.00	\$198.00	0.00	(\$198.00)	\$0.00	\$0.00	(\$198.00)
01 1100 154 3 003 000	SALARY - ADD'L COMP-TECH STAFF COACH		\$0.00	\$0.00	\$298.00	0.00	(\$298.00)	\$0.00	\$0.00	(\$298.00)
01 1100 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$110,882.68	0.00	(\$110,882.68)	\$0.00	\$0.00	(\$110,882.68)

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1100 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$87,354.65	0.00	(\$87,354.65)	\$0.00	\$0.00	(\$87,354.65)	
01 1100 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$108,802.01	0.00	(\$108,802.01)	\$0.00	\$0.00	(\$108,802.01)	
01 1100 212 1 001 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 212 2 002 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$825.00	0.00	(\$825.00)	\$0.00	\$0.00	(\$825.00)	
01 1100 212 3 003 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 214 1 001 000	GROUP INSURANCE - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 214 2 002 000	GROUP INSURANCE - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 214 3 003 000	GROUP INSURANCE - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 220 2 002 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 221 1 001 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$63,525.34	0.00	(\$63,525.34)	\$0.00	\$0.00	(\$63,525.34)	
01 1100 221 2 002 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$52,123.84	0.00	(\$52,123.84)	\$0.00	\$0.00	(\$52,123.84)	
01 1100 221 3 003 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$48,146.63	0.00	(\$48,146.63)	\$0.00	\$0.00	(\$48,146.63)	
01 1100 222 1 001 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$881.27	0.00	(\$881.27)	\$0.00	\$0.00	(\$881.27)	
01 1100 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$4,006.75	0.00	(\$4,006.75)	\$0.00	\$0.00	(\$4,006.75)	
01 1100 222 3 003 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,364.52	0.00	(\$1,364.52)	\$0.00	\$0.00	(\$1,364.52)	
01 1100 223 1 001 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$1,786.43	0.00	(\$1,786.43)	\$0.00	\$0.00	(\$1,786.43)	
01 1100 223 2 002 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$2,164.39	0.00	(\$2,164.39)	\$0.00	\$0.00	(\$2,164.39)	
01 1100 223 3 003 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$1,234.47	0.00	(\$1,234.47)	\$0.00	\$0.00	(\$1,234.47)	
01 1100 224 1 001 000	SOCIAL SECURITY - TECHNICAL STAFF	\$0.00	\$0.00	\$2,613.63	0.00	(\$2,613.63)	\$0.00	\$0.00	(\$2,613.63)	
01 1100 224 2 002 000	SOCIAL SECURITY - TECHNICAL STAFF	\$0.00	\$0.00	\$1,891.97	0.00	(\$1,891.97)	\$0.00	\$0.00	(\$1,891.97)	
01 1100 224 3 003 000	SOCIAL SECURITY - TECHNICAL STAFF	\$0.00	\$0.00	\$1,899.53	0.00	(\$1,899.53)	\$0.00	\$0.00	(\$1,899.53)	
01 1100 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 231 1 001 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$73,095.38	0.00	(\$73,095.38)	\$0.00	\$0.00	(\$73,095.38)	
01 1100 231 2 002 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$58,808.34	0.00	(\$58,808.34)	\$0.00	\$0.00	(\$58,808.34)	
01 1100 231 3 003 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$56,655.18	0.00	(\$56,655.18)	\$0.00	\$0.00	(\$56,655.18)	
01 1100 232 1 001 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,182.48	0.00	(\$1,182.48)	\$0.00	\$0.00	(\$1,182.48)	
01 1100 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$4,796.00	0.00	(\$4,796.00)	\$0.00	\$0.00	(\$4,796.00)	
01 1100 232 3 003 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,799.91	0.00	(\$1,799.91)	\$0.00	\$0.00	(\$1,799.91)	
01 1100 233 1 001 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$495.24	0.00	(\$495.24)	\$0.00	\$0.00	(\$495.24)	
01 1100 233 2 002 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$374.40	0.00	(\$374.40)	\$0.00	\$0.00	(\$374.40)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1100 233 3 003 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$432.16	0.00	(\$432.16)	\$0.00	\$0.00	(\$432.16)	
01 1100 234 1 001 000	RETIREMENT - TECHNICAL STAFF	\$0.00	\$0.00	\$2,840.08	0.00	(\$2,840.08)	\$0.00	\$0.00	(\$2,840.08)	
01 1100 234 2 002 000	RETIREMENT - TECHNICAL STAFF	\$0.00	\$0.00	\$1,922.56	0.00	(\$1,922.56)	\$0.00	\$0.00	(\$1,922.56)	
01 1100 234 3 003 000	RETIREMENT - TECHNICAL STAFF	\$0.00	\$0.00	\$1,932.44	0.00	(\$1,932.44)	\$0.00	\$0.00	(\$1,932.44)	
01 1100 237 1 001 000	INCREASED RETIREMENT CONTRIBUTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 237 2 002 000	INCREASED RETIREMENT CONTRIBUTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 237 3 003 000	INCREASED RETIREMENT CONTRIBUTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 238 0 000 000	VOLUNTARY TERMINATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 238 1 001 000	VOLUNTARY TERMINATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 238 2 002 000	VOLUNTARY TERMINATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 238 3 003 000	VOLUNTARY TERMINATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 239 1 001 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 239 2 002 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 239 3 003 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 261 1 001 000	UNEMPLOYMENT COMPENSATION/INS.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 261 2 002 000	UNEMPLOYMENT COMPENSATION/INS.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 261 3 003 000	UNEMPLOYMENT COMPENSATION/INS.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 262 1 001 000	UNEMPLOYMENT COMPENSATION-PARAS	\$0.00	\$0.00	\$4,776.46	0.00	(\$4,776.46)	\$0.00	\$0.00	(\$4,776.46)	
01 1100 281 1 001 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$99,874.34	0.00	(\$99,874.34)	\$0.00	\$0.00	(\$99,874.34)	
01 1100 281 2 002 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$95,781.46	0.00	(\$95,781.46)	\$0.00	\$0.00	(\$95,781.46)	
01 1100 281 3 003 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$67,493.54	0.00	(\$67,493.54)	\$0.00	\$0.00	(\$67,493.54)	
01 1100 284 1 001 000	HEALTH BEN/CAFE125 - TECHNICAL STAFF	\$0.00	\$0.00	\$5,454.13	0.00	(\$5,454.13)	\$0.00	\$0.00	(\$5,454.13)	
01 1100 284 2 002 000	HEALTH BEN/CAFE125 - TECHNICAL STAFF	\$0.00	\$0.00	\$5,293.75	0.00	(\$5,293.75)	\$0.00	\$0.00	(\$5,293.75)	
01 1100 284 3 003 000	HEALTH BEN/CAFE125 - TECHNICAL STAFF	\$0.00	\$0.00	\$5,293.75	0.00	(\$5,293.75)	\$0.00	\$0.00	(\$5,293.75)	
01 1100 291 1 001 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 291 2 002 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 291 3 003 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 292 1 001 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 292 2 002 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 292 3 003 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 294 1 001 000	OTHER BENEFITS - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 294 2 002 000	OTHER BENEFITS - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 294 3 003 000	OTHER BENEFITS - TECHNICAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Laurel-Concord-Coleridge School District 54				Expenditure Report by Function				Page: 4	
08/14/2023 1:41 PM				08/2023				User ID: VICKI	
Regular; Processing Month 08/2023									
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 1100 320 1 001 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$569.47	0.00	(\$569.47)	\$0.00	\$0.00	(\$569.47)
01 1100 320 2 002 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$56.25	0.00	(\$56.25)	\$0.00	\$0.00	(\$56.25)
01 1100 320 3 003 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$56.25	0.00	(\$56.25)	\$0.00	\$0.00	(\$56.25)
01 1100 333 1 001 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,366.26	0.00	(\$1,366.26)	\$0.00	\$0.00	(\$1,366.26)
01 1100 333 2 002 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$794.18	0.00	(\$794.18)	\$0.00	\$0.00	(\$794.18)
01 1100 333 3 003 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,730.12	0.00	(\$1,730.12)	\$0.00	\$0.00	(\$1,730.12)
01 1100 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$1,575.78	0.00	(\$1,575.78)	\$0.00	\$0.00	(\$1,575.78)
01 1100 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$187.00	0.00	(\$187.00)	\$0.00	\$0.00	(\$187.00)
01 1100 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$236.00	0.00	(\$236.00)	\$0.00	\$0.00	(\$236.00)
01 1100 382 1 001 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$0.00	\$3,312.98	0.00	(\$3,312.98)	\$0.00	\$0.00	(\$3,312.98)
01 1100 382 2 002 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$0.00	\$3,312.97	0.00	(\$3,312.97)	\$0.00	\$0.00	(\$3,312.97)
01 1100 382 3 003 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$0.00	\$7,629.61	0.00	(\$7,629.61)	\$0.00	\$0.00	(\$7,629.61)
01 1100 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$605.02	\$2,011.12	0.00	(\$2,011.12)	\$0.00	\$0.00	(\$2,011.12)
01 1100 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$54.58	\$496.76	0.00	(\$496.76)	\$0.00	\$0.00	(\$496.76)
01 1100 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$444.88	\$11,145.67	0.00	(\$11,145.67)	\$0.00	\$0.00	(\$11,145.67)
01 1100 610 1 001 612	SCIENCE SUPPLIES	\$0.00	\$0.00	\$3,642.85	0.00	(\$3,642.85)	\$0.00	\$0.00	(\$3,642.85)
01 1100 610 1 001 613	ITE SUPPLIES	\$0.00	\$229.95	\$10,937.36	0.00	(\$10,937.36)	\$0.00	\$0.00	(\$10,937.36)
01 1100 610 1 001 614	ART SUPPLIES	\$0.00	\$0.00	\$4,155.85	0.00	(\$4,155.85)	\$0.00	\$0.00	(\$4,155.85)
01 1100 610 1 001 615	INSTRUMENTAL MUSIC SUPPLIES	\$0.00	\$279.84	\$531.38	0.00	(\$531.38)	\$0.00	\$0.00	(\$531.38)
01 1100 610 1 001 616	VOCAL MUSIC SUPPLIES	\$0.00	\$1,539.95	\$6,244.67	0.00	(\$6,244.67)	\$0.00	\$0.00	(\$6,244.67)
01 1100 610 1 001 617	FAMILY & CONSUMER SCIENCE SUPPLIES	\$0.00	\$1,492.98	\$4,069.64	0.00	(\$4,069.64)	\$0.00	\$0.00	(\$4,069.64)
01 1100 610 1 001 618	VOC AGRICULTURE SUPPLIES	\$0.00	\$0.00	\$4,324.11	0.00	(\$4,324.11)	\$0.00	\$0.00	(\$4,324.11)
01 1100 610 1 001 619	BUSINESS EDUCATION SUPPLIES	\$0.00	\$0.00	\$74.92	0.00	(\$74.92)	\$0.00	\$0.00	(\$74.92)
01 1100 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$4,334.61	\$22,939.35	0.00	(\$22,939.35)	\$0.00	\$0.00	(\$22,939.35)
01 1100 610 2 002 612	SCIENCE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 610 2 002 614	ART SUPPLIES	\$0.00	\$0.00	\$179.39	0.00	(\$179.39)	\$0.00	\$0.00	(\$179.39)
01 1100 610 2 002 615	INSTRUMENTAL MUSIC SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1100 610 2 002 616	VOCAL MUSIC SUPPLIES	\$0.00	\$0.00	\$409.33	0.00	(\$409.33)	\$0.00	\$0.00	(\$409.33)
01 1100 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$4,957.62	\$20,925.92	0.00	(\$20,925.92)	\$0.00	\$0.00	(\$20,925.92)
01 1100 610 3 003 612	SCIENCE SUPPLIES	\$0.00	\$0.00	\$5,829.62	0.00	(\$5,829.62)	\$0.00	\$0.00	(\$5,829.62)
01 1100 610 3 003 613	ITE SUPPLIES	\$0.00	\$0.00	\$5,689.64	0.00	(\$5,689.64)	\$0.00	\$0.00	(\$5,689.64)
01 1100 610 3 003 614	ART SUPPLIES	\$0.00	\$501.53	\$5,756.55	0.00	(\$5,756.55)	\$0.00	\$0.00	(\$5,756.55)
01 1100 610 3 003 615	INSTRUMENTAL MUSIC SUPPLIES	\$0.00	\$519.99	\$1,361.82	0.00	(\$1,361.82)	\$0.00	\$0.00	(\$1,361.82)
01 1100 610 3 003 616	VOCAL MUSIC SUPPLIES	\$0.00	\$0.00	\$236.38	0.00	(\$236.38)	\$0.00	\$0.00	(\$236.38)
01 1100 610 3 003 617	FAMILY & CONSUMER SCIENCE SUPPLIES	\$0.00	\$77.31	\$1,861.23	0.00	(\$1,861.23)	\$0.00	\$0.00	(\$1,861.23)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1100 610 3 003 618	VOC AGRICULTURE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 610 3 003 619	BUSINESS EDUCATION SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$1,559.58	\$7,827.31	0.00	(\$7,827.31)	\$0.00	\$0.00	(\$7,827.31)	
01 1100 640 2 002 000	BOOKS AND PERIODICALS	\$0.00	\$513.96	\$19,349.02	0.00	(\$19,349.02)	\$0.00	\$0.00	(\$19,349.02)	
01 1100 640 3 003 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$40,015.81	0.00	(\$40,015.81)	\$0.00	\$0.00	(\$40,015.81)	
01 1100 641 1 001 000	E-BOOKS	\$0.00	\$0.00	\$209.93	0.00	(\$209.93)	\$0.00	\$0.00	(\$209.93)	
01 1100 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$12,130.00	\$28,069.22	0.00	(\$28,069.22)	\$0.00	\$0.00	(\$28,069.22)	
01 1100 643 1 001 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$13,185.13	0.00	(\$13,185.13)	\$0.00	\$0.00	(\$13,185.13)	
01 1100 643 2 002 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$2,258.75	\$27,975.88	0.00	(\$27,975.88)	\$0.00	\$0.00	(\$27,975.88)	
01 1100 643 3 003 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$1,942.50	\$11,902.28	0.00	(\$11,902.28)	\$0.00	\$0.00	(\$11,902.28)	
01 1100 650 0 000 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$9,146.45	\$18,166.56	0.00	(\$18,166.56)	\$0.00	\$0.00	(\$18,166.56)	
01 1100 650 0 000 651	APPLE 1-to-1 COMPUTER PURCHASE	\$0.00	\$0.00	\$45,088.57	0.00	(\$45,088.57)	\$0.00	\$0.00	(\$45,088.57)	
01 1100 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$3,414.09	\$20,141.52	0.00	(\$20,141.52)	\$0.00	\$0.00	(\$20,141.52)	
01 1100 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$920.00	\$3,978.47	0.00	(\$3,978.47)	\$0.00	\$0.00	(\$3,978.47)	
01 1100 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$1,397.97	\$5,346.66	0.00	(\$5,346.66)	\$0.00	\$0.00	(\$5,346.66)	
01 1100 733 1 001 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 733 2 002 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 733 3 003 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$334.00	0.00	(\$334.00)	\$0.00	\$0.00	(\$334.00)	
01 1100 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$613.00	0.00	(\$613.00)	\$0.00	\$0.00	(\$613.00)	
01 1100 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$333.00	0.00	(\$333.00)	\$0.00	\$0.00	(\$333.00)	
01 1100 890 0 000 999	BUDGET AMENDMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1100 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$7,280.55	0.00	(\$7,280.55)	\$0.00	\$0.00	(\$7,280.55)	
01 1100 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$7,260.03	0.00	(\$7,260.03)	\$0.00	\$0.00	(\$7,260.03)	
01 1100 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$7,629.06	0.00	(\$7,629.06)	\$0.00	\$0.00	(\$7,629.06)	
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$48,321.56	\$3,514,002.91	0.00	(\$3,514,002.91)	\$0.00	\$0.00	(\$3,514,002.91)	
1150	LIMITED ENGLISH PROFICIENCY PROGRAMS									
01 1150 112 1 001 000	SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1150 132 1 001 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1150 212 1 001 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1150 222 1 001 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1150 232 1 001 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 1150 292 1 001 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1150	LIMITED ENGLISH PROFICIENCY PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1160	POVERTY INSTRUCTIONAL PROGRAMS								
01 1160 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 211 2 002 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 320 1 001 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 320 2 002 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1160 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1160	POVERTY INSTRUCTIONAL PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1190	EARLY CHILDHOOD EDUCATIONAL PROGRAMS								
01 1190 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$43,398.50	0.00	(\$43,398.50)	\$0.00	\$0.00	(\$43,398.50)
01 1190 112 2 002 000	SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$12,263.55	0.00	(\$12,263.55)	\$0.00	\$0.00	(\$12,263.55)
01 1190 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$54.43	0.00	(\$54.43)	\$0.00	\$0.00	(\$54.43)
01 1190 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$150.00	0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)
01 1190 211 2 002 000	GROUP INSURANCE- PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1190 212 2 002 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1190 221 2 002 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,521.95	0.00	(\$3,521.95)	\$0.00	\$0.00	(\$3,521.95)
01 1190 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$942.33	0.00	(\$942.33)	\$0.00	\$0.00	(\$942.33)
01 1190 231 2 002 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$4,301.66	0.00	(\$4,301.66)	\$0.00	\$0.00	(\$4,301.66)
01 1190 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,216.73	0.00	(\$1,216.73)	\$0.00	\$0.00	(\$1,216.73)
01 1190 281 2 002 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$5,766.24	0.00	(\$5,766.24)	\$0.00	\$0.00	(\$5,766.24)
01 1190 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$4,627.09	0.00	(\$4,627.09)	\$0.00	\$0.00	(\$4,627.09)
01 1190 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$224.00	0.00	(\$224.00)	\$0.00	\$0.00	(\$224.00)
1190	EARLY CHILDHOOD EDUCATIONAL PROGRAMS	\$0.00	\$0.00	\$76,466.48	0.00	(\$76,466.48)	\$0.00	\$0.00	(\$76,466.48)
1200	SPECIAL EDUCATION PROGRAMS								
01 1200 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$42,397.63	0.00	(\$42,397.63)	\$0.00	\$0.00	(\$42,397.63)
01 1200 111 1 003 003	SALARY-PROF STAFF LEVEL 3	\$0.00	\$0.00	\$56,149.61	0.00	(\$56,149.61)	\$0.00	\$0.00	(\$56,149.61)
01 1200 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$79,753.08	0.00	(\$79,753.08)	\$0.00	\$0.00	(\$79,753.08)
01 1200 111 2 003 003	SALARY-PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1200 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$48,552.13	0.00	(\$48,552.13)	\$0.00	\$0.00	(\$48,552.13)	
01 1200 111 3 003 003	SALARY-PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 112 1 001 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$59,252.12	0.00	(\$59,252.12)	\$0.00	\$0.00	(\$59,252.12)	
01 1200 112 1 003 003	SALARY-PARA STAFF LEVEL 3	\$0.00	\$0.00	\$68,014.52	0.00	(\$68,014.52)	\$0.00	\$0.00	(\$68,014.52)	
01 1200 112 2 002 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$102,078.57	0.00	(\$102,078.57)	\$0.00	\$0.00	(\$102,078.57)	
01 1200 112 2 003 003	SALARY-PARA STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 112 3 003 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$86,014.90	0.00	(\$86,014.90)	\$0.00	\$0.00	(\$86,014.90)	
01 1200 112 3 003 003	SALARY-PARA STAFF LEVEL 3	\$0.00	\$0.00	\$1,899.33	0.00	(\$1,899.33)	\$0.00	\$0.00	(\$1,899.33)	
01 1200 122 1 001 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$1,703.65	0.00	(\$1,703.65)	\$0.00	\$0.00	(\$1,703.65)	
01 1200 122 1 003 003	SALARY - PARA SUBS - LEVEL 3	\$0.00	\$0.00	\$256.50	0.00	(\$256.50)	\$0.00	\$0.00	(\$256.50)	
01 1200 122 2 002 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$2,606.02	0.00	(\$2,606.02)	\$0.00	\$0.00	(\$2,606.02)	
01 1200 122 2 003 003	SALARY - PARA SUBS - LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 122 3 003 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$1,874.39	0.00	(\$1,874.39)	\$0.00	\$0.00	(\$1,874.39)	
01 1200 122 3 003 003	SALARY - PARA SUBS - LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 123 1 001 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$2,566.55	0.00	(\$2,566.55)	\$0.00	\$0.00	(\$2,566.55)	
01 1200 123 1 003 003	SALARY - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$1,109.35	0.00	(\$1,109.35)	\$0.00	\$0.00	(\$1,109.35)	
01 1200 123 2 002 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$7,719.41	0.00	(\$7,719.41)	\$0.00	\$0.00	(\$7,719.41)	
01 1200 123 2 003 003	SALARY - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 123 3 003 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$4,938.43	0.00	(\$4,938.43)	\$0.00	\$0.00	(\$4,938.43)	
01 1200 123 3 003 003	SALARY - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$368.97	0.00	(\$368.97)	\$0.00	\$0.00	(\$368.97)	
01 1200 132 1 001 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,158.51	0.00	(\$1,158.51)	\$0.00	\$0.00	(\$1,158.51)	
01 1200 132 1 003 003	SALARY-OVERTIME -PARA -LEVEL 3	\$0.00	\$0.00	\$1,173.31	0.00	(\$1,173.31)	\$0.00	\$0.00	(\$1,173.31)	
01 1200 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$523.36	0.00	(\$523.36)	\$0.00	\$0.00	(\$523.36)	
01 1200 132 2 003 003	SALARY-OVERTIME -PARA -LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 132 3 003 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,005.77	0.00	(\$1,005.77)	\$0.00	\$0.00	(\$1,005.77)	
01 1200 132 3 003 003	SALARY-OVERTIME -PARA -LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 151 1 001 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$2,125.75	0.00	(\$2,125.75)	\$0.00	\$0.00	(\$2,125.75)	
01 1200 151 1 003 003	SALARY-ADD'L COMP-TCHR/CH/SPNSR LEV 3	\$0.00	\$0.00	\$1,475.75	0.00	(\$1,475.75)	\$0.00	\$0.00	(\$1,475.75)	
01 1200 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$7,176.50	0.00	(\$7,176.50)	\$0.00	\$0.00	(\$7,176.50)	
01 1200 151 2 003 003	SALARY-ADD'L COMP-TCHR/CH/SPNSR LEV 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 151 3 003 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$1,375.75	0.00	(\$1,375.75)	\$0.00	\$0.00	(\$1,375.75)	
01 1200 151 3 003 003	SALARY-ADD'L COMP-TCHR/CH/SPNSR LEV 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$21,904.79	0.00	(\$21,904.79)	\$0.00	\$0.00	(\$21,904.79)	
01 1200 211 1 003 003	GROUP INSURANCE- PROF STAFF LEVEL 3	\$0.00	\$0.00	\$915.25	0.00	(\$915.25)	\$0.00	\$0.00	(\$915.25)	
01 1200 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$31,762.76	0.00	(\$31,762.76)	\$0.00	\$0.00	(\$31,762.76)	

Laurel-Concord-Coleridge School District 54				Expenditure Report by Function					Page: 8		
08/14/2023 1:41 PM				08/2023					User ID: VICKI		
Regular; Processing Month 08/2023											
Account Number		Account Description		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 1200 211 2 003 003		GROUP INSURANCE- PROF STAFF LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 211 3 003 000		GROUP INSURANCE - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 211 3 003 003		GROUP INSURANCE- PROF STAFF LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 212 1 001 000		GROUP INSURANCE - PARAPROFESSIONALS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 212 1 003 003		GROUP INSURANCE - PARA LEVEL 3		\$0.00	\$0.00	\$2,750.00	0.00	(\$2,750.00)	\$0.00	\$0.00	(\$2,750.00)
01 1200 212 2 002 000		GROUP INSURANCE - PARAPROFESSIONALS		\$0.00	\$0.00	\$3,425.00	0.00	(\$3,425.00)	\$0.00	\$0.00	(\$3,425.00)
01 1200 212 2 003 003		GROUP INSURANCE - PARA LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 212 3 003 000		GROUP INSURANCE - PARAPROFESSIONALS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 212 3 003 003		GROUP INSURANCE - PARA LEVEL 3		\$0.00	\$0.00	\$229.95	0.00	(\$229.95)	\$0.00	\$0.00	(\$229.95)
01 1200 221 1 001 000		SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$3,399.31	0.00	(\$3,399.31)	\$0.00	\$0.00	(\$3,399.31)
01 1200 221 1 003 003		SOCIAL SECURITY - PROF STAFF LEVEL 3		\$0.00	\$0.00	\$5,526.89	0.00	(\$5,526.89)	\$0.00	\$0.00	(\$5,526.89)
01 1200 221 2 002 000		SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$6,615.69	0.00	(\$6,615.69)	\$0.00	\$0.00	(\$6,615.69)
01 1200 221 2 003 003		SOCIAL SECURITY - PROF STAFF LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 221 3 003 000		SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$5,046.73	0.00	(\$5,046.73)	\$0.00	\$0.00	(\$5,046.73)
01 1200 221 3 003 003		SOCIAL SECURITY - PROF STAFF LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 222 1 001 000		SOCIAL SECURITY - PARAPROFESSIONALS		\$0.00	\$0.00	\$4,324.68	0.00	(\$4,324.68)	\$0.00	\$0.00	(\$4,324.68)
01 1200 222 1 003 003		SOCIAL SECURITY - PROF STAFF LEVEL 3		\$0.00	\$0.00	\$4,483.99	0.00	(\$4,483.99)	\$0.00	\$0.00	(\$4,483.99)
01 1200 222 2 002 000		SOCIAL SECURITY - PARAPROFESSIONALS		\$0.00	\$0.00	\$7,145.56	0.00	(\$7,145.56)	\$0.00	\$0.00	(\$7,145.56)
01 1200 222 2 003 003		SOCIAL SECURITY -PARA LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 222 3 003 000		SOCIAL SECURITY - PARAPROFESSIONALS		\$0.00	\$0.00	\$6,606.77	0.00	(\$6,606.77)	\$0.00	\$0.00	(\$6,606.77)
01 1200 222 3 003 003		SOCIAL SECURITY -PARA LEVEL 3		\$0.00	\$0.00	\$90.89	0.00	(\$90.89)	\$0.00	\$0.00	(\$90.89)
01 1200 223 1 001 000		SOCIAL SECURITY - SUBSTITUTE TEACHERS		\$0.00	\$0.00	\$196.35	0.00	(\$196.35)	\$0.00	\$0.00	(\$196.35)
01 1200 223 1 003 003		SOCIAL SECURITY - SUB TEACHERS LEVEL 3		\$0.00	\$0.00	\$84.89	0.00	(\$84.89)	\$0.00	\$0.00	(\$84.89)
01 1200 223 2 002 000		SOCIAL SECURITY - SUBSTITUTE TEACHERS		\$0.00	\$0.00	\$590.51	0.00	(\$590.51)	\$0.00	\$0.00	(\$590.51)
01 1200 223 2 003 003		SOCIAL SECURITY - SUB TEACHERS LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 223 3 003 000		SOCIAL SECURITY - SUBSTITUTE TEACHERS		\$0.00	\$0.00	\$377.79	0.00	(\$377.79)	\$0.00	\$0.00	(\$377.79)
01 1200 223 3 003 003		SOCIAL SECURITY - SUB TEACHERS LEVEL 3		\$0.00	\$0.00	\$28.23	0.00	(\$28.23)	\$0.00	\$0.00	(\$28.23)
01 1200 231 1 001 000		RETIREMENT - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$4,397.97	0.00	(\$4,397.97)	\$0.00	\$0.00	(\$4,397.97)
01 1200 231 1 003 003		RETIREMENT -PROF STAFF LEVEL 3		\$0.00	\$0.00	\$5,692.08	0.00	(\$5,692.08)	\$0.00	\$0.00	(\$5,692.08)
01 1200 231 2 002 000		RETIREMENT - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$8,517.58	0.00	(\$8,517.58)	\$0.00	\$0.00	(\$8,517.58)
01 1200 231 2 003 003		RETIREMENT -PROF STAFF LEVEL 3		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1200 231 3 003 000		RETIREMENT - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$4,931.78	0.00	(\$4,931.78)	\$0.00	\$0.00	(\$4,931.78)

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1200 231 3 003 003	RETIREMENT -PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 232 1 001 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$5,959.01	0.00	(\$5,959.01)	\$0.00	\$0.00	(\$5,959.01)	
01 1200 232 1 003 003	RETIREMENT - PARA LEVEL 3	\$0.00	\$0.00	\$6,826.64	0.00	(\$6,826.64)	\$0.00	\$0.00	(\$6,826.64)	
01 1200 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$9,497.20	0.00	(\$9,497.20)	\$0.00	\$0.00	(\$9,497.20)	
01 1200 232 2 003 003	RETIREMENT - PARA LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 232 3 003 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$8,595.69	0.00	(\$8,595.69)	\$0.00	\$0.00	(\$8,595.69)	
01 1200 232 3 003 003	RETIREMENT - PARA LEVEL 3	\$0.00	\$0.00	\$187.61	0.00	(\$187.61)	\$0.00	\$0.00	(\$187.61)	
01 1200 233 1 001 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$198.01	0.00	(\$198.01)	\$0.00	\$0.00	(\$198.01)	
01 1200 233 1 003 003	RETIREMENT - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$59.57	0.00	(\$59.57)	\$0.00	\$0.00	(\$59.57)	
01 1200 233 2 002 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$306.93	0.00	(\$306.93)	\$0.00	\$0.00	(\$306.93)	
01 1200 233 2 003 003	RETIREMENT - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 233 3 003 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$94.42	0.00	(\$94.42)	\$0.00	\$0.00	(\$94.42)	
01 1200 233 3 003 003	RETIREMENT - SUB TEACHERS LEVEL 3	\$0.00	\$0.00	\$36.45	0.00	(\$36.45)	\$0.00	\$0.00	(\$36.45)	
01 1200 239 2 002 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 281 1 001 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 281 1 003 003	HEALTH BEN/CAFE125 - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$15,125.44	0.00	(\$15,125.44)	\$0.00	\$0.00	(\$15,125.44)	
01 1200 281 2 002 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 281 2 003 003	HEALTH BEN/CAFE125 - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 281 3 003 000	HEALTH BEN/CAFE125 - PROF / TEACHERS	\$0.00	\$0.00	\$16,041.63	0.00	(\$16,041.63)	\$0.00	\$0.00	(\$16,041.63)	
01 1200 281 3 003 003	HEALTH BEN/CAFE125 - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 1 001 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 1 003 003	OTHER BENEFITS - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 2 002 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 2 003 003	OTHER BENEFITS - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 3 003 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 291 3 003 003	OTHER BENEFITS - PROF STAFF LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 1 001 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 1 003 003	OTHER BENEFITS - PARA LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 2 002 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 2 003 003	OTHER BENEFITS - PARA LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 3 003 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 292 3 003 003	OTHER BENEFITS - PARA LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 320 1 001 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1200 320 2 002 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 320 3 003 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 330 0 003 003	INST STAFF TRAINING/CURR DEV LEVEL 3	\$0.00	\$0.00	\$340.00	0.00	(\$340.00)	\$0.00	\$0.00	(\$340.00)	
01 1200 330 1 001 000	INST STAFF TRAINING/CURR DEV	\$0.00	\$0.00	\$791.00	0.00	(\$791.00)	\$0.00	\$0.00	(\$791.00)	
01 1200 330 1 003 003	INST STAFF TRAINING/CURR DEV LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 330 2 002 000	INST STAFF TRAINING/CURR DEV	\$0.00	\$150.00	\$1,577.00	0.00	(\$1,577.00)	\$0.00	\$0.00	(\$1,577.00)	
01 1200 330 2 003 003	INST STAFF TRAINING/CURR DEV LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 330 3 003 000	INST STAFF TRAINING/CURR DEV	\$0.00	\$0.00	\$767.00	0.00	(\$767.00)	\$0.00	\$0.00	(\$767.00)	
01 1200 330 3 003 003	INST STAFF TRAINING/CURR DEV LEVEL 3	\$0.00	\$0.00	\$200.00	0.00	(\$200.00)	\$0.00	\$0.00	(\$200.00)	
01 1200 340 1 001 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 340 2 002 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$2,659.70	0.00	(\$2,659.70)	\$0.00	\$0.00	(\$2,659.70)	
01 1200 340 3 003 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$223.00	0.00	(\$223.00)	\$0.00	\$0.00	(\$223.00)	
01 1200 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$5,354.06	0.00	(\$5,354.06)	\$0.00	\$0.00	(\$5,354.06)	
01 1200 440 0 000 000	RENTALS	\$0.00	\$1,200.00	\$2,400.00	0.00	(\$2,400.00)	\$0.00	\$0.00	(\$2,400.00)	
01 1200 561 1 001 000	TUITION TO SCHOOLS W/STATE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 561 2 002 000	TUITION TO SCHOOLS W/STATE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 561 3 003 000	TUITION TO SCHOOLS W/STATE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 580 0 003 003	TRAVEL EXPENSE LEVEL 3	\$0.00	\$777.27	\$1,546.16	0.00	(\$1,546.16)	\$0.00	\$0.00	(\$1,546.16)	
01 1200 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$335.49	0.00	(\$335.49)	\$0.00	\$0.00	(\$335.49)	
01 1200 580 1 003 003	TRAVEL EXPENSE LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$687.26	0.00	(\$687.26)	\$0.00	\$0.00	(\$687.26)	
01 1200 580 2 003 003	TRAVEL EXPENSE LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$9.17	0.00	(\$9.17)	\$0.00	\$0.00	(\$9.17)	
01 1200 580 3 003 003	TRAVEL EXPENSE LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 591 0 000 000	PURCH SVC-ESU-DEAF,NURSE,TRANS,SUPRV,TWR	\$0.00	\$17,159.24	\$52,372.48	0.00	(\$52,372.48)	\$0.00	\$0.00	(\$52,372.48)	
01 1200 610 0 003 003	GENERAL SUPPLIES LEVEL 3	\$0.00	\$13.19	\$4,970.43	0.00	(\$4,970.43)	\$0.00	\$0.00	(\$4,970.43)	
01 1200 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$481.36	0.00	(\$481.36)	\$0.00	\$0.00	(\$481.36)	
01 1200 610 1 003 003	GENERAL SUPPLIES LEVEL 3	\$0.00	\$0.00	\$26.98	0.00	(\$26.98)	\$0.00	\$0.00	(\$26.98)	
01 1200 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$101.67	\$2,010.16	0.00	(\$2,010.16)	\$0.00	\$0.00	(\$2,010.16)	
01 1200 610 2 003 003	GENERAL SUPPLIES LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$3.10	\$1,102.59	0.00	(\$1,102.59)	\$0.00	\$0.00	(\$1,102.59)	
01 1200 610 3 003 003	GENERAL SUPPLIES LEVEL 3	\$0.00	\$135.30	\$1,172.09	0.00	(\$1,172.09)	\$0.00	\$0.00	(\$1,172.09)	
01 1200 640 0 003 003	BOOKS AND PERIODICALS -LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$5,896.11	0.00	(\$5,896.11)	\$0.00	\$0.00	(\$5,896.11)	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 1200 640 1 003 003	BOOKS AND PERIODICALS -LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 640 2 002 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$4,252.40	0.00	(\$4,252.40)	\$0.00	\$0.00	(\$4,252.40)	
01 1200 640 2 003 003	BOOKS AND PERIODICALS -LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 640 3 003 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$7,020.80	0.00	(\$7,020.80)	\$0.00	\$0.00	(\$7,020.80)	
01 1200 640 3 003 003	BOOKS AND PERIODICALS -LEVEL 3	\$0.00	\$0.00	\$152.90	0.00	(\$152.90)	\$0.00	\$0.00	(\$152.90)	
01 1200 641 3 003 003	E-BOOKS	\$0.00	\$1,047.00	\$1,047.00	0.00	(\$1,047.00)	\$0.00	\$0.00	(\$1,047.00)	
01 1200 642 1 003 003	AUDIO-VISUAL MATERIALS LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 642 2 003 003	AUDIO-VISUAL MATERIALS LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 642 3 003 003	AUDIO-VISUAL MATERIALS LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$5,986.38	0.00	(\$5,986.38)	\$0.00	\$0.00	(\$5,986.38)	
01 1200 650 0 003 003	SUPPLIES- TECHNOLOGY RELATED LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$430.50	0.00	(\$430.50)	\$0.00	\$0.00	(\$430.50)	
01 1200 650 1 003 003	SUPPLIES- TECHNOLOGY RELATED LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$351.50	0.00	(\$351.50)	\$0.00	\$0.00	(\$351.50)	
01 1200 650 2 003 003	SUPPLIES -TECHNOLOGY RELATED LEVEL 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$61.50	0.00	(\$61.50)	\$0.00	\$0.00	(\$61.50)	
01 1200 650 3 003 003	SUPPLIES -TECHNOLOGY RELATED LEVEL 3	\$0.00	\$8,799.99	\$8,799.99	0.00	(\$8,799.99)	\$0.00	\$0.00	(\$8,799.99)	
01 1200 720 1 001 000	BUILDINGS - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 733 0 003 003	FURNITURE AND FIXTURES > \$5000 LEV 3	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 733 1 001 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 733 2 002 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 733 3 003 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1200 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$75.00	0.00	(\$75.00)	\$0.00	\$0.00	(\$75.00)	
01 1200 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$641.67	0.00	(\$641.67)	\$0.00	\$0.00	(\$641.67)	
1200	SPECIAL EDUCATION PROGRAMS	\$0.00	\$29,386.76	\$888,985.58	0.00	(\$888,985.58)	\$0.00	\$0.00	(\$888,985.58)	
1291	EARLY CHILDHOOD SPECIAL ED INSTR AGE 3-5									
01 1291 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1291 112 2 002 000	SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1291 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1291 211 2 002 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 1291 212 2 002 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 1291 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1291 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1291 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1291 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1291 340 2 002 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1291 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1291	EARLY CHILDHOOD SPECIAL ED INSTR AGE 3-5	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300	SUMMER SCHOOL/YR-RD SCHOOL								
01 1300 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 440 1 001 000	RENTALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 626 1 001 000	GAS AND OIL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 1300 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300	SUMMER SCHOOL/YR-RD SCHOOL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2120	GUIDANCE SERVICES								
01 2120 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$43,389.83	0.00	(\$43,389.83)	\$0.00	\$0.00	(\$43,389.83)
01 2120 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$6,198.50	0.00	(\$6,198.50)	\$0.00	\$0.00	(\$6,198.50)
01 2120 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$12,397.11	0.00	(\$12,397.11)	\$0.00	\$0.00	(\$12,397.11)
01 2120 151 1 001 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$7,322.62	0.00	(\$7,322.62)	\$0.00	\$0.00	(\$7,322.62)
01 2120 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$190.00	0.00	(\$190.00)	\$0.00	\$0.00	(\$190.00)
01 2120 151 3 003 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$380.00	0.00	(\$380.00)	\$0.00	\$0.00	(\$380.00)
01 2120 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$12,620.11	0.00	(\$12,620.11)	\$0.00	\$0.00	(\$12,620.11)
01 2120 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$1,588.53	0.00	(\$1,588.53)	\$0.00	\$0.00	(\$1,588.53)
01 2120 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,177.08	0.00	(\$3,177.08)	\$0.00	\$0.00	(\$3,177.08)
01 2120 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$3,879.49	0.00	(\$3,879.49)	\$0.00	\$0.00	(\$3,879.49)
01 2120 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$488.74	0.00	(\$488.74)	\$0.00	\$0.00	(\$488.74)
01 2120 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$977.39	0.00	(\$977.39)	\$0.00	\$0.00	(\$977.39)
01 2120 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$4,981.64	0.00	(\$4,981.64)	\$0.00	\$0.00	(\$4,981.64)
01 2120 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$627.08	0.00	(\$627.08)	\$0.00	\$0.00	(\$627.08)
01 2120 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$1,254.15	0.00	(\$1,254.15)	\$0.00	\$0.00	(\$1,254.15)
01 2120 239 1 001 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2120 239 2 002 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2120 239 3 003 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 281 1 001 000	HEALTH BEN/CAFE125	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 281 2 002 000	HEALTH BEN/CAFE125	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 281 3 003 000	HEALTH BEN/CAFE125	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 291 1 001 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 291 2 002 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 291 3 003 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 320 1 001 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$306.00	0.00	(\$306.00)	\$0.00	\$0.00	(\$306.00)	
01 2120 320 2 002 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 320 3 003 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 330 1 001 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$210.00	0.00	(\$210.00)	\$0.00	\$0.00	(\$210.00)	
01 2120 330 2 002 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 330 3 003 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$583.12	0.00	(\$583.12)	\$0.00	\$0.00	(\$583.12)	
01 2120 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$52.22	0.00	(\$52.22)	\$0.00	\$0.00	(\$52.22)	
01 2120 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$73.90	0.00	(\$73.90)	\$0.00	\$0.00	(\$73.90)	
01 2120 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$46.45	0.00	(\$46.45)	\$0.00	\$0.00	(\$46.45)	
01 2120 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 640 2 002 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 640 3 003 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$150.00	\$150.00	0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)	
01 2120 650 3 003 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$150.00	\$150.00	0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)	
01 2120 733 1 001 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2120 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$40.00	0.00	(\$40.00)	\$0.00	\$0.00	(\$40.00)	
01 2120 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2120	GUIDANCE SERVICES	\$0.00	\$300.00	\$101,083.96	0.00	(\$101,083.96)	\$0.00	\$0.00	(\$101,083.96)	
2130	HEALTH SERVICES									
01 2130 111 1 001 000	SALARY-PROF/NURSING CONTRACT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 111 2 002 000	SALARY-PROF/NURSING CONTRACT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 111 3 003 000	SALARY-PROF/NURSING CONTRACT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 112 1 001 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 112 2 002 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 112 3 003 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2130 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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01 2130 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 340 1 001 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 340 2 002 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 340 3 003 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$28.50	0.00	(\$28.50)	\$0.00	\$0.00	(\$28.50)
01 2130 591 0 000 000	PURCHASED SVCS FROM ESU1 - NURSE REG.ED	\$0.00	\$0.00	\$34,642.08	0.00	(\$34,642.08)	\$0.00	\$0.00	(\$34,642.08)
01 2130 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$3,590.42	0.00	(\$3,590.42)	\$0.00	\$0.00	(\$3,590.42)
01 2130 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$3,741.61	0.00	(\$3,741.61)	\$0.00	\$0.00	(\$3,741.61)
01 2130 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$4,400.63	0.00	(\$4,400.63)	\$0.00	\$0.00	(\$4,400.63)
01 2130 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 739 1 001 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 739 2 002 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 739 3 003 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2130 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2130	HEALTH SERVICES	\$0.00	\$0.00	\$46,403.24	0.00	(\$46,403.24)	\$0.00	\$0.00	(\$46,403.24)
2131	HEALTH SERVICES - SPED SCHOOL AGE								
01 2131 591 0 000 000	PURCHASED SVCS FROM ESUs - NURSE	\$0.00	\$8,019.00	\$32,076.00	0.00	(\$32,076.00)	\$0.00	\$0.00	(\$32,076.00)
2131	HEALTH SERVICES - SPED SCHOOL AGE	\$0.00	\$8,019.00	\$32,076.00	0.00	(\$32,076.00)	\$0.00	\$0.00	(\$32,076.00)
2140	PSYCHOLOGICAL SERVICES								
01 2140 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2140 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2140 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2140 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2140 281 0 000 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2140 330 0 000 000	EMPLOYEE TRAINING & DEVELOPMENT SVCS	\$0.00	\$0.00	\$137.00	0.00	(\$137.00)	\$0.00	\$0.00	(\$137.00)
01 2140 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,075.88	0.00	(\$1,075.88)	\$0.00	\$0.00	(\$1,075.88)
01 2140 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$320.00	\$320.00	0.00	(\$320.00)	\$0.00	\$0.00	(\$320.00)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 2140 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$122.09	0.00	(\$122.09)	\$0.00	\$0.00	(\$122.09)
2140	PSYCHOLOGICAL SERVICES	\$0.00	\$320.00	\$1,654.97	0.00	(\$1,654.97)	\$0.00	\$0.00	(\$1,654.97)
2141	PSYCHOLOGY SVCS-SPED SCHOOLAGE								
01 2141 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$36,578.85	0.00	(\$36,578.85)	\$0.00	\$0.00	(\$36,578.85)
01 2141 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$566.75	0.00	(\$566.75)	\$0.00	\$0.00	(\$566.75)
01 2141 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,158.31	0.00	(\$3,158.31)	\$0.00	\$0.00	(\$3,158.31)
01 2141 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,669.17	0.00	(\$3,669.17)	\$0.00	\$0.00	(\$3,669.17)
01 2141 281 0 000 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$4,139.52	0.00	(\$4,139.52)	\$0.00	\$0.00	(\$4,139.52)
01 2141 330 0 000 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$262.00	0.00	(\$262.00)	\$0.00	\$0.00	(\$262.00)
01 2141 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2141 591 0 000 000	PURCHASED SVCS- ESUs PSYCH	\$0.00	\$13,950.00	\$62,100.00	0.00	(\$62,100.00)	\$0.00	\$0.00	(\$62,100.00)
01 2141 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$53.59	0.00	(\$53.59)	\$0.00	\$0.00	(\$53.59)
2141	PSYCHOLOGY SVCS-SPED SCHOOLAGE	\$0.00	\$13,950.00	\$110,528.19	0.00	(\$110,528.19)	\$0.00	\$0.00	(\$110,528.19)
2151	SPEECH/AUDIO SVCS-SPED SCHOOLAGE								
01 2151 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$47,340.04	0.00	(\$47,340.04)	\$0.00	\$0.00	(\$47,340.04)
01 2151 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$2,905.75	0.00	(\$2,905.75)	\$0.00	\$0.00	(\$2,905.75)
01 2151 211 0 000 000	GROUP INSURANCE- PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2151 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$4,477.14	0.00	(\$4,477.14)	\$0.00	\$0.00	(\$4,477.14)
01 2151 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$4,963.22	0.00	(\$4,963.22)	\$0.00	\$0.00	(\$4,963.22)
01 2151 281 0 000 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$8,279.04	0.00	(\$8,279.04)	\$0.00	\$0.00	(\$8,279.04)
01 2151 330 0 000 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$50.00	0.00	(\$50.00)	\$0.00	\$0.00	(\$50.00)
01 2151 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$998.47	0.00	(\$998.47)	\$0.00	\$0.00	(\$998.47)
01 2151 340 0 000 000	PURCHASED SVCS-SPED-PMC SPEECH SA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2151 591 0 000 000	PURCHASED SVCS- ESUs SPEECH/AUDIO SA	\$0.00	\$673.75	\$3,070.02	0.00	(\$3,070.02)	\$0.00	\$0.00	(\$3,070.02)
01 2151 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$4,891.54	\$10,598.34	0.00	(\$10,598.34)	\$0.00	\$0.00	(\$10,598.34)
01 2151 643 0 000 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$149.90	0.00	(\$149.90)	\$0.00	\$0.00	(\$149.90)
01 2151 650 0 000 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$1,606.99	0.00	(\$1,606.99)	\$0.00	\$0.00	(\$1,606.99)
01 2151 810 0 000 000	DUES AND FEES	\$0.00	\$0.00	\$642.00	0.00	(\$642.00)	\$0.00	\$0.00	(\$642.00)
2151	SPEECH/AUDIO SVCS-SPED SCHOOLAGE	\$0.00	\$5,565.29	\$85,080.91	0.00	(\$85,080.91)	\$0.00	\$0.00	(\$85,080.91)
2152	SPEECH/AUDIO SVCS-SPED AGES 3-5								
01 2152 340 2 002 000	PURCHASED SVCS-SPEECH-AGES 3-5 PMC	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2152	SPEECH/AUDIO SVCS-SPED AGES 3-5	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2161	OCCUPATIONAL SVCS-SPED SCHOOLAGE								
01 2161 340 0 000 000	PURCHASED SVCS - PMC O.T. SA	\$0.00	\$0.00	\$15,285.00	0.00	(\$15,285.00)	\$0.00	\$0.00	(\$15,285.00)

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01 2161 591 0 000 000	PURCHASED SVCS- ESUS O.T. SA	\$0.00	\$2,230.00	\$5,618.00	0.00	(\$5,618.00)	\$0.00	\$0.00	(\$5,618.00)	
2161	OCCUPATIONAL SVCS-SPED SCHOOLAGE	\$0.00	\$2,230.00	\$20,903.00	0.00	(\$20,903.00)	\$0.00	\$0.00	(\$20,903.00)	
2162	O.T. SERVICES-SPED- AGES 3-5									
01 2162 340 2 002 000	O.T. SERVICES-SPED-AGES 3-5 PMC	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2162	O.T. SERVICES-SPED- AGES 3-5	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2171	PHYSICAL THERAPY SVCS-SPED SCHOOLAGE									
01 2171 340 0 000 000	PURCHASED SVCS -PMC P.T. SA	\$0.00	\$0.00	\$6,213.75	0.00	(\$6,213.75)	\$0.00	\$0.00	(\$6,213.75)	
01 2171 591 0 000 000	PURCHASED SVCS- ESUS P. T. SA	\$0.00	\$1,113.50	\$4,680.25	0.00	(\$4,680.25)	\$0.00	\$0.00	(\$4,680.25)	
2171	PHYSICAL THERAPY SVCS-SPED SCHOOLAGE	\$0.00	\$1,113.50	\$10,894.00	0.00	(\$10,894.00)	\$0.00	\$0.00	(\$10,894.00)	
2181	VISUALLY IMPAIRED SVCS-SPED SCHOOLAGE									
01 2181 591 0 000 000	PURCHASED SVCS- ESUS VISUAL IMPAIRED SA	\$0.00	\$2,256.25	\$8,935.00	0.00	(\$8,935.00)	\$0.00	\$0.00	(\$8,935.00)	
2181	VISUALLY IMPAIRED SVCS-SPED SCHOOLAGE	\$0.00	\$2,256.25	\$8,935.00	0.00	(\$8,935.00)	\$0.00	\$0.00	(\$8,935.00)	
2190	OTHER PUPIL SUPPORT SERV									
01 2190 130 0 000 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$1,142.62	0.00	(\$1,142.62)	\$0.00	\$0.00	(\$1,142.62)	
01 2190 130 1 001 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 130 2 002 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 150 0 000 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS	\$0.00	\$0.00	\$1,283.36	0.00	(\$1,283.36)	\$0.00	\$0.00	(\$1,283.36)	
01 2190 150 1 001 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS	\$0.00	\$0.00	\$46,078.06	0.00	(\$46,078.06)	\$0.00	\$0.00	(\$46,078.06)	
01 2190 150 2 002 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS	\$0.00	\$0.00	\$166.00	0.00	(\$166.00)	\$0.00	\$0.00	(\$166.00)	
01 2190 150 3 003 000	SALARY-ADD'L COMP-COACH/SPONSOR/NON-INS	\$0.00	\$0.00	\$14,023.08	0.00	(\$14,023.08)	\$0.00	\$0.00	(\$14,023.08)	
01 2190 152 1 001 000	SALARY - ADD'L COMP- PARA COACH/SPNSR	\$0.00	\$0.00	\$215.00	0.00	(\$215.00)	\$0.00	\$0.00	(\$215.00)	
01 2190 152 2 002 000	SALARY - ADD'L COMP- PARA COACH/SPNSR	\$0.00	\$0.00	\$300.00	0.00	(\$300.00)	\$0.00	\$0.00	(\$300.00)	
01 2190 152 3 003 000	SALARY - ADD'L COMP- PARA COACH/SPNSR	\$0.00	\$0.00	\$264.60	0.00	(\$264.60)	\$0.00	\$0.00	(\$264.60)	
01 2190 210 0 000 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$35.63	0.00	(\$35.63)	\$0.00	\$0.00	(\$35.63)	
01 2190 210 1 001 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$27.68	0.00	(\$27.68)	\$0.00	\$0.00	(\$27.68)	
01 2190 210 2 002 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 210 3 003 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$8.27	0.00	(\$8.27)	\$0.00	\$0.00	(\$8.27)	
01 2190 212 1 001 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 212 2 002 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 212 3 003 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 220 0 000 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$179.91	0.00	(\$179.91)	\$0.00	\$0.00	(\$179.91)	
01 2190 220 1 001 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$3,511.80	0.00	(\$3,511.80)	\$0.00	\$0.00	(\$3,511.80)	

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01 2190 220 2 002 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$12.61	0.00	(\$12.61)	\$0.00	\$0.00	(\$12.61)	
01 2190 220 3 003 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$1,072.66	0.00	(\$1,072.66)	\$0.00	\$0.00	(\$1,072.66)	
01 2190 222 1 001 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$14.11	0.00	(\$14.11)	\$0.00	\$0.00	(\$14.11)	
01 2190 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$22.97	0.00	(\$22.97)	\$0.00	\$0.00	(\$22.97)	
01 2190 222 3 003 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$19.98	0.00	(\$19.98)	\$0.00	\$0.00	(\$19.98)	
01 2190 230 0 000 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$132.62	0.00	(\$132.62)	\$0.00	\$0.00	(\$132.62)	
01 2190 230 1 001 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$1,705.23	0.00	(\$1,705.23)	\$0.00	\$0.00	(\$1,705.23)	
01 2190 230 2 002 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$16.39	0.00	(\$16.39)	\$0.00	\$0.00	(\$16.39)	
01 2190 230 3 003 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$1,164.11	0.00	(\$1,164.11)	\$0.00	\$0.00	(\$1,164.11)	
01 2190 232 1 001 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$17.28	0.00	(\$17.28)	\$0.00	\$0.00	(\$17.28)	
01 2190 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$29.63	0.00	(\$29.63)	\$0.00	\$0.00	(\$29.63)	
01 2190 232 3 003 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$26.14	0.00	(\$26.14)	\$0.00	\$0.00	(\$26.14)	
01 2190 280 0 000 000	HEALTH BEN/CAFE 125-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 290 0 000 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 290 1 001 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 290 2 002 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 290 3 003 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 292 1 001 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 292 2 002 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 292 3 003 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 333 1 001 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,004.24	0.00	(\$1,004.24)	\$0.00	\$0.00	(\$1,004.24)	
01 2190 333 2 002 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 333 3 003 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,005.23	0.00	(\$1,005.23)	\$0.00	\$0.00	(\$1,005.23)	
01 2190 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.01	\$839.20	0.00	(\$839.20)	\$0.00	\$0.00	(\$839.20)	
01 2190 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$738.38	0.00	(\$738.38)	\$0.00	\$0.00	(\$738.38)	
01 2190 650 1 001 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$2,184.00	0.00	(\$2,184.00)	\$0.00	\$0.00	(\$2,184.00)	
01 2190 739 1 001 000	EQUIPMENT - EXCEEDS \$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 739 2 002 000	EQUIPMENT - EXCEEDS \$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 739 3 003 000	EQUIPMENT - EXCEEDS \$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2190 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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01 2190 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2190 OTHER PUPIL SUPPORT SERV		\$0.00	\$0.01	\$77,240.79	0.00	(\$77,240.79)	\$0.00	\$0.00	(\$77,240.79)
2211 SCHOOL IMPROVEMENT									
01 2211 330 0 000 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 330 1 001 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 330 2 002 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 330 3 003 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2211 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2211 SCHOOL IMPROVEMENT		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2212 INST STAFF TRNG AND CURR DEV									
01 2212 330 1 001 000	TRAINING & DEVELOPMENT SERVICE/REGISTR.	\$0.00	\$0.00	\$1,724.00	0.00	(\$1,724.00)	\$0.00	\$0.00	(\$1,724.00)
01 2212 330 2 002 000	TRAINING & DEVELOPMENT SERVICE/REGISTR.	\$0.00	\$20.00	\$1,659.95	0.00	(\$1,659.95)	\$0.00	\$0.00	(\$1,659.95)
01 2212 330 3 003 000	TRAINING & DEVELOPMENT SERVICE/REGISTR.	\$0.00	\$0.00	\$1,685.00	0.00	(\$1,685.00)	\$0.00	\$0.00	(\$1,685.00)
01 2212 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$1,219.96	0.00	(\$1,219.96)	\$0.00	\$0.00	(\$1,219.96)
01 2212 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2212 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$784.00	0.00	(\$784.00)	\$0.00	\$0.00	(\$784.00)
01 2212 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$343.06	0.00	(\$343.06)	\$0.00	\$0.00	(\$343.06)
01 2212 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$343.06	0.00	(\$343.06)	\$0.00	\$0.00	(\$343.06)
01 2212 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$342.06	0.00	(\$342.06)	\$0.00	\$0.00	(\$342.06)
01 2212 643 0 000 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$145.00	0.00	(\$145.00)	\$0.00	\$0.00	(\$145.00)
01 2212 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$1,246.00	0.00	(\$1,246.00)	\$0.00	\$0.00	(\$1,246.00)
01 2212 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$67.00	0.00	(\$67.00)	\$0.00	\$0.00	(\$67.00)
01 2212 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$67.00	0.00	(\$67.00)	\$0.00	\$0.00	(\$67.00)
01 2212 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2212 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2212 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2212 INST STAFF TRNG AND CURR DEV		\$0.00	\$20.00	\$9,626.09	0.00	(\$9,626.09)	\$0.00	\$0.00	(\$9,626.09)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
2220 SCHOOL LIBRARY SERVICES									
01 2220 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$19,694.40	0.00	(\$19,694.40)	\$0.00	\$0.00	(\$19,694.40)
01 2220 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$19,694.40	0.00	(\$19,694.40)	\$0.00	\$0.00	(\$19,694.40)
01 2220 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$9,847.20	0.00	(\$9,847.20)	\$0.00	\$0.00	(\$9,847.20)
01 2220 112 1 001 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$3,556.66	0.00	(\$3,556.66)	\$0.00	\$0.00	(\$3,556.66)
01 2220 112 2 002 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$3,556.66	0.00	(\$3,556.66)	\$0.00	\$0.00	(\$3,556.66)
01 2220 112 3 003 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$28,599.83	0.00	(\$28,599.83)	\$0.00	\$0.00	(\$28,599.83)
01 2220 122 1 001 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 122 2 002 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 122 3 003 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 123 1 001 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 123 2 002 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 123 3 003 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$2,548.14	0.00	(\$2,548.14)	\$0.00	\$0.00	(\$2,548.14)
01 2220 132 1 001 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$48.04	0.00	(\$48.04)	\$0.00	\$0.00	(\$48.04)
01 2220 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$48.04	0.00	(\$48.04)	\$0.00	\$0.00	(\$48.04)
01 2220 132 3 003 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$384.27	0.00	(\$384.27)	\$0.00	\$0.00	(\$384.27)
01 2220 151 1 001 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$80.00	0.00	(\$80.00)	\$0.00	\$0.00	(\$80.00)
01 2220 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$80.00	0.00	(\$80.00)	\$0.00	\$0.00	(\$80.00)
01 2220 151 3 003 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$40.00	0.00	(\$40.00)	\$0.00	\$0.00	(\$40.00)
01 2220 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,309.92	0.00	(\$3,309.92)	\$0.00	\$0.00	(\$3,309.92)
01 2220 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,309.93	0.00	(\$3,309.93)	\$0.00	\$0.00	(\$3,309.93)
01 2220 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$1,654.86	0.00	(\$1,654.86)	\$0.00	\$0.00	(\$1,654.86)
01 2220 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$1,670.24	0.00	(\$1,670.24)	\$0.00	\$0.00	(\$1,670.24)
01 2220 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$1,670.24	0.00	(\$1,670.24)	\$0.00	\$0.00	(\$1,670.24)
01 2220 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$835.43	0.00	(\$835.43)	\$0.00	\$0.00	(\$835.43)
01 2220 222 1 001 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$270.60	0.00	(\$270.60)	\$0.00	\$0.00	(\$270.60)
01 2220 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$270.60	0.00	(\$270.60)	\$0.00	\$0.00	(\$270.60)
01 2220 222 3 003 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$2,174.74	0.00	(\$2,174.74)	\$0.00	\$0.00	(\$2,174.74)
01 2220 223 1 001 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 223 2 002 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2220 223 3 003 000	SOCIAL SECURITY - SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$194.94	0.00	(\$194.94)	\$0.00	\$0.00	(\$194.94)
01 2220 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$1,953.25	0.00	(\$1,953.25)	\$0.00	\$0.00	(\$1,953.25)
01 2220 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$1,953.25	0.00	(\$1,953.25)	\$0.00	\$0.00	(\$1,953.25)
01 2220 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$976.69	0.00	(\$976.69)	\$0.00	\$0.00	(\$976.69)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2220 232 1 001 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$356.06	0.00	(\$356.06)	\$0.00	\$0.00	(\$356.06)	
01 2220 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$356.06	0.00	(\$356.06)	\$0.00	\$0.00	(\$356.06)	
01 2220 232 3 003 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$2,862.99	0.00	(\$2,862.99)	\$0.00	\$0.00	(\$2,862.99)	
01 2220 233 1 001 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 233 2 002 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 233 3 003 000	RETIREMENT FOR SUBSTITUTE TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 281 1 001 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$3,104.97	0.00	(\$3,104.97)	\$0.00	\$0.00	(\$3,104.97)	
01 2220 281 2 002 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$3,105.08	0.00	(\$3,105.08)	\$0.00	\$0.00	(\$3,105.08)	
01 2220 281 3 003 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$1,552.54	0.00	(\$1,552.54)	\$0.00	\$0.00	(\$1,552.54)	
01 2220 291 1 001 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 291 2 002 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 291 3 003 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 320 1 001 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 320 2 002 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 320 3 003 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 333 1 001 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$161.46	0.00	(\$161.46)	\$0.00	\$0.00	(\$161.46)	
01 2220 333 2 002 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$161.46	0.00	(\$161.46)	\$0.00	\$0.00	(\$161.46)	
01 2220 333 3 003 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$161.46	0.00	(\$161.46)	\$0.00	\$0.00	(\$161.46)	
01 2220 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,205.27	0.00	(\$1,205.27)	\$0.00	\$0.00	(\$1,205.27)	
01 2220 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$844.11	0.00	(\$844.11)	\$0.00	\$0.00	(\$844.11)	
01 2220 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$748.23	0.00	(\$748.23)	\$0.00	\$0.00	(\$748.23)	
01 2220 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$492.50	\$2,489.67	0.00	(\$2,489.67)	\$0.00	\$0.00	(\$2,489.67)	
01 2220 640 2 002 000	BOOKS AND PERIODICALS	\$0.00	\$492.48	\$3,069.78	0.00	(\$3,069.78)	\$0.00	\$0.00	(\$3,069.78)	
01 2220 640 3 003 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$1,141.54	0.00	(\$1,141.54)	\$0.00	\$0.00	(\$1,141.54)	
01 2220 642 1 001 000	AUDIO-VISUAL MATERIALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 642 2 002 000	AUDIO-VISUAL MATERIALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 642 3 003 000	AUDIO-VISUAL MATERIALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 643 1 001 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 643 2 002 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$1,390.00	0.00	(\$1,390.00)	\$0.00	\$0.00	(\$1,390.00)	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2220 643 3 003 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$1,225.01	0.00	(\$1,225.01)	\$0.00	\$0.00	(\$1,225.01)	
01 2220 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$1,225.01	0.00	(\$1,225.01)	\$0.00	\$0.00	(\$1,225.01)	
01 2220 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$1,225.01	0.00	(\$1,225.01)	\$0.00	\$0.00	(\$1,225.01)	
01 2220 733 1 001 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 733 2 002 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 733 3 003 000	FURNITURE & FIXTURES - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2220 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2220 SCHOOL LIBRARY SERVICES		\$0.00	\$984.98	\$134,808.04	0.00	(\$134,808.04)	\$0.00	\$0.00	(\$134,808.04)	
2230 INSTRUCTION-RELATED TECHNOLOGY										
01 2230 351 1 001 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$1,647.83	\$24,505.95	0.00	(\$24,505.95)	\$0.00	\$0.00	(\$24,505.95)	
01 2230 351 2 002 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$1,647.83	\$24,505.94	0.00	(\$24,505.94)	\$0.00	\$0.00	(\$24,505.94)	
01 2230 351 3 003 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$1,647.83	\$24,505.91	0.00	(\$24,505.91)	\$0.00	\$0.00	(\$24,505.91)	
2230 INSTRUCTION-RELATED TECHNOLOGY		\$0.00	\$4,943.49	\$73,517.80	0.00	(\$73,517.80)	\$0.00	\$0.00	(\$73,517.80)	
2310 BOARD OF EDUCATION										
01 2310 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 112 0 000 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 211 0 000 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 310 0 000 000	PROFESSIONAL/TECHNICAL SERV	\$0.00	\$0.00	\$2,250.90	0.00	(\$2,250.90)	\$0.00	\$0.00	(\$2,250.90)	
01 2310 317 0 000 000	LEGAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 330 0 000 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$2,820.00	0.00	(\$2,820.00)	\$0.00	\$0.00	(\$2,820.00)	
01 2310 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$1,253.50	0.00	(\$1,253.50)	\$0.00	\$0.00	(\$1,253.50)	
01 2310 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$225.00	0.00	(\$225.00)	\$0.00	\$0.00	(\$225.00)	
01 2310 520 0 000 000	INSURANCE -WORK COMP, LIABILITY	\$0.00	\$631.05	\$59,615.05	0.00	(\$59,615.05)	\$0.00	\$0.00	(\$59,615.05)	
01 2310 540 0 000 000	ADVERTISING	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2310 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$3,171.30	0.00	(\$3,171.30)	\$0.00	\$0.00	(\$3,171.30)	
01 2310 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$415.02	\$1,272.74	0.00	(\$1,272.74)	\$0.00	\$0.00	(\$1,272.74)	
01 2310 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$4,316.00	0.00	(\$4,316.00)	\$0.00	\$0.00	(\$4,316.00)	
01 2310 650 0 000 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$1,350.00	\$3,122.46	0.00	(\$3,122.46)	\$0.00	\$0.00	(\$3,122.46)	
01 2310 810 0 000 000	DUES AND FEES	\$0.00	\$950.00	\$7,441.44	0.00	(\$7,441.44)	\$0.00	\$0.00	(\$7,441.44)	
01 2310 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$9,237.29	0.00	(\$9,237.29)	\$0.00	\$0.00	(\$9,237.29)	

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Account Number		Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
2310	BOARD OF EDUCATION		\$0.00	\$3,346.07	\$94,725.68	0.00	(\$94,725.68)	\$0.00	\$0.00	(\$94,725.68)
2320	EXECUTIVE ADMIN/SUPERINTENDENT									
01 2320 105 0 000 000	SALARY - SUPERINTENDENT		\$0.00	\$0.00	\$123,896.95	0.00	(\$123,896.95)	\$0.00	\$0.00	(\$123,896.95)
01 2320 110 0 000 000	SALARY - NON-INSTRUCTIONAL STAFF		\$0.00	\$0.00	\$42,382.40	0.00	(\$42,382.40)	\$0.00	\$0.00	(\$42,382.40)
01 2320 116 0 000 000	SALARY - PROF STAFF/NON-CERT STAFF		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 120 0 000 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES		\$0.00	\$0.00	\$6,615.37	0.00	(\$6,615.37)	\$0.00	\$0.00	(\$6,615.37)
01 2320 130 0 000 000	SALARY - OVERTIME -NON-INSTRUCTIONAL		\$0.00	\$0.00	\$9,168.45	0.00	(\$9,168.45)	\$0.00	\$0.00	(\$9,168.45)
01 2320 136 0 000 000	SALARY - OVERTIME-PROF NON-CERT STAFF		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 155 0 000 000	SALARY - ADD'L COMP-SUPT.		\$0.00	\$0.00	\$1,500.00	0.00	(\$1,500.00)	\$0.00	\$0.00	(\$1,500.00)
01 2320 210 0 000 000	GROUP INSURANCE - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 215 0 000 000	GROUP INSURANCE - SUPERINTENDENT		\$0.00	\$0.00	\$23,345.19	0.00	(\$23,345.19)	\$0.00	\$0.00	(\$23,345.19)
01 2320 216 0 000 000	GROUP INSURANCE -PROF/NON-CERT STAFF		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 220 0 000 000	SOCIAL SECURITY - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$4,359.56	0.00	(\$4,359.56)	\$0.00	\$0.00	(\$4,359.56)
01 2320 225 0 000 000	SOCIAL SECURITY - SUPERINTENDENT		\$0.00	\$0.00	\$9,372.49	0.00	(\$9,372.49)	\$0.00	\$0.00	(\$9,372.49)
01 2320 226 0 000 000	SOCIAL SECURITY - PROF/NON-CERT STAFF		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 230 0 000 000	RETIREMENT - NON-INSTRUCTIONAL STAFF		\$0.00	\$0.00	\$5,745.56	0.00	(\$5,745.56)	\$0.00	\$0.00	(\$5,745.56)
01 2320 235 0 000 000	RETIREMENT - SUPERINTENDENT		\$0.00	\$0.00	\$12,386.43	0.00	(\$12,386.43)	\$0.00	\$0.00	(\$12,386.43)
01 2320 236 0 000 000	RETIREMENT - PROF/NON-CERT STAFF		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 250 0 000 000	TSA		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 290 0 000 000	OTHER BENEFITS - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 295 0 000 000	OTHER BENEFITS - SUPERINTENDENT		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 296 0 000 000	OTHER BENEFITS - PROF NON-CERT/BUS MGRS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 310 0 000 000	OFFICIAL/ADMINISTRATIVE SVCS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 330 0 000 000	TRAINING & DEVELOPMENT SVCS-REGISTR.		\$0.00	\$386.00	\$1,814.48	0.00	(\$1,814.48)	\$0.00	\$0.00	(\$1,814.48)
01 2320 333 0 000 000	MILEAGE PAID TO STAFF		\$0.00	\$951.25	\$1,565.00	0.00	(\$1,565.00)	\$0.00	\$0.00	(\$1,565.00)
01 2320 580 0 000 000	TRAVEL EXPENSE		\$0.00	\$552.12	\$2,034.21	0.00	(\$2,034.21)	\$0.00	\$0.00	(\$2,034.21)
01 2320 610 0 000 000	GENERAL SUPPLIES		\$0.00	\$99.31	\$587.46	0.00	(\$587.46)	\$0.00	\$0.00	(\$587.46)
01 2320 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED		\$0.00	\$0.00	\$83.40	0.00	(\$83.40)	\$0.00	\$0.00	(\$83.40)
01 2320 650 0 000 000	SUPPLIES-TECHNOLOGY-RELATED		\$0.00	\$15.96	\$295.44	0.00	(\$295.44)	\$0.00	\$0.00	(\$295.44)
01 2320 733 0 000 000	FURNITURE AND FIXTURES		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 734 0 000 000	COMPUTER EQUIPMENT (HARDWARE)		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2320 810 0 000 000	DUES AND FEES		\$0.00	\$35.00	\$1,033.00	0.00	(\$1,033.00)	\$0.00	\$0.00	(\$1,033.00)
01 2320 890 0 000 000	MISCELLANEOUS EXPENSES		\$0.00	\$429.25	\$991.97	0.00	(\$991.97)	\$0.00	\$0.00	(\$991.97)

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Account Number		Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
2320	EXECUTIVE ADMIN/SUPERINTENDENT		\$0.00	\$2,468.89	\$247,177.36	0.00	(\$247,177.36)	\$0.00	\$0.00	(\$247,177.36)
2330	DISTRICT LEGAL SERVICES									
01 2330 317 0 000 000	DISTRICT LEGAL SERVICES		\$0.00	\$825.60	\$6,614.45	0.00	(\$6,614.45)	\$0.00	\$0.00	(\$6,614.45)
2330	DISTRICT LEGAL SERVICES		\$0.00	\$825.60	\$6,614.45	0.00	(\$6,614.45)	\$0.00	\$0.00	(\$6,614.45)
2410	OFFICE OF THE PRINCIPAL									
01 2410 110 1 001 000	SALARY - NON-INSTRUCTIONAL STAFF		\$0.00	\$0.00	\$46,508.64	0.00	(\$46,508.64)	\$0.00	\$0.00	(\$46,508.64)
01 2410 110 2 002 000	SALARY - NON-INSTRUCTIONAL STAFF		\$0.00	\$0.00	\$38,365.40	0.00	(\$38,365.40)	\$0.00	\$0.00	(\$38,365.40)
01 2410 110 3 003 000	SALARY - NON-INSTRUCTIONAL STAFF		\$0.00	\$0.00	\$37,399.68	0.00	(\$37,399.68)	\$0.00	\$0.00	(\$37,399.68)
01 2410 111 1 001 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$85,216.77	0.00	(\$85,216.77)	\$0.00	\$0.00	(\$85,216.77)
01 2410 111 2 002 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$76,078.61	0.00	(\$76,078.61)	\$0.00	\$0.00	(\$76,078.61)
01 2410 111 3 003 000	SALARY-PROFESSIONAL STAFF		\$0.00	\$0.00	\$71,963.96	0.00	(\$71,963.96)	\$0.00	\$0.00	(\$71,963.96)
01 2410 120 1 001 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES		\$0.00	\$0.00	\$541.60	0.00	(\$541.60)	\$0.00	\$0.00	(\$541.60)
01 2410 120 2 002 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES		\$0.00	\$0.00	\$1,414.12	0.00	(\$1,414.12)	\$0.00	\$0.00	(\$1,414.12)
01 2410 120 3 003 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2410 130 1 001 000	SALARY - OVERTIME -NON-INSTRUCTIONAL		\$0.00	\$0.00	\$10,180.08	0.00	(\$10,180.08)	\$0.00	\$0.00	(\$10,180.08)
01 2410 130 2 002 000	SALARY - OVERTIME -NON-INSTRUCTIONAL		\$0.00	\$0.00	\$2,023.37	0.00	(\$2,023.37)	\$0.00	\$0.00	(\$2,023.37)
01 2410 130 3 003 000	SALARY - OVERTIME -NON-INSTRUCTIONAL		\$0.00	\$0.00	\$1,814.87	0.00	(\$1,814.87)	\$0.00	\$0.00	(\$1,814.87)
01 2410 151 1 001 000	SALARY - ADD'L COMP - PROF STAFF		\$0.00	\$0.00	\$3,689.80	0.00	(\$3,689.80)	\$0.00	\$0.00	(\$3,689.80)
01 2410 151 2 002 000	SALARY - ADD'L COMP-PROF STAFF		\$0.00	\$0.00	\$3,841.92	0.00	(\$3,841.92)	\$0.00	\$0.00	(\$3,841.92)
01 2410 151 3 003 000	SALARY - ADD'L COMP-PROF STAFF		\$0.00	\$0.00	\$3,330.20	0.00	(\$3,330.20)	\$0.00	\$0.00	(\$3,330.20)
01 2410 210 1 001 000	GROUP INSURANCE - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2410 210 2 002 000	GROUP INSURANCE - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 2410 210 3 003 000	GROUP INSURANCE - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$8,263.14	0.00	(\$8,263.14)	\$0.00	\$0.00	(\$8,263.14)
01 2410 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$23,363.33	0.00	(\$23,363.33)	\$0.00	\$0.00	(\$23,363.33)
01 2410 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$13,790.60	0.00	(\$13,790.60)	\$0.00	\$0.00	(\$13,790.60)
01 2410 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$24,852.85	0.00	(\$24,852.85)	\$0.00	\$0.00	(\$24,852.85)
01 2410 220 1 001 000	SOCIAL SECURITY - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$4,378.11	0.00	(\$4,378.11)	\$0.00	\$0.00	(\$4,378.11)
01 2410 220 2 002 000	SOCIAL SECURITY - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$3,197.91	0.00	(\$3,197.91)	\$0.00	\$0.00	(\$3,197.91)
01 2410 220 3 003 000	SOCIAL SECURITY - NON-INSTRUCTIONAL		\$0.00	\$0.00	\$2,961.60	0.00	(\$2,961.60)	\$0.00	\$0.00	(\$2,961.60)
01 2410 221 1 001 000	SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$6,801.35	0.00	(\$6,801.35)	\$0.00	\$0.00	(\$6,801.35)
01 2410 221 2 002 000	SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$6,102.65	0.00	(\$6,102.65)	\$0.00	\$0.00	(\$6,102.65)
01 2410 221 3 003 000	SOCIAL SECURITY - PROF STAFF/TEACHERS		\$0.00	\$0.00	\$6,428.74	0.00	(\$6,428.74)	\$0.00	\$0.00	(\$6,428.74)

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01 2410 230 1 001 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$5,653.10	0.00	(\$5,653.10)	\$0.00	\$0.00	(\$5,653.10)	
01 2410 230 2 002 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$4,129.21	0.00	(\$4,129.21)	\$0.00	\$0.00	(\$4,129.21)	
01 2410 230 3 003 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$3,873.53	0.00	(\$3,873.53)	\$0.00	\$0.00	(\$3,873.53)	
01 2410 231 1 001 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$8,636.31	0.00	(\$8,636.31)	\$0.00	\$0.00	(\$8,636.31)	
01 2410 231 2 002 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$7,807.94	0.00	(\$7,807.94)	\$0.00	\$0.00	(\$7,807.94)	
01 2410 231 3 003 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$7,383.06	0.00	(\$7,383.06)	\$0.00	\$0.00	(\$7,383.06)	
01 2410 250 1 001 000	TSA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 250 2 002 000	TSA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 250 3 003 000	TSA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 281 1 001 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 281 2 002 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 281 3 003 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$8,758.68	0.00	(\$8,758.68)	\$0.00	\$0.00	(\$8,758.68)	
01 2410 290 1 001 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 290 2 002 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 290 3 003 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 291 1 001 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 291 2 002 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 291 3 003 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 330 1 001 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$276.00	\$809.23	0.00	(\$809.23)	\$0.00	\$0.00	(\$809.23)	
01 2410 330 2 002 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$276.00	\$501.00	0.00	(\$501.00)	\$0.00	\$0.00	(\$501.00)	
01 2410 330 3 003 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$286.00	\$536.00	0.00	(\$536.00)	\$0.00	\$0.00	(\$536.00)	
01 2410 333 1 001 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 333 2 002 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 333 3 003 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$452.23	\$1,829.73	0.00	(\$1,829.73)	\$0.00	\$0.00	(\$1,829.73)	
01 2410 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$452.25	\$1,151.00	0.00	(\$1,151.00)	\$0.00	\$0.00	(\$1,151.00)	
01 2410 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$481.33	\$791.89	0.00	(\$791.89)	\$0.00	\$0.00	(\$791.89)	
01 2410 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$2,840.00	\$2,993.11	0.00	(\$2,993.11)	\$0.00	\$0.00	(\$2,993.11)	
01 2410 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$142.90	0.00	(\$142.90)	\$0.00	\$0.00	(\$142.90)	
01 2410 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$1.28	\$612.65	0.00	(\$612.65)	\$0.00	\$0.00	(\$612.65)	
01 2410 643 1 001 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 643 2 002 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 643 3 003 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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01 2410 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$2,065.00	0.00	(\$2,065.00)	\$0.00	\$0.00	(\$2,065.00)	
01 2410 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$2,320.47	0.00	(\$2,320.47)	\$0.00	\$0.00	(\$2,320.47)	
01 2410 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 733 1 001 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 733 2 002 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 733 3 003 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$590.00	0.00	(\$590.00)	\$0.00	\$0.00	(\$590.00)	
01 2410 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$624.00	0.00	(\$624.00)	\$0.00	\$0.00	(\$624.00)	
01 2410 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$1,065.00	0.00	(\$1,065.00)	\$0.00	\$0.00	(\$1,065.00)	
01 2410 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$3,036.78	\$3,036.78	0.00	(\$3,036.78)	\$0.00	\$0.00	(\$3,036.78)	
01 2410 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2410 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2410 OFFICE OF THE PRINCIPAL		\$0.00	\$8,101.87	\$547,819.89	0.00	(\$547,819.89)	\$0.00	\$0.00	(\$547,819.89)	
2490 SCHOOL ADMINISTRATION-OTHER										
01 2490 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 211 0 000 000	GROUP INSURANCE- PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 261 0 000 000	UNEMPLOYMENT COMP PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 281 0 000 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 291 0 000 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 320 0 000 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2490 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$145.88	\$145.88	0.00	(\$145.88)	\$0.00	\$0.00	(\$145.88)	
2490 SCHOOL ADMINISTRATION-OTHER		\$0.00	\$145.88	\$145.88	0.00	(\$145.88)	\$0.00	\$0.00	(\$145.88)	
2510 GENERAL ADMIN-BUSINESS SERVICE										
01 2510 112 1 001 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 112 2 002 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 112 3 003 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2510 116 0 000 000	SALARY - PROF NON-CERT /BUS. MANAGERS	\$0.00	\$0.00	\$121,516.00	0.00	(\$121,516.00)	\$0.00	\$0.00	(\$121,516.00)	
01 2510 136 0 000 000	SALARY - OVERTIME-PROF NON-CERT/BUS.MGR	\$0.00	\$0.00	\$13,307.08	0.00	(\$13,307.08)	\$0.00	\$0.00	(\$13,307.08)	
01 2510 211 1 001 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 211 2 002 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 211 3 003 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 216 0 000 000	GROUP INSURANCE -PROF/NON-CERT (BUS MGR	\$0.00	\$0.00	\$37,238.46	0.00	(\$37,238.46)	\$0.00	\$0.00	(\$37,238.46)	
01 2510 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 226 0 000 000	SOCIAL SECURITY - PROF/NON-CERT/BUS MGR	\$0.00	\$0.00	\$9,593.27	0.00	(\$9,593.27)	\$0.00	\$0.00	(\$9,593.27)	
01 2510 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 236 0 000 000	RETIREMENT - PROF/NON-CERT/BUS MGR	\$0.00	\$0.00	\$13,224.05	0.00	(\$13,224.05)	\$0.00	\$0.00	(\$13,224.05)	
01 2510 315 0 000 000	ACCOUNTING & AUDITING SERVICES	\$0.00	\$0.00	\$23,600.00	0.00	(\$23,600.00)	\$0.00	\$0.00	(\$23,600.00)	
01 2510 330 1 001 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$33.34	\$161.34	0.00	(\$161.34)	\$0.00	\$0.00	(\$161.34)	
01 2510 330 2 002 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$33.33	\$161.33	0.00	(\$161.33)	\$0.00	\$0.00	(\$161.33)	
01 2510 330 3 003 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$33.33	\$162.33	0.00	(\$162.33)	\$0.00	\$0.00	(\$162.33)	
01 2510 351 1 001 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$266.03	\$2,141.25	0.00	(\$2,141.25)	\$0.00	\$0.00	(\$2,141.25)	
01 2510 351 2 002 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$267.02	\$2,147.23	0.00	(\$2,147.23)	\$0.00	\$0.00	(\$2,147.23)	
01 2510 351 3 003 000	DATA PROCESSING/CODING SERVICES	\$0.00	\$133.00	\$1,611.15	0.00	(\$1,611.15)	\$0.00	\$0.00	(\$1,611.15)	
01 2510 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$32.50	0.00	(\$32.50)	\$0.00	\$0.00	(\$32.50)	
01 2510 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$74.34	\$2,227.33	0.00	(\$2,227.33)	\$0.00	\$0.00	(\$2,227.33)	
01 2510 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$74.33	\$2,228.30	0.00	(\$2,228.30)	\$0.00	\$0.00	(\$2,228.30)	
01 2510 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$74.33	\$2,227.31	0.00	(\$2,227.31)	\$0.00	\$0.00	(\$2,227.31)	
01 2510 382 1 001 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$166.89	\$2,731.88	0.00	(\$2,731.88)	\$0.00	\$0.00	(\$2,731.88)	
01 2510 382 2 002 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$166.88	\$2,710.49	0.00	(\$2,710.49)	\$0.00	\$0.00	(\$2,710.49)	
01 2510 382 3 003 000	TELEPHONE & INTERNET CHARGES	\$0.00	\$408.76	\$5,741.11	0.00	(\$5,741.11)	\$0.00	\$0.00	(\$5,741.11)	
01 2510 490 1 001 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 530 1 001 000	COMMUNICATIONS	\$0.00	\$0.00	\$1,297.98	0.00	(\$1,297.98)	\$0.00	\$0.00	(\$1,297.98)	
01 2510 530 2 002 000	COMMUNICATIONS	\$0.00	\$0.00	\$1,297.98	0.00	(\$1,297.98)	\$0.00	\$0.00	(\$1,297.98)	
01 2510 530 3 003 000	COMMUNICATIONS	\$0.00	\$0.00	\$1,297.99	0.00	(\$1,297.99)	\$0.00	\$0.00	(\$1,297.99)	
01 2510 531 1 001 000	POSTAGE	\$0.00	\$195.49	\$2,625.86	0.00	(\$2,625.86)	\$0.00	\$0.00	(\$2,625.86)	
01 2510 531 2 002 000	POSTAGE	\$0.00	\$105.48	\$2,344.37	0.00	(\$2,344.37)	\$0.00	\$0.00	(\$2,344.37)	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2510 531 3 003 000	POSTAGE	\$0.00	\$509.61	\$1,762.44	0.00	(\$1,762.44)	\$0.00	\$0.00	(\$1,762.44)	
01 2510 540 1 001 000	ADVERTISING	\$0.00	\$1,278.12	\$12,755.87	0.00	(\$12,755.87)	\$0.00	\$0.00	(\$12,755.87)	
01 2510 540 2 002 000	ADVERTISING	\$0.00	\$1,278.12	\$12,545.92	0.00	(\$12,545.92)	\$0.00	\$0.00	(\$12,545.92)	
01 2510 540 3 003 000	ADVERTISING	\$0.00	\$1,278.10	\$12,547.91	0.00	(\$12,547.91)	\$0.00	\$0.00	(\$12,547.91)	
01 2510 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$229.79	\$830.50	0.00	(\$830.50)	\$0.00	\$0.00	(\$830.50)	
01 2510 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$229.80	\$831.52	0.00	(\$831.52)	\$0.00	\$0.00	(\$831.52)	
01 2510 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$275.58	\$1,130.03	0.00	(\$1,130.03)	\$0.00	\$0.00	(\$1,130.03)	
01 2510 643 0 000 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 643 1 001 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 643 2 002 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 643 3 003 000	COMPUTER SOFTWARE WEB/CLOUD BASED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 650 0 000 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$1,300.00	0.00	(\$1,300.00)	\$0.00	\$0.00	(\$1,300.00)	
01 2510 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 720 1 001 000	BUILDINGS - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 720 2 002 000	BUILDINGS - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 720 3 003 000	BUILDINGS - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 733 1 001 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 733 2 002 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 733 3 003 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2510 810 1 001 000	DUES AND FEES	\$0.00	\$130.00	\$561.67	0.00	(\$561.67)	\$0.00	\$0.00	(\$561.67)	
01 2510 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$236.50	0.00	(\$236.50)	\$0.00	\$0.00	(\$236.50)	
01 2510 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$255.00	0.00	(\$255.00)	\$0.00	\$0.00	(\$255.00)	
01 2510 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$15.94	0.00	(\$15.94)	\$0.00	\$0.00	(\$15.94)	
01 2510 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$15.94	0.00	(\$15.94)	\$0.00	\$0.00	(\$15.94)	
01 2510 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$31.88	0.00	(\$31.88)	\$0.00	\$0.00	(\$31.88)	
2510	GENERAL ADMIN-BUSINESS SERVICE	\$0.00	\$7,241.67	\$296,447.71	0.00	(\$296,447.71)	\$0.00	\$0.00	(\$296,447.71)	
2610	OPERATION OF PLANT									
01 2610 110 1 001 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$46,170.59	0.00	(\$46,170.59)	\$0.00	\$0.00	(\$46,170.59)	
01 2610 110 2 002 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$45,535.85	0.00	(\$45,535.85)	\$0.00	\$0.00	(\$45,535.85)	
01 2610 110 3 003 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$83,488.14	0.00	(\$83,488.14)	\$0.00	\$0.00	(\$83,488.14)	
01 2610 130 1 001 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$15,989.03	0.00	(\$15,989.03)	\$0.00	\$0.00	(\$15,989.03)	
01 2610 130 2 002 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$15,566.03	0.00	(\$15,566.03)	\$0.00	\$0.00	(\$15,566.03)	
01 2610 130 3 003 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$15,469.80	0.00	(\$15,469.80)	\$0.00	\$0.00	(\$15,469.80)	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2610 210 1 001 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$6,561.98	0.00	(\$6,561.98)	\$0.00	\$0.00	(\$6,561.98)	
01 2610 210 2 002 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$6,562.02	0.00	(\$6,562.02)	\$0.00	\$0.00	(\$6,562.02)	
01 2610 210 3 003 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$8,279.04	0.00	(\$8,279.04)	\$0.00	\$0.00	(\$8,279.04)	
01 2610 220 1 001 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$4,633.33	0.00	(\$4,633.33)	\$0.00	\$0.00	(\$4,633.33)	
01 2610 220 2 002 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$4,553.75	0.00	(\$4,553.75)	\$0.00	\$0.00	(\$4,553.75)	
01 2610 220 3 003 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$7,158.11	0.00	(\$7,158.11)	\$0.00	\$0.00	(\$7,158.11)	
01 2610 230 1 001 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$6,078.67	0.00	(\$6,078.67)	\$0.00	\$0.00	(\$6,078.67)	
01 2610 230 2 002 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$5,974.16	0.00	(\$5,974.16)	\$0.00	\$0.00	(\$5,974.16)	
01 2610 230 3 003 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$9,774.85	0.00	(\$9,774.85)	\$0.00	\$0.00	(\$9,774.85)	
01 2610 290 1 001 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 290 2 002 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 290 3 003 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 410 1 001 000	UTILITY SERVICES	\$0.00	\$248.77	\$7,360.00	0.00	(\$7,360.00)	\$0.00	\$0.00	(\$7,360.00)	
01 2610 410 2 002 000	UTILITY SERVICES	\$0.00	\$248.76	\$6,475.39	0.00	(\$6,475.39)	\$0.00	\$0.00	(\$6,475.39)	
01 2610 410 3 003 000	UTILITY SERVICES	\$0.00	\$57.30	\$1,300.70	0.00	(\$1,300.70)	\$0.00	\$0.00	(\$1,300.70)	
01 2610 420 1 001 000	CLEANING SERVICES (TRASH REMOVAL)	\$0.00	\$151.20	\$2,121.90	0.00	(\$2,121.90)	\$0.00	\$0.00	(\$2,121.90)	
01 2610 420 2 002 000	CLEANING SERVICES (TRASH REMOVAL)	\$0.00	\$151.20	\$2,856.42	0.00	(\$2,856.42)	\$0.00	\$0.00	(\$2,856.42)	
01 2610 420 3 003 000	CLEANING SERVICES (TRASH REMOVAL)	\$0.00	\$456.60	\$7,648.15	0.00	(\$7,648.15)	\$0.00	\$0.00	(\$7,648.15)	
01 2610 431 1 001 000	REPAIRS AND MAINTENANCE SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 431 2 002 000	REPAIRS AND MAINTENANCE SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 431 3 003 000	REPAIRS AND MAINTENANCE SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 440 1 001 000	RENTALS - OTHER	\$0.00	\$0.00	\$150.00	0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)	
01 2610 440 2 002 000	RENTALS - OTHER	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 440 3 003 000	RENTALS - OTHER	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 441 1 001 000	RENTAL OF BUILDINGS AND LAND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 441 2 002 000	RENTAL OF BUILDINGS AND LAND	\$0.00	\$1,200.00	\$14,200.00	0.00	(\$14,200.00)	\$0.00	\$0.00	(\$14,200.00)	
01 2610 441 3 003 000	RENTAL OF BUILDINGS AND LAND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 490 1 001 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$64.11	\$736.56	0.00	(\$736.56)	\$0.00	\$0.00	(\$736.56)	
01 2610 490 2 002 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$64.11	\$736.57	0.00	(\$736.57)	\$0.00	\$0.00	(\$736.57)	
01 2610 490 3 003 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$64.11	\$736.56	0.00	(\$736.56)	\$0.00	\$0.00	(\$736.56)	
01 2610 520 1 001 000	PROPERTY INSURANCE	\$0.00	\$0.00	\$29,856.00	0.00	(\$29,856.00)	\$0.00	\$0.00	(\$29,856.00)	
01 2610 520 2 002 000	PROPERTY INSURANCE	\$0.00	\$0.00	\$29,855.00	0.00	(\$29,855.00)	\$0.00	\$0.00	(\$29,855.00)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2610 520 3 003 000	PROPERTY INSURANCE	\$0.00	\$0.00	\$29,855.00	0.00	(\$29,855.00)	\$0.00	\$0.00	(\$29,855.00)	
01 2610 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$482.33	\$20,971.80	0.00	(\$20,971.80)	\$0.00	\$0.00	(\$20,971.80)	
01 2610 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$180.64	\$12,469.64	0.00	(\$12,469.64)	\$0.00	\$0.00	(\$12,469.64)	
01 2610 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$3,739.98	\$14,508.30	0.00	(\$14,508.30)	\$0.00	\$0.00	(\$14,508.30)	
01 2610 621 1 001 000	UTILITY ENERGY SERVICES	\$0.00	\$4,022.39	\$50,484.33	0.00	(\$50,484.33)	\$0.00	\$0.00	(\$50,484.33)	
01 2610 621 2 002 000	UTILITY ENERGY SERVICES	\$0.00	\$4,022.39	\$50,489.27	0.00	(\$50,489.27)	\$0.00	\$0.00	(\$50,489.27)	
01 2610 621 3 003 000	UTILITY ENERGY SERVICES	\$0.00	\$4,478.48	\$48,152.83	0.00	(\$48,152.83)	\$0.00	\$0.00	(\$48,152.83)	
01 2610 626 1 001 000	GAS AND OIL (MOWER)	\$0.00	\$268.74	\$940.87	0.00	(\$940.87)	\$0.00	\$0.00	(\$940.87)	
01 2610 626 2 002 000	GAS AND OIL (MOWER)	\$0.00	\$0.00	\$314.76	0.00	(\$314.76)	\$0.00	\$0.00	(\$314.76)	
01 2610 626 3 003 000	GAS AND OIL (MOWER)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 733 1 001 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 733 2 002 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 733 3 003 000	FURNITURE AND FIXTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$42.72	0.00	(\$42.72)	\$0.00	\$0.00	(\$42.72)	
01 2610 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2610 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2610	OPERATION OF PLANT	\$0.00	\$19,901.11	\$614,058.12	0.00	(\$614,058.12)	\$0.00	\$0.00	(\$614,058.12)	
2620	MAINTENANCE OF PLANT									
01 2620 340 1 001 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 340 2 002 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 340 3 003 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$1,935.00	\$3,813.02	0.00	(\$3,813.02)	\$0.00	\$0.00	(\$3,813.02)	
01 2620 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$993.01	0.00	(\$993.01)	\$0.00	\$0.00	(\$993.01)	
01 2620 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$2,491.00	0.00	(\$2,491.00)	\$0.00	\$0.00	(\$2,491.00)	
01 2620 420 1 001 000	CLEANING SVC (SNOW,PEST CNTRL,RUGS)	\$0.00	\$102.00	\$2,015.88	0.00	(\$2,015.88)	\$0.00	\$0.00	(\$2,015.88)	
01 2620 420 2 002 000	CLEANING SVC (SNOW,PEST CNTRL,RUGS)	\$0.00	\$101.98	\$2,016.80	0.00	(\$2,016.80)	\$0.00	\$0.00	(\$2,016.80)	
01 2620 420 3 003 000	CLEANING SVC (SNOW,PEST CNTRL,RUGS)	\$0.00	\$69.56	\$10,091.81	0.00	(\$10,091.81)	\$0.00	\$0.00	(\$10,091.81)	
01 2620 431 1 001 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$2,217.22	\$15,312.63	0.00	(\$15,312.63)	\$0.00	\$0.00	(\$15,312.63)	
01 2620 431 2 002 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$2,217.22	\$15,043.63	0.00	(\$15,043.63)	\$0.00	\$0.00	(\$15,043.63)	
01 2620 431 3 003 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$107.44	\$11,129.09	0.00	(\$11,129.09)	\$0.00	\$0.00	(\$11,129.09)	
01 2620 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,667.45	0.00	(\$1,667.45)	\$0.00	\$0.00	(\$1,667.45)	
01 2620 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,513.26	0.00	(\$1,513.26)	\$0.00	\$0.00	(\$1,513.26)	
01 2620 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$266.77	0.00	(\$266.77)	\$0.00	\$0.00	(\$266.77)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 2620 733 1 001 000	FURNITURE & FIXTURES >\$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 733 2 002 000	FURNITURE & FIXTURES >\$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 733 3 003 000	FURNITURE & FIXTURES >\$5000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2620 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2620 MAINTENANCE OF PLANT		\$0.00	\$6,750.42	\$66,354.35	0.00	(\$66,354.35)	\$0.00	\$0.00	(\$66,354.35)	
2630 CARE & UPKEEP GROUNDS										
01 2630 420 1 001 000	CLEANING SVC (DIRT, ROCK, LAWN CARE)	\$0.00	\$0.00	\$7,910.41	0.00	(\$7,910.41)	\$0.00	\$0.00	(\$7,910.41)	
01 2630 420 2 002 000	CLEANING SVC (DIRT, ROCK, LAWN CARE)	\$0.00	\$0.00	\$3,981.25	0.00	(\$3,981.25)	\$0.00	\$0.00	(\$3,981.25)	
01 2630 420 3 003 000	CLEANING SVC (DIRT, ROCK, LAWN CARE)	\$0.00	\$625.00	\$9,525.00	0.00	(\$9,525.00)	\$0.00	\$0.00	(\$9,525.00)	
01 2630 431 1 001 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 431 2 002 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 431 3 003 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 490 1 001 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 490 2 002 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 490 3 003 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2630 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$30.49	\$798.94	0.00	(\$798.94)	\$0.00	\$0.00	(\$798.94)	
01 2630 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$30.49	\$744.70	0.00	(\$744.70)	\$0.00	\$0.00	(\$744.70)	
01 2630 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$106.99	0.00	(\$106.99)	\$0.00	\$0.00	(\$106.99)	
2630 CARE & UPKEEP GROUNDS		\$0.00	\$685.98	\$23,067.29	0.00	(\$23,067.29)	\$0.00	\$0.00	(\$23,067.29)	
2640 CARE/UPKEEP OF EQUIPMENT										
01 2640 431 1 001 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$168.70	0.00	(\$168.70)	\$0.00	\$0.00	(\$168.70)	
01 2640 431 2 002 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$168.69	0.00	(\$168.69)	\$0.00	\$0.00	(\$168.69)	
01 2640 431 3 003 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2640 731 0 000 000	MACHINERY-EXCEEDS \$5,000	\$0.00	\$0.00	\$18,319.00	0.00	(\$18,319.00)	\$0.00	\$0.00	(\$18,319.00)	
2640 CARE/UPKEEP OF EQUIPMENT		\$0.00	\$0.00	\$18,656.39	0.00	(\$18,656.39)	\$0.00	\$0.00	(\$18,656.39)	
2650 VEHICLE ACQUISITION,SERV,MTNCE										
01 2650 431 0 000 000	REPAIRS AND MAINTENANCE SVCS	\$0.00	\$95.03	\$1,267.82	0.00	(\$1,267.82)	\$0.00	\$0.00	(\$1,267.82)	
01 2650 520 0 000 000	INSURANCE (NOT EMPLOYEE BENEFITS)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2650 626 0 000 000	GAS AND OIL	\$0.00	\$703.32	\$7,581.82	0.00	(\$7,581.82)	\$0.00	\$0.00	(\$7,581.82)	
01 2650 732 0 000 000	VEHICLE ACQUISITION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2650 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$95.82	0.00	(\$95.82)	\$0.00	\$0.00	(\$95.82)	
2650 VEHICLE ACQUISITION,SERV,MTNCE		\$0.00	\$798.35	\$8,945.46	0.00	(\$8,945.46)	\$0.00	\$0.00	(\$8,945.46)	

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2660 SCHOOL SECURITY										
01 2660 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$2,252.09	0.00	(\$2,252.09)	\$0.00	\$0.00	(\$2,252.09)	
01 2660 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$2,881.90	\$2,881.90	0.00	(\$2,881.90)	\$0.00	\$0.00	(\$2,881.90)	
01 2660 650 0 000 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$12,681.90	0.00	(\$12,681.90)	\$0.00	\$0.00	(\$12,681.90)	
01 2660 810 0 000 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2660 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2660 SCHOOL SECURITY		\$0.00	\$2,881.90	\$17,815.89	0.00	(\$17,815.89)	\$0.00	\$0.00	(\$17,815.89)	
2670 SCHOOL SAFETY										
01 2670 330 1 001 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$269.00	0.00	(\$269.00)	\$0.00	\$0.00	(\$269.00)	
01 2670 330 2 002 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$53.00	0.00	(\$53.00)	\$0.00	\$0.00	(\$53.00)	
01 2670 330 3 003 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$53.00	0.00	(\$53.00)	\$0.00	\$0.00	(\$53.00)	
01 2670 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$534.98	\$4,537.90	0.00	(\$4,537.90)	\$0.00	\$0.00	(\$4,537.90)	
01 2670 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$2,660.25	0.00	(\$2,660.25)	\$0.00	\$0.00	(\$2,660.25)	
01 2670 643 0 000 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$2,500.00	0.00	(\$2,500.00)	\$0.00	\$0.00	(\$2,500.00)	
01 2670 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$2,597.33	0.00	(\$2,597.33)	\$0.00	\$0.00	(\$2,597.33)	
2670 SCHOOL SAFETY		\$0.00	\$534.98	\$12,670.48	0.00	(\$12,670.48)	\$0.00	\$0.00	(\$12,670.48)	
2710 REG. PUPIL TRANSPORT VEHICLE OPERATION										
01 2710 110 0 000 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$97,492.52	0.00	(\$97,492.52)	\$0.00	\$0.00	(\$97,492.52)	
01 2710 120 0 000 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES	\$0.00	\$0.00	\$13,786.56	0.00	(\$13,786.56)	\$0.00	\$0.00	(\$13,786.56)	
01 2710 130 0 000 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$26,535.25	0.00	(\$26,535.25)	\$0.00	\$0.00	(\$26,535.25)	
01 2710 210 0 000 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$8,317.56	0.00	(\$8,317.56)	\$0.00	\$0.00	(\$8,317.56)	
01 2710 220 0 000 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$9,405.26	0.00	(\$9,405.26)	\$0.00	\$0.00	(\$9,405.26)	
01 2710 230 0 000 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$12,800.37	0.00	(\$12,800.37)	\$0.00	\$0.00	(\$12,800.37)	
01 2710 290 0 000 000	OTHER BENEFITS - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 332 0 000 000	MILEAGE TO PARENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$400.00	\$600.00	0.00	(\$600.00)	\$0.00	\$0.00	(\$600.00)	
01 2710 350 0 000 000	TECHNICAL SERVICES	\$0.00	\$0.00	\$3,347.93	0.00	(\$3,347.93)	\$0.00	\$0.00	(\$3,347.93)	
01 2710 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$107.80	\$3,934.80	0.00	(\$3,934.80)	\$0.00	\$0.00	(\$3,934.80)	
01 2710 510 0 000 000	STUDENT TRANSPORTATION SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 519 0 000 000	CONTRACTED PUPIL TRANSPORT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 520 0 000 000	INSURANCE - AUTOMOBILE	\$0.00	\$0.00	\$35,863.00	0.00	(\$35,863.00)	\$0.00	\$0.00	(\$35,863.00)	
01 2710 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,866.36	0.00	(\$1,866.36)	\$0.00	\$0.00	(\$1,866.36)	
01 2710 626 0 000 000	GAS AND OIL	\$0.00	\$529.21	\$59,054.95	0.00	(\$59,054.95)	\$0.00	\$0.00	(\$59,054.95)	
01 2710 650 0 000 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$6,533.20	0.00	(\$6,533.20)	\$0.00	\$0.00	(\$6,533.20)	

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01 2710 732 0 000 000	VEHICLE/BUS ACQUISITION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 739 0 000 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2710 810 0 000 000	DUES AND FEES	\$0.00	\$0.00	\$185.50	0.00	(\$185.50)	\$0.00	\$0.00	(\$185.50)	
01 2710 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2710 REG. PUPIL TRANSPORT	VEHICLE OPERATION	\$0.00	\$1,037.01	\$279,723.26	0.00	(\$279,723.26)	\$0.00	\$0.00	(\$279,723.26)	
2712 SPEC ED-SA TRANSPORT	VEHICLE OPERATION									
01 2712 110 0 000 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$9,088.50	0.00	(\$9,088.50)	\$0.00	\$0.00	(\$9,088.50)	
01 2712 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2712 130 0 000 000	SALARY - OVERTIME -NON-INSTRUCTIONAL	\$0.00	\$0.00	\$783.38	0.00	(\$783.38)	\$0.00	\$0.00	(\$783.38)	
01 2712 210 0 000 000	GROUP INSURANCE - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2712 220 0 000 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$724.16	0.00	(\$724.16)	\$0.00	\$0.00	(\$724.16)	
01 2712 230 0 000 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$975.13	0.00	(\$975.13)	\$0.00	\$0.00	(\$975.13)	
01 2712 332 0 000 000	MILEAGE TO PARENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2712 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$134.00	0.00	(\$134.00)	\$0.00	\$0.00	(\$134.00)	
01 2712 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2712 520 0 000 000	INSURANCE - AUTOMOBILE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 2712 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$149.99	0.00	(\$149.99)	\$0.00	\$0.00	(\$149.99)	
01 2712 626 0 000 000	GAS AND OIL	\$0.00	\$275.03	\$3,086.84	0.00	(\$3,086.84)	\$0.00	\$0.00	(\$3,086.84)	
01 2712 732 0 000 000	VEHICLE/BUS ACQUISITION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2712 SPEC ED-SA TRANSPORT	VEHICLE OPERATION	\$0.00	\$275.03	\$14,942.00	0.00	(\$14,942.00)	\$0.00	\$0.00	(\$14,942.00)	
2730 REGULAR STUDENT TRANSP-SERVICE & MAINT.										
01 2730 431 0 000 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$686.14	\$38,875.23	0.00	(\$38,875.23)	\$0.00	\$0.00	(\$38,875.23)	
2730 REGULAR STUDENT TRANSP-SERVICE & MAINT.		\$0.00	\$686.14	\$38,875.23	0.00	(\$38,875.23)	\$0.00	\$0.00	(\$38,875.23)	
2732 SCHOOL AGE SPED TRANSP.-SERVICE & MAINT.										
01 2732 431 0 000 000	NON-TECHNOLOGY-RELATED REPAIRS & MAINT.	\$0.00	\$0.00	\$1,321.66	0.00	(\$1,321.66)	\$0.00	\$0.00	(\$1,321.66)	
2732 SCHOOL AGE SPED TRANSP.-SERVICE & MAINT.		\$0.00	\$0.00	\$1,321.66	0.00	(\$1,321.66)	\$0.00	\$0.00	(\$1,321.66)	
2790 OTHER STUDENT TRANSPORTATION-REGULAR										
01 2790 519 0 000 000	CONTRACTED PUPIL TRANSPORT	\$0.00	\$0.00	\$3,096.00	0.00	(\$3,096.00)	\$0.00	\$0.00	(\$3,096.00)	
2790 OTHER STUDENT TRANSPORTATION-REGULAR		\$0.00	\$0.00	\$3,096.00	0.00	(\$3,096.00)	\$0.00	\$0.00	(\$3,096.00)	
2792 STUDENT TRANSPORT SVCS -SPED										
01 2792 519 0 000 000	CONTRACTED SPED STUDENT TRANSPORT-TOWER	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2792 STUDENT TRANSPORT SVCS -SPED		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3300 COMMUNITY SERVICES										
01 3300 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$43.95	0.00	(\$43.95)	\$0.00	\$0.00	(\$43.95)	
01 3300 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Regular; Processing Month 08/2023										
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01 3300 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$100.00	0.00	(\$100.00)	\$0.00	\$0.00	(\$100.00)	
01 3300 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$100.00	0.00	(\$100.00)	\$0.00	\$0.00	(\$100.00)	
3300 COMMUNITY SERVICES		\$0.00	\$0.00	\$243.95	0.00	(\$243.95)	\$0.00	\$0.00	(\$243.95)	
3512 DISTANCE EDUCATION										
01 3512 382 1 001 000	TELECOMMUNICATIONS	\$0.00	\$0.00	\$525.00	0.00	(\$525.00)	\$0.00	\$0.00	(\$525.00)	
01 3512 382 2 002 000	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 382 3 003 000	TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 640 1 001 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$834.81	0.00	(\$834.81)	\$0.00	\$0.00	(\$834.81)	
01 3512 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 739 1 001 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 739 2 002 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3512 739 3 003 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3512 DISTANCE EDUCATION		\$0.00	\$0.00	\$1,359.81	0.00	(\$1,359.81)	\$0.00	\$0.00	(\$1,359.81)	
3535 HIGH ABILITY LEARNERS										
01 3535 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$10,811.46	0.00	(\$10,811.46)	\$0.00	\$0.00	(\$10,811.46)	
01 3535 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$10,811.46	0.00	(\$10,811.46)	\$0.00	\$0.00	(\$10,811.46)	
01 3535 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$10,175.44	0.00	(\$10,175.44)	\$0.00	\$0.00	(\$10,175.44)	
01 3535 211 1 001 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$1,035.65	0.00	(\$1,035.65)	\$0.00	\$0.00	(\$1,035.65)	
01 3535 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$1,035.65	0.00	(\$1,035.65)	\$0.00	\$0.00	(\$1,035.65)	
01 3535 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$974.87	0.00	(\$974.87)	\$0.00	\$0.00	(\$974.87)	
01 3535 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$1,067.98	0.00	(\$1,067.98)	\$0.00	\$0.00	(\$1,067.98)	
01 3535 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$1,067.98	0.00	(\$1,067.98)	\$0.00	\$0.00	(\$1,067.98)	
01 3535 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$1,005.07	0.00	(\$1,005.07)	\$0.00	\$0.00	(\$1,005.07)	
01 3535 281 1 001 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$2,727.12	0.00	(\$2,727.12)	\$0.00	\$0.00	(\$2,727.12)	
01 3535 281 2 002 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$2,727.12	0.00	(\$2,727.12)	\$0.00	\$0.00	(\$2,727.12)	
01 3535 281 3 003 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$2,566.63	0.00	(\$2,566.63)	\$0.00	\$0.00	(\$2,566.63)	
01 3535 291 1 001 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 291 2 002 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 3535 291 3 003 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 330 1 001 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 330 2 002 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 330 3 003 000	TRAINING & DEVELOPMENT SERVICES/REGIST.	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 333 1 001 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$57.20	0.00	(\$57.20)	\$0.00	\$0.00	(\$57.20)	
01 3535 333 2 002 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$57.20	0.00	(\$57.20)	\$0.00	\$0.00	(\$57.20)	
01 3535 333 3 003 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$57.21	0.00	(\$57.21)	\$0.00	\$0.00	(\$57.21)	
01 3535 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$612.42	0.00	(\$612.42)	\$0.00	\$0.00	(\$612.42)	
01 3535 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$640.42	0.00	(\$640.42)	\$0.00	\$0.00	(\$640.42)	
01 3535 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$110.21	\$2,603.24	0.00	(\$2,603.24)	\$0.00	\$0.00	(\$2,603.24)	
01 3535 643 1 001 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$591.00	0.00	(\$591.00)	\$0.00	\$0.00	(\$591.00)	
01 3535 643 2 002 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$592.00	0.00	(\$592.00)	\$0.00	\$0.00	(\$592.00)	
01 3535 643 3 003 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$531.00	0.00	(\$531.00)	\$0.00	\$0.00	(\$531.00)	
01 3535 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3535 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3535 HIGH ABILITY LEARNERS		\$0.00	\$110.21	\$51,748.12	0.00	(\$51,748.12)	\$0.00	\$0.00	(\$51,748.12)	
3570 EDUCATOR EFFECTIVENESS GRANT										
01 3570 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 3570 643 0 000 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3570 EDUCATOR EFFECTIVENESS GRANT		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
3599 OTHER STATE PROGRAMS - GEERS										
01 3599 650 1 001 000	SUPPLIES -TECHNOLOGY RELATED-GEERS	\$0.00	\$0.00	\$3,793.65	0.00	(\$3,793.65)	\$0.00	\$0.00	(\$3,793.65)	
01 3599 650 2 002 000	SUPPLIES -TECHNOLOGY RELATED-GEERS	\$0.00	\$0.00	\$1,261.69	0.00	(\$1,261.69)	\$0.00	\$0.00	(\$1,261.69)	
01 3599 650 3 003 000	SUPPLIES -TECHNOLOGY RELATED-GEERS	\$0.00	\$0.00	\$1,261.68	0.00	(\$1,261.68)	\$0.00	\$0.00	(\$1,261.68)	
3599 OTHER STATE PROGRAMS - GEERS		\$0.00	\$0.00	\$6,317.02	0.00	(\$6,317.02)	\$0.00	\$0.00	(\$6,317.02)	
4700 BUILDING IMPROVEMENTS										
01 4700 352 0 000 002	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
4700 BUILDING IMPROVEMENTS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5000 DEBT SERVICES										

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01 5000 611 0 000 000	REDEMPTION/PRINCIPAL-ATH COMPL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 5000 831 0 000 000	REDEMPTION OF PRINCIPAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 5000 832 0 000 000	DEBT SERVICE INTEREST	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
5000 DEBT SERVICES		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6200 TITLE I, PART A										
01 6200 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$26,464.35	0.00	(\$26,464.35)	\$0.00	\$0.00	(\$26,464.35)	
01 6200 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$26,464.24	0.00	(\$26,464.24)	\$0.00	\$0.00	(\$26,464.24)	
01 6200 112 2 002 000	SALARY -PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 112 3 003 000	SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 123 2 002 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 123 3 003 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 151 3 003 000	SALARY-ADD'L COMP-TEACHER/COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$5,976.50	0.00	(\$5,976.50)	\$0.00	\$0.00	(\$5,976.50)	
01 6200 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$5,976.44	0.00	(\$5,976.44)	\$0.00	\$0.00	(\$5,976.44)	
01 6200 221 2 002 000	SOCIAL SECURITY - PROF STAF/TEACHERS	\$0.00	\$0.00	\$1,989.91	0.00	(\$1,989.91)	\$0.00	\$0.00	(\$1,989.91)	
01 6200 221 3 003 000	SOCIAL SECURITY - PROF STAF/TEACHERS	\$0.00	\$0.00	\$1,989.87	0.00	(\$1,989.87)	\$0.00	\$0.00	(\$1,989.87)	
01 6200 231 2 002 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$2,614.07	0.00	(\$2,614.07)	\$0.00	\$0.00	(\$2,614.07)	
01 6200 231 3 003 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$2,614.04	0.00	(\$2,614.04)	\$0.00	\$0.00	(\$2,614.04)	
01 6200 239 3 003 000	RETIREMENT - STIPENDS PAID	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 281 2 002 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$326.37	0.00	(\$326.37)	\$0.00	\$0.00	(\$326.37)	
01 6200 281 3 003 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$326.26	0.00	(\$326.26)	\$0.00	\$0.00	(\$326.26)	
01 6200 291 2 002 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 291 3 003 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$1,089.27	0.00	(\$1,089.27)	\$0.00	\$0.00	(\$1,089.27)	
01 6200 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$691.10	0.00	(\$691.10)	\$0.00	\$0.00	(\$691.10)	
01 6200 640 2 002 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 640 3 003 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 643 2 002 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 643 3 003 000	WEB/CLOUD BASED SOFTWARE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 6200 739 2 002 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 739 3 003 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6200 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6200 TITLE I, PART A		\$0.00	\$0.00	\$76,522.42	0.00	(\$76,522.42)	\$0.00	\$0.00	(\$76,522.42)	
6310 TITLE II - PART A										
01 6310 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 112 2 002 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 112 3 003 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 123 2 002 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 123 3 003 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 281 2 002 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 281 3 003 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 291 2 002 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6310 291 3 003 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6310 TITLE II - PART A		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6402 IDEA PART B BASE ALLOCA-TRANSPORTATION										
01 6402 110 2 002 000	SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6402 220 2 002 000	SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6402 230 2 002 000	RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6402 519 0 000 000	CONTRACTED PUPIL TRANSPORT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6402 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6402 IDEA PART B BASE ALLOCA-TRANSPORTATION		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6403 IDEA PART B BASE ALLOCATION SCHOOL AGE										
01 6403 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6403 211 2 002 000	HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6403 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
01 6403 591 2 002 000	IDEA PART B BASE SA PUPIL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6403	IDEA PART B BASE ALLOCATION SCHOOL AGE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6404	IDEA PART B BASE-BIRTH THROUGH AGE FOUR								
01 6404 340 2 002 000	IDEA PART B BASE BIRTH - 4 PUPIL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6404 562 2 002 000	TUITION PD TO OTHER DIST & AGENCIES-SPED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6404 591 2 002 000	IDEA PART B BIRTH-4 PUPIL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6404	IDEA PART B BASE-BIRTH THROUGH AGE FOUR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6406	IDEA PRE-SCHOOL AGES 3-5								
01 6406 340 2 002 000	IDEA PRE-SCHOOL AGES 3-5 PMC	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6406 591 2 002 000	IDEA PRESCHOOL 3-5 PUPIL SVCS -ESU	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6406	IDEA PRE-SCHOOL AGES 3-5	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6408	IDEA PART B (611) BASE & ENROLL AGE 0-21								
01 6408 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$18,599.37	0.00	(\$18,599.37)	\$0.00	\$0.00	(\$18,599.37)
01 6408 112 2 002 000	SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$12,263.59	0.00	(\$12,263.59)	\$0.00	\$0.00	(\$12,263.59)
01 6408 132 2 002 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$54.46	0.00	(\$54.46)	\$0.00	\$0.00	(\$54.46)
01 6408 151 2 002 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$1,055.75	0.00	(\$1,055.75)	\$0.00	\$0.00	(\$1,055.75)
01 6408 152 2 002 000	SALARY - ADD'L COMP- PARA COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6408 211 2 002 000	GROUP INSURANCE- PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6408 212 2 002 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6408 221 2 002 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$1,579.92	0.00	(\$1,579.92)	\$0.00	\$0.00	(\$1,579.92)
01 6408 222 2 002 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$942.32	0.00	(\$942.32)	\$0.00	\$0.00	(\$942.32)
01 6408 231 2 002 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$1,941.45	0.00	(\$1,941.45)	\$0.00	\$0.00	(\$1,941.45)
01 6408 232 2 002 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,216.74	0.00	(\$1,216.74)	\$0.00	\$0.00	(\$1,216.74)
01 6408 281 2 002 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$2,471.20	0.00	(\$2,471.20)	\$0.00	\$0.00	(\$2,471.20)
01 6408 292 2 002 000	OTHER BENEFITS - PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6408 340 2 002 000	IDEA PURCHASED SVCS - PMC	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6408 591 2 002 000	IDEA PURCH. SVCS FROM ESUS OR SCHOOL	\$0.00	\$3,289.50	\$18,431.25	0.00	(\$18,431.25)	\$0.00	\$0.00	(\$18,431.25)
6408	IDEA PART B (611) BASE & ENROLL AGE 0-21	\$0.00	\$3,289.50	\$58,556.05	0.00	(\$58,556.05)	\$0.00	\$0.00	(\$58,556.05)
6410	IDEA ENROLLMENT/POVERTY								
01 6410 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 591 0 000 000	IDEA ENROLLMENT / POVERTY PUPIL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

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01 6410 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 650 0 000 000	SUPPLIES- TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 734 0 000 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 739 0 000 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6410 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6410	IDEA ENROLLMENT/POVERTY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6411	IDEA PART B EARLY INTERVENING SERVICES								
01 6411 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6411 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6411 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6411 340 0 000 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6411 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6411	IDEA PART B EARLY INTERVENING SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6415	IDEA SPECIAL PROJECTS								
01 6415 340 1 001 000	OTHER PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6415	IDEA SPECIAL PROJECTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6421	IDEA PART (611) ARP-BASE & ENROLL POV B-21								
01 6421 340 0 000 000	PROF SERVICES -SA PMC P.T. IDEA ARP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6421	IDEA PART (611) ARP-BASE & ENROLL POV B-21	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6422	IDEA PRESCHOOL - ARP BASE/ENROLL (619)								
01 6422 340 0 000 000	PROF SERVICES -3-5 PMC IDEA 619 ARP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6422	IDEA PRESCHOOL - ARP BASE/ENROLL (619)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6700	CARL PERKINS								
01 6700 111 1 001 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6700 123 1 001 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6700 221 1 001 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6700 231 1 001 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6700 330 0 000 000	EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$410.32	0.00	(\$410.32)	\$0.00	\$0.00	(\$410.32)
01 6700 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$3,948.95	0.00	(\$3,948.95)	\$0.00	\$0.00	(\$3,948.95)
01 6700 731 1 001 000	MACHINERY-EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6700 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
6700	CARL PERKINS	\$0.00	\$0.00	\$4,359.27	0.00	(\$4,359.27)	\$0.00	\$0.00	(\$4,359.27)
6990	OTHER FEDERAL GRANTS- NE HEALTHY SCHOOLS								
01 6990 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6990 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
01 6990 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

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01 6990 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6990 320 0 000 000	PROFESSIONAL EDUCATIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6990 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6990 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6990 OTHER FEDERAL GRANTS-	NE HEALTHY SCHOOLS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6992 REAP										
01 6992 111 2 002 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 111 3 003 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 211 2 002 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 211 3 003 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 221 2 002 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 221 3 003 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 231 2 002 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 231 3 003 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 281 2 002 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 281 3 003 000	125 CAFETERIA PLAN	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 291 2 002 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 291 3 003 000	OTHER BENEFITS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 352 1 001 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 352 2 002 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 352 3 003 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 650 1 001 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$13,142.00	0.00	(\$13,142.00)	\$0.00	\$0.00	(\$13,142.00)	
01 6992 650 2 002 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$13,141.00	0.00	(\$13,141.00)	\$0.00	\$0.00	(\$13,141.00)	
01 6992 650 3 003 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$13,141.00	0.00	(\$13,141.00)	\$0.00	\$0.00	(\$13,141.00)	
01 6992 734 1 001 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 734 2 002 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 734 3 003 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 739 1 001 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 739 2 002 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 739 3 003 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6992 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6992 REAP		\$0.00	\$0.00	\$39,424.00	0.00	(\$39,424.00)	\$0.00	\$0.00	(\$39,424.00)	
6997 ESSER II										
01 6997 110 0 000 000	ESSER II SALARY-NON INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$6,158.51	0.00	(\$6,158.51)	\$0.00	\$0.00	(\$6,158.51)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 6997 111 0 000 000	ESSER II SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6997 220 0 000 000	ESSER II SOCIAL SECURITY - NON INSTR STAFF	\$0.00	\$0.00	\$494.38	0.00	(\$494.38)	\$0.00	\$0.00	(\$494.38)	
01 6997 221 0 000 000	ESSER II SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6997 230 0 000 000	ESSER II RETIREMENT - NON INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$300.21	0.00	(\$300.21)	\$0.00	\$0.00	(\$300.21)	
01 6997 231 0 000 000	ESSER II RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6997 281 0 000 000	ESSER II HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6997 610 0 000 000	ESSER II GENERAL SUPPLIES	\$0.00	\$0.00	\$5,888.52	0.00	(\$5,888.52)	\$0.00	\$0.00	(\$5,888.52)	
01 6997 732 0 000 000	ESSER II VEHICLE/BUS ACQUISITION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
6997	ESSER II	\$0.00	\$0.00	\$12,841.62	0.00	(\$12,841.62)	\$0.00	\$0.00	(\$12,841.62)	
6998	ESSER III									
01 6998 110 0 000 000	ESSER III SALARY - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$18,985.60	0.00	(\$18,985.60)	\$0.00	\$0.00	(\$18,985.60)	
01 6998 111 0 000 000	ESSER III SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$36,578.74	0.00	(\$36,578.74)	\$0.00	\$0.00	(\$36,578.74)	
01 6998 112 0 000 000	ESSER III SALARY-PARAPROFESSIONAL STAFF	\$0.00	\$0.00	\$51,225.31	0.00	(\$51,225.31)	\$0.00	\$0.00	(\$51,225.31)	
01 6998 132 0 000 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$358.70	0.00	(\$358.70)	\$0.00	\$0.00	(\$358.70)	
01 6998 151 0 000 000	ESSER III SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$2,616.02	0.00	(\$2,616.02)	\$0.00	\$0.00	(\$2,616.02)	
01 6998 211 0 000 000	GROUP INSURANCE- PROF STAFF/TEACHERS	\$0.00	\$0.00	\$604.27	0.00	(\$604.27)	\$0.00	\$0.00	(\$604.27)	
01 6998 212 0 000 000	GROUP INSURANCE - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6998 220 0 000 000	ESSER III SOCIAL SECURITY - NON-INSTRUCTIONAL	\$0.00	\$0.00	\$1,452.38	0.00	(\$1,452.38)	\$0.00	\$0.00	(\$1,452.38)	
01 6998 221 0 000 000	ESSER III SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,311.40	0.00	(\$3,311.40)	\$0.00	\$0.00	(\$3,311.40)	
01 6998 222 0 000 000	ESSER III SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$3,778.72	0.00	(\$3,778.72)	\$0.00	\$0.00	(\$3,778.72)	
01 6998 230 0 000 000	ESSER III RETIREMENT - NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$1,441.97	0.00	(\$1,441.97)	\$0.00	\$0.00	(\$1,441.97)	
01 6998 231 0 000 000	ESSER III RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$3,871.59	0.00	(\$3,871.59)	\$0.00	\$0.00	(\$3,871.59)	
01 6998 232 0 000 000	ESSER III RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$4,900.30	0.00	(\$4,900.30)	\$0.00	\$0.00	(\$4,900.30)	
01 6998 281 0 000 000	ESSER III HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$4,139.52	0.00	(\$4,139.52)	\$0.00	\$0.00	(\$4,139.52)	
01 6998 330 0 000 000	ESSER III EMPLOYEE TRAINING & DEVEOPMENT SVCS	\$0.00	\$0.00	\$1,899.90	0.00	(\$1,899.90)	\$0.00	\$0.00	(\$1,899.90)	
01 6998 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$5,000.00	0.00	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	
01 6998 382 0 000 000	ESSER III-BRIGHT HORIZONS-TELECOMMUNICATIONS	\$0.00	\$53.76	\$1,278.71	0.00	(\$1,278.71)	\$0.00	\$0.00	(\$1,278.71)	
01 6998 410 0 000 000	ESSER III- UTILITY SERVICES (WATER, SEWER)	\$0.00	\$0.00	\$1,144.43	0.00	(\$1,144.43)	\$0.00	\$0.00	(\$1,144.43)	
01 6998 441 0 000 000	ESSER III -RENTAL OF BUILDINGS AND LAND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6998 490 0 000 000	ESSER III -OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
01 6998 530 0 000 000	COMMUNICATIONS-ESSER III	\$0.00	\$0.00	\$4,782.50	0.00	(\$4,782.50)	\$0.00	\$0.00	(\$4,782.50)	
01 6998 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$99.41	0.00	(\$99.41)	\$0.00	\$0.00	(\$99.41)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
01 6998 610 0 000 000	ESSER III GENERAL SUPPLIES	\$0.00	\$0.00	\$697.59	0.00	(\$697.59)	\$0.00	\$0.00	(\$697.59)	
01 6998 621 0 000 000	ESSER III-NATURAL GAS - GAS UTILITY SVCS	\$0.00	\$0.00	\$2,447.22	0.00	(\$2,447.22)	\$0.00	\$0.00	(\$2,447.22)	
01 6998 650 0 000 000	ESSER III SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$1,297.63	0.00	(\$1,297.63)	\$0.00	\$0.00	(\$1,297.63)	
6998	ESSER III	\$0.00	\$53.76	\$151,911.91	0.00	(\$151,911.91)	\$0.00	\$0.00	(\$151,911.91)	
8000	TRANSFERS									
01 8000 912 0 000 000	TRANSFERS TO LUNCH FROM GEN FD	\$0.00	\$0.00	\$125,000.00	0.00	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	
01 8000 913 0 000 000	TRANSFERS TO ACTIVITY ACCOUNTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8000	TRANSFERS	\$0.00	\$0.00	\$125,000.00	0.00	(\$125,000.00)	\$0.00	\$0.00	(\$125,000.00)	
9000	NON-PROGRAMMED CHARGES									
01 9000 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$1,863.67	\$22,364.04	0.00	(\$22,364.04)	\$0.00	\$0.00	(\$22,364.04)	
01 9000 950 0 000 000	NON-PROGRAMMED EXPENDITURES - TRANSFERS	\$0.00	\$0.00	\$205,000.00	0.00	(\$205,000.00)	\$0.00	\$0.00	(\$205,000.00)	
9000	NON-PROGRAMMED CHARGES	\$0.00	\$1,863.67	\$227,364.04	0.00	(\$227,364.04)	\$0.00	\$0.00	(\$227,364.04)	
9001	INTERFUND LOAN FROM GENERAL FUND									
01 9001 001 0 000 000	INTERFUND LOANS	\$0.00	\$0.00	\$50,130.00	0.00	(\$50,130.00)	\$0.00	\$0.00	(\$50,130.00)	
9001	INTERFUND LOAN FROM GENERAL FUND	\$0.00	\$0.00	\$50,130.00	0.00	(\$50,130.00)	\$0.00	\$0.00	(\$50,130.00)	
01	GENERAL FUND	\$0.00	\$178,408.88	\$8,290,442.27	0.00	(\$8,290,442.27)	\$0.00	\$0.00	(\$8,290,442.27)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
02	DEPRECIATION RESERVE FUND									
2900	OTHER SUPPORT SERVICES									
02 2900 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$5,683.33	\$41,368.33	0.00	(\$41,368.33)	\$0.00	\$0.00	(\$41,368.33)	
02 2900 450 0 000 000	CONSTRUCTION SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02 2900 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02 2900 650 0 000 000	SUPPLIES-TECHNOLOGY-RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
02 2900 732 0 000 000	VEHICLE ACQUISITION	\$0.00	\$0.00	\$147,750.00	0.00	(\$147,750.00)	\$0.00	\$0.00	(\$147,750.00)	
02 2900 733 0 000 000	FURNITURE AND FIXTURES EXCEEDS \$5000	\$0.00	\$0.00	\$21,867.00	0.00	(\$21,867.00)	\$0.00	\$0.00	(\$21,867.00)	
02 2900 739 0 000 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$20,867.00	0.00	(\$20,867.00)	\$0.00	\$0.00	(\$20,867.00)	
2900	OTHER SUPPORT SERVICES	\$0.00	\$5,683.33	\$231,852.33	0.00	(\$231,852.33)	\$0.00	\$0.00	(\$231,852.33)	
9000	NON-PROGRAMMED CHARGES									
02 9000 950 0 000 000	SPECIAL ITEMS - TEMPORARY INTERFUND TRANSFER	\$0.00	\$0.00	\$205,000.00	0.00	(\$205,000.00)	\$0.00	\$0.00	(\$205,000.00)	
9000	NON-PROGRAMMED CHARGES	\$0.00	\$0.00	\$205,000.00	0.00	(\$205,000.00)	\$0.00	\$0.00	(\$205,000.00)	
02	DEPRECIATION RESERVE FUND	\$0.00	\$5,683.33	\$436,852.33	0.00	(\$436,852.33)	\$0.00	\$0.00	(\$436,852.33)	

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
03	EMPLOYEE BENEFIT FUND									
2900	OTHER SUPPORT SERVICES									
03 2900 211 0 000 000	HEALTH INSURANCE PROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03 2900 221 0 000 000	SOCIAL SECURITY PROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03 2900 231 0 000 000	RETIREMENT PROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03 2900 260 0 000 000	UNEMPLOYMENT COMPENSATION -NON INSTRUCTI	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03 2900 261 0 000 000	UNEMPLOYMENT COMPENSATION PROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
03 2900 262 0 000 000	UNEMPLOYMENT COMPENSATION-PARAS	\$0.00	\$0.00	\$7,584.46	0.00	(\$7,584.46)	\$0.00	\$0.00	(\$7,584.46)	
03 2900 291 0 000 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$65,281.00	0.00	(\$65,281.00)	\$0.00	\$0.00	(\$65,281.00)	
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$72,865.46	0.00	(\$72,865.46)	\$0.00	\$0.00	(\$72,865.46)	
9000	NON-PROGRAMMED CHARGES									
03 9000 950 0 000 000	SPECIAL ITEMS - EMPLOYEE FSA CLAIMS	\$0.00	\$5,240.98	\$69,965.64	0.00	(\$69,965.64)	\$0.00	\$0.00	(\$69,965.64)	
9000	NON-PROGRAMMED CHARGES	\$0.00	\$5,240.98	\$69,965.64	0.00	(\$69,965.64)	\$0.00	\$0.00	(\$69,965.64)	
03	EMPLOYEE BENEFIT FUND	\$0.00	\$5,240.98	\$142,831.10	0.00	(\$142,831.10)	\$0.00	\$0.00	(\$142,831.10)	

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
05	ACTIVITIES FUND								
2900	OTHER SUPPORT SERVICES								
05 2900 610 0 000 008	ACTIVITY DIRECTOR ACCOUNT	\$0.00	\$0.00	\$178.18	0.00	(\$178.18)	\$0.00	\$0.00	(\$178.18)
05 2900 610 0 000 009	TRACK	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 020	ART CLUB	\$0.00	\$0.00	\$271.50	0.00	(\$271.50)	\$0.00	\$0.00	(\$271.50)
05 2900 610 0 000 070	BOYS GOLF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 075	HIGH ABILITY LEARNERS	\$0.00	\$0.00	\$2,098.04	0.00	(\$2,098.04)	\$0.00	\$0.00	(\$2,098.04)
05 2900 610 0 000 120	FACILITY USE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 124	COLERIDGE FITNESS CENTER	\$0.00	\$0.00	\$2,094.66	0.00	(\$2,094.66)	\$478.00	\$0.00	(\$2,572.66)
05 2900 610 0 000 125	LAUREL FITNESS CENTER	\$0.00	\$0.00	\$29,081.33	0.00	(\$29,081.33)	\$0.00	\$0.00	(\$29,081.33)
05 2900 610 0 000 160	LIBRARY	\$0.00	\$0.00	\$135.00	0.00	(\$135.00)	\$2,301.59	\$0.00	(\$2,436.59)
05 2900 610 0 000 165	MISCELLANEOUS ACCOUNT	\$0.00	\$0.00	\$621.94	0.00	(\$621.94)	\$0.00	\$0.00	(\$621.94)
05 2900 610 0 000 175	FOOTBALL	\$0.00	\$0.00	\$1,724.26	0.00	(\$1,724.26)	\$0.00	\$0.00	(\$1,724.26)
05 2900 610 0 000 180	CROSS COUNTRY	\$0.00	\$0.00	\$4,343.50	0.00	(\$4,343.50)	\$0.00	\$0.00	(\$4,343.50)
05 2900 610 0 000 185	GIRLS GOLF	\$0.00	\$0.00	\$1,421.66	0.00	(\$1,421.66)	\$400.00	\$0.00	(\$1,821.66)
05 2900 610 0 000 230	VOCAL MUSIC	\$0.00	\$0.00	\$2,549.00	0.00	(\$2,549.00)	\$0.00	\$0.00	(\$2,549.00)
05 2900 610 0 000 235	VOLLEYBALL	\$0.00	\$0.00	\$470.85	0.00	(\$470.85)	\$3,486.00	\$0.00	(\$3,956.85)
05 2900 610 0 000 240	GIRLS BASKETBALL	\$0.00	\$0.00	\$70.80	0.00	(\$70.80)	\$0.00	\$0.00	(\$70.80)
05 2900 610 0 000 245	BOYS BASKETBALL	\$0.00	\$0.00	\$3,474.84	0.00	(\$3,474.84)	\$0.00	\$0.00	(\$3,474.84)
05 2900 610 0 000 250	WRESTLING	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 260	SCHOOL PICTURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 400	EDUCATION QUEST FOUNDATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 500	SECURITY BANK SPONSORSHIP	\$0.00	\$0.00	\$9,266.46	0.00	(\$9,266.46)	\$0.00	\$0.00	(\$9,266.46)
05 2900 610 0 000 600	VIDEO BOARD	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 0 000 705	GREENHOUSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 010	HIGH SCHOOL YEARBOOK	\$0.00	\$0.00	\$592.48	0.00	(\$592.48)	\$0.00	\$0.00	(\$592.48)
05 2900 610 1 000 025	HIGH SCHOOL BAND	\$0.00	\$0.00	\$812.48	0.00	(\$812.48)	\$0.00	\$0.00	(\$812.48)
05 2900 610 1 000 034	CHEERLEADING	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 035	HIGH SCHOOL DANCE	\$0.00	\$0.00	\$3,040.12	0.00	(\$3,040.12)	\$0.00	\$0.00	(\$3,040.12)
05 2900 610 1 000 040	CLASS OF 2021	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 045	CLASS OF 2022	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 050	CLASS OF 2023	\$0.00	\$0.00	\$2,253.65	0.00	(\$2,253.65)	\$0.00	\$0.00	(\$2,253.65)
05 2900 610 1 000 055	CLASS OF 2024	\$0.00	\$0.00	\$143.48	0.00	(\$143.48)	\$0.00	\$0.00	(\$143.48)
05 2900 610 1 000 060	CLASS OF 2025	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 065	CLASS OF 2020	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
05 2900 610 1 000 080	CONCESSIONS	\$0.00	\$0.00	\$20,652.24	0.00	(\$20,652.24)	\$0.00	\$0.00	(\$20,652.24)
05 2900 610 1 000 102	DIGITAL MEDIA	\$0.00	\$0.00	\$28.05	0.00	(\$28.05)	\$0.00	\$0.00	(\$28.05)

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05 2900 610 1 000 105	FBLA	\$0.00	\$0.00	\$8,789.68	0.00	(\$8,789.68)	\$0.00	\$0.00	(\$8,789.68)	
05 2900 610 1 000 110	FCCLA	\$0.00	\$0.00	\$2,309.85	0.00	(\$2,309.85)	\$0.00	\$0.00	(\$2,309.85)	
05 2900 610 1 000 115	FFA	\$0.00	\$0.00	\$26,868.89	0.00	(\$26,868.89)	\$1,080.00	\$0.00	(\$27,948.89)	
05 2900 610 1 000 140	GENERAL ACTIVITIES	\$0.00	\$0.00	\$88,214.91	0.00	(\$88,214.91)	\$15,519.89	\$0.00	(\$103,734.80)	
05 2900 610 1 000 145	INDUSTRIAL ARTS	\$0.00	\$0.00	\$14,661.73	0.00	(\$14,661.73)	\$0.00	\$0.00	(\$14,661.73)	
05 2900 610 1 000 151	HOMECOMING	\$0.00	\$0.00	\$2,255.02	0.00	(\$2,255.02)	\$0.00	\$0.00	(\$2,255.02)	
05 2900 610 1 000 152	PROM	\$0.00	\$0.00	\$4,095.46	0.00	(\$4,095.46)	\$0.00	\$0.00	(\$4,095.46)	
05 2900 610 1 000 163	MATH CLUB	\$0.00	\$0.00	\$150.00	0.00	(\$150.00)	\$0.00	\$0.00	(\$150.00)	
05 2900 610 1 000 170	NATIONAL HONOR SOCIETY	\$0.00	\$0.00	\$815.19	0.00	(\$815.19)	\$0.00	\$0.00	(\$815.19)	
05 2900 610 1 000 190	QUIZ BOWL	\$0.00	\$0.00	\$120.00	0.00	(\$120.00)	\$0.00	\$0.00	(\$120.00)	
05 2900 610 1 000 195	HIGH SCHOOL SCIENCE CLUB	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 1 000 200	SPANISH CLUB	\$0.00	\$0.00	\$234.00	0.00	(\$234.00)	\$0.00	\$0.00	(\$234.00)	
05 2900 610 1 000 205	ONE ACTS	\$0.00	\$0.00	\$1,291.58	0.00	(\$1,291.58)	\$0.00	\$0.00	(\$1,291.58)	
05 2900 610 1 000 210	SPEECH	\$0.00	\$0.00	\$1,112.00	0.00	(\$1,112.00)	\$0.00	\$0.00	(\$1,112.00)	
05 2900 610 1 000 215	HIGH SCHOOL STUDENT COUNCIL	\$0.00	\$0.00	\$457.18	0.00	(\$457.18)	\$0.00	\$0.00	(\$457.18)	
05 2900 610 1 000 220	FCA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 1 000 225	SKILLS USA	\$0.00	\$0.00	\$26,474.48	0.00	(\$26,474.48)	\$0.00	\$0.00	(\$26,474.48)	
05 2900 610 1 000 305	AGRICULTURAL FOUNDATION SCHOLARSHIP	\$0.00	\$0.00	\$4,500.00	0.00	(\$4,500.00)	\$0.00	\$0.00	(\$4,500.00)	
05 2900 610 1 000 310	COLLEGE ACCESS GRANT	\$0.00	\$0.00	\$1,292.49	0.00	(\$1,292.49)	\$0.00	\$0.00	(\$1,292.49)	
05 2900 610 1 000 320	STUDENT BOARD MEMBER SCHOLARSHIP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 2 000 090	ELEMENTARY ACTIVITY FUND	\$0.00	\$0.00	\$79.00	0.00	(\$79.00)	\$0.00	\$0.00	(\$79.00)	
05 2900 610 2 000 092	ELEMENTARY PBIS	\$0.00	\$0.00	\$15.71	0.00	(\$15.71)	\$0.00	\$0.00	(\$15.71)	
05 2900 610 2 000 095	ELEMENTARY POP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 2 000 100	ELEMENTARY STUDENT COUNCIL	\$0.00	\$0.00	\$3,725.78	0.00	(\$3,725.78)	\$0.00	\$0.00	(\$3,725.78)	
05 2900 610 3 000 015	MIDDLE SCHOOL YEARBOOK	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 030	MIDDLE SCHOOL BAND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 085	MIDDLE SCHOOL STUDENT COUNCIL	\$0.00	\$0.00	\$2,441.82	0.00	(\$2,441.82)	\$0.00	\$0.00	(\$2,441.82)	
05 2900 610 3 000 130	MIDDLE SCHOOL FFA	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 135	MIDDLE SCH GENERAL ACTIVITIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 150	MIDDLE SCHOOL SCIENCE CLUB	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 155	MIDDLE SCHOOL LEO	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
05 2900 610 3 000 156	MIDDLE SCHOOL PBIS	\$0.00	\$0.00	\$278.99	0.00	(\$278.99)	\$0.00	\$0.00	(\$278.99)	
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$275,508.28	0.00	(\$275,508.28)	\$23,265.48	\$0.00	(\$298,773.76)	
05	ACTIVITIES FUND	\$0.00	\$0.00	\$275,508.28	0.00	(\$275,508.28)	\$23,265.48	\$0.00	(\$298,773.76)	

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06	SCHOOL LUNCH/MILK FUND								
3100	FOOD SERVICES OPERATIONS								
06 3100 110 1 001 000	SALARY-NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$39,261.63	0.00	(\$39,261.63)	\$0.00	\$0.00	(\$39,261.63)
06 3100 110 2 002 000	SALARY-NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$39,261.73	0.00	(\$39,261.73)	\$0.00	\$0.00	(\$39,261.73)
06 3100 110 3 003 000	SALARY-NON-INSTRUCTIONAL STAFF	\$0.00	\$0.00	\$44,371.17	0.00	(\$44,371.17)	\$0.00	\$0.00	(\$44,371.17)
06 3100 120 1 001 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES	\$0.00	\$0.00	\$2,118.37	0.00	(\$2,118.37)	\$0.00	\$0.00	(\$2,118.37)
06 3100 120 2 002 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES	\$0.00	\$0.00	\$2,122.67	0.00	(\$2,122.67)	\$0.00	\$0.00	(\$2,122.67)
06 3100 120 3 003 000	SALARY - NON-INSTRUCTIONAL SUBSTITUTES	\$0.00	\$0.00	\$476.33	0.00	(\$476.33)	\$0.00	\$0.00	(\$476.33)
06 3100 130 1 001 000	SALARY-OVERTIME-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$1,431.43	0.00	(\$1,431.43)	\$0.00	\$0.00	(\$1,431.43)
06 3100 130 2 002 000	SALARY-OVERTIME-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$1,431.56	0.00	(\$1,431.56)	\$0.00	\$0.00	(\$1,431.56)
06 3100 130 3 003 000	SALARY-OVERTIME-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$445.06	0.00	(\$445.06)	\$0.00	\$0.00	(\$445.06)
06 3100 210 1 001 000	GROUP INSURANCE-NON-INSTR.	\$0.00	\$0.00	\$4,337.01	0.00	(\$4,337.01)	\$0.00	\$0.00	(\$4,337.01)
06 3100 210 2 002 000	GROUP INSURANCE-NON-INSTR.	\$0.00	\$0.00	\$4,337.07	0.00	(\$4,337.07)	\$0.00	\$0.00	(\$4,337.07)
06 3100 210 3 003 000	GROUP INSURANCE-NON-INSTR.	\$0.00	\$0.00	\$2,750.00	0.00	(\$2,750.00)	\$0.00	\$0.00	(\$2,750.00)
06 3100 220 1 001 000	SOCIAL SECURITY-NON-INSTR.	\$0.00	\$0.00	\$3,159.01	0.00	(\$3,159.01)	\$0.00	\$0.00	(\$3,159.01)
06 3100 220 2 002 000	SOCIAL SECURITY-NON-INSTR.	\$0.00	\$0.00	\$3,159.61	0.00	(\$3,159.61)	\$0.00	\$0.00	(\$3,159.61)
06 3100 220 3 003 000	SOCIAL SECURITY-NON-INSTR.	\$0.00	\$0.00	\$2,894.80	0.00	(\$2,894.80)	\$0.00	\$0.00	(\$2,894.80)
06 3100 230 1 001 000	RETIREMENT-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$4,067.94	0.00	(\$4,067.94)	\$0.00	\$0.00	(\$4,067.94)
06 3100 230 2 002 000	RETIREMENT-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$4,068.41	0.00	(\$4,068.41)	\$0.00	\$0.00	(\$4,068.41)
06 3100 230 3 003 000	RETIREMENT-NON-INSTRUCTIONAL	\$0.00	\$0.00	\$4,473.91	0.00	(\$4,473.91)	\$0.00	\$0.00	(\$4,473.91)
06 3100 290 1 001 000	OTHER BENEFITS-NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 290 2 002 000	OTHER BENEFITS-NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 290 3 003 000	OTHER BENEFITS-NON-INSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 333 0 000 000	MILEAGE PAID TO STAFF	\$0.00	\$0.00	\$184.86	0.00	(\$184.86)	\$0.00	\$0.00	(\$184.86)
06 3100 340 1 001 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$222.51	0.00	(\$222.51)	\$0.00	\$0.00	(\$222.51)
06 3100 340 2 002 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$222.52	0.00	(\$222.52)	\$0.00	\$0.00	(\$222.52)
06 3100 340 3 003 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$1,353.35	0.00	(\$1,353.35)	\$0.00	\$0.00	(\$1,353.35)
06 3100 580 1 001 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$535.94	0.00	(\$535.94)	\$0.00	\$0.00	(\$535.94)
06 3100 580 2 002 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$484.05	0.00	(\$484.05)	\$0.00	\$0.00	(\$484.05)
06 3100 580 3 003 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$484.05	0.00	(\$484.05)	\$0.00	\$0.00	(\$484.05)
06 3100 610 1 001 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$4,559.14	0.00	(\$4,559.14)	\$0.00	\$0.00	(\$4,559.14)
06 3100 610 2 002 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$5,165.28	0.00	(\$5,165.28)	\$0.00	\$0.00	(\$5,165.28)
06 3100 610 3 003 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$6,796.79	0.00	(\$6,796.79)	\$0.00	\$0.00	(\$6,796.79)
06 3100 630 1 001 000	FOOD PURCHASES	\$0.00	\$0.00	\$68,255.96	0.00	(\$68,255.96)	\$0.00	\$0.00	(\$68,255.96)
06 3100 630 2 002 000	FOOD PURCHASES	\$0.00	\$0.00	\$74,976.29	0.00	(\$74,976.29)	\$0.00	\$0.00	(\$74,976.29)
06 3100 630 3 003 000	FOOD PURCHASES	\$0.00	\$0.00	\$61,697.46	0.00	(\$61,697.46)	\$0.00	\$0.00	(\$61,697.46)

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
06 3100 650 1 001 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 650 2 002 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 650 3 003 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 739 1 001 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 739 2 002 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 739 3 003 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 3100 810 0 000 000	DUES AND FEES	\$0.00	\$0.00	\$1,541.90	0.00	(\$1,541.90)	\$0.00	\$0.00	(\$1,541.90)
06 3100 810 1 001 000	DUES AND FEES	\$0.00	\$0.00	\$184.42	0.00	(\$184.42)	\$0.00	\$0.00	(\$184.42)
06 3100 810 2 002 000	DUES AND FEES	\$0.00	\$0.00	\$186.42	0.00	(\$186.42)	\$0.00	\$0.00	(\$186.42)
06 3100 810 3 003 000	DUES AND FEES	\$0.00	\$0.00	\$62.16	0.00	(\$62.16)	\$0.00	\$0.00	(\$62.16)
06 3100 890 1 001 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$440.29	0.00	(\$440.29)	\$0.00	\$0.00	(\$440.29)
06 3100 890 2 002 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$29.00	0.00	(\$29.00)	\$0.00	\$0.00	(\$29.00)
06 3100 890 3 003 000	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$22.05	0.00	(\$22.05)	\$0.00	\$0.00	(\$22.05)
3100 FOOD SERVICES OPERATIONS		\$0.00	\$0.00	\$391,572.15	0.00	(\$391,572.15)	\$0.00	\$0.00	(\$391,572.15)
9000 NON-PROGRAMMED CHARGES									
06 9000 910 0 000 000 NON-PROGRAMMED CHARGES		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
9000 NON-PROGRAMMED CHARGES		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
06 SCHOOL LUNCH/MILK FUND		\$0.00	\$0.00	\$391,572.15	0.00	(\$391,572.15)	\$0.00	\$0.00	(\$391,572.15)

Regular; Processing Month 08/2023										
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance	
07	BOND FUND									
5000	DEBT SERVICES									
07 5000 830 0 000 000	DEBT-RELATED EXPENSE	\$0.00	\$0.00	\$800.00	0.00	(\$800.00)	\$0.00	\$0.00	(\$800.00)	
07 5000 831 0 000 000	REDEMPTION OF PRINCIPAL	\$0.00	\$0.00	\$665,000.00	0.00	(\$665,000.00)	\$0.00	\$0.00	(\$665,000.00)	
07 5000 832 0 000 000	DEBT SERVICE INTEREST	\$0.00	\$0.00	\$415,555.83	0.00	(\$415,555.83)	\$0.00	\$0.00	(\$415,555.83)	
5000	DEBT SERVICES	\$0.00	\$0.00	\$1,081,355.83	0.00	(\$1,081,355.83)	\$0.00	\$0.00	(\$1,081,355.83)	
8000	TRANSFERS									
07 8000 911 0 000 000	TRANSFERS TO THE GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00	
9001	INTERFUND LOAN FROM GENERAL FUND									
07 9001 001 0 000 000	NON-PROGRAMMED EXP. INTERFUND LOANS	\$0.00	\$0.00	\$50,130.00	0.00	(\$50,130.00)	\$0.00	\$0.00	(\$50,130.00)	
9001	INTERFUND LOAN FROM GENERAL FUND	\$0.00	\$0.00	\$50,130.00	0.00	(\$50,130.00)	\$0.00	\$0.00	(\$50,130.00)	
07	BOND FUND	\$0.00	\$0.00	\$1,131,485.83	0.00	(\$1,131,485.83)	\$0.00	\$0.00	(\$1,131,485.83)	

Regular; Processing Month 08/2023									
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
08	SPECIAL BUILDING FUND								
2610	OPERATION OF PLANT								
08 2610 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$6,696.20	\$124,136.85	0.00	(\$124,136.85)	\$0.00	\$0.00	(\$124,136.85)
08 2610 440 0 000 000	RENTALS	\$0.00	\$395.96	\$5,207.48	0.00	(\$5,207.48)	\$0.00	\$0.00	(\$5,207.48)
08 2610 441 0 000 000	RENTAL OF BUILDINGS AND LAND	\$0.00	\$9,247.68	\$118,654.84	0.00	(\$118,654.84)	\$0.00	\$0.00	(\$118,654.84)
08 2610 490 0 000 000	OTHER PURCHASED PROPERTY SERVICES	\$0.00	\$0.00	\$12,680.20	0.00	(\$12,680.20)	\$0.00	\$0.00	(\$12,680.20)
08 2610 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$45.00	\$4,006.46	0.00	(\$4,006.46)	\$0.00	\$0.00	(\$4,006.46)
08 2610 621 0 000 000	UTILITY SERVICES	\$0.00	\$1,073.74	\$26,044.93	0.00	(\$26,044.93)	\$0.00	\$0.00	(\$26,044.93)
08 2610 650 0 000 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$27,712.85	\$207,747.35	0.00	(\$207,747.35)	\$0.00	\$0.00	(\$207,747.35)
08 2610 720 0 000 000	BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 2610 739 0 000 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$6,603.57	\$27,695.20	0.00	(\$27,695.20)	\$0.00	\$0.00	(\$27,695.20)
08 2610 890 0 000 000	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2610	OPERATION OF PLANT	\$0.00	\$51,775.00	\$526,173.31	0.00	(\$526,173.31)	\$0.00	\$0.00	(\$526,173.31)
4500	BUILDING AND CONSTRUCTION								
08 4500 352 0 000 000	OTHER TECH SERVICES-STORAGE SHED RECONSTRUCTION	\$0.00	\$0.00	\$578.87	0.00	(\$578.87)	\$0.00	\$0.00	(\$578.87)
08 4500 520 0 000 001	INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4500 520 0 000 002	INSURANCE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4500 610 0 000 000	SUPPLIES-STORAGE SHED RECONSTRUCTION	\$0.00	\$0.00	\$13,873.81	0.00	(\$13,873.81)	\$0.00	\$0.00	(\$13,873.81)
08 4500 720 0 000 000	BUILDING MATERIALS-STORAGE SHED RECONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4500 739 0 000 000	EQUIPMENT -> \$5000-STORAGE SHED RECONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
4500	BUILDING AND CONSTRUCTION	\$0.00	\$0.00	\$14,452.68	0.00	(\$14,452.68)	\$0.00	\$0.00	(\$14,452.68)
4700	BUILDING IMPROVEMENTS								
08 4700 334 0 000 001	MILEAGE PAID - OTHER	\$0.00	\$144.32	\$1,122.50	0.00	(\$1,122.50)	\$0.00	\$0.00	(\$1,122.50)
08 4700 334 0 000 002	MILEAGE PAID - OTHER	\$0.00	\$144.34	\$1,122.53	0.00	(\$1,122.53)	\$0.00	\$0.00	(\$1,122.53)
08 4700 340 0 000 001	OTHER PROFESSIONAL SVCS - ARCHITECT	\$0.00	\$10,155.61	\$120,062.21	0.00	(\$120,062.21)	\$0.00	\$0.00	(\$120,062.21)
08 4700 340 0 000 002	OTHER PROFESSIONAL SVCS - ARCHITECT	\$0.00	\$10,155.60	\$120,062.18	0.00	(\$120,062.18)	\$0.00	\$0.00	(\$120,062.18)
08 4700 352 0 000 001	OTHER PROF/TECH SERVICES	\$0.00	\$3,370.50	\$36,191.25	0.00	(\$36,191.25)	\$0.00	\$0.00	(\$36,191.25)
08 4700 352 0 000 002	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 450 0 000 000	CONSTRUCTION SERVICES	\$0.00	\$0.00	\$26,623.54	0.00	(\$26,623.54)	\$0.00	\$0.00	(\$26,623.54)
08 4700 450 0 000 001	CONSTRUCTION SERVICES	\$0.00	\$1,601,310.93	\$10,864,237.31	0.00	(\$10,864,237.31)	\$0.00	\$0.00	(\$10,864,237.31)
08 4700 450 0 000 002	CONSTRUCTION SERVICES	\$0.00	\$281,961.59	\$4,445,130.64	0.00	(\$4,445,130.64)	\$0.00	\$0.00	(\$4,445,130.64)
08 4700 720 0 000 000	BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 720 0 000 001	BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 720 0 000 002	BUILDINGS AND IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 810 0 000 001	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
08 4700 810 0 000 002	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 890 0 000 001	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
08 4700 890 0 000 002	MISCELLANEOUS EXPENSES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
4700 BUILDING IMPROVEMENTS		\$0.00	\$1,907,242.89	\$15,614,552.16	0.00	(\$15,614,552.16)	\$0.00	\$0.00	(\$15,614,552.16)
5000 DEBT SERVICES									
08 5000 831 0 000 002	REDEMPTION OF PRINCIPAL	\$0.00	\$0.00	\$955,000.00	0.00	(\$955,000.00)	\$0.00	\$0.00	(\$955,000.00)
08 5000 832 0 000 002	DEBT SERVICE INTEREST	\$0.00	\$0.00	\$54,208.76	0.00	(\$54,208.76)	\$0.00	\$0.00	(\$54,208.76)
5000 DEBT SERVICES		\$0.00	\$0.00	\$1,009,208.76	0.00	(\$1,009,208.76)	\$0.00	\$0.00	(\$1,009,208.76)
08 SPECIAL BUILDING FUND		\$0.00	\$1,959,017.89	\$17,164,386.91	0.00	(\$17,164,386.91)	\$0.00	\$0.00	(\$17,164,386.91)

Regular; Processing Month 08/2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
10	SCH DIST #54 COOPERATIVE FUND								
1100	REGULAR INSTRUCTIONAL PROGRAMS								
10 1100 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 112 0 000 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 123 0 000 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 132 0 000 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 151 0 000 000	SALARY - ADD'L COMP-TEACHER COACH/SPNSR	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 211 0 000 000	GROUP INSURANCE - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 221 0 000 000	SOCIAL SECURITY - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 222 0 000 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 231 0 000 000	RETIREMENT - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 232 0 000 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 281 0 000 000	HEALTH BEN/CAFE125 - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 291 0 000 000	OTHER BENEFITS - PROF STAFF/TEACHERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 320 0 000 000	PROFESSIONAL EDUCATIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 561 0 000 000	TUITION TO SCHOOLS W/STATE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 580 0 000 000	TRAVEL EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 590 0 000 000	INTERAGENCY PURCHASED SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 591 0 000 000	PURCHASED SVCS FROM ESUS OR SCHOOL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 640 0 000 000	BOOKS AND PERIODICALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 650 0 000 000	SUPPLIES - TECHNOLOGY RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 734 0 000 000	COMPUTER EQUIPMENT (HARDWARE)	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 739 0 000 000	EQUIPMENT - EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 810 0 000 000	DUES AND FEES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1100 890 0 000 000	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1200	SPECIAL EDUCATION PROGRAMS								
10 1200 123 0 000 000	SALARY-SUBSTITUTES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1200 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 1200 340 0 000 000	OTHER PROFESSIONAL SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
1200	SPECIAL EDUCATION PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2190	OTHER PUPIL SUPPORT SERV								

Regular; Processing Month 08/2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
10 2190 112 0 000 000	SALARY-CLERICAL/PARAPROF STAFF	\$0.00	\$0.00	\$11,607.58	0.00	(\$11,607.58)	\$0.00	\$0.00	(\$11,607.58)
10 2190 122 0 000 000	SALARY - PARAPROF SUBSTITUTES	\$0.00	\$0.00	\$381.50	0.00	(\$381.50)	\$0.00	\$0.00	(\$381.50)
10 2190 132 0 000 000	SALARY - OVERTIME - PARAPROFESSIONALS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2190 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2190 222 0 000 000	SOCIAL SECURITY - PARAPROFESSIONALS	\$0.00	\$0.00	\$917.20	0.00	(\$917.20)	\$0.00	\$0.00	(\$917.20)
10 2190 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2190 232 0 000 000	RETIREMENT - PARAPROFESSIONALS	\$0.00	\$0.00	\$1,136.54	0.00	(\$1,136.54)	\$0.00	\$0.00	(\$1,136.54)
10 2190 591 0 000 000	PURCHASED SVCS FROM ESUs OR SCHOOL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2190 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2190 OTHER PUPIL SUPPORT SERV		\$0.00	\$0.00	\$14,042.82	0.00	(\$14,042.82)	\$0.00	\$0.00	(\$14,042.82)
2510 GENERAL ADMIN-BUSINESS SERVICE									
10 2510 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 382 0 000 000	TELEPHONE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 531 0 000 000	POSTAGE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 650 0 000 000	SUPPLIES-TECHNOLOGY RELATED	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 739 0 000 000	EQUIPMENT -EXCEEDS \$5,000	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 2510 890 0 000 000	MISCELLANEOUS EXPENSE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2510 GENERAL ADMIN-BUSINESS SERVICE		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
2670 SCHOOL SAFETY									
10 2670 352 0 000 000	OTHER PROF/TECH SERVICES	\$0.00	\$0.00	\$11,124.55	0.00	(\$11,124.55)	\$0.00	\$0.00	(\$11,124.55)
2670 SCHOOL SAFETY		\$0.00	\$0.00	\$11,124.55	0.00	(\$11,124.55)	\$0.00	\$0.00	(\$11,124.55)
8000 TRANSFERS									
10 8000 911 0 000 000	TRANSFERS TO THE GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
8000 TRANSFERS		\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
10 SCH DIST #54 COOPERATIVE FUND		\$0.00	\$0.00	\$25,167.37	0.00	(\$25,167.37)	\$0.00	\$0.00	(\$25,167.37)

Regular; Processing Month 08/2023									
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
12	STUDENT FEE FUND								
1300	SUMMER SCHOOL/YR-RD SCHOOL								
12 1300 111 0 000 000	SALARY-PROFESSIONAL STAFF	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 1300 221 0 000 000	SOCIAL SECURITY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 1300 231 0 000 000	RETIREMENT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 1300 610 0 000 000	GENERAL SUPPLIES	\$0.00	\$794.45	\$3,582.77	0.00	(\$3,582.77)	\$0.00	\$0.00	(\$3,582.77)
12 1300 626 0 000 000	GAS AND OIL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00	\$0.00
12 1300 890 0 000 000	MISCELLANEOUS EXPENSES	\$0.00	\$375.00	\$861.68	0.00	(\$861.68)	\$0.00	\$0.00	(\$861.68)
1300	SUMMER SCHOOL/YR-RD SCHOOL	\$0.00	\$1,169.45	\$4,444.45	0.00	(\$4,444.45)	\$0.00	\$0.00	(\$4,444.45)
12	STUDENT FEE FUND	\$0.00	\$1,169.45	\$4,444.45	0.00	(\$4,444.45)	\$0.00	\$0.00	(\$4,444.45)

Regular; Processing Month 08/2023									
Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/P Outstanding	P/O Outstanding	Unencumbered Balance
Grand Total:		\$0.00	\$2,149,520.53	\$27,862,690.69	0.00	(\$27,862,690.69)	\$23,265.48	\$0.00	(\$27,885,956.17)

TEACHER'S CONTRACT

For Class II, III, & VI Schools

THIS CONTRACT made by and between the School District of LAUREL-CONCORD-COLERIDGE No. 54 in the county of CEDAR in the State of Nebraska, hereinafter referred to as "District" and Hailey Osantowski, a legally qualified teacher, hereinafter referred to as "Teacher".

WITNESSETH: That the Board of Education of the District hereby agrees to employ the Teacher above named in the schools of the district for a school year, which shall begin on or about 1/1/2024, and end on or about 5/24/2024, and shall consist of 99 days of service and that the Teacher hereby agrees to accept such employment at the salary specified in the negotiated agreement between the board of education and the LAUREL-CONCORD-COLERIDGE Education Association for the 2023-2024 school year and under the following conditions.

Experience allowed: 1 (0 Outside + 1 Inside)

FTE: 1.0

Position: Duties Assigned by Supt.

Education Step: BA + 00

Factor: 1.00

FIRST: The salary of the Teacher shall be payable in 7 equal installments. The first installment shall be payable on the 20th day of February, 2024 and the remaining installments shall be payable on the 20th day of each month thereafter.

SECOND: The teacher hereby agrees to be governed by the policies of the Board of Education of the District and that the teaching duties to be performed by him/her under this contract shall be subject to assignment of the Superintendent of the District with the approval of the Board of Education of the District; and further agrees to devote full time, during the days of school, to his/her position in all respects, to diligently and faithfully perform the assigned duties as Teacher to the best of his/her professional ability.

THIRD: In addition to the teaching duties set forth herein, the Teacher may be assigned such "extra duty" assignments as defined from time to time by the parties of this agreement which shall be upon such terms and conditions and such additional stated rate of compensation as the Teacher and the District may from time to time agree upon.

FOURTH: This contract may be cancelled or amended by a majority of the members of the school board during the school year for any of the following reasons: (a) upon cancellation, termination, revocation or suspension of the teacher's certificate by the State Board of Education; (b) breach of any of the material provisions of this contract; (c) for any reason set forth in this contract; (d) incompetency; (e) neglect of duty; (f) unprofessional conduct; (g) insubordination; (h) immorality, or (i) physical or mental incapacity. Cancellation or amendment under this contract shall be governed by the provisions of 79-12, 110, R.R.S.

FIFTH: That upon termination of this contract for just cause, or upon the release of the Teacher from this contract, the compensation paid or to be paid hereunder shall be an amount which bears the same ratio to the yearly salary herein specified as the number of days of service to the date of such termination bears to 99 days of service. Any unearned fractional portion of an installment paid but not earned prior to termination of the contract shall be refunded by the Teacher.

SIXTH: There shall be no penalty for release or resignation by the Teacher from this contract; provided no resignation shall become effective until the close of the school year unless accepted by the Board of Education of the district and the Board shall fix the time at which the resignation is to take effect.

SEVENTH: This contract shall conform to the regulations governing deductions from the above stated compensation with reference to withholding tax, Social Security and teacher's retirement. Other deductions may be withheld as agreed to by the parties to this contract.

EIGHTH: The Teacher hereby affirms that he/she is not under contract with another School Board or Board of Education within this state covering a part or all of the same time of performance as is contemplated by this agreement. The teacher further affirms that at the beginning of the term of this contract and throughout the term of this contract he/she holds or will hold a valid Nebraska Teaching Certificate. It is understood and agreed that this contract is not valid until the teacher's certificate, as herein listed, is registered in the office of the superintendent of schools and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate.

NINTH: Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may, from time to time, be mutually agreed upon by and between the board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof.

TENTH: Hereafter, this contract may be continued by a separate, annual written, "Renewal Agreement" which shall incorporate all the provisions hereof by reference, except as stated on such Renewal Agreement. Renewal Agreements or renewal contracts must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fourteen (14) calendar days of receipt thereof from the district. Contract renewal, amendment, termination or cancellation shall also be subject to the requirements of Sections 79-12-111 through 79-12, 114 R.R.S. and any other applicable state statutes.

ELEVENTH: The failure to return a signed copy of the contract or renewal agreement to the Superintendent of Schools or Secretary of the Board of Education of the District on or before 8/1/2023 shall constitute a rejection by the Teacher of the offer of employment.

TWELFTH: Other Contract Terms:

Executed: 8/10/2023
Date

Hailey Osantowski
Teacher

Executed: 8/15/2023
Date

School District of LAUREL-CONCORD-COLERIDGE

Attest: _____
Secretary

No. 54

County of CEDAR

By: _____
President

2023-2024 Interlocal Agreement for Special Education Services

Cedar County District #14-0045, hereinafter referred to as Randolph Public Schools, and Cedar County District #14-0054, hereinafter referred to as Laurel-Concord-Coleridge School agree to the following terms and conditions for the 2023-2024 school year. The rates established for Special Education services, for the 2023-2024 school year are outlined below.

Programs		Service Costs or Fees	Paraprofessional Costs
Speech Therapy (LCC School)		Billed Directly to Randolph by LCC	
Audiological (ESU 1)		Billed Directly to Randolph by ESU 1	
Psychology (ESU 1)		Billed Directly to Randolph by ESU 1	
Physical Therapy (ESU 1)		Billed Directly to Randolph by ESU 1	
Occupational Therapy (ESU 1)		Billed Directly to Randolph by ESU 1	
Nursing Services (LCC or Agency)		Billed Directly to Randolph by LCC or Agency	
Autism and S&P Programs @ LCC Middle School		215 Day Program: \$16,000.00 (Per Student)	\$40,350.00 (Per Student)
Transportation		Randolph Responsible for Transportation	

1-Student Enrolled = \$16,000.00

1-Paraprofessional = \$40,350.00

S&P Program

Student(s)	Payment To	1st Quarter	3rd Quarter
Jackson Graham	Laurel-Concord-Coleridge School PO Box 8 Laurel, NE 68745	\$14,087.50	\$14,087.50
		2nd Quarter	4th Quarter
		\$14,087.50	\$14,087.50
Total Due to Laurel-Concord-Coleridge School			\$56,350.00
			(Plus other services billed directly.)

Dated: _____, 2023

By: _____
 Superintendent
 Cedar County District #14-0045
 Randolph Public Schools

Dated: _____, 2023

By: _____
 Superintendent
 Cedar County District #14-0054
 Laurel-Concord-Coleridge School

James B. Gessford
Daniel F. Kaplan
Gregory H. Perry
Joseph F. Bachmann*
R. J. Shortridge*
Joshua J. Schauer*
Derek A. Aldridge**
Justin J. Knight***
Charles Kaplan
Haleigh B. Carlson
Sara J. Tonjes



Of Counsel
Thomas M. Haase

*Also admitted in Iowa
** Also admitted in Kansas
***Also admitted in Colorado

Ernest B. Perry (1876-1962)
Arthur E. Perry (1910-1982)
R.R. Perry (1917-1999)
Edwin C. Perry (1931-2012)

MEMORANDUM

To: Bill Heimann, ESU 1 Administrator
From: Perry Law Firm
Date: June 5, 2023
RE: School District Annual Policy Service Update

A. REQUIRED POLICY UPDATES

1. **Policy 1101 - Use of School Facilities: Student Groups**– LB 805 was amended into Section 126 of LB 705. LB 805 requires schools to allow designated youth organizations the opportunity to provide information to students at school. The update to Policy 1101 incorporates these new requirements.

2. **Policy 5004 – Full-time and Part-time Enrollment & Policy 5103 – Extracurricular Activity Discipline** – LB 705 revised the part-time enrollment and extracurricular activity eligibility laws. Generally, part-time students now have more flexibility to participate in the public school district’s extracurricular activity program. The updates to 5004 and 5103 incorporate these new changes.

3. **Policy 5006, Resolution, and Sample Letter** – Sections 55 through 57 of LB 705 revamp Nebraska’s option enrollment laws for special education students. Under these new laws, a District generally cannot declare its entire special education program to be at capacity. Instead, a District must review and assess an option student’s needs on a case-by-case basis and make an individualized determination of whether the District has the capacity to provide the needed services or accommodations to that student. The updates to Policy 5006, the Capacity Resolution, and Sample Letter reflect these updates. Boards should plan to include these new changes when reviewing and approving the capacity resolutions for option students. LB 705 requires the Resolution be adopted by October 15th of each school year. In addition, two main areas of Policy 5006 are highlighted to draw attention to optional parts of the Policy. If your Board wants to keep or alter one (or neither) optional provision, you can remove or alter the other (or both) optional provisions.

4. Policy 5101 – Student Discipline – LB 705 includes a number of significant changes to Nebraska’s Student Discipline Act, including:

- A. No pre-kindergarten through second grade student may be suspended from school, unless they bring a deadly weapon to school, in a school vehicle, or to a school activity;
- B. Students cannot be compelled to attend an alternative education program to complete homework or coursework;
- C. Shorter timeframes for the administration’s investigation of alleged student misconduct; and
- D. Significant changes to the expulsion/long-term appeal process (which does not need to be in formal board policy but will require administrators to learn these new rules for the 2023-2024 school year).

5. Policy 5102 – Alternative Education – LB 705 revised the alternative education requirements for expelled students. The update to Policy 5102 incorporates these new changes.

6. Policy 5205 – Graduation – Prior to this session, the Legislature enacted LB 452 and LB 1112 that required financial literacy coursework prior to a student’s graduation. These requirements become effective during the 2023-2024 school year, so Policy 5025 has been updated to reflect the new financial literacy requirement.

7. Policy 6212 – Assessments—Academic Content Standards – The State Board of Education has updated Language Arts and Mathematics content standards. The updated Policy reflects the accurate dates of the new content standards.

8. Policy 6215 – Collection of Information Relating to Dyslexia– This session, LB 298 was signed into law. LB 298 requires public school districts to submit information about student dyslexia to NDE. NDE will collect that data and provide a report to the Legislature about dyslexia in public schools. This data must be provided to NDE by July 1st each year. To ensure that the Board complies with this new reporting requirement, we have added Policy 5602.

9. Policy 6284 - Initiations, Hazing, Secret Clubs and Outside Organizations – LB 705 (via LB 805) repealed Neb. Rev. Stat. § 79-2,103. This statutory reference has been removed from Policy 6284.

10. Policy 6600 – Special Education – There are several updates to the general special education policy to conform with recent developments and interpretations about special education law and a public school’s obligations.

11. Policy 6700 – Firearm Policy – LB 77 was one of the first bills signed into law this session. LB 77 expanded conceal carry rights but still prohibits concealed firearms on school grounds. The update to Policy 6700 clarifies that concealed firearms cannot lawfully be possessed on school grounds, with limited exceptions. Schools may (but are not legally required to) also choose to post notices at school to alert members of the public that concealed firearms are not permitted on school property.

12. Policy 6921 – Seizure Safe Schools – Last year, LB 639 required schools to develop plans for students with seizure disorders. This past 2022-2023 school year has resulted in confusion about who needs to be trained and how staff need to comply with the law. To ensure the Board is in compliance with the Seizure Safe Schools Act, we recommend adopting Policy 6921.

13. Policy 6930 – Behavioral Points of Contact – Last year, LB 852 passed to require schools to designate behavioral points of contact. To ensure compliance with this law, Policy 6930 confirms the District’s obligations in policy. In addition, Section 4 of LB 705 from this session slightly modifies these requirements. Note that LB 705 also requires behavioral awareness points of contact are required to be listed on the school’s website and in the student handbook.

14. Policy 8130 – Annual Organizational Meeting – Neb. Rev. Stat. §§ 576, 577, and 578 require the Board to appoint a secretary. These statutes also identify the secretary’s duties and responsibilities. In some districts, the appointment of the board secretary has differed from the appointment of the recording secretary (the person who takes notes). To avoid this confusion, we have clarified this potential distinction in Policy 8130.

B. OPTIONAL POLICY AND/OR HANDBOOK UPDATES

1. Policy 4171 – Resignation of Certificated Employees – With the ongoing teacher shortage, more and more school boards look to hold teachers to their contracts. Under state statute, a certificated employee cannot simultaneously be under multiple contracts with different districts. State law also allows a district to impose a deadline for certificated employees to indicate their intent to return to work for the district. However, not all districts have been as diligent as they should about establishing these deadlines or clearly articulating the process for certificated employees to request a release from their contract. As a result, to better clarify the district’s position on requests for releases, we recommend adopting Policy 4171.

2. Policy 5602 – Naloxone – Some schools have begun storing Naloxone (Narcan) in their school buildings. A sample policy is provided if your Board would like to formally approve allowing Naloxone in schools.

3. Policy 6288 – Artificial Intelligence – The use of artificial intelligence (like ChatGPT) is certainly on the rise. School boards have the option to adopt a policy to specifically address how students may incorporate artificial intelligence without violating the District’s plagiarism rules.

4. Telehealth Appointments at School. This past year, a number of school districts fielded requests from parents to allow their student to be excused from class to participate in a private telehealth/teletherapy appointment at school. In these situations, schools have the discretion to allow (or not) these appointments at school during the school day. On the one hand, these appointments may allow similar to doctor visits where a student would be excused. On the other hand, questions about supervision, parent involvement, and other privacy concerns may disfavor allowing these private sessions at school. There is no legal requirement that a school have a policy on this issue, but it is worth thinking through how your district will respond to and handle these requests. At a minimum, if your district plans to allow these private appointments at school, you should secure a written consent form from the student's parents or guardians.

5. Name, Image, and Likeness Rulings. Effective February 27, 2023, the NSAA implemented Approved Rulings to outline NSAA's NIL rules for Nebraska student-athletes. Given how fluid the NIL landscape continues to be, and the fact that NSAA Approved Rulings are traditionally not included in School Board Policy, we have not added a NIL Policy to our policy updates. Nonetheless, Activities Directors, Coaches, and students should be aware of these Rulings to ensure compliance with these NIL requirements.

6. Banning Cell Phones in Classrooms. Multiple school districts have reached out to inquire about any handbook or policy language to ban cellphones in classrooms. To be clear: prohibiting cell phones in classrooms is a lawful option for schools to consider. However, there have been practical issues in some districts in defining a "cell phone." For instance, are smartwatches covered? Are all cell phones prohibited or just smartphones? Will tablets or other gaming devices also be banned? It can be difficult for administrators to make these determinations without clear direction in the student handbook or policy. We are happy to work with your district on a "no cell phone" rule, though this type of rule generally needs to be carefully planned and crafted to address the specific goal of eliminating distractions during class time.

7. Book Challenges. Every District should have a Board Policy to address challenges to (1) materials in the curriculum; and (2) materials in the library. In light of the increasing book challenges, boards should review their policies this summer to ensure that they are comfortable with their processes during this upcoming school year. In particular, the District needs to follow its policy when considering the removal of a challenged book to avoid future legal troubles. This continues to be difficult issue for school boards, who, on the one hand, have been sued for refusing to remove books and, on the other hand, have been publicly admonished by the Office of Civil Rights for removing books.¹ In the end, the best approach is to ensure that Board Policy outlines a prudent approach to book challenges and to follow that Policy carefully.

¹ "U.S. Department of Education's Office for Civil Rights Resolves Investigation of the Removal of Library Books in Forsyth County Schools in Georgia," <https://www.ed.gov/news/press-releases/us-department-educations-office-civil-rights-resolves-investigation-removal-library-books-forsyth-county-schools-georgia>

8. Flags and Displays in Classrooms. School districts in other parts of the country received increased notoriety for situations involving teachers displaying controversial flags or other displays in their classrooms. As a general rule, staff do not have a First Amendment right to express their personal political opinions as a school employee. However, if the school allows one political viewpoint in the classroom, then the school must usually allow the other “side” of the issue. This came to a head in a different state, where one teacher displayed a “Blue Lives Matter” flag in protest of other teachers hanging “Black Lives Matter” flags in their classrooms. If your district would rather avoid flags or political displays entirely, you could adopt a policy or staff handbook rule that limits displays to specified criteria, such as those directly related to the curriculum, the American Flag, and so forth.

9. Coffee Act Policy. Neb. Rev. Stat. § 13-2203 allows school boards to expend public funds for “plaques, certificates of achievement, or items of value awarded to elected or appointed officials, employees, or volunteers, including persons serving on local government boards,” so long as the board adopts a policy that “sets a dollar limit on the value of any plaque, certificate of achievement, or item of value to be awarded.” This amount cannot be amended more than once in any twelve-month span. Most Board Policies list \$50.00 as their District’s “amount.” With inflation and the increasing cost of goods, Boards may want to consider increasing this amount as part of their policy updates. (There is no minimum or maximum amount listed in statute.)

10. Employee Relationships. Several unfortunate personnel matters this year involved supervisor-subordinate relationships in the workplace. In most of these cases, the relationship was not disclosed until the relationship ended and the subordinate reported harassment and/or retaliation by their supervisor. In light of these instances, it would be worth discussing whether your board should adopt a policy or provision in the staff handbook that requires supervisors to disclose relationships to the Superintendent or, in the case of the Superintendent, the Board of Education. The requirement to disclose relationships can, of course, be a very sensitive subject, especially in smaller districts.

C. OTHER CONSIDERATIONS

1. New FLSA and FMLA Posters. In April 2023, the United States Department of Labor updated both the FLSA and FMLA posters. Copies of the new posters are attached. Current FLSA and FMLA posters should be replaced with these updated versions. If a copy of either poster is included in your staff handbook, you will want to update your handbook to reflect the new posters.

2. New EEOC Poster. Earlier this year, the EEOC updated its mandatory “Know Your Rights” poster. Schools should replace their current poster with this attached, updated version.

3. Future Student Dress Code Changes. LB 298 (signed into law this session) includes future changes to school dress codes. As background, the ACLU released a “report” earlier this school year criticizing school dress codes.² That “report” evidently generated interest in the Legislature about the need for schools to review and update their dress codes. In response, the Legislature, via LB 298, required NDE to prepare and, by December 1, 2024, distribute a “model” dress code and grooming policy. Every public school district then has until July 1, 2025 to adopt a dress code and grooming policy (based on NDE’s “model” policy) to be effective during the 2025-2026 school year. As a result, there is no student dress code policy update at this time, but there will be in the coming years. Boards may still want to review their dress code to see if it needs updating before the 2023-2024 school year.

4. LB 705. LB 705 passed this session as the Education Committee’s “Christmas Tree” bill because LB 705 incorporated roughly 24 other bills. Governor Pillen signed LB 705 into law on June 1, 2023. LB 705 includes several required policy updates (as noted above) this year and will require future policy updates. Other legal considerations from LB 705 include the following:

A. Beginning in the 2026-2027 school year, each administrator, teacher, paraprofessional, school nurse, and counselor must receive “behavioral awareness training” at least once every three years. (LB 705, § 3).

B. By January 15th of each school fiscal year, school districts may apply for a larger reimbursement from the State for special education expenses. (LB 705, § 41)

C. School districts are “encouraged” to adopt “policies incentivizing teacher recruitment and retention” similar to the new Teacher Recruitment and Retention Act. It is not clear what those policies would look like, and any such policy would need to be tailored to avoid violating the applicable negotiated agreement. (LB 705, § 47).

D. Create a competitive grant program to help schools fund security-related infrastructure projects, such as surveillance equipment, door-locking systems, and double-entry doors for school buildings. (LB 705, § 124).

E. The computer science and technology requirements were delayed, and additional flexibility was granted to schools to structure this requirement. (LB 705, § 101).

F. Additional flexibility for individuals to obtain a temporary teaching certificate. (LB 705, § 88).

G. Beginning in the 2024-2025 school year, all students must complete the FAFSA to graduate high school, with several exceptions. (LB 705, § 79).

² <https://www.aclunebraska.org/en/grading-nebraskas-dress-codes>.

H. A repeal of the textbook loan program for school districts. Instead, beginning July 1, 2024, NDE will take over this program. (LB 705, § 80).

I. By August 1, 2025, each school district must adopt a policy relating to behavioral intervention, behavioral management, classroom management, and removal of a student from a classroom. (LB 705, § 78).

J. During the 2023-2024 school year, every school employee who interacts with students must receive at least one hour of “behavioral and mental health training with a focus on suicide awareness and prevention training each year.” (LB 705, § 77).

5. Title IX Regulations. The United States Department of Education previously anticipated releasing new, proposed Title IX regulations this spring. However, the Department recently announced that the proposed regulations would not become public until this fall. As a result, no changes to Title IX-related policies are required at this time. Depending on the content of the new regulations, there may be updates next year.

6. NDE Rule 23 Repeal. In May 2023, Governor Pillen signed the official repeal of NDE Rule 23. Rule 23 generally required new teachers to pass a basic skills assessment before obtaining their teaching certificate. It does not appear that the repeal of Rule 23 will directly apply to any local school board policies, but we wanted to bring this to your attention.

7. Written Procedures for Foster Care Students. During recent audits, NDE has asked for written procedures for the transportation of foster care students. The Every Student Succeeds Act requires these procedures. This summer would be a good time to review your procedures to make sure they are accurate.

8. Federal Pregnancy Laws. The recently passed federal omnibus funding bill contains two new employment laws, including:

(A) Pregnant Workers Fairness Act. The Act requires employers to provide reasonable accommodations for pregnancy/childbirth-related limitations.

Nebraska’s nondiscrimination laws already include protections, so the PWFA does not add any significant changes for Nebraska schools. (See Nebraska law 48-1102 ("Reasonable accommodation, with respect to pregnancy, childbirth, or related medical conditions, shall include acquisition of equipment for sitting, more frequent or longer breaks, periodic rest, assistance with manual labor, job restructuring, light-duty assignments, modified work schedules, temporary transfers to less strenuous or hazardous work, time off to recover from childbirth..."))).

(B) “Providing Urgent Maternal Protections for Nursing Mothers Act” (or the “PUMP for Nursing Mothers Act.”) The FLSA was amended in 2010 to require employers to provide reasonable break time as needed and a private place, other than a bathroom, for nursing mothers to express breast milk for one year following a child’s birth. 29 U.S.C. § 207. This requirement, however, applied only to non-exempt employees. The PUMP Act expands the breastfeeding accommodations to include exempt, as well as non-exempt, employees.

Nebraska law 20-170 gives mothers the right to express milk wherever they want, and Nebraska law 48-1102 requires employers to give employees "break time and appropriate facilities for breast-feeding or expressing breast milk." As a result, the PUMP Act will also not result in a significant change for Nebraska schools.

9. Executive Order on Broadband Security. On February 22, 2023, Governor Pillen signed an Executive Order to prohibit the State from contracting or funding any program that generally uses any equipment or services on the Federal Communications Commission’s “Covered List.” The Governor’s stated intent behind the Executive Order was to prevent the State of Nebraska and its contractors from using equipment and services under the control of the Chinese Communist Party. It would be worthwhile for school district’s technology departments to investigate this summer whether any of the school’s equipment or services falls under the Covered List, and whether those services or equipment need to be discarded or replaced under the Executive Order.

10. LB 583. The Governor signed LB 583 into law on May 31st. Section 10 of LB 583 requires that, beginning in the 2023-2024 school year, every school district to submit a report to NDE that includes: (1) “the amount by which the school district reduced its property tax request for such school fiscal year, if any such reduction occurred;” and (2) “other information as required by the department.” The text of LB 583 does not specify what “other information” will be required, nor does the new law specify the deadline for submitting this report.

11. LB 644 (the “Postcard Bill”) Updates. Last year, LB 644 became effective and caused significant confusion. Of note, the new law was not interpreted consistently across counties, there were practical issues with printing the correct information on the postcards, and practical issues arose with LB 644’s tight timing requirements. After this first year, some in the Legislature promised to address these concerns. LB 529 (merged into LB 727—another “Christmas Tree” bill) made an effort to address some of these problems. It is not clear how the new state funding model will affect the need for LB 644 hearings moving forward (especially after this first year), but Section 49 of LB 727 incorporates the following changes to the postcard hearing process:

A. Amounts levied to pay bond payments are not included in the calculation of levy increase;

B. At least one elected official must attend the joint public hearing. A designated representative (such as the Superintendent) may also attend and provide information.

C. A quorum of the board attending the joint public hearing does not constitute a “meeting” under the Open Meetings Act.

12. Open Meetings Act Poster. There do not appear to be any changes to the Open Meetings Act this year. However, as a reminder, the Open Meetings Act requires “the current version of the Open Meetings Act” be available during board meetings. The Open Meetings Act was last updated in 2022. This would be a good time to make sure that your poster contains the current version of the Open Meetings Act.

13. Required Annual Hearings. One common question we receive every summer relates to the legally required hearings that the Board of Education needs to hold annually. Per the statutes identified below, a school board is required to review or hold a hearing on the following each year:

- A. Parental Involvement Policy (§ 79-533);
- B. Parental and Family Involvement Policy (Title 1) (ESSA);
- C. Bullying Policy (§ 79-2,137);
- D. Attendance Policy (§ 79-209);
- E. Multicultural Policy (§ 79-721);
- F. Student Discipline Policy (and what will be referred to the law enforcement) (§ 79-262); and
- G. Committee on American Civics (not necessarily a full board hearing, but at least two public meetings must occur annually, with at least one allowing public testimony) (§ 79-724).

The summer months are a great time to hold these required hearings.

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

Community RelationsUse of School Facilities: Student Groups

1. Access by Youth Organizations. The District will allow, upon request, a representative of a recognized youth organization to provide: (1) oral or written information to students regarding the youth organization and how such youth organization furthers the educational interests and civic involvement of students in a manner consistent with good citizenship; and (2) services and activities to any student who is a member of such youth organization. A “recognized youth organization” is limited to those group listed in 36 U.S.C. Subtitle II, Part B. Each requesting youth organization will be permitted to provide information at school at least once during each school year. The administration will make a good faith effort to find a mutually agreeable date, time, and location for each requesting youth organization, though the administration shall have the ultimate authority to select the date, time, and location for any requesting youth organization. Under no circumstances will any requesting youth organization be permitted to provide oral information to students during instructional time, unless previously approved by the Superintendent or Superintendent’s designee. Every representative from a requesting youth organization must submit to, at the organization’s cost, a background check. The Superintendent or Superintendent’s designee may refuse to allow an individual to be on school grounds if the individual’s background check discloses a prior felony conviction or if, in the Superintendent’s discretion, the background check otherwise reveals concerns about student safety. Nothing in this Paragraph preempts or undermines any provision of the District’s Parental Involvement Policy.

~~1.2.~~ Equal Access to Student Groups. In the event any of the secondary schools (grades 6-12) have a limited open forum as defined in the Equal Access Act, such school(s) shall not deny equal access or a fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings. A limited open forum for this purpose exists if the secondary school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during noninstructional time.

All such student meetings at school are subject to the following requirements:

- a. the meeting must be voluntary and student-initiated;
- b. there must be no sponsorship of the meeting by the school or its agents or employees;
- c. employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- d. the meeting must not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- e. non-school persons may not direct, conduct, control, or regularly attend activities of the student group.

The administration shall in all respects maintain the District in compliance with the Equal Access Act.

- 2.3. Equal Access to Outside Groups Meeting at School. If the District provides an opportunity for one or more outside youth or community groups to meet on school premises or in school facilities before or after school hours, the District shall make that opportunity available to other similarly situated groups. The administration shall in all respects maintain the District in compliance with the Equal Access Act.

Legal Reference: 20 U.S.C. Section 4071-4074 (Equal Access Act)
20 U.S.C. Sec. 7905 (Boy Scouts of America Equal Access Act) & 34
CFR Part 108
LB 705, § 126.

Date of Adoption: August 10, 2015~~[Insert Date]~~
Date of Review: December 12, 2022
Date of Amendment: August 14, 2023

Personnel - Certificated EmployeesResignation of Certificated Employees

Certificated employees are encouraged to notify their immediate supervisor of their plans to resign as soon as practicable. The Board of Education will generally accept all tendered resignations, effective at the end of the current school year, submitted prior to March 15th.

The Board delegates to the Superintendent the authority to formally ask certificated employees in writing whether they intend to accept employment with the District for the following school year. The Superintendent shall give employees a deadline to respond to such requests, so long as the deadline occurs after March 14th. Any employee who fails to respond or declines to accept employment for the following school year may be terminated from employment if they refuse to resign.

The Superintendent is further authorized to file a complaint with the Professional Practices Commission for any teacher who abrogates their contract with the District.

Notwithstanding anything to the contrary herein, the Board is not obligated to accept or reject any tendered resignation if the employee is involved in a disciplinary matter or for any other reason that the Board deems to be in the best interest of the District.

Legal Reference: Neb. Rev. Stat. § 79-829.

Date of Adoption: August 14, 2023

StudentsAssignment of Students: Grade Placement and Transfer StudentsAssignment of Students

It shall be the responsibility of the administration to determine academic placement decisions involving students, including situations where students transfer into Laurel-Concord-Coleridge School from other educational settings. The District reserves the right to make the most appropriate grade level placement, class placement and teacher assignment for students which best fulfills the needs of the students and the school district.

Grade Level Placement and Credits

Students who enter the District shall be required to present transfer documents and such records as the administration determines appropriate, indicating grade placement, courses completed, and special needs or accommodations, and may be required to complete achievement test to determine appropriate placement.

Placement decisions will consider whether the student is transferring from a school which is accredited or approved. An “accredited” or “approved” school is one which was accredited or approved by the Nebraska Department of Education and, for schools from other states, is a school which is accredited or approved by that state’s department of education, meeting requirements which are the same or equivalent as those of the Nebraska Department of Education.

Transfers from Accredited or Approved Schools

Students transferring from accredited or approved schools will initially be placed in the next grade level above that which the student last successfully completed, or for transfers during the school year, in the same grade level as the student was at prior to the transfer. Credits earned at an accredited or approved school will be accepted by the Laurel-Concord-Coleridge School. A student who enrolls during the school year shall be given the opportunity to earn full credit for the courses in which the student is enrolled if the student is able to demonstrate mastery of the subject matter and/or completion of course requirements, other than attendance, at a level required for other students to receive credit who have been enrolled throughout the period for which the credit is to be granted. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination.

Transfers from Non-Accredited or Approved Schools

Students transferring from schools which are not accredited or approved (e.g., home schools) will be placed at a grade level to be determined by the administration based on consideration of the following factors:

1. Student’s chronological age.
2. Transcript review
3. Testing (achievement test data; diagnostic test data; and/or criterion referenced test data)
4. Teacher evaluation of student competency

Credits earned at a school that is not accredited or approved will not be accepted by the Laurel-Concord-Coleridge School. However, the administration may, in its discretion and subject to regulatory requirements, grant a student credits towards meeting graduation requirements for core curriculum courses (not elective courses) completed by the student in a non-accredited or non-approved school if the student is able to demonstrate mastery of the subject matter and completion of course requirements, other than attendance, at a level required for other students to receive credit and to demonstrate that the student has received instruction in such course(s) comparable to that which the student would have received by attending an accredited or approved school. The administration may use a review of transcripts from prior schools attended, standardized tests, assessments, and/or teacher evaluations of student competency in the subject matter to make such a determination. The same criteria will be used for determining whether to grant credit to such a student who enrolls during the year.

Class Rank and Graduation

~~Class rank is figured 3 times a year, in August to adjust for enrollment changes, at the end of the first semester and at the end of second semester and is determined through a formula converting the following performance areas:~~

~~Cumulative Semester Grades: 50% of Class Rank Formula~~

~~Semester grades (cumulative percentage) will be used in calculating points in the semester grade category for class rank.~~

~~ACT Test: 25% of Class Rank Formula~~

~~The highest ACT score will be used in the calculation for class rank.~~

~~MAPS: 25% of Class Rank Formula~~

~~Students will use an average of their highest high school student percentile range on each of the initial Fall/Spring MAP Assessments in grades 9-11 when calculating class rank. Note: Any retakes will not be included in figuring class rank.~~

~~*The formula for calculating class rank will be 50% GPA, 25% average of the highest percentile rank on each MAP assessment, and 25% on the composite scores for the ACT exam.~~

~~*Ties for class rank will be broken by using the accumulated percentage grade point average rounded to the nearest 10th of a point.~~

~~*Traditional rounding will be used when figuring points. 0.5 or higher will be rounded up the next whole percent.~~

Percentage Grade	Maps	ACT
98-100 = 22 pts	97-100 = 11 pts	35-36 = 11 pts
96-97 = 20	90-96 = 10	31-34 = 10
93-95 = 18	85-89 = 9	27-30 = 9
90-92 = 16	80-84 = 8	23-26 = 8
87-89 = 14	75-79 = 7	21-22 = 7

84-86 = 12	70-74 = 6	19-20 = 6
81-83 = 10	65-69 = 5	17-18 = 5
78-80 = 8	60-64 = 4	15-16 = 4
75-77 = 6	55-59 = 3	13-14 = 3
72-74 = 4	50-54 = 2	11-12 = 2
0-71 = 2	0-49 = 1	0-10 = 1

Academic Recognition – Graduation with Honors

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative GPA of 4.0.
- Magna Cum Laude – A graduating senior with a cumulative GPA between 3.800 – 3.999
- Cum Laude – A graduating senior with a cumulative GPA between 3.500 – 3.799

GPA will be calculated on a numeric basis using a four-point scale. The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

Grade Earned	Percentage Range	Four-Point Scale
A+	98-100	4.00
A	95-97	4.00
A-	93-94	3.667
B+	90-92	3.333
B	87-89	3.00
B-	85-86	2.667
C+	82-84	2.333
C	79-81	2.00
C-	76-78	1.667
D+	74-75	1.333

D	72-73	1.00
D-	70-71	0.677
F	0-69	0

Transfer Students

To provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually. The goal of this process is to ensure equity and fairness so that those transferring in are given neither an advantage nor disadvantage in the calculation of GPA.

Selection of Speakers at Graduation, Baccalaureate, Honors Night

Students having achieved recognition as Summa Cum Laude and who are interested in representing their graduating class as speakers at Graduation, Baccalaureate, or Honors Night shall apply at the designated time during the second semester of their senior year. The application process for selection and assignment of interested speakers will be determined by the Administration. In the event no senior students receive Summa Cum Laude recognition or an insufficient number of such students are interested in speaking, senior students having the next highest GPAs will be invited to apply as speakers.

Legal Reference: Neb. Rev. Stat. " 79-526 and 79-729;
Title 92, Nebraska Administrative Code, Chapter 10 and February 1993
“NDE Position Statement Regarding Reintegration of Rule 13 Students to Accredited Schools”

Date of Adoption: August 15, 2015

Date of Amendment: July 11, 2016

Date of Amendment: August 15, 2023

Students

Full-time and Part-time Enrollment

Full-time Enrollment

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

Exceptions are permitted only for:

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

Part-Time Enrollment of Non-Public School Students

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

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

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

services to be provided to full-time students.

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

A. Non-Public School Student Enrollment Application Procedures.

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

that enrollment will be continued from one year to the next.

B. Non-Public School Student Admission

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

C. Non-Public School Student Enrollment Standards

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

~~courses. are not permitted to enroll in essential courses. Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.~~

D. Non-Public School Student Policies

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

enrolled. Exceptions may be made in the discretion of the principal or the principal's designee. Students must sign in and out of the school by following the building level procedure. Students are responsible for being aware of any changes in the school schedule during inclement weather or for other reasons.

7. Transportation. Students enrolled on a part-time basis are not entitled to transportation or transportation reimbursement, unless otherwise required by law. Full-time students will be given first consideration for parking on the high school campus.
8. Academic Honors. Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the District or receive academic honors (for example, class rank and honor roll) except to the extent the student meets all requirements of the District's policies for such, including attainment of minimum credits and semesters of attendance.
9. Extracurricular Activities. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Students enrolled on a part-time basis may be permitted in the discretion of the principal and athletic director to participate in extracurricular activities. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Legal Reference: Neb. Rev. Stat. Sec. 79-2,136 and Sec. 79-526
LB 705, § 75
Title 92, Nebraska Administrative Code, Chapter 10

Date of Adoption: ~~[Insert Date]~~August 10, 2015
Date of Amendment: August 14, 2023

StudentsOption EnrollmentA. Process and Time Lines to Option In

For a student to attend [Name] Public Schools as an option enrollment student, the student's parent or legal guardian must submit an application to the Board of Education of the [Name] Public School District between September 1 and March 15 for enrollment during the following and subsequent school years (the "application period").

Upon receipt of an application, the Superintendent or the Superintendent's designee shall provide the resident school district with the name of the applicant on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

Provisions for Waiver of Application Deadline

The application deadline will be waived by the School District for applications to option

into the Laurel-Concord-Coleridge School, provided that the application contains a release approval from the resident district and satisfies any other requirements of law. Further, the application deadline shall not be waived if the application is for enrollment in any program, class, grade level or school building or in any special education programs operated by this School District which have been determined by the School District to be at capacity in accordance with the capacity standards (Appendix "1"), and no waiver of the deadline shall be made for such an application regardless of whether such capacity determinations are declared invalid for any reason.

B. Rejection of Applications; Reasons

1. Capacity: An option enrollment application shall be rejected in the event the capacity of a program, class, grade level, or school building **or the availability of appropriate special education programs** operated by the School District would be exceeded by acceptance of the application, and an option enrollment application shall be rejected in the event the application is for enrollment in a program, class, grade level, or school building which has been declared unavailable to option students due to lack of capacity.

The Director of Special Education shall review on a case-by-case basis all option applications for students that would receive or could be eligible to receive special education or related services. If the Director or designee determines that the District does not have the capacity to provide the student with the appropriate services and accommodations, then the Director or designee shall send a denial notice to the parent(s) or guardian(s) and include a description of services and accommodations that the District does not have the capacity to provide.

2. Timeliness: An option enrollment application shall be rejected in the event the application is not filed on or before the April 1st immediately preceding the school year in which enrollment is sought, and the filing deadline has not been waived.
3. Previous Option Enrollment: An option enrollment application shall be rejected in

the event the student has previously filed an option enrollment application for enrollment in any School District and has had such application accepted, unless a statutory exception to the “one-time” rule is applicable to the student’s circumstance.

4. Other Reasons: An option enrollment application may be rejected in the event the Superintendent, the Superintendent’s designee, or the School District determines: The application is not submitted on a form prescribed by the State Department of Education, is not completely and accurately filled in, is not received within the time required by law, or any additional information requested to be supplied is not supplied to the School District within the time lines indicated; or in the event acceptance of the application is not required by law. Matters which are legally prohibited from being considered as standards for acceptance or rejection of applications (including “previous academic achievement, athletic or extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings” and further including, without limitation, race, national origin, and gender) shall not be considered as reasons for acceptance or rejection.

C. Priority of Acceptance

Priority shall be accorded in the following order: (1) first, to those applications required to be given priority by law, (2) second, to those with a sibling in attendance at [Name] Public Schools, with priority within this group being given to those who had earliest filed applications, and (3) third to those without an option student sibling in attendance at [Name] Public Schools, with priority within this group to those who had earliest filed applications.

Filing date determinations are made by the Superintendent, or the Superintendent’s designee. In the event applications within a group are received at the same or substantially the same time, priority as between such same-date applications shall be determined on the basis of random drawing.

D. Determination of Capacity

The School District will determine and set, on an annual basis, the maximum number of option enrollment applications the School District will accept in any program, class, grade level or school building ~~or in any special education programs~~ operated by this School District, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this School District will contract based on existing contractual arrangements, and ~~availability of appropriate special education programs, and~~ may declare a program, class or school unavailable to option students due to lack of capacity. Such determinations may be made in the form of an Appendix “1” to this Policy. The determination and declaration made for any school year shall continue in effect for the next and subsequent school years unless otherwise determined and/or declared. The capacity for special education services shall be determined on a case-by-case basis as determined by the Director of Special Education or designee.

E. Releases for Options Out

Provisions for Release:

A request for release of a resident student of the Laurel-Concord-Coleridge School who submits an enrollment option application after March 15 or any other statutory deadline will be granted unless the release shall not be granted if the administration is considering or has recommended expulsion of the student at the time the application is filed, and the administration determines it is appropriate to complete the expulsion process.

The Superintendent or the Superintendent's designee is hereby authorized to execute such releases on behalf of the School District and the School District, subject to subsequent ratification by the School District.

F. Notification of Acceptance or Rejection

In the case of an application to option enroll into the [Name] Public School District, the Superintendent or the Superintendent's designee shall notify, in writing, the parent or legal guardian of the student and the resident school district whether the application is accepted or rejected on or before April 1 or, in the case of an application submitted after March 15, within sixty days after submission.

If an option enrollment application or a request for release is rejected by the [Name] Public

School District, the Superintendent or the Superintendent's designee shall provide written notification to the parent or guardian stating the reasons for the rejection and the process for appealing such rejection to the State Board of Education. Such notification shall be sent by certified mail.

G. Applications Subsequent to Relocations or Mergers

An option enrollment application does not require a release and shall be accepted or rejected within forty-five days after filing in the following circumstances:

1. the student relocated to a different resident school district after February 1, or
2. the student's option school district merged with another district effective after February 1, and
3. the application is for attendance during the immediately following and subsequent school years.

H. Status of Option Student

A student who is admitted under the enrollment option program shall be treated as a resident student, and in such regard shall be required to provide such enrollment information and documentation as is required for enrollment of other students (e.g., certified birth certificate and evidence of physical examination, visual evaluation and immunization), shall be required to be enrolled on a full-time basis, and shall be required to adhere to student conduct rules. The building assignment for an option student, as well as classroom and grade level assignments, shall be determined by the administration.

An option student shall not be entitled to transportation except as required by law. Transportation or transportation reimbursement will be provided in the following circumstances:

1. The [Name] Public School District may, upon mutual agreement with the parent or legal guardian of an option student, provide transportation to the option student on the same basis as provided for resident students. The school district may charge the parents of each option student transported a fee sufficient to recover the additional costs of such transportation.
2. Option students who qualify for free lunches are eligible for either free transportation or transportation reimbursement from the option school district. The District's policy is that the District selects which service (transportation or reimbursement) is to be provided to students.
3. For option students receiving special education services, the transportation services required in the student's Individualized Education Plan shall be provided by the resident school district.

I. Information Regarding Schools, Programs, Policies and Procedures.

As part of the option enrollment program, the administration shall make information about the [Name] Public Schools and its school, programs, policies and procedures available to all

interested persons and shall have a copy of the option enrollment policy and regulations available at each school building.

Legal Reference: Neb. Rev. Stat. Sections 79-232 to 79-246

Date of Adoption: [Insert Date]

RESOLUTION

WHEREAS, the School Board is required by law to adopt by resolution policies and specific standards for acceptance or rejection of option enrollment applications by October 15th for the following school year; and,

WHEREAS, the School Board has received and reviewed evidence and information submitted by the administration and other sources and made determinations thereon with respect to standards for acceptance or rejection and with respect to the capacity of this school district to accept option enrollment students based upon available staff, available facilities, projected enrollment, and availability of special education programs for the following school year; and,

WHEREAS, the School Board has determined that the educational interests of this school district would be best served by adoption of the resolutions, and the policies and specific standards herein contained.

NOW, THEREFORE, BE IT RESOLVED that the Option Enrollment Policy presented to the School Board as Policy 5006, and Appendix "1" to such Policy 5006, should be and the same are hereby adopted, and any previous policy or interpretation or application of the option enrollment program which is or has been inconsistent with the Policy 5006, and Appendix "1" to such Policy 5006, are repealed effective on the date of the passage of this resolution,

BE IT FURTHER RESOLVED that all paragraphs, subparagraphs, and portions of words of this Resolution, of Policy 5006, and Appendix "1" to such Policy 5006 are severable and that in the event any of the same are determined to be invalid for any reason, such determination shall not affect the validity of any of the remainder of the same.

BE IT FURTHER RESOLVED that policies and specific standards for acceptance or rejection of option enrollment applications should be and are hereby adopted, for applications filed after adoption of this resolution, and are hereinafter set forth:

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same. After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____. The Resolution having been consented to and approved by a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this ____ day of _____, 20__.

[NAME] PUBLIC SCHOOLS

By: _____
President

Attest: _____
Secretary

Appendix “1” to Option Enrollment Policy

The following is Appendix “1” to Policy 5006 for the current school year. The Board of Education hereby sets forth the maximum number of option students for the current school year in any program, class, grade level or school building or in any special education programs operated by this school district, based upon available staff, facilities, projected enrollment of resident students, projected number of students with which this school district will contract based on existing contractual arrangements, and availability of appropriate special education programs. Any program, class, grade level, or school building which has “0” as the No. of Option Students is hereby declared unavailable to option students due to lack of capacity.

PROGRAM	PROGRAM CAPACITY	PROJECTED ENROLLMENT	NO. OF OPTION STUDENTS
Kindergarten			
First			
Second			
Third			
Fourth			
Fifth			
Building Capacity, Elementary			
~~Level I Elementary Special Education~~			
~~Level II & III Elementary Special Education~~			
Sixth			
Seventh			
Eighth			
Building Capacity, Middle School Attendance Center			
~~Level I Middle School Special Education Program~~			
~~Level II and III Middle School Special Education~~			
Ninth			
Tenth			
Eleventh			
Twelfth			
Building Capacity, Sr. High School Attendance Center			
~~Level I Sr. High School Special Education Program~~			
~~Level II and III Sr. High School Special Education~~			

* Special education capacity will be determined on a case-by-case basis in accordance with state

law and the available resources as determined by the District's Director of Special Education or designee.

[Print on School District Letterhead]

[Date]

[Insert Name of Parent/Guardian]
[Insert Street Address]
[Insert City], NE [Insert Zip Code]

RE: Option Enrollment; [Insert Name of Student]

Dear [Name of Parent/Guardian]:

I am writing to notify you of the rejection of your:

___ option enrollment application
___ request for a release approval.

Reason for Rejection: The reason for the rejection is that your application or request does not meet the conditions for approval that are set forth in the District's option enrollment policy and/or state law. Additional reasons for the rejection are set forth in the completed application form, which is enclosed.

Special Education Capacity Determination: If the option application disclosed or revealed that the student would receive or could be eligible to receive special education or related services, the District conducted an individualized analysis to determine capacity. After this careful individualized assessment, the District's Director of Special Education or designee concluded that the District does not have the capacity to provide the student with the following _____ services _____ and _____ accommodations:

Appeal Process: The parent or legal guardian may appeal a rejection of an application or of a request to release. The appeal is to be filed with the State Board of Education within thirty days after the date the notification of rejection is received. A sample petition form for an appeal can be found ~~in Appendix A of~~ on the Nebraska Department of Education's [website](#)

(<https://www.education.ne.gov/>)Rule
(<http://www.nde.state.ne.us/LEGAL/RULE61.html>). 61

Sincerely,

[Name] Public Schools

[Name of Superintendent], Superintendent

Enclosure: Completed Option Enrollment Application

Sent via certified mail

StudentsStudent Discipline

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

The following process will apply to short-term suspensions:

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

The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.

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

b.

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

evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

g. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

h. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
- a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

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

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

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan

shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

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

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

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test

- before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
- (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program

without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not

limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - (1) “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
 - (2) “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - (i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - (ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or
 - (iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
 - (1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
 - (2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds

during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Disposition of Confiscated Electronic Devices: Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a

relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

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

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

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

- e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student’s maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student’s parent of the fact that the referral to legal authorities has been or will be made.
The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

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

Date of Adoption: [Insert Date]

StudentsAlternative Education Programs or Plans For Expelled Students

In the event action is being taken to expel a student from this school district, the Administration ~~may offer the student shall select one of the following described educational options to be made available to the expelled student during the period of expulsion, to-wit: (1) An an~~ alternative school, class, or educational program (hereinafter referred to as an "alternative program"); or (2) ~~the~~ development of a plan of behavior modification, educational objects, and financial resources and community programs available to meet the behavioral and educational objects, and monthly reviews to assess the student's progress toward meeting the specified goals and objects. ~~The superintendent or superintendent's designee shall make known to the expelled student which of the alternative educational options the administration has selected for the student's expulsion. Such information shall be made known to the expelled student on or before the date the expulsion becomes effective. An expulsion becomes effective, as to a student who has been given a written notice of a recommendation to expel, on the earliest of the following dates: (1) if the student, parent, or guardian has not requested a hearing, the sixth school day following receipt of the notice of the recommendation to expel, (2) if the student has requested a hearing, the date the student, parent, or guardian receives notice of the determination of the superintendent or superintendent's designee to expel the student, or (3) such other date as may be mutually agreed by the student, parent, or guardian and the administration. An expelled student may not be required to attend the alternative program.~~

A. ALTERNATIVE EDUCATION PROGRAM:

The Superintendent or Superintendent's designee is hereby granted the authority to arrange and plan for a student's alternative educational program, based on the available resources and student's individual circumstances.

~~The approved alternative programs are: (1) community-based programs, (2) home-based programs, (3) specialized tutorial experiences, and (4) distance learning. The Board of Education may, from time to time, approve other alternative programs and may approve specific alternative programs and may enter into contracts for the provision of such specific alternative programs. To the extent that the alternative programs are to be provided on-site, the individuals responsible for providing such on-site alternative program shall hold a valid Nebraska Teaching or Administrative Certificate. To the extent that the alternative program is to be community-based or off-site, such alternative program shall be planned in cooperation with and monitored or supervised by a school district staff member who holds a Nebraska Teaching or Administrative Certificate. Alternative programs may be conducted at times other than the regular school day.~~

~~The superintendent or superintendent's designee shall determine which alternative programs shall be made available to each specific expelled student based on a consideration of the interests of the school district and the student's educational and behavioral objectives and needs, as determined in the discretion of the superintendent or the superintendent's designee. If a parent or guardian refuses to participate or have their expelled child participate in the alternative programs made available, the district shall have no further obligation with regard to the provision of an alternative program. The superintendent or superintendent's designee shall establish a specific date or time within which the parent or guardian shall be required to state in writing an agreement to participate in the~~

~~alternative program. As a condition of participation in alternative programs which involve the payment of tuition or other similar expenses, the student, parent, or guardian may be required, as a condition of such alternative program being available, to agree in writing to pay the tuition or other similar costs for such program in the event the expelled student fails to successfully complete the program.~~

~~The standards of student behavior and cooperation required of students in the regular programs of this school district shall also be required of expelled students throughout the entire time period of the alternative program. Additional standards may be established in each specific program and for each specific expelled student. If the expelled student fails to meet the required standards of student behavior or cooperation, the student may be further disciplined by disciplinary punishment up to and including expulsion for an additional period of time beyond that being served by the expelled student. Further, if the expelled student fails to meet any of the conditions of the learning program, the district may, by action of the superintendent or superintendent's designee, terminate the alternative program for the expelled student. A due process hearing substantially in compliance with the statutory provisions for suspension and expulsion of students shall be made available, unless waived by the parent or legal guardian.~~

~~Upon preapproval by the superintendent or the superintendent's designee, academic credit towards graduation or advancement in grade level shall be available to students participating in alternative programs for expelled students. The academic credits to be awarded shall be equal to the same academic credit a student in the school district's regular educational program would earn for completion of a similar educational program, as determined at the discretion of the superintendent or superintendent's designee. Such academic credits shall not be earned unless the expelled student has successfully completed the conditions of the alternative program, as determined by the teacher and the superintendent or superintendent's designee. The superintendent or superintendent's designee shall determine whether or to what extent such academic credits should be assigned to subject area or other specific graduation or advancement requirements. The achievement mark (i.e., grades) assigned for such academic credits shall not be available to the advantage of the expelled student for honor roll, class rank, or other academic honors or recognition.~~

B. EDUCATION PLAN PROGRAM:

If the administration elects not to provide an alternative education program ~~outlined in subparagraph A. above, or if a student declines to participate in the alternative education program,~~ the following procedures shall be followed ~~prior to expelling a student unless the expulsion was required by subsection (4) of the Neb. Rev. Stat. § 79-283; said procedures being as follows, to wit:~~

(1) A conference shall be called by a school administrator and held to assist the district in the development of a plan with the participation of a parent or a legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved with juvenile justice.

(2) The plan shall be in writing and adopted by a school administrator and presented to the student and the parent or legal guardian.

(3) The plan shall:

- (a) Specify guidelines and consequences for behaviors which have been identified as preventing the student from achieving the desired benefits from the educational opportunities provided,
- (b) Identify educational objectives that must be achieved in order to receive credits toward graduation,
- (c) Specify the financial resources of the community programs available to meet both the educational and behavioral objects identified, and
- d) Require the student to attend monthly reviews in order to assess the student's progress toward meeting the specified goals and objectives.

The school district shall submit such plan on the form "Section 79-266(2) Plan" attached to this policy as Appendix "1".

Legal Reference: Neb. Rev. Stat. Sec. 79-266
 NDE Rule 17

Date of Adoption: [Insert Date]

SECTION 79-266(2) PLAN

Student: _____

Date and Participants: _____
(List parent or legal guardian, school representative, and community or agency representative)**(a) Guidelines and Consequences for Behaviors**

The student has been recommended for expulsion for conduct as specified in correspondence and memoranda recently provided to the student and the student's parents or guardian. This conduct has had the effect of preventing the student from achieving the desired benefits from the educational opportunities provided. The student is expected to conform his conduct to the school rules for which he has been recommended for expulsion and all other established school rules. Further disciplinary measures, including possible future expulsions, can result from future violations of such behavioral guidelines and expectations.

(b) Educational Objectives

In order to graduate, the student needs to receive the credits listed in Attachment "A", subject to future modifications in graduation requirements.

(c) Financial Resources and Community Programs Available

The financial resources and community programs available to meet the educational and behavioral objectives identified in this plan include school resources (e.g., upon return from the recommended expulsion, counseling with the school counselor, and meetings with the school administration and teachers) and community organizations which assist young people (e.g., civic organizations, local college and university programs, and community college programs).

(d) Monthly Reviews & Other

During the period of the expulsion, the student shall be required to attend monthly reviews with the Principal or designee to assess the student's progress toward meeting the specified goals and objectives. The student shall be responsible for contacting the named school official to schedule the monthly meetings. (Attach separate sheet for any additional information or terms of plan).

Dated this _____ day of _____, 20____, adopted by the school administrator after a conference held to assist the district in the development of the plan with the participation of a parent or legal guardian, the student, a school representative, and a representative of either a community organization with a mission of assisting young people or a representative of an agency involved in juvenile justice, and presented to the student and parent or legal guardian at the conference prior to the student being expelled in accordance with law.

Adopted by _____
[Administrator]

Attachments: Attachment "A" (academic credits needed to graduate or other, if applicable)

StudentsExtracurricular Activity**Section 1 Extracurricular Activity Philosophy**

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

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

Safety

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

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

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

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

Scope of the Code of Conduct.

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

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

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

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

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

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

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

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

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

20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Drug and Alcohol Violations.

Meaning of Terms.

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

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

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

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

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

Consequences.

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

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

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

Drugs and Alcohol.

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

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

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

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

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

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

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

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

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

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

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without

limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.

3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

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

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

- b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
- c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- 5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
- 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

- 1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
- 2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
- 3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

Section 4 Academic Standards

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

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall “C” average to participate in extracurricular activities, except school dances.
4. Academic requirements do not apply to:
 - (A) Instructional field trips which are a part of the scheduled course learning experience; or
 - (B) Activities or events which are a part of the student’s grade requirements.

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

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

Date of Adoption: [Insert Date]

StudentsGraduation

To participate in commencement exercises or receive a Laurel-Concord-Coleridge School diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. Students who graduate from Laurel-Concord-Coleridge School must accumulate 250 hours. The total graduation requirements must include the following core curriculum:

English/Speech	40 Hours	4 Years
Social Studies	40 Hours	4 Years
Mathematics	30 Hours	3 Years
Science	30 Hours	3 Years
Physical Education/Health	10 Hours	1 Year
Community Services – 4 hour average per year	16 Hours	
Elective	100 Hours	
Minimum	250 Hours	

For students transferring in from another district, requirements will be reviewed individually. Students enrolling during their senior year will need 220 credits (4 hours community service), students enrolling during their junior year will need 230 credits (8 hours community service), and students enrolling during their sophomore year will need 240 credits (12 hours community service).

*All community service projects must be cleared with the principal's approval. All community service projects must have an adult's signature verifying the hours. A form is available at the high school office. One hour will be given for Blood Donation.

*In the Math area, Algebra I taken in the 8th grade may be counted as high school credit if the student completes 4 additional years of math in grades 9-12. Credit will be given but the grade will not be figured into the student's GPA.

*3-5 credit college courses taken for dual credit will be awarded high school credit at 5 credits per semester. The Board of Education waives any of the above requirements if a student elects to take a course for college credit.

***In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. This credit will be applied to minimum credit requirements established for Social Studies or Electives.**

Although not academic in nature, there are certain behavioral expectations that will be held as graduation requirements. Among these would be appropriate appearance and behavior at school functions and ceremonies such as graduation exercises. Students should be aware that diplomas may/will be released only after all requirements have been met. This would include any financial debts, disciplinary actions and the graduation ceremony itself.

Legal Reference: Neb. Rev. Stat. § 79-729
NDE Rule 10

Date of Adoption: August 10, 2015

Date of Amendment: August 14, 2023

StudentsEarly Completion Plan

Laurel-Concord-Coleridge School supports the concept of early completion as a means of accelerating students toward the achievement of lifetime plans. The following guidelines have been established for students to be eligible for early completion. The failure to meet any of the criteria or time lines listed in the policy may cause the student to become ineligible for early completion.

- (1) A student will be allowed to transfer in a maximum of twenty (20) hours from educational courses taken outside the Laurel-Concord-Coleridge School District. These courses must have prior approval by the high school principal in order to be used to meet the graduation requirements of the Laurel-Concord-Coleridge School. Students transferring into Laurel-Concord-Coleridge School may transfer in hours that are listed on their official Transcript.
- (2) A student will be able to use only five (5) hours of transfer credit in any one subject matter area.
- (3) Students must meet all completion requirements established by the Board of Education in order to be eligible for completion as well as the credit hour requirements in each specific subject matter area.
- (4) Application for early completion must be requested, in writing, to the high school principal by ~~February 1~~ **September 1** of the applicant's ~~Junior~~ **Senior** year of high school. The application must be accompanied by a written plan of action stating the reasons why the student is requesting early completion. The application must contain the signatures of the applicant's parents/parent/guardian to verify parental approval of early completion.
- (5) Along with the application, the applicant must submit three (3) letters of recommendation supporting the student's request for early completion. These three (3) letters of recommendation must contain one (1) letter from the high school guidance counselor, along with two (2) letters from other secondary staff members.
- (6) The Board of Education will make the final decision in regards to an applicant's early completion at the ~~April~~ **September** board meeting of the applicant's Junior year. The applicant and his or her parents/guardian must be present at this meeting in order for the board to take action.
- (7) Once given approval, the applicant will have until February 1 of the applicant's Senior year to notify the high school principal of the applicant's decision in regards to participating in the regularly scheduled graduation

ceremony. The applicant must also attend one (1) Commencement practice in order to participate in the Commencement ceremony. No early graduation ceremonies will be provided for a student who opts for the early completion route.

- (8) A student who decided to opt for early completion is not eligible to participate in school sponsored activities following the last day the student attends classes. The effective date for participation will end with the last day that the student is enrolled in classes. The only school activity that the applicant is eligible for will be the regularly scheduled graduation ceremony.
- (9) This policy shall be evaluated annually by the high school principal and appropriate revisions shall be recommended to the Board for its consideration.

Date of Adoption: August 10, 2015

InstructionAssessments—Academic Content Standards

The Board of Education adopts the academic content standards of the State Board of Education (“State Board”). The adoption of the academic content standards includes the:

Language Arts standards that were adopted by the State Board in September, ~~2014~~2021;
Mathematics standards that were approved by the State Board in September, ~~2015~~2022;
Science standards that were adopted by the State Board in September, 2017; and
Social Studies standards that were adopted by the State Board in November, 2019.

Unless other action is taken, the Board of Education adopts the standards of the State Board as such standards are subsequently adopted or amended by the State Board.

The administration shall be responsible for implementing assessments on the state standards in accordance with the procedures established by the State Board and the Department of Education, including conducting assessments in the same subject areas and the same grade levels as established in the state standards, and the reporting of scores and sub-scores.

This policy does not supersede the existing standards adopted by the Board of Education except as set forth herein.

Legal Reference: Neb. Rev. Stat. Sections 79-760 to 79-760.05

Date of Adoption: [Insert Date]

StudentsCollection of Information Relating to Dyslexia

The District will collect and maintain the following information relating to dyslexia during each school year:

- (1) Testing for a specific learning disability in the area of reading, including tests that identify characteristics of dyslexia and the results of such tests;
- (2) The number of students identified as having a reading issue, including dyslexia, pursuant to the assessment administered under the Nebraska Reading Improvement Act and Policy 6213;
- (3) The number of students identified in Paragraph (2) that have shown growth on the measure used to identify the reading issue; and
- (4) All other data required by law and/or the District's special education obligations.

By July 1st of each year, the District will provide the Nebraska State Department of Education with information collected about dyslexia, as requested by the Department.

Any student or parent/guardian with questions or concerns about dyslexia are encouraged to contact the District's Director of Special Education.

Legal Reference: LB 298 (2023)

Date of Adoption: [Insert Date]

InstructionInitiations, Hazing, Secret Clubs and Outside Organizations

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activity includes whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person or the coercing of any such activity. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

Legal Reference: Neb. Rev. Stat. Sections 79-2,101 to 79-2,~~103~~102
Student Discipline Act, Neb. Rev. Stat. Sections 79-254 to 79-296
Neb. Rev. Stat. Sections 28-311.06 to 28-311.07

Date of Adoption: [Insert Date]

InstructionArtificial IntelligenceIntroduction

Laurel-Concord-Coleridge School acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education adopts this Policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence/

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Date of Adoption: [Insert Date]

InstructionSpecial Education

~~[Name] Public Schools~~Laurel-Concord-Coleridge School adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District, including children with disabilities who have been suspended or expelled, from date of verification through the school year in which the child is no longer eligible or the student reaches twenty-one (21) years of age, whichever occurs earlier. An Individualized Education Plan ("IEP") will be created for each such child that will enable the student to make progress appropriate in light of the student's unique circumstances.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities, through the school year in which the child reaches age twenty-one, have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children from birth through the school year in which the child reaches ~~to~~ age twenty-one (21) with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated. A practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services. The District will implement multiple methods to provide parents, guardians, and community members with information regarding how to refer a child for an

evaluation and the identification process and will publish an annual notice of any significant activity that is designed to identify, locate, or evaluate children to publicly notify parents, guardians, or appointed surrogates. The District's child find process will be consistent with Federal and Nebraska regulations. Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Pre-Referral Interventions

For a school age student, a general education student assistance team (SAT) or a comparable problem solving team shall be used prior to referral for multidisciplinary team evaluation. The SAT or comparable problem solving team shall utilize and document problem solving and intervention strategies to assist the teacher in the provision of general education. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation shall be completed. A referral shall include information from the SAT or comparable problem solving team, meeting the requirements of 92 NAC 51-006.01B and a listing of the members of the SAT or comparable problem solving team.

Legal Reference: 92 NAC 51-006.01B

5. Disability Verification and Eligibility

Eligibility for services will be determined by a multidisciplinary team based on the results of a comprehensive evaluation. The multidisciplinary team will identify whether a child is eligible for special education services based on the disability categories identified by Nebraska and Federal regulations. The multidisciplinary team will rule out the determinant factor is due to a lack of appropriate instruction in reading or math or due to lack of English proficiency. The team will prepare a written report documenting all evaluation findings in accordance with Federal and Nebraska requirements that will be provided to the parent, guardian, or appointed surrogate. When a child is not eligible for services, the multidisciplinary team will determine if general education interventions or strategies are needed.

Legal Reference: 92 NAC 51-006.03; 92 NAC 51-006.04B through 006.04N;

6. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007 by teams that will include all roles identified within Federal and Nebraska rules. Any draft of an IEP that is developed will not be considered final until it is reviewed and revised based on the team, including the parent, guardian, or appointed surrogate, input, and consensus. The district will make reasonable efforts to obtain informed consent from the parent, guardian, or appointed surrogate for special education placement on the IEP form before services are initiated. Revocation of consent for services must be documented by the parent, guardian, or appointed surrogate in writing.

Legal Reference: 92 NAC 51-007

7. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, [through the school year in which the child reaches age twenty-one](#), including children in public or private institutions or other care facilities, are to be educated with children who are not disabled. Placement for a student with a disability will be based upon a completed IEP developed by a group of persons, including the parent, guardian, or appointed surrogate, knowledgeable about the child, the meaning of the evaluation data, and the placement options. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the

nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily (the “Least Restrictive Environment Rules”). The District will ensure that a continuum of alternative placements is available to meet the needs of children with disabilities, particularly those in disproportionate groups, for special education and related services.

Legal Reference: 92 NAC 51-008.01

8. Procedural Safeguards

Children with disabilities and their parents, guardians, or appointed surrogates shall be afforded the required procedural safeguards. Parents, guardians, and appointed surrogates will be given a copy of their procedural safeguards annually or upon initial referral or parental (parent, guardian, or appointed surrogate) request for evaluation; upon request by a parent, guardian, or appointed surrogate; upon receipt by the school district or approved cooperative of the first occurrence of the filing of a complaint under 92 NAC 51-009.11 and the first occurrence of filing a special education due process case under 92 NAC 55; and in accordance with the discipline procedures in 92 NAC 51-016.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07

9. Disciplinary Removal of Children with Disabilities

School personnel may remove a child with a disability who violates a code of student conduct from his or her current placement to an appropriate interim alternative educational setting, another setting, or suspension as long as those removals do not constitute a change of placement. The District defines a change of placement as it is defined under 92 NAC 51-016. , for no more than ten (10) consecutive school days and for additional removals of not more than ten (10) consecutive school days in the same school year for separate incidents of misconduct, as long as those removals do not constitute a change of placement. If a student with a disability violates a code of student conduct, the sThe school district will ensure that school personnel appropriately consider unique circumstances on a case-by-case basis when determining whether a change in placement has occurred. , as defined in Federal and Nebraska rules, is appropriate for the student. Change of placement decisions related to disciplinary removals will be consistent with Federal and Nebraska regulations. Within 10 school days of any decision to change the placement of a child with a disability because of a violation of a code of student conduct, the school district, the parent, and relevant members of the student’s IEP shall conduct a manifestation determination pursuant to 92 NAC 51-016. If the conduct which gave rise to the violation of the school code is determined to be a manifestation of the student’s disability, any change of placement for the student will only be made by a student’s IEP team.—For disciplinary changes in placement that would exceed ten (10) consecutive school days, if the behavior that gave rise to the violation of the school code is determined not to be a manifestation of the child’s disability, school personnel may apply the relevant disciplinary procedures to children with disabilities in the same manner and for the same duration as the procedures that would be applied to children without disabilities.

Legal Reference: 92 NAC 51-016

10. Evaluation, Identification, and Reevaluation Procedures

Children with disabilities shall be evaluated, identified, and reevaluated by a team of multidisciplinary qualified professionals in accordance with 92 NAC 51-006. The MDT of a child suspected of having a specific learning disability shall include the additional requirements in

accordance with 92 NAC 51-006.04K. The District will make reasonable efforts to obtain written permission for evaluation in accordance with Federal and Nebraska rules. Revocation for consent for evaluation must be documented by the parent, guardian, or appointed surrogate in writing.

The documented results of the evaluation will be provided to parent, guardian, or appointed surrogate and included in student files. All evaluation components will be at district expense. The District will utilize a variety of assessment instruments to ensure district teams have access to appropriate measures to complete evaluations. The district will follow any publisher guidelines for assessments and will not use outdated or culturally inappropriate tools.

The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. The parent, guardian, or appointed surrogate will be given written notice of the District's decision to either move forward with the Independent Educational Evaluation or to initiate a hearing to determine the appropriateness of the evaluation. If the District agrees to move forward with the evaluation, locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent, guardian, or appointed surrogate from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent, guardian, or appointed surrogate with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

Legal Reference: 92 NAC 51-006

11. Confidentiality of Personally Identifiable Information

A system of safeguards will be implemented to protect the confidentiality of student records and information in accordance with law.

Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

12. Transition of Children from Part C to Preschool Programs

Children participating in early intervention programs under Part C of the IDEA (early intervention services) will be appropriately evaluated, identified, and have services under Part B of the IDEA by age 3 in a manner consistent with 92 NAC 52-008. Children receiving early intervention services under Part C of the IDEA may continue to receive Part C services, upon parental consent, until the August 31st following the child's third birthday. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

13. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents, guardians, or appointed surrogates in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

14. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

15. Accessibility of IEP and Responsibility to Implement

A child's IEP shall be accessible to each regular education teacher, special education teacher, related service provider, and other service provider who is responsible for the IEP's implementation. Each of the aforementioned providers shall be informed of his or her specific responsibilities related to implementing the child's IEP, and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP. All providers who are responsible for the implementation of a child's IEP are expected to implement the child's IEP according to its terms.

15.16. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Legal Reference: 92 NAC 51-004.05

16.17. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race/ethnicity, gender, LEP status, and disability category, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

17.18. Access to Instructional Materials

As part of any printed instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of printed instructional materials, the District will enter into a written contract with the publisher of the printed instructional materials to:

- A. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the printed instructional materials using the National Instructional Materials Accessibility Standard, or
- B. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

18.19. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not

feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child. All District special education provisions will be equitably available to all children regardless of race, ethnicity, language, location, transience, income level, and access to medical care.

Legal Reference: 92 NAC 51-006.02C

19.20. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

20.21. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law to access academic, related services, and nonacademic services and activities as determined by the child's IEP. Except when a parent is transporting only his or her child, the District shall require that the driver and vehicle meet the standards required by 92 NAC 91 and 92.

Legal Reference: 92 NAC 51-014.01 through 014.02

21.22. Surrogates

A surrogate will be appointed, and other action taken to ensure the rights of children with a disability as required by law. The surrogate may represent the child in all matters related to the identification, evaluation, and educational placement of a child and the provision of a free appropriate public education to the child.

Legal Reference: 92 NAC 51-009.10

22.23. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. Sec. 79-1110 to 79-1167
92 NAC 51, 52 and 55

Date of Adoption: [Insert Date]

InstructionFirearm Policy

It shall be the policy of the ~~[Name] Public School District~~ Laurel-Concord-Coleridge School to undertake all reasonable efforts to prohibit the unlawful possession, the knowingly and intentionally selling, attempting to sell, providing, loaning, delivering, or in any other way transferring the possession of a firearm to a juvenile, and to prevent the unlawful possession of a firearm, including concealed firearms, in a school, on school grounds, in a school owned vehicle, or at a school sponsored activity or athletic event. This policy shall not apply to the issuance of firearms to or possession by members of the Armed Services of the United States, active or reserve, National Guard of the State, or reserve officers training corp, peace officers, off duty cops, or other duly authorized law enforcement officers when on duty or training or when contracted by a school to provide school security or school event contract services. Further, nothing in this policy shall be construed to require school action when a firearm is lawfully possessed by a person receiving instruction, or instruction under the immediate supervision of an adult instructor, or as to firearms contained within a private vehicle operated by a non-student adult when the firearm is not loaded, is encased, and is either in a locked firearm rack that is on a motor vehicle or is in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied or otherwise fastened with no part of a firearm exposed.

Any unlawful use or possession of a firearm, including concealed firearms, as described in this policy and as described by statute shall as soon as is reasonably possible be reported to an appropriate peace officer. Nothing in this policy shall be construed to prevent the district from carrying out regular disciplinary procedures as have been adopted by the Board of Education or as otherwise authorized by law.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04

Date of Adoption: [Insert Date]

InstructionSeizure Safe Schools

Each school building will have a “seizure action plan” if the following criteria are met: (1) at least one student in that building has been identified as having a seizure disorder; and (2) that student’s parent or guardian and health care provider have worked with the school to develop a seizure action plan.

Every building with a seizure action plan will have at least one employee who has met the training requirements necessary to administer or assist with the self-administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms.

In accordance with state law, except in the case of an emergency, prior to the administration of a seizure rescue medication or medication prescribed to treat seizure disorder symptoms by a school employee, a student's parent or guardian must:

1. Provide the school with a written authorization to administer the medication at school;
2. Provide a written statement from the student's health care practitioner containing the following information:
 - a. The student's name;
 - b. The name and purpose of the medication;
 - c. The prescribed dosage;
 - d. The route of administration;
 - e. The frequency that the medication may be administered; and
 - f. The circumstances under which the medication may be administered.
3. Provide the medication to the school in its unopened, sealed package with the intact label affixed by the dispensing pharmacy; and
4. Collaborate with school employees to create a seizure action plan.

If permitted by the student's seizure action plan, a student shall be allowed to possess the supplies, equipment, and medication necessary to treat a seizure disorder in accordance with such seizure action plan.

Any authorization provided by a parent or guardian shall be effective only for the school year in which it is provided and shall be renewed each following school year.

Legal Reference: Neb. Statute 79-3201 to 3207

Date of Adoption: [Insert Date]

InstructionBehavioral Points of Contact

The Superintendent is delegated the authority to designate one or more behavioral awareness and health points of contact for each school building in the District. The behavioral awareness and health point of contact may be an administrator, nurse, psychologist, or another appropriate staff member. Each behavioral awareness and health point of contact will be trained in behavioral awareness and health and have knowledge of community service providers and other resources that are available for the students and families in the District. The District will maintain or have access to a registry of local mental health and counseling resources for students and parents.

The points of contact will be listed on the District's website and in the student handbook.

The Superintendent shall report the designated behavioral awareness and health points of contact to the Nebraska State Department of Education each year when requested by the Department.

In addition, all District employees who interact with students, as determined by the Superintendent, shall receive at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training each year. The Superintendent or designee shall be responsible for coordinating this training.

Legal Reference: Neb. Rev. Stat. § 79-11,159
LB 705, § 4 (2023)

Date of Adoption: [Insert Date]

Internal Board Policies - OrganizationAnnual Organizational Meeting

- A. An organizational meeting of the Laurel-Concord-Coleridge School's Board of Education shall be held on or before the third Monday of January of each year for the purposes of seating any new members and electing officers.

The following are procedures for election of officers and other business to take place at the annual organizational meeting of the Board:

1. After new Board members are sworn in, the Board will elect from its members a President, Vice President, Secretary and Treasurer, and if it is determined by the Board of Education to be needed an ex officio secretary and treasurer and those elected will assume office at the organizational meeting.

Upon call for nominations for each office by the Chair, nominations shall be made by written or oral ballot. Voting will be by oral or written ballot on all members nominated and repeated until a majority is achieved for a nominee. The vote may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes of the meeting.

2. The President shall assume the chair immediately upon the President's election.
3. The motions for the officer elections should read: Move that _____ be elected as _____ (name of office) to serve a term of one year, or until the person's successor is elected and qualified.

- B. The order of business for meeting should be as follows:

1. Call to Order and Roll Call
2. Oath of office for most recently elected
3. Elections
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
4. Approval of committees, positions, and designations
 - a. Consider, discuss and take action to elect Recording Secretary ~~of~~ the BOE
 - b. Consider, discuss and take action to select Legal counsel

- c. Consider, discuss and take action to elect Committees as determined by the BOE
 - d. Consider, discuss and take action to select Depository bank(s)
 - e. Consider, discuss and take action to select District newspaper(s) of record
- 5. Approval of current Board policies and regulations
- 6. Designate date for the annual review of BOE policies
- 7. Dissemination to each Board member of conflict of interest statutes
- 8. Adjournment

Date of Adoption: [Insert Date]

Notes on Handbook Updates for 2023-2024

Activity Handbook

Updated 2023-2024 dates throughout

Extracurricular Activities (p. 63)

Add cheerleading to the list of approved extracurricular activities.

Extracurricular (Part-time Students p. 71-72)

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

Student Discipline Act - Updates per recently revised Policy 5101

Classified Employees Handbook

Updated Staff Names and Contact Information

Updated 2023-2024 dates throughout

Updated School Schedules

Updated School Calendar

Updated Federal Employee Rights Information

Faculty Handbook

Updated Staff Names and Contact Information

Updated 2023-2024 dates throughout

Updated School Schedules

Updated School Calendar

Updated Federal Employee Rights Information

Leaving School (p. 24)

Full-time teachers have a designated on-site workday as 7:45 am - 3:45 pm.

Student & Family Handbook

Updated Staff Names and Contact Information

Updated 2023-2024 dates throughout

Updated School Schedules

Updated School Calendar

Open-Closed Campus (p. 15)

Consequences for high school students returning from lunch late will be addressed accordingly: student will lose open campus privileges for one day after the first late arrival, student will lose open campus privileges for two days after the second late arrival, student will lose open campus privileges for the remainder of the quarter after their third late arrival.

Arrival/Dismissal at School (p. 16)

Once students enter the building, they are to stay in the building unless they have permission from office personnel, or administrators to leave again.

Detentions for Tardies (p. 22)

Detentions for tardies will be as follows:

- 3 total accumulated tardies: Student will serve a lunch detention.
- 6 total accumulated tardies: Student will serve an after school detention (2:00 pm - 2:30 pm on Wednesday).
- Every 3rd tardy thereafter: Student will serve an after school detention (2:00 pm - 2:30 pm on Wednesday)

Graduation Requirements (p. 27)

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. This credit will be applied to minimum credit requirements established for Social Studies or Electives.

Artificial Intelligence (p. 31-32)

C. Artificial Intelligence

Laurel-Concord-Coleridge School acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education has adopted policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or

2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

Academic Recognition - Graduation with Honors (p. 33-34)

Section 13 Academic Recognition – Graduation with Honors

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative GPA of 4.0.
- Magna Cum Laude – A graduating senior with a cumulative GPA between 3.800 – 3.999
- Cum Laude – A graduating senior with a cumulative GPA between 3.500 – 3.799

GPA will be calculated on a numeric basis using a four-point scale.

The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

Grade Earned	Percentage Range	Four-Point Scale
A+	98-100	4.00
A	95-97	4.00
A-	93-94	3.667
B+	90-92	3.333

B	87-89	3.00
B-	85-86	2.667
C+	82-84	2.333
C	79-81	2.00
C-	76-78	1.667
D+	74-75	1.333
D	72-73	1.00
D-	70-71	0.677
F	0-69	0

Transfer Students

To provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually. The goal of this process is to ensure equity and fairness so that those transferring in are given neither an advantage nor disadvantage in the calculation of GPA.

Selection of Speakers at Graduation, Baccalaureate, Honors Night

Students having achieved recognition as Summa Cum Laude and who are interested in representing their graduating class as speakers at Graduation, Baccalaureate, or Honors Night shall apply at the designated time during the second semester of their senior year. The application process for selection and assignment of interested speakers will be determined by the Administration. In the event no senior students receive Summa Cum Laude recognition or an insufficient number of such students are interested in speaking, senior students having the next highest GPAs will be invited to apply as speakers.

Extracurricular Activities (p. 63)

Add cheerleading to the list of approved extracurricular activities.

Extracurricular (Part-time Students p. 71-72)

- b. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time

students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws.

Student Discipline Act - Updates per recently revised Policy 5101

LAUREL - CONCORD - COLERIDGE SCHOOL

Activity Handbook 2023-2024

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

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

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

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

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

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

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

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

Where is the Code of Conduct Applicable: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing, or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student’s health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or

plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Laurel-Concord-Coleridge School buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Consequences.

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

Students may be suspended from participation in extracurricular competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

When Suspensions Begin.

All suspensions begin as soon as it has been determined that a violation has occurred and after the determination by school officials of the sanction to be imposed. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served. In the event of any uncertainty or disagreement, the Superintendent shall make the final determination on when a suspension begins and ends.

Letters and Post-Season Honors.

A student who commits a Code of Conduct violation is:

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

Tobacco, Alcohol and Drug Violations.

Meaning of Terms.

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

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

Possession includes having control of the substance or on one's person.

Determining a Tobacco, Alcohol or Drug Violation Has Occurred.

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student self-reports and/or admits to violating the Code of Conduct.
4. When a student is witnessed by a paid employee of the school district who actually saw the student in physical contact of tobacco, alcohol, and/or drugs, or to have had them on their person.
5. When school officials otherwise find sufficient reliable and credible evidence to support a determination that a violation has occurred.

Consequences for Possession or Use of Tobacco, Alcohol, and/or Drugs.

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

Whenever a student violates the Code of Conduct by possession or consumption of tobacco, alcohol, and/or drugs, there are two possible consequences for the action. The consequence to be enforced is determined by whether the violation is Self-Reported by the student or if the violation is Not Self-Reported by the student but is reported by a law enforcement official, a matter of public record, or is witnessed by a paid employee of the school district.

To be considered Self-Reported, the student must report the violation to the High School Principal, Superintendent, or a Coach/Sponsor within 72 hours of the violation. A violation may also be considered Self-Reported if the student admits and takes responsibility for her/his actions upon initial interview/questioning by a school official. Self-Reporting is only applicable to a student whose violation occurs off school grounds, not at a school function or event, and not in a school vehicle. The intent of self-reporting is to encourage personal responsibility for one's actions in a truthful manner. The consequences for students who take responsibility for their actions will be less.

The term “witnessed” shall mean to have actually seen a student in physical contact of tobacco, alcohol, and/or drugs, or to have had them on their person, or to have been under the influence of the same.

Students who have violated the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, but do not have a subsequent violation for a full calendar year (365-calendar days), shall have previous violations removed from consideration and enforcement of consequences. This allows students who make mistakes the opportunity to learn and to modify their actions. However, students who accumulate three or more violations of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, during their high school enrollment, will have prior accumulated violations considered in determination of consequences.

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

1. First Violation: For a first violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, the following consequences apply:
 - a. Self-Reported Violation: 14-calendar day suspension from activities
 - b. Not Self-Reported Violation: 21-calendar day suspension from activities
 - c. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.
2. Second Violation: For a second violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, and occurring within 365-calendar days of the first violation, the following consequences apply:
 - a. Self-Reported Violation: 42-calendar day suspension from activities
 - b. Not Self-Reported Violation: 63-calendar day suspension from activities
 - c. Reduction for Participation in Chemical Dependency Program: (This option is provided only one time and only for a second violation.) If the student and parents agree to participate in a school-approved program for chemical dependency, the activities suspension will be reduced to 21-calendar days. The program must be administered by a certified alcohol and drug abuse counselor or agency and be

approved in advance by the school authorities. The student must successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the High School Principal, or designee, within 21 calendar days of the violation. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the remainder of the second violation consequence. All costs associated with the program are the responsibility of the student/parent or guardian.

d. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.

3. Third and Subsequent Violation(s): A third and any subsequent violations shall result in 270- or 365-calendar day suspensions from activities even if the subsequent violation(s) do not occur within the past full calendar year (365-calendar days).

a. Self-Reported Violation: 270-calendar day suspension from activities

b. Not Self-Reported Violation: 365-calendar day suspension from activities

c. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.

4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing and may be established at the discretion of the administration. The Superintendent shall have the authority to determine what constitutes a more serious violation and may develop guidelines to implement consistent discipline in accordance with this section.

Steroid Offenses.

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

1. First Violation: 28-calendar days

2. Second or Any Subsequent Offense: 365-calendar days.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the violation(s) and suspension will conduct a reasonable investigation of the facts and circumstances and determine whether a violation occurred. The investigation will be initiated within 72 hours of the school official(s) becoming aware of a student's potential violation.
2. Meeting. Prior to determination of a violation and prior to commencement of the suspension, the school official considering the suspension, or their designee, will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference. If the alleged violation occurred off school grounds, not at a school function or event, or not in a school vehicle, the student's parent or guardian will be contacted and provided the opportunity to attend or participate in such meeting.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a Self-Report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student and parent/guardian (as applicable) is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee, will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
 - a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
 - b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
 - c. If a hearing is requested:
 - i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents, or guardian.

- iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
- 5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.
- 6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have “excessive absences” as determined under the school’s attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

Section 4 Academic Standards

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

1. Be enrolled in at least 20 credit hours in the semester of participation.
 - a. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District’s extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District’s Activities Director

will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws. Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.

2. To be eligible to participate in extracurricular activities, after the second week of each semester, a student's semester grade must be passing in all but one (1) subject area. Any student failing more than one (1) course will be placed on academic probation for one (1) week (Monday-Sunday). Students will have a one (1) week period to bring their grades to a passing level. If, after the end of that time, the student is failing two (2) or more classes (does not have to be the same classes), the student will be ineligible for the following week. Raising grades during that time will have no effect on the eligibility for that week. If, at the end of the week in which the student was ineligible, the student is still failing more than one (1) class, the ineligibility continues for the next week. Students do not get another week of probation until they have worked themselves off of the ineligibility list by having one (1) or fewer failing grade averages. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved. The eligibility list will be generated at 8:00 a.m. on Mondays.

3. Academic requirements do not apply to:

- a. Instructional field trips which are a part of the scheduled course learning experience; and
- b. Activities or events which are a part of the student's grade requirements.

Section 5 “Team Selection” and “Playing Time”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 6 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Laurel-Concord-Coleridge School and their guests may attend.
 - a. Students currently attending Laurel-Concord-Coleridge High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Laurel-Concord-Coleridge High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Laurel-Concord-Coleridge School. For any dances at the middle school level, only students attending Laurel-Concord-Coleridge School in the grade(s) for which the dance is being held may attend.
 - d. Students who have been suspended from school or from extracurricular activities may not attend. Students who are currently on the academic failing list also may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco, including electronic nicotine delivery systems, are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change

the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty. Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.

Section 7 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents’ Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child’s athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don’t coach them. It’s tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be “out there trying,” to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.

- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Locker Decorations and Treats:

The school will not post non-school activity locker decorations or hand out locker treats to students for non-school related activities. We encourage parents to bring school activity treats to practice the night before or they may be dropped off at the school office. Parents may decorate the outside of lockers for school activities; however, parents are not allowed to put treats into lockers.

Communicating with the coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)

- Appropriate procedures for discussing concerns with the coaches:
 - When appropriate, students should discuss concerns directly with the coach.
 - Call to set up an appointment with a parent, the student, and the coach present.
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution). An interval of at least 24 hours should occur between any incident and the desired meeting to discuss the incident.
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the activities director to set up a meeting with the activities director, coach, student, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by the NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 9 Concussion Protocol and Return to Learn/Return to Play

Laurel-Concord-Coleridge school staff and coaches will follow all applicable state laws and LCC School Board policies on concussions. Concussion protocols including Return to Learn policies are outlined in the staff handbook.

Section 10 Letter Award Requirements

AWARD SYSTEM

An athlete upon meeting the stated requirements for a varsity sport shall receive a monogram award and a certificate of merit. The monogram award will be given only once. A certificate of merit will be given for each subsequent qualification. An athlete must complete the season in good standing to qualify for a monogram award.

Awards Requirements:

1. Boys Basketball

- a. Granted for participation in one-fourth the total quarters in a single season. (Varsity competition)
- b. Granted to senior varsity squad members for loyal service.
- c. Granted for performance of unusual merit upon recommendation of coaches.

2. Football

- a. Granted for participation in half of the total number of quarters.
- b. Granted to a member of the starting offensive or defensive units for 4 ball games.
- c. Granted to senior squad members for loyal service.
- d. Granted to student aides for 2 years of service.
- e. Granted for performance of unusual merit upon recommendation of coaches.

3. Girls Basketball

- a. Granted for participation in one-fourth the total number of quarters. (Varsity competition)
- b. Granted to seniors for participation during their four years of eligibility upon recommendation of the coaches.
- c. Granted for performance of unusual merit at recommendation of the coaches.

4. Volleyball

- a. Granted to varsity starter for 5 games or make an entry into half the total games in the varsity season.
- b. Granted to senior squad members for 2 consecutive years of participation.
- c. Granted for performance of unusual merit upon recommendation of coaches.

5. Boys/Girls Track-- ACCUMULATE 200 Points

a. Major Meets - (5) or more schools (includes District and Conference)

1st place	150 points	Relays 100 points
2nd place	140 points	Relays 80 points
3rd place	120 points	Relays 60 points
4th place	90 points	Relays 50 points
5th place	70 points	Relays 40 points

6th place 50 points Relays 20 points

b. Quadrangular - (4) schools

1st place 110 points Relays 70 points

2nd place 90 points Relays 50 points

3rd place 70 points Relays 30 points

4th place 50 points

5th place 35 points

6th place 20 points

c. Triangular - (3) schools

1st place 50 points Relays 25 points

2nd place 30 points Relays 20 points

3rd place 20 points

4th place 10 points

d. Dual - (2) schools

1st place 40 points Relays 20 points

2nd place 25 points

3rd place 15 points

e. State Meet

If you place 200 points

STIPULATIONS

1. If 200 points are not earned in one season, those that are earned will be carried over to the following year.
2. Breaking a school record will be worth an automatic 150 points.
3. If for any reason other than illness or injury a person quits track or becomes ineligible for competition, he or she will lose all points earned to that date.
4. A person reporting regularly to practice and abiding by training rules, on the judgment of the coaches, shall receive (20) points towards their letter.
5. Only 90 points earned in a JV meet may be applied toward a letter.
6. Missing a meet or practice automatically deducts 50 points from a letter.
7. Letter may be granted for performance of unusual merit upon recommendation of coaches.

6. Golf

- a. Granted for medalizing in a major meet.
- b. Granted to top six/seven golfers with best season average.
- c. Granted to seniors for participation during their four years of eligibility upon recommendation of the coach.
- d. Granted for performance of unusual merit upon recommendation of coaches.

7. Wrestling

- a. Granted for competing in four varsity major meets.
- b. Granted for medalizing in a major meet.
- c. Granted to seniors for participation during their four years of eligibility upon recommendation of the coaches.
- d. Granted for performance of unusual merit upon recommendation of coaches.

8. Cross Country

- a. Granted to a squad member who medals at a major meet.
- b. Granted if the team finishes in the top 50% of the teams entered in a major meet. (Includes

- all seniors participants).
- c. Granted to the athlete who has competed for 4 years.
- d. Granted for performance of unusual merit upon recommendation of coaches.

9. One-Act Play

The guidelines for One-Act Play will be determined and distributed to the students involved.

10. Speech

The guidelines for Speech will be determined and distributed to the students involved.

11. Vocal Music

The guidelines for Vocal Music will be determined and distributed to the students involved.

12. Instrumental Music

The guidelines for Instrumental Music will be determined and distributed to the students involved.

13. Dance - Bear Squad and Cheerleading

- a. Granted to squad members that adhere to team rules and regulations.
- b. Granted to Squad members that perform at scheduled performances.
- c. Granted to members that perform at scheduled competitions.
- d. Letter may be granted for performance of unusual merit upon recommendation of coaches.

**RECEIPT OF LAUREL-CONCORD-COLERIDGE SCHOOL
2023-2024 ACTIVITY HANDBOOK**

We acknowledge receipt of the 2023-2024 Activity Handbook.

We agree to abide by the extracurricular activity code of conduct set forth in the handbook and the other rules and regulations set forth in the handbook.

We agree to read the handbook. In the event we have a question on the meaning of any of the material in the handbook, we understand that we can request a conference with the Principal or the Activities Director to get an explanation.

Date: _____

Date: _____

Student's Signature

Parent or Legal Guardian's Signature

LAUREL-CONCORD-COLERIDGE SCHOOL

**STUDENT & FAMILY HANDBOOK
2023 - 2024**



**Laurel-Concord-Coleridge School
502 Wakefield
PO Box 8
Laurel, NE 68745
402-256-3133**

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FOREWORD

Section 1 Intent of Student & Family Handbook

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

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 during any school day or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. 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.

Section 2 Members of the Board of Education

Name	Contact Information
Carol Erwin, President	carol.erwin@lccschool.org
Jay Hall, Vice President	jay.hall@lccschool.org
Dustin Thompson, Secretary	dustin.thompson@lccschool.org
Bryan Pippitt	bryan.pippitt@lccschool.org
Samuel Recob	samuel.recob@lccschool.org
Grant Settje	grant.settje@lccschool.org
Scott Taylor	scott.taylor@lccschool.org

Section 3 Administrative Staff

Name	Position	Location	Contact Information
Jeremy Christiansen	Superintendent	Central Office	jeremy.christiansen@lccschool.org
Diane Hanel	Principal	High School	diane.hanel@lccschool.org
Mark Leonard	Principal	Middle School	mark.leonard@lccschool.org
Keri Hart	Principal	Elementary	keri.hart@lccschool.org

Section 4 Certified Staff

Name	Contact Information	Position
Backer, Jennifer	jennifer.backer@lccschool.org	Middle School Language Arts
Beckwith, Sarah	sarah.beckwith@lccschool.org	High School English
Benson, Shannon	shannon.benson@lccschool.org	Middle School Physical Education
Beyeler, Patti	patti.beyeler@lccschool.org	High/Middle School Instrumental Music
Brandow, Meghan	meghan.brandow@lccschool.org	3rd Grade
Brummels, Crystal	crystal.brummels@lccschool.org	Elementary Special Education
Camargo, Jill	jill.camargo@lccschool.org	High/Middle School Spanish
Conley, Arianne	aconley@esu1.org	School Nurse (ESU 1)
Conner, Quin	quin.conner@lccschool.org	Director of Activities & Transportation
Cunningham, Patti	patti.cunningham@lccschool.org	Middle School Science
Depew, Eric	eric.depew@lccschool.org	Middle School Social Science
Gottula, Alan	alan.gottula@lccschool.org	Guidance/Counseling/Teammates
Gould, Amy	amy.gould@lccschool.org	4th Grade
Granquist, Jean	jean.granquist@lccschool.org	Title 1/Interventionist
Hahne, Kati	kati.hahne@lccschool.org	High School Special Education
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Hans, Shasta	shasta.hans@lccschool.org	Elementary/Middle/High School Art
Harrington, Pat	pat.harrington@lccschool.org	High School Industrial Technology
Hart, Julie	julie.hart@lccschool.org	Kindergarten
Kenny, Tayler	tayler.kenny@lccschool.org	1st Grade
Kesting, Jennifer	jennifer.kesting@lccschool.org	High School English
Kinkaid, Denise	denise.kinkaid@lccschool.org	3rd Grade
Kinkaid, Shane	shane.kinkaid@lccschool.org	High School Mathematics
Koch, Sue	sue.koch@lccschool.org	2nd Grade
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Luebbe, Colbey	colbey.luebbe@lccschool.org	High/Middle School Agriculture
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Lunde, Kyra	klunde@esu1.org	School Psychologist (ESU 1)
McCorkindale, Kim	kim.mccorkindale@lccschool.org	High School Science
McKamy, Alex	alex.mckamy@lccschool.org	Middle School Mathematics
Messersmith, Marcus	marcus.messersmith@lccschool.org	Technology Director

Mogensen, Erica	erica.mogensen@lccschool.org	Speech Language Pathologist
Nordby, Laura	laura.nordby@lccschool.org	HAL Facilitator/Instructional Coach
Osantowski, Hailey	hailey.osantowski@lccschool.org	Middle School Special Education
Parsons, Robert	robert.parsons@lccschool.org	Library/Media Specialist
Promes, Ashley	ashley.promes@lccschool.org	Severe & Profound Program
Scoville, Lisa	lisa.scoville@lccschool.org	High School Art
Settje, Brandi	brandi.settje@lccschool.org	Licensed Mental Health Provider
Sims, Nate	nate.sims@lccschool.org	High/Elem School Physical Education
Soden, Kelli	kelli.soden@lccschool.org	Middle School Special Education
Steinle, Kristina	kristina.steinle@lccschool.org	Early Childhood Program
Stephens, Zecharia	zecharia.stephens@lccschool.org	High School Social Science
Tanderup, Jenna	jenna.tanderup@lccschool.org	1st Grade
Troyer, Doris	doris.troyer@lccschool.org	Middle School Mathematics
VanMeter, Jennifer	jennifer.vanmeter@lccschool.org	Middle School Language Arts
Vollers, Meaghan	meaghan.vollers@lccschool.org	High School Science
Williamson, Carrie	carrie.williamson@lccschool.org	High School Business
Wolfgram, Lisa	lisa.wolfgram@lccschool.org	Kindergarten

Section 5 Classified Staff/Community Coach/Sponsor

Name	Location	Position	Contact Information
Bach, Mindy	Middle School	Nutrition Services	mindy.bach@lccschool.org
Badley, Diana	Middle School	Paraprofessional	diana.badley@lccschool.org
Bartels, LuAnn	Library	Paraprofessional	luann.bartels@lccschool.org
Becker, Monica	Elementary	Paraprofessional	monica.becker@lccschool.org
Bermel, Jeff	HS/Middle/Elem	Facilities and Maintenance Director	jeff.bermel@lccschool.org
Bermel, Vicki	District/Middle	Bookkeeper	vicki.bermel@lccschool.org
Boysen, Kim	Elementary	Paraprofessional	kim.boysen@lccschool.org
Carlson, Larry	Bus Barn	Transportation Services	larry.carlson@lccschool.org
Christensen, Mindy	High School	Coach/Sponsor	mindy.christensen@lccschool.org
Christiansen, Sheri	Elementary School	Paraprofessional	sheri.christiansen@lccschool.org
Cunningham, Toby	HS/Middle/Elem	Transportation/Grounds	toby.cunningham@lccschool.org
Ellis, Joe	Middle School	Custodial Services	joe.ellis@lccschool.org
Erwin, Todd	High School	Coach/Sponsor	todd.erwin@lccschool.org
Feelhaver, Angie	Middle School	Level III Para	angie.feelhaver@lccschool.org

Folkers, Emma	Library	Paraprofessional	emma.folkers@lccschool.org
Graf, Melissa	Middle School	Administrative Asst	melissa.graf@lccschool.org
Granquist, Megan	District Office	Administrative Asst	megan.granquist@lccschool.org
Greiner, Megan	District Office	Business Manager	megan.greiner@lccschool.org
Gullikson, Janie	Middle School	Paraprofessional	janie.gullikson@lccschool.org
Hansen, Lori	Bus Barn	Transportation Services	lori.hansen@lccschool.org
Hanel, Monty	HS/Elementary	Custodial/Transportation	monty.hanel@lccschool.org
Hartung, Melanie	High School	Coach/Sponsor	melanie.hartung@lccschool.org
Jonas, Jenn	Elementary School	Paraprofessional	jenn.jonas@lccschool.org
Keifer, Julia	Middle School	Level III Para	julia.keifer@lccschool.org
Klug, Michelle	Elementary School	PK Paraprofessional	michelle.klug@lccschool.org
Koch, Chad	Middle School	Coach/Sponsor	chad.koch34@gmail.com
Koester, June	Elementary School	Administrative Asst	june.koester@lccschool.org
Kurtzhals, Susan	Middle School	Custodial Services	susan.kurtzhals@lccschool.org
Kvols, Julie	High School	Paraprofessional	julie.kvols@lccschool.org
Leonard, Deana	District	Bright Horizons Director	deana.leonard@lccschool.org
Lundahl, Sherie	HS/Middle/Elem	TeamMates Program	sherie.lundahl@lccschool.org
McCart, Floyd	HS/Elementary	Nutrition Services	floyd.mccart@lccschool.org
McKillip, Kathy	HS/Elementary	Nutrition Services	kathy.mckillip@lccschool.org
Newburn, Jessica	HS/Elementary	Custodial Services	jessica.newburn@lccschool.org
Nordhues, Kayla	Middle School	Paraprofessional	kayla.nordhues@lccschool.org
Olson, Tiffany	District	Permanent Substitute	tiffany.olson@lccschool.org
Patefield, Christina	High School	Coach/Sponsor	christina.patefield@lccschool.org
Patefield, Dorothy	HS/Elementary	Nutrition Services Dir	dorothy.patefield@lccschool.org
Reifenrath, Cori	Elementary School	Paraprofessional	corinne.reifenrath@lccschool.org
Roberts, James	Bus Barn	Transportation Services	james.roberts@lccschool.org
Schmidt, Pix	HS/Elementary	Nutrition Services Dir	pix.schmit@lccschool.org
Schurman, Vanessa	District	Bright Horizons Asst Dir	vanessa.schurman@lccschool.org
Smith, Katie	Middle School	Level III Para	katie.smith@lccschool.org
Stark, Kenny	Bus Barn	Transportation Services	kenny.stark@lccschool.org
Stone, Trista	High School	Paraprofessional	trista.stone@lccschool.org
Urwiler, Diane	Middle School/Tower	Paraprofessional	diane.urwiler@lccschool.org
Urwiler, Lois	High School	Administrative Asst	lois.urwiler@lccschool.org
Wemhoff, Ronnette	Middle School	Nutrition Services	ronnette.wemhoff@lccschool.org

Section 6 School Calendar

LAUREL-CONCORD-COLERIDGE SCHOOL 2023-2024 SCHOOL YEAR

Amended 10 July 2023

July 2023						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

August 2023						
S	M	T	W	R	F	S
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 2023						
S	M	T	W	R	F	S
						1
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 2023						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	R	F	S
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 2023						
S	M	T	W	R	F	S
						1
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						

Student Days - 82
Staff Days - 86

District Website
www.lccschool.org

Important Dates:

August	
8/17 - No School; New Teacher Orientation	
8/18 - 8/22 - No School; Professional Development	
8/23 - First Day for MSHS (Grades 5-12); Early Dismissal (2:00)	
8/25 - First Day for Elementary (Kdg-Grade 4)	
8/28 - First Day for Preschool and Level III Program	

September	
9/4 - No School (Labor Day)	

October	
10/25 - End of First Quarter (45 Student Days)	
10/26 - No School; Parent-Teacher Conferences (2:00-8:00)	
10/27 - No School	

November	
11/11 - Veterans Day	
11/23 - 11/24 - No School (Thanksgiving Break)	

December	
12/22 - 12/29 - No School (Christmas/Winter Break)	
12/23 - 12/27 - NSAA Moratorium	

January	
1/1 - No School (New Year's Day)	
1/2 - No School (Christmas/Winter Break)	
1/3 - No School; Professional Development	
1/4 - School Resumes; Start of Second Semester	
1/12 - End of Second Quarter/First Semester (44/89 Student Days)	

February	
2/14 - Valentine's Day	
2/19 - No School (President's Day)	

March/April	
3/15 - End of Third Quarter (44 Student Days)	
3/21 - No School; Parent-Teacher Conferences (2:00-8:00)	
3/22 - No School	
3/29 - 4/1 - No School (Easter Break)	

May	
5/5 - Mother's Day	
5/11 - LCC High School Graduation	
5/23 - Last Day; Early Dismissal (2:00); Professional Development	
5/23 - End of Fourth Quarter/Second Semester (45/89 Student Days)	
5/24 - No School; Professional Development	
5/27 - Memorial Day	

June	
** Elementary transition to new classrooms is anticipated to occur in Jan 2024 or Feb 2024. Several No School days will be necessary. Advanced notice will be provided to families to assist in planning.	

Legend	
White	School Day
Green	School Day; Early Dismissal (2:00); Professional Development
Blue	No School
Pink	No School; New Teacher Orientation
Yellow	No School; Professional Development
Light Blue	No School; Parent-Teacher Conferences (2:00-8:00)
Light Green	NSAA Moratorium (No School; No Activities/Practices)
Circle	Graduation

Regular School Day Start & Dismissal Times	
High School: Start - 8:00 am Dismissal - 3:40 pm	
Middle School & Elementary: Start - 8:00 am Dismissal - 3:37 pm	
Wednesday and Other Early Dismissals - 2:00 pm (1:57 pm)	

January 2024						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Days - 20
Staff Days - 21

February 2024						
S	M	T	W	R	F	S
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		

Student Days - 20
Staff Days - 20

March 2024						
S	M	T	W	R	F	S
						1
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						

Student Days - 18
Staff Days - 19

April 2024						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Student Days - 21
Staff Days - 21

May 2024						
S	M	T	W	R	F	S
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	

Student Days - 17
Staff Days - 18

June 2024						
S	M	T	W	R	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Student Days - 96
Staff Days - 99

Student Total - 178
Staff Total - 185

Article 1 – MISSION AND GOALS

Section 1 School Mission Statement

“Equipping students with skills for Life, Career, & Challenges!
In a Progressive, Rigorous, Inclusive Dynamic Environment!”

Outcomes

Content Mastery
Critical Thinking Collaboration
Communication Creativity
Citizenship

Beliefs

At Laurel-Concord-Coleridge School, we believe the strongest predictor of our success is a shared vision that by working together we will make a difference. All stakeholders have a valuable role and operate under the expectation that with mutual trust and respect, we will achieve our mission.

Section 2 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

- Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.
- Step 2. Address the concern to the Principal if the matter is not resolved at Step 1.
- Step 3. Address the concern to the Superintendent if the matter is not resolved at Step 2.
- Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

Article 2 – SCHOOL DAY

Section 1 Daily Schedules

High School

Daily Schedule

Breakfast - 7:20 am - 7:35 am for those students utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:56 am
Period 2 - 8:59 am - 9:49 am
Period 3 - 9:52 am - 10:42 am
Period 4 - 10:45 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 5 - 12:11 pm - 1:01 pm
Period 6 - 1:04 pm - 1:54 pm
Period 7 - 1:57 pm - 2:47 pm
Period 8 - 2:50 pm - 3:40 pm

Wednesday Early Dismissal Schedule:

Breakfast - 7:20 am - 7:35 am for those utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:41 am
Period 2 - 8:44 am - 9:19 am
Period 3 - 9:22 am - 9:57 am
Period 4 - 10:00 am - 10:35 am
Period 5 - 10:38 am - 11:12 am
ROAR - 11:15 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 6 - 12:11 pm - 12:46 pm
Period 7 - 12:49 pm - 1:23 pm
Period 8 - 1:26 pm - 2:00 pm

Late Start Schedule:

No Breakfast

Shuttle - 9:35am
First Bell - 9:50 am
Period 1- 10:00 am - 10:42 am
Period 2- 10:45 am - 11:20 am
Period 3- 11:23 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm

Period 3 - 12:11 pm - 12:40 pm
Period 4 - 12:43 pm - 1:09 pm
Period 5 - 1:12 pm - 1:47 pm
Period 6 - 1:50 pm - 2:24 pm
Period 7 - 2:27 pm - 3:02 pm
Period 8 - 3:05 pm - 3:40 pm

Middle School

Daily Schedule

Period 1 – 8:00 am - 8:44 am
Period 2 – 8:47 am - 9:31 am
Period 3 – 9:34 am - 10:13 am
Period 4 – 10:21 am - 11:05 am
Period 5 – 11:08 am - 11:52 am
Period 6 –
 First Lunch - 11:52 am - 12:22 pm
 Second Lunch - 12:36 pm - 1:06 pm
Period 7 WIN A – 1:09 pm - 1:52 pm
Period 8 WIN B – 1:54 pm - 2:38 pm
Period 9 – 2:41 pm - 3:25 pm
Period 10 – 3:25 pm - 3:47 pm

Early Dismissal Schedule:

Period 1 – 8:00 am - 8:30 am
Period 2 – 8:33 am - 9:03 am
Period 3 – 9:06 am - 9:36 am
Period 4 – 9:39 am - 10:09 am
Period 5 – 10:12 am - 10:42 am
Period 7 WIN A - 10:45 am - 11:15 am
Period 6 –
 First Lunch - 11:15 am - 11:45 am
 Second Lunch - 11:49 am - 12:19 pm
Period 8 WIN B – 12:22 pm - 12:52 pm
Period 9 – 12:55 pm - 1:25 pm
Period 10 – 1:25 pm - 1:47 pm

Late Start Schedule:

Period 1 – 8:00 am - 8:30 am
Period 2 – 8:33 am - 9:03 am
Period 3 – 9:06 am - 9:36 am
Period 4 – 9:39 am - 10:09 am
Period 5 – 10:12 am - 10:42 am
Period 7 WIN A - 10:45 am - 11:15 am
Period 6 –

First Lunch -	11:15 am - 11:45 am
Second Lunch -	11:49 am - 12:19 pm
Period 8 WIN B –	12:22 pm - 12:52 pm
Period 9 –	12:55 pm - 1:25 pm
Period 10 –	1:25 pm - 1:47 pm
Period 9 -	2:41 pm - 3:15 pm
Period 10 -	3:15 pm -3:37 pm

Elementary School

School Hours:

8:00 a.m. to 3:37 p.m. (Monday – Friday)

8:00 am - 2:00 pm (Early Dismissal Days)

10:00 am - 3:37 pm (Late Start Days)

Breakfast:

7:35 am - Breakfast

Lunch/Recess:

11:00 am - 11:25 am - K - 2nd Grade Lunch

11:25 am - 11:50 am - K - 2nd Grade Recess

12:15 pm - 12:45 pm - 3rd - 4th Grade Lunch

12:45 pm - 1:15 pm - 3rd - 4th Grade Recess

Afternoon Recess:

2:30 pm - 2:50 pm K - 2nd Grade Recess

2:50 pm - 3:05 pm 3rd - 4th Grade Recess

Section 2 Severe Weather and School Cancellations

The Superintendent of Schools is authorized by the Board of Education to close school 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. Information will also be shared using the district's webpage, social media accounts, and electronic messaging service.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. If possible, a decision about the next school day will be made for announcement during the 10:00 pm news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6:00 am if possible). In any case, an announcement will be made to the news

media when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities).

When it becomes necessary to cancel school, start late or dismiss early, announcements to this effect will be sent to your phone using our message alert system and will also be made on radio and TV stations.

You may also check the school's websites for information: <http://www.lccschool.org>

After School Starts

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

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning. Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions

Laurel-Concord-Coleridge School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Evacuation, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency evacuation or tornado warning, the schools' established safety procedures will be implemented.

Recess

Outside recesses are scheduled throughout the year. Students are expected to wear adequate clothing (hats, gloves, and boots) for cold and wet weather. A small supply of outdoor clothing is available for students needing to borrow. Exceptions to the above rule are:

1. When the weather is raining.
2. When the temperature is below 5 degrees F.
3. When lightning or an approaching storm is in the immediate area.

4. Under the discretion of school officials.

Individual exceptions to the outside recess rule are:

1. Teacher request to keep the child indoors.
2. Doctor request to have the child remain indoors for a period of time designated by the physician. Please send a note to this effect.

The playground supervisor is responsible for maintaining a safe environment for all students. The following rules will be enforced on a consistent basis:

1. Respect the person in charge.
2. Use appropriate language.
3. Play fair and safe.

Snow Rules

1. Snow boots shall be worn upon first snow UNTIL Spring and/or dry conditions.
2. Students with **No Boots** - hard surfaces only (walking trail, sidewalk, or basketball court if cleared of snow)
 - a. Students may stand or walk on cleared surfaces - no balls, equipment, running
3. Students with **Boots but No Snow Pants** - no rolling, falling, or sitting in snow
4. Students with **Boots and Snow Pants** - full snow play
5. Students may build with snow. **Absolutely no snowballs or snow throwing.**
 - a. Snowballs or snow throwing will result in sitting out of recess activities. No warnings.

Snow boots must be boots that are NOT inside shoes. No Uggs or cowboy boots unless they are the student's designated outdoor shoes.

Section 3 Open-Closed Campus

To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunch time if they will be eating lunch at home, with parent permission. All high school students may leave campus for lunch, even if they will not be eating lunch at home, with parent permission. Students who leave campus for lunch may not bring any purchased meals or other food back to school. The administration may grant special exceptions to the closed campus rule as needed (e.g., for students with special dietary needs). Students are required to return from lunch prior to the start of classes following the lunch period.

Consequences for high school students returning from lunch late will be addressed accordingly: student will lose open campus privileges for one day after the first late arrival, student will lose open campus privileges for two days after the second late arrival, student will lose open campus privileges for the remainder of the quarter after their third late arrival.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

Students are to enter through their assigned entrance and proceed to designated areas.

Once students enter the building, they are to stay in the building unless they have permission from office personnel, or administrators to leave again.

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

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

Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The computer to check a child in and/or out of school is located in the main office. If a child is being signed out, the school secretary will call the appropriate classrooms. The schools will only release children to adults designated by the parent on the emergency information document.

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

Supervision at Dismissal

Parents or guardians of children in grades Pre-K to 4, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to three (3) escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian. High school students should report to the office and sign out with office personnel.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the

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

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

Article 3 – USE OF BUILDING AND GROUNDS

Section 1 Visitors

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

Section 2 Smoke and Tobacco-Free Environment

We appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect.

Section 3 Care of School Property

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

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

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

Section 4 Lockers

Each student (Grades 5-12) will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to the office if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Locker Decorations and Treats:

The school will not post non-school activity locker decorations or hand out locker treats to students for non-school related activities. We encourage parents to bring school activity treats to practice the night before or they may be dropped off at the school office. Parents must receive permission from the school principal prior to decorating the outside of lockers for school activities; however, parents are not allowed to put treats into lockers.

Section 5 Searches of Lockers and Other Types of Searches

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

Students are hereby notified that the District may, with or without notice, utilize trained dogs to search the District's property and premises for drugs or other illegal contraband. In the event that a dog "hits" on any item on District property (including lockers, vehicles or backpacks), the District's administrators may search such items without notice to the student or student's parents. Students with dog allergies or other dog-related medical conditions are to notify their building

principal at the beginning of the school year. The District will make reasonable accommodations for students with such dog-related medical conditions.

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

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

Section 6 Video and Audio Surveillance

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

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

Section 7 Use of School Telephone

Office or classroom phones are to be used during class time only with staff permission.

Section 8 Bicycles

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

Section 9 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 10 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

Section 11 Accidents

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

Section 12 Laboratory Safety Glasses

As required by law, approved safety glasses will be required when designated of every student and teacher 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 when designated.

Section 13 Insurance

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

Section 14 Bulletins and Announcements

Bulletin boards and digital displays are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by an administrator with an administrator's signature/initials. Posters are not to be attached to any painted wall surfaces without permission of the administration. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 15 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, 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.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Article 4 – ATTENDANCE

Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board’s policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

Excused and Unexcused Absences. An absence from school will be reported as:

(a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness, which causes a student to be absent from school.
 - c. Doctor or dental appointment, which require students to be absent from school.
 - d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
 - e. School sponsored activities, which require students to be absent from school.
 - f. Family trips in which a student accompanies parent(s)/legal guardian(s).
 - g. Other absences, which have received prior approval from the Principal. It is recommended that a student have documentation from his or her physician if that student misses school due to illness.

The Principal has the discretion to deny approval for the latter two (2) reasons, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and in the case

of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. Unexcused Absences: An absence, which is not excused, is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

Tardy to Elementary School.

Elementary students will be considered tardy to school if they are not in their assigned classrooms by 8:00 am.

Tardy to Class.

Middle school and high school students have a sufficient amount of time between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them.

Detentions for tardies will be as follows:

- 3 total accumulated tardies: Student will serve a lunch detention.
- 6 total accumulated tardies: Student will serve an after school detention (2:00 pm - 2:30 pm on Wednesday).
- Every 3rd tardy thereafter: Student will serve an after school detention (2:00 pm - 2:30 pm on Wednesday)

Leaving School or Class.

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a phone call, note, or e-mail from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Leaving School or Class.

Students returning to school from activity/field trips during school hours must sign in at the office and return to regularly scheduled classes. Students who fail to check in and return to class will be considered as unexcused.

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. It is the responsibility of the teachers and the students to communicate about make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. Extensions may be granted with administrative permission. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

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

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Section 4 Attendance is Required to Participate in Activities

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, the student must be in attendance for the full day. A student who is not in attendance for the full day is ineligible for the contest, performance or activity, including any other after school activities.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Activities Director.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant as per state law.

Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on his/her personal knowledge or based on a report from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for 5-12 grade students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school counselor, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school attendance officer, or another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy

Students who accumulate twenty (20) absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Article 4 – SCHOLASTIC ACHIEVEMENT

Section 1 Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent for grades 3-12:

Superior	98-100 95-97 93-94	A+ A A-	The student is more than meeting the demands of the teacher. Work is on time. The work is of superior quality. It shows mastery of the subject matter. Student has the ability to carry the job through, and exerts a positive influence on the class.
Above Average	90-92 87-89 85-86	B+ B B-	The work is of superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
Average	82-84 79-81 76-78	C+ C C-	The student satisfactorily completes the required work. The work is on time and is of average quality. The student is showing achievement.
Below Average to Unsatisfactory	74-75 72-73 70-71	D+ D D-	The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.
Failing	0-69	F	Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention. (Provides no credit toward those needed for graduation.)
P	Passing		Indicates that the student is passing regular work in the class.
I	Incomplete		Incompletes are assigned in cases where the student's work is incomplete at the end of the nine week period and/or semester. This may be due to absence because of illness, etc. The student and teacher will work together to arrange a timeline for the completion of the missed work. If the assigned work is not completed by the established deadline, the incomplete becomes an F. Incompletes not taken care of in this time frame will not be eligible for the honor roll.

Each teacher will define the grading procedures to be used in their classes.

K-2/Specials Grading Scale

Outstanding	96-100	O	Work is consistently excellent. Student is consistently giving optimum effort
Superior	90-95	S+	
Satisfactory	84-89	S	Work is generally good. Student applies herself/himself most of the time.
Low Satisfactory	77-83	S-	
Needs Improvement	70-76	N	Work is not done well. Student displays minimum effort.
Unsatisfactory	0-69	U	Work is unacceptable for grade standards.

Section 2 Graduation Requirements

To participate in commencement exercises or receive a Laurel-Concord-Coleridge School diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Laurel-Concord-Coleridge High School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate's record:

English/Speech	40 hours	4 years
Social Sciences	40 hours	4 years
Mathematics	30 hours	3 years
Science	30 hours	3 years
Physical Education/and Health	10 hours	1 year

Community Service	4 clock hours each year	
Electives	100 hours	
Minimum	250 hours or instructional units	

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

For students transferring in from another district, requirements will be reviewed individually. Students enrolling during their senior year will need 220 credits (4 hours community service), students enrolling during their junior year will need 230 credits (8 hours community service), and students enrolling during their sophomore year will need 240 credits (12 hours community service).

All community service projects must be cleared with the principal's approval. All community service projects must have an adult's signature verifying the hours. A form is available at the high school office. One hour will be given for Blood Donation.

In the Math area, Algebra I taken in the 8th grade may be counted as high school credit if the student completes 4 additional years of math in grades 9-12. Credit will be given but the grade will not be figured into the student's GPA.

3-5 credit college courses taken for dual credit will be awarded high school credit at 5 credits per semester. The Board of Education waives any of the above requirements if a student elects to take a course for college credit.

In addition, every student must complete at least one five-credit high school course in personal finance or financial literacy prior to graduation. This credit will be applied to minimum credit requirements established for Social Studies or Electives.

Although not academic in nature, there are certain behavioral expectations that will be held as graduation requirements. Among these would be appropriate appearance and behavior at school functions and ceremonies such as graduation exercises. Students should be aware that diplomas may/will be released only after all requirements have been met. This would include any financial debts, disciplinary actions and the graduation ceremony itself.

Section 3 Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the administration. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the administration to be appropriate for the educational interests of the student and the educational program.

Section 4 Schedule Changes

Students needing schedule changes, within the first two days of the semester, should notify the Principal and School Counselor. Students needing a schedule change after the third day of the semester, should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal, or school counselor, and the student's parents. Final approval of all schedule changes will be made by the Principal only.

Section 5 Interim Reports

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

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

Section 6 Report Cards

Report cards are made available at the end of each term (Semester: Grades 5-12; Quarter: Grades K-4). Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of F and those grades will be averaged into the final grade. No incompletes will be given at the end of the second semester/fourth quarter, as all course work must be completed by the end of the second semester/fourth quarter.

Section 7 Parent-Teacher Conferences

Students' academic success has been closely linked to parental involvement in school. The school district hosts formal parent-teacher conferences once per semester. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Section 8 Honor Roll

The purpose of the Honor Roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st and 2nd semesters. Students will be recognized accordingly:

1. Students receiving all "A's" will be classified as students with DISTINCTION.
2. Students receiving no other grade lower than a "B" will be classified as students with HONORS..
3. All class grades are figured the same for honor roll status.
4. Honor roll lists are published in school and community publications.

Section 9 National Honor Society

The National Honor Society (NHS) chapter of Laurel-Concord-Coleridge (LCC) School is a duly chartered and affiliated chapter of this prestigious national organization.

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our chapter needs. Students will be eligible to initially apply for National Honor Society after completing their third semester of high school (spring sophomore year) and must have a minimum, weighted GPA of 3.5 or higher. Students are selected to be members by a five-member faculty council, appointed by the principal. Formal induction ceremonies will be held in the fall and spring.

Students are subject to the NHS constitution, NHS handbook, and the LCC by-laws.

Section 10 Academic Integrity

A. Policy Statement

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

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

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

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

Cheating includes, but is not limited to:

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

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formula in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers:

Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.

(4) Use of Other Students to Take Tests. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

2. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Artificial Intelligence

Laurel-Concord-Coleridge School acknowledges that artificial intelligence continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education has adopted policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

D. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 11 Testing Program

The testing program at Laurel-Concord-Coleridge School involves group testing in grades K-12 and individual testing as needed or upon request. Included in the testing program at Laurel-Concord-Coleridge School are measures of mental ability, interest and achievement. The value of these tests is the objective information they provide in regard to your progress and in identifying your strengths and weaknesses. These test results are summarized and may be interpreted to you and your parents in order that a realistic and effective program of courses and activities may be arranged to meet your needs. Students may be involved in the following tests: NSCAS, MAP, AimsWeb+, CogAT, ACT, Pre-ACT, NAEP, ELPA 21, CCRA and ASVAB.

Section 12 Student Council

The High School Student Council is an organization through which the students may express their opinions, assist in the administration of the school and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members. Any student who fulfills the qualifications of the organization's constitution may run for student council office.

Officers and class representatives are elected in the fall for the current school year. The term of office for which they are elected is for the current school year. Officer requirements include: President-Senior; Vice President-Senior; Secretary-Junior or Senior; Treasurer-Sophomore, Junior or Senior. All grades refer to the year during which the office is held.

Also serving on the student council are organizational representatives. These students are also elected and serve one year. The council members have an opportunity to voice their opinions on school government. Assigned faculty members supervise their meetings.

Section 13 Academic Recognition – Graduation with Honors

The school district will recognize the outstanding academic achievement of its graduating seniors in the following manner:

- Summa Cum Laude – A graduating senior with a cumulative GPA of 4.0.
- Magna Cum Laude – A graduating senior with a cumulative GPA between 3.800 – 3.999
- Cum Laude – A graduating senior with a cumulative GPA between 3.500 – 3.799

GPA will be calculated on a numeric basis using a four-point scale.

The formula to do so is as follows:

Mark points earned in a course multiplied by the number of potential credits towards graduation assigned to that particular course. The sum of this calculation for each course is then added up with all other courses attempted for that term (for honor roll purposes) or cumulative for overall GPA and is then divided by the total number of academic credits attempted for that term or cumulatively in order to calculate overall high school GPA.

The conversion table that will be used to associate classroom percentage grade performance with a particular letter grade and mark point value has been provided below.

Grade Earned	Percentage Range	Four-Point Scale
A+	98-100	4.00
A	95-97	4.00
A-	93-94	3.667
B+	90-92	3.333
B	87-89	3.00
B-	85-86	2.667
C+	82-84	2.333

C	79-81	2.00
C-	76-78	1.667
D+	74-75	1.333
D	72-73	1.00
D-	70-71	0.677
F	0-69	0

Transfer Students

To provide all students with an equitable GPA calculation, the records of transfer students will be evaluated individually. The goal of this process is to ensure equity and fairness so that those transferring in are given neither an advantage nor disadvantage in the calculation of GPA.

Selection of Speakers at Graduation, Baccalaureate, Honors Night

Students having achieved recognition as Summa Cum Laude and who are interested in representing their graduating class as speakers at Graduation, Baccalaureate, or Honors Night shall apply at the designated time during the second semester of their senior year. The application process for selection and assignment of interested speakers will be determined by the Administration. In the event no senior students receive Summa Cum Laude recognition or an insufficient number of such students are interested in speaking, senior students having the next highest GPAs will be invited to apply as speakers.

Section 14 Dual Credit Courses

A dual credit course is a college class offered to high school students. Upon successful completion, the student accrues both high school credit towards a high school diploma and postsecondary credits that may lead to a certificate, associate's degree or bachelor's degree. Dual credit courses could include the following:

- Classes taught in the high school during the day, by the high school teacher.
- Online classes taught by dually certified instructors at a college and taught for early entry (high school) students only.

Online College Credit Only classes may also be taken during the regular school day. These may include the following:

- Classes taken online that include both Early Entry high school students and college students.

Note: Students are responsible for the tuition of these courses.

Section 15 Fridays at LCC and Work-Based Learning Programs

Seniors maintaining satisfactory academic progress and performance will be allowed to participate in the Laurel-Concord-Coleridge "Fridays at LCC" and/or Work-based Learning

programs. These programs are designed to give high school seniors the opportunity to (1) participate in on-campus coursework for college credit offered at Northeast Community College and Wayne State College, and (2) to participate in career-oriented internships, apprenticeships, and other paid or volunteer experiences throughout the region. Students will be responsible for transportation, tuition and fees, as well as being expected to complete all assignments and assessments in any coursework missed due to participation in these programs. Additional program information and requirements is available from the High School Office.

Article 6 - SUPPORT SERVICES

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

Students can be found eligible for special education services under the following categories: A student found eligible as having autism, an emotional disturbance, deaf-blindness, developmental delay, hearing impairments, intellectual disability, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments. Students with such impairments and whose disability has an adverse educational impact may benefit from special education services and related services

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team or comparable problem solving team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being found eligible as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education

- programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
 3. Receive notice with respect to identification, evaluation or placement of your child.
 4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
 5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
 6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
 7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
 8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
 9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
 10. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
 11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
 12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
 13. File a local grievance in accordance with school policy.
 14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Guidance and Mental Health Services

Laurel-Concord-Coleridge School employs counselor(s) and mental health provider(s) for the purpose of supporting students' social-emotional health and well-being, assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. If you wish to see a counselor or mental health provider, stop by the school office and make arrangements for an appointment.

Section 4 Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., chills/shivering, muscle aches, headache, sore throat, coughing or difficulty breathing, nausea or vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment document so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

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

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

School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other

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

Immunizations

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

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations for Current School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, *Hib not required after child reaches 5 yrs. of age 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age. *Pneumococcal not required after child reaches 5 yrs. of age.

Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Additionally, for 7th Grade Only	1 dose of Tdap (must contain Pertussis booster)

Birth Certificate Requirements

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

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

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

Guidelines for Head Lice

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

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including

how to check and identify head lice*.

3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
8. *Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

Section 5 Transportation Services

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

Behavior on School Buses

- I. General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
- II. Special Conduct Rules for Riding School Buses.
 - A. Rules for Getting On and Off the Bus
 1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, come to the Central Office and your parent will be called.
 2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
 3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
 4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - B. Rules on the Bus
 1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraprofessional or adult on the bus.
 2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs and belongings to yourself.
 6. No fighting, harassment, bullying, intimidation or horseplay.
 7. Do not throw any object.

8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

III. Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

IV. Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Article 7 - DRUGS, ALCOHOL AND TOBACCO

Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of

the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

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

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation.

The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, and any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product (including electronic nicotine delivery systems).

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.

6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Administration

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

Article 8 - STUDENT CONDUCT RULES

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

Section 2 Forms of School Discipline

- A. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or,
 - b. Other violations of rules and standards of behavior adopted by the Laurel-Concord-Coleridge School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the

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

3. Within 24 hours or such additional time as is reasonably necessary, not to exceed an additional 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
4. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
5. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

B. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student, who on a long-term suspension, shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension. The procedures will be those set forth in the Student Discipline Act.

C. 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 (a) the misconduct occurred within ten (10) 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) the misconduct occurred within ten (10) 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) 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. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations missed during the

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

3. Summer Review.

Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

4. Alternative Education. Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program in order to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

5. 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 (1) full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

6. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to a court order, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

7. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.

8. Exception for Pre-Kindergarten through Second Grade Students. Notwithstanding the foregoing, no pre-kindergarten through second grade student may be suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal’s designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon

on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with this Policy's disciplinary procedures.

D. Emergency Exclusion: A student may be excluded from school in the following circumstances: (a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or (b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

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

E. Other Forms of Student Discipline. Administrative and teaching personnel may take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not 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. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 3 Student Conduct Expectations

Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

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

The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another;
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude;
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations;
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks;
7. Selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant;
8. Public indecency or sexual conduct;
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a

school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events;

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction;
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten; or
12. Repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes;
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities;
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion;
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for those students riding Laurel-Concord-Coleridge School's buses.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one (1) calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function;
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term “dangerous weapon” includes any personal safety or security device (such as tasers, mace and pepper spray). In the event that a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student’s locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

B. Additional Student Conduct Expectations and Grounds for Discipline

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

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

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

- b. Definitions:

The following definitions provide a guide to the standards of academic integrity: “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

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

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

Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

Papers (includes papers, essays, lab projects, and other similar academic work):

Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

"Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

"Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Artificial Intelligence

Laurel-Concord-Coleridge School acknowledges that artificial intelligence

continues to emerge as a resource that may assist students with future technology and different wants of learning. However, artificial intelligence also poses a challenge to delineate the responsible use of artificial intelligence with student plagiarism. As a result, the Board of Education has adopted policy to specifically address how the District will address academic honesty and integrity regarding a student's use of artificial intelligence.

Permissible Uses of Artificial Intelligence in School Assignments

Students may use artificial intelligence or related platforms when any of the following occurs:

1. The student receives advance permission from the teacher for the given assignment or project; or
2. The teacher's classroom rules or expectations established artificial intelligence as a permissible resource for students to access.

Any student with questions about the use of artificial intelligence should contact their teacher in advance of using artificial intelligence to assist with any assignment. It is the responsibility of each student to understand the permissible use (if any) of artificial intelligence in a given class or a particular assignment. Students must be fully forthright and honest about their use of artificial intelligence to assist with any school assignment.

Impermissible Uses of Artificial Intelligence in School Assignments

Unless otherwise permitted by this Policy, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task. The impermissible use of artificial intelligence may subject the student to discipline in accordance with the District's plagiarism policy and academic dishonesty rules.

d. Sanctions

The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

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

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and

including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. Laurel-Concord-Coleridge School strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. Definitions.
 - i. “Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, laptop computers, tablets, smart watches/bands, wired or wireless headphones/earbuds, and other electronic or battery powered instruments which transmit music, or video, or voice, or text, or data.
 - ii. “Sexting” means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:
 - 1. Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or
 - 2. Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph, or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,
 - 3. Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.
- c. Possession and Use of Electronic Devices.
 - i. Unless expressly approved by the teacher, school staff member, or a school administrator, electronic device usage, including but not limited to, cell phones, smart watches/bands, and wired or wireless headphones/earbuds, is restricted during instructional class time, independent work times, and study hall periods, including voice calls, text messaging, digital imaging and listening to music.
 - ii. A student is permitted to possess and use electronic devices before school hours, at lunchtime (high school only), during passing periods (high school only), and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a)). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are

appropriate; an announcement will be given in the event of such a change in permitted use.

- iii. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

d. Violations

- i. Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons, without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) “sexting;” or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

- ii. Disposition of Confiscated Electronic Device

- 1. Electronic devices possessed or used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian at the end of the school day.
 - a. First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school’s main office and retrieves the electronic device at the end of the school day
 - b. Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

- c. Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.
 - d. Subsequent Violations: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until at least the conclusion of the school day and as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device. Additionally, Detention, ISS, or OSS may be assigned.
- e. Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:
 - i. Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.
 - ii. Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.
- f. Reporting to Law Enforcement. Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.
- g. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

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

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

Students who are the victim of bullying or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

4. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

- a. 1st Offense: Students will be confronted and directed to cease.
- b. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Students will be suspended from school for a minimum of one (1) day, and parents and students will need to meet with Administrator(s) and/or counselor.
- d. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

5. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion.

- a. Seeds are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be consumed outside.

- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
 - c. Assignments for all classes are due as assigned by the teacher.
 - d. Students are not to operate the mini-blinds or the windows without permission of the teacher.
 - e. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
 - f. Students are to be in their seats and ready for class on the tardy bell.
 - g. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
 - h. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
 - i. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
 - j. Snow handling is prohibited.
6. Network, E-Mail, Internet and Other Computer Use Rules:
- a. General Rules:
 - i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.
 - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network

- waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
- b. Policy and Rules for Acceptable Use of Computers and the Network: The following policy and rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff and students. The term "Users", as contained herein, shall apply to all such individuals. The Superintendent, or the Superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- i. Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs or disks.
 - ii. Users shall not let other persons use their name, account, log-on password, or files for any reason (except for authorized staff members).
 - iii. Users shall not use or try to discover another user's account or password.
 - iv. Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).
 - v. Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - vi. Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - vii. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - viii. Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - ix. Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs or disks.

- x. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- xi. Users shall not take technology equipment (hardware or software) from the school grounds or remove such from computer work areas without written permission of the network administrator.
- c. Etiquette and Rules for Use of Computers and the Network: All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of and communication on the network, Internet and other online services.

Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

- i. Be polite. Do not become abusive in your messages to others.
- ii. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information or images.
- iii. Do not reveal your personal account, address or phone numbers, or that of other students or colleagues.
- iv. Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages which violate the rules will result in disciplinary action.
- v. All communications and information accessible via the network should be assumed to be private property of others.
- vi. Do not place unlawful information on any network system.
- vii. Keep paragraphs and messages short and to the point. Focus on one subject per message.
- viii. Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- ix. Other rules may be established by the network administrators or teachers from time to time.

d. Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administering the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and not a right. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

e. Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment.

7. Risks of Social Networking: The purpose of this message is to give our students information about the risks of using Snapchat, Instagram, Facebook, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on social media sites may affect you years later.

What you say now on social media sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on social media.

Section 4 Reporting Student Law Violations

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

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

2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school

official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken.

An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Article 9 - EXTRACURRICULAR ACTIVITIES

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 2 Extracurricular Activity Code of Conduct

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

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

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

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

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

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

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

Where is the Code of Conduct Applicable: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further

discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing, or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance, or inhalant. (Note: Refer to “Drug and Alcohol Violations” for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.

12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.

14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

15. Willfully violating the behavioral expectations for those students riding Laurel-Concord-Coleridge School buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.

17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.

18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.

19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.

20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

Consequences.

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

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

suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor.

When Suspensions Begin.

All suspensions begin as soon as it has been determined that a violation has occurred and after the determination by school officials of the sanction to be imposed. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served. In the event of any uncertainty or disagreement, the Superintendent shall make the final determination on when a suspension begins and ends.

Letters and Post-Season Honors.

A student who commits a Code of Conduct violation is:

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

Tobacco, Alcohol and Drug Violations

Meaning of Terms

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

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

Possession includes having control of the substance or on one's person.

Determining a Tobacco, Alcohol or Drug Violation Has Occurred

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student self-reports and/or admits to violating the Code of Conduct.
4. When a student is witnessed by a paid employee of the school district who actually saw the student in physical contact of tobacco, alcohol, and/or drugs, or to have had them on their person.

5. When school officials otherwise find sufficient reliable and credible evidence to support a determination that a violation has occurred.

Consequences for Possession or Use of Tobacco, Alcohol, and/or Drugs

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

Whenever a student violates the Code of Conduct by possession or consumption of tobacco, alcohol, and/or drugs, there are two possible consequences for the action. The consequence to be enforced is determined by whether the violation is Self-Reported by the student or if the violation is Not Self-Reported by the student but is reported by a law enforcement official, a matter of public record, or is witnessed by a paid employee of the school district.

To be considered Self-Reported, the student must report the violation to the High School Principal, Superintendent, or a Coach/Sponsor within 72 hours of the violation. A violation may also be considered Self-Reported if the student admits and takes responsibility for her/his actions upon initial interview/questioning by a school official. Self-Reporting is only applicable to a student whose violation occurs off school grounds, not at a school function or event, and not in a school vehicle. The intent of self-reporting is to encourage personal responsibility for one's actions in a truthful manner. The consequences for students who take responsibility for their actions will be less.

The term "witnessed" shall mean to have actually seen a student in physical contact of tobacco, alcohol, and/or drugs, or to have had them on their person, or to have been under the influence of the same.

Students who have violated the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, but do not have a subsequent violation for a full calendar year (365-calendar days), shall have previous violations removed from consideration and enforcement of consequences. This allows students who make mistakes the opportunity to learn and to modify their actions. However, students who accumulate three or more violations of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, during their high school enrollment, will have prior accumulated violations considered in determination of consequences.

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

1. First Violation: For a first violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, the following consequences apply:
 - a. Self-Reported Violation: 14-calendar day suspension from activities
 - b. Not Self-Reported Violation: 21-calendar day suspension from activities
 - c. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension

period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.

2. Second Violation: For a second violation of the Code of Conduct policy related to possession or use of tobacco, alcohol, and/or drugs, and occurring within 365-calendar days of the first violation, the following consequences apply:

a. Self-Reported Violation: 42-calendar day suspension from activities

b. Not Self-Reported Violation: 63-calendar day suspension from activities

c. Reduction for Participation in Chemical Dependency Program: (This option is provided only one time and only for a second violation.) If the student and parents agree to participate in a school-approved program for chemical dependency, the activities suspension will be reduced to 21-calendar days. The program must be administered by a certified alcohol and drug abuse counselor or agency and be approved in advance by the school authorities. The student must successfully complete the approved chemical dependency program. Proof of successful completion of the program must be submitted in writing to the High School Principal, or designee, within 21 calendar days of the violation. Failure to participate and successfully complete the approved chemical dependency program will cause the participating student to be suspended from extracurricular activities for the remainder of the second violation consequence. All costs associated with the program are the responsibility of the student/parent or guardian.

d. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.

3. Third and Subsequent Violation(s): A third and any subsequent violations shall result in 270- or 365-calendar day suspensions from activities even if the subsequent violation(s) do not occur within the past full calendar year (365-calendar days).

a. Self-Reported Violation: 270-calendar day suspension from activities

b. Not Self-Reported Violation: 365-calendar day suspension from activities

c. The activity suspension must include at least one contest, performance, or event. If such contest, performance, or event does not occur during the imposed suspension period, the next occurring contest, performance, or event will apply, regardless of activity or season. The activity suspension applies to the entire day of such contest, performance, or event. Activity suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served.

4. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the

foregoing and may be established at the discretion of the administration. The Superintendent shall have the authority to determine what constitutes a more serious violation and may develop guidelines to implement consistent discipline in accordance with this section.

Steroid Offenses.

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

1. First Violation: 28-calendar days
2. Second or Any Subsequent Offense: 365-calendar days.

Procedures for Extracurricular Discipline

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the violation(s) and suspension will conduct a reasonable investigation of the facts and circumstances and determine whether a violation occurred. The investigation will be initiated within 72 hours of the school official(s) becoming aware of a student's potential violation.
2. Meeting. Prior to determination of a violation and prior to commencement of the suspension, the school official considering the suspension, or their designee, will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference. If the alleged violation occurred off school grounds, not at a school function or event, or not in a school vehicle, the student's parent or guardian will be contacted and provided the opportunity to attend or participate in such meeting.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a Self-Report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student and parent/guardian (as applicable) is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee, will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate

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

a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.

b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.

c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.

ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.

iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents, or guardian.

iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures.

6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance, or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

Section 4 Academic Standards

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

1. Be enrolled in at least 20 credit hours in the semester of participation.
 - a. Any student who is a resident of the District and who is enrolled in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements may participate in any of the District's extracurricular activity programs to the same extent and subject to the same requirements, conditions, and procedures as a full-time student in the District. The District's Activities Director will coordinate with the student's parent or guardian to secure assurances of compliance with these expectations. Any student covered by this subsection must enroll in five credit hours through the District in any semester. There shall be no preference given to any student participating in any extracurricular activity based off their status as a full-time or part-time student. Part-time students will be expected to comply with the same or similar expectations as full-time students to participate in any activity, including team rules. Participation in activities that are subject to the bylaws of the Nebraska School Activities Association (NSAA) will be limited to those students who meet the NSAA bylaws. Eligibility criteria for part-time students is governed by Policy 5004, NSAA bylaws, and state law.
2. To be eligible to participate in extracurricular activities, after the second week of each semester, a student's semester grade must be passing in all but one (1) subject area. Any student failing more than one (1) course will be placed on academic probation for one (1) week (Monday-Sunday). Students will have a one (1) week period to bring their grades to a passing level. If, after the end of that time, the student is failing two (2) or more classes (does not have to be the same classes), the student will be ineligible for the following week. Raising grades during that time will have no effect on the eligibility for that week. If, at the end of the week in which the student was ineligible, the student is still failing more than one (1) class, the ineligibility continues for the next week. Students do not get another week of probation until they have worked themselves off of the ineligibility list by having one (1) or

fewer failing grade averages. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved. The eligibility list will be generated at 8:00 a.m. on Mondays.

3. Academic requirements do not apply to:

- a. Instructional field trips which are a part of the scheduled course learning experience; and
- b. Activities or events which are a part of the student's grade requirements.

Section 5 "Team Selection" and "Playing Time"

"Team selection" and "playing time" decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.
2. Success. Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student's: (1) talent or skill, (2) desire to improve the student's own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school, and the community.

Section 6 School Dances

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

General Rules of Student Conduct at Dances. In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Laurel-Concord-Coleridge School and their guests may attend.
 - a. Students currently attending Laurel-Concord-Coleridge High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Laurel-Concord-Coleridge High School or their own school are generally considered appropriate dates or invited guests.
 - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
 - c. Some school dances may be restricted to students attending specified grades levels at Laurel-Concord-Coleridge School. For any dances at the middle school

level, only students attending Laurel-Concord-Coleridge School in the grade(s) for which the dance is being held may attend.

- d. Students who have been suspended from school or from extracurricular activities may not attend.
 - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
 - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
 - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
 - h. Students are not permitted to attend a school dance if they are currently on the Failing List.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco, including electronic nicotine delivery systems, are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

Eligibility for Selection as Royalty.

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the "royalty" for the Homecoming shall meet that general standard as determined by the administration and, in addition, meet the following specific academic, activity and conduct standards:

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.

- The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event.

Section 7 Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children:

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two (2) different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(es). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests

- Team requirements
- Procedure should your child be injured
- Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution)
- What should a parent do if the meeting with the coach did not provide satisfactory resolution?
 - Call the activities director to set up a meeting with the director, coach, student, and parent present.
 - At this meeting, an appropriate next step can be determined, if necessary.

Section 8 Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.

2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
4. Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noise makers of any kind are not proper for indoor events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.
10. Show respect for officials, coaches, cheerleaders and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

Section 9 Student Fees Policy

The Board of Education of Laurel-Concord-Coleridge School has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District’s efforts to provide such activities, programs, and services. The District’s general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix “1,” which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities.
Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical- physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items & miscellaneous
 - a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
 - b. Courses
 - i. General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
 - ii. Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - iii. Materials Required for Course Projects. Students are permitted to and may be encouraged to supply materials for course projects. Some course

projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

- iv. Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
- v. Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, may be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities—Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one (1) copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or Pre Kindergarten services. Students are responsible for fees required for participation in before-and-after-school or Pre Kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

10. Breakfast Lunch Programs

Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child

nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced- price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one (1) student resides, at no cost.

13. Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school. The Superintendent is authorized, after consultation with the Board President, to utilize funds from the Student Fee Fund to reduce the cost to students of certain activities that the Superintendent deems in the best interests of the District, upon terms and conditions established and implemented by the Superintendent.

Certification

On the 10th day of July, 2023, the school board held a public hearing at a meeting of the school board on a proposed student fee policy. Such public hearing followed a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the preceding school year. The foregoing student fee policy was adopted after such public hearing by a majority vote of the school board at an open public meeting in compliance with the public meetings laws.

Jeremy Christiansen

Superintendent or Other Authorized School Official

Appendix“1” to 2023-2024 Student Fees Policy of Laurel-Concord-Coleridge School— Additional Specification of Required Materials and Fees

Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum)1 or Specific Material Required
Elementary Program		

Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and socks, running shorts, T- shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	None—costs of school sponsored, class- related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free- reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	Cost varies
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.
School Meals		Breakfast—\$2.25 (PreK-4) Breakfast—\$3.45 (Adults) Lunch—\$3.00 (PreK-4) Lunch—\$4.45 (Adults)

Generally, dollar amounts are stated in terms of “maximums.”

		Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Secondary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Physical Education classes	Appropriate clothing (non- specialized attire)	Tennis shoes and socks, running shorts, T- shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes
Music—Optional band courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by any student.
Classroom Supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None—necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Advanced math or science classes	Specialized calculators	Some calculators will be available at school. If lost or damaged a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge)	Ten cents (.10) per page when charges apply.

School Meals		Breakfast—\$2.35 (Grades 5-12) Breakfast—\$3.45 (Adults) Lunch—\$3.15 (Grades 5-12) Lunch—\$4.45 (Adults) Prices are maximums based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit.	Any postsecondary education costs are to be paid directly by students to the college.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer, or at night, if any	Drivers' education class: Current fee established by Northeast Community College, subject to a possible \$50 discount upon the terms and conditions established by the Superintendent. Other classes: Cost varies

Extracurricular and other programs	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
Athletic Programs		
1. Admission	Spectator fees for admission to events	\$5.00 per event maximum. Students may purchase an Activity Ticket for \$25.00 per year. High School students participating in NSAA activities receive a complimentary Activity Ticket.

2. Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.	
3. Athletic Participation Fee	Fee to participate in athletic programs.	In the event an athletic participation fee is charged, the fee will be \$50 per year maximum.	
4. Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity.	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include:	
		Basketball	No additional
		Cross Country	No additional
		Football	Mouthpiece
		Golf	Golf bag & clubs
		Speech/Debate	Dress attire; copies of research
		Track	No additional
		Volleyball	Volleyball knee pads
		Wrestling	Wrestling head gear
		Cheerleading and Dance Team Squads	Shoes, approved uniforms (top & skirt; jacket),

			poms and other accessories	
5. Camps and clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.		
6. Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$50.00 per club.		
7. Marching Band and Musical Groups	Equipment and attire.	Students will be responsible for the same costs as are set out for the athletic program.		

		Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform rental fee of up to \$50.00.
Social & Recognition Activities		
1. School plays, musicals and social activities	Admission to events	Cost varies.
2. School dances	Admission to prom, homecoming, etc.	Cost varies.

3. Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment, not to exceed \$50, will be assessed to those Seniors who elect to participate in such activities. Expenses for above mentioned items will be paid out of the "Class Activity" account until funds are depleted. After this fund is empty, students will be responsible for all optional graduation activity costs.

Article 10 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Laurel-Concord-Coleridge School does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, religion, disability, age, sex, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category 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 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 in the U.S. Department of Education (OCR)
 601 East 12th Street, Room 353
 Kansas City, MO 64106
 (800) 368-1019 (voice), Fax (816) 426-3686
 (800) 537-7697 (telecommunications device for the deaf),
 or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
 Gateway Tower II
 400 State Avenue, Suite 905
 Kansas City, KS 66101
 (800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 Designation of Coordinators

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 coordinators are:

Laurel-Concord-Coleridge School, 502 Wakefield St, PO Box 8, Laurel, Nebraska 68745, (402) 256-3133.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Jeremy Christiansen
Title IX	Discrimination or harassment based on sex; gender equity	Diane Hanel
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Alan Gottula
Homeless student laws	Children who are homeless	Jeremy Christiansen

Safe and Drug Free Schools and Communities	Safe and drug free schools	Jeremy Christiansen

Section 3 Anti-Discrimination & Harassment Policy (4003, 5401)

Elimination of Discrimination

The Laurel-Concord-Coleridge School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Laurel-Concord-Coleridge School 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, co-workers, students or other persons is prohibited. In addition, the Laurel-Concord-Coleridge School will try 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 (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay

adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;

- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Laurel-Concord-Coleridge School does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Title IX Coordinator - Diane Hanel, 502 Wakefield St, Laurel, NE 68745
(402) 256-3133 diane.hanel@lccschool.org

The following information outlines the Laurel-Concord-Coleridge School's procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints.

Title IX: Grievance Procedures for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor or the principal or supervisor of the offending person, the Title IX Coordinator, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or Title IX coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Diane Hanel
502 Wakefield Street, Laurel, NE 68745
402-256-3133
diane.hanel@lccschool.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may extended by the Title IX Coordinator with notice to the parties.**

2. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be an attorney.

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

The Investigator will aim to complete its investigation within a reasonable time frame as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

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

(C) *Rights of the Parties*: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within 2 days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place a non-student employee respondent on administrative leave during the pendency of the investigation. The District also retains the right to remove a respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) *Conclusion of Investigation*: Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker, shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision maker has considered the written questions of the parties, if any, the decision maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status,

such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of each recipient's code of conduct to the facts;
5. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures to the respondent if the Decision-Maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in school suspension, out of school suspension, expulsion, and in the case of an employee disciplinary action up to and including dismissal from employment. **This regulation does not limit or prohibit the District from instituting disciplinary measures if in the course of the investigation it determines that the complainant or respondent violated the student code of conduct.**

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall be responsible to appoint and arrange for an objective person to review and issue a decision for all appeals. This designated person shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The designated appeals individual shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The designated appeals individual shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven years.

Section 4 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 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 5 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. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The "Every Student Succeeds" Act of 2015 (ESSA) Section 8025 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 7 Disclosure of Staff Qualifications

The "Every Student Succeeds" Act of 2015 (ESSA) gives parents/guardians the right to request information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of ESSA.

Section 8 Student Privacy Protection

The "Every Student Succeeds" Act of 2015 (ESSA) requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to

student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

- Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- Student surveys which involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - Political affiliations or beliefs of the student or the student’s parent;
 - Mental or psychological problems of the student or the student’s parent;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the students or the student’s parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Instructional materials. We will permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.
- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District policy is to not gather such information for such purposes.

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

- provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
- make textbooks, completed tests and other curriculum materials available for review by parents upon request;
- permit parents access to their child’s records according to law and school policy;
- encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or

administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;

- assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
- permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
- notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
- encourage parents to express their concerns, share their ideas and advocate for their child's education.

Title I Parental Involvement

The District has a separate policy established pursuant to the "Every Student Succeeds" Act of 2015 (ESSA) relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children have been given the opportunity to participate in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- a. that parents play an integral role in assisting their child's learning;
- b. that parents are encouraged to be actively involved in their child's education at school;
- c. that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and
- d. the carrying out of other activities, such as those described in the parental involvement policy. Employees are expected to comply with the Title I parental involvement policy.

Section 10 Homeless Students

The "Every Student Succeeds" Act of 2015 (ESSA) requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 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.

Article 10 – EARLY CHILDHOOD PROGRAM

Section 1 Program Description

The Laurel-Concord-Coleridge Early Childhood Program will feature hands on learning opportunities for children ages 3-5 based on Creative Curriculum Guidelines as suggested by the State of Nebraska Department of Education as well as the Nebraska Early Learning Guidelines for Ages 3-5.

Our goals are to provide each child with a variety of developmentally appropriate activities that are designed to meet each child's individual needs; to help children recognize and use appropriate social skills; and provide a safe and secure environment.

Section 2 Accidents - Emergencies

When you enroll your child we ask you to complete and sign an "Authorization To Call A Physician" form. We need the following information it provides, such as:

1. The name of your family doctor.
2. The home phone number and business phone of both parents.
3. The name and phone number of a close friend or relative, in the event you cannot be reached.

If your child is injured at school, immediate first aid is applied and parents are notified. If parents are not available an emergency contact provided by the parent will be called. If that person is also not available, and the child's well being is in danger, the student may be taken to a physician or medical facility.

Section 3 Class Schedule

The class schedule will be determined annually based on the enrollment needs of students.

Section 4 Class Cancellations

We will follow the same weather delays/cancellations as Laurel-Concord-Coleridge School. Classes that are canceled will not be rescheduled. Classes that are dismissed early due to bad weather will not be rescheduled. When there is a late start for the Laurel-Concord-Coleridge School, morning classes will not be held.

Section 5 Communicable Disease Control

STUDENTS WHO ARE ILL SHOULD BE KEPT HOME UNTIL THEY ARE WELL.

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., chills/shivering, muscle aches, headache, sore throat, coughing or difficulty breathing, nausea or vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

When students are ill enough to be put on antibiotics they should usually stay at home for extra rest for 24 hours to allow their bodies to utilize the medicine to the utmost.

Section 6 Locked Doors

For safety purposes all doors in the elementary will be locked all day every day. You may enter the school through the Main Entrance located on the east side of the school.

Section 7 Eligibility

Laurel-Concord-Coleridge Early Childhood Program is offered to boys and girls who are toilet trained and are 3, 4, and 5 years of age. If your child will be 5 on or before July 31, they should be enrolled in our kindergarten program.

Section 8 Emergency Evacuation Procedures For Fire/Tornado Drills Fire Drill

1. The fire warning is a continuous buzzer.
2. Move quietly and orderly with your class to the assigned exit.

Tornado Drill

In a tornado warning, Early Childhood students will stay in the classroom which is the designated tornado station.

Section 9 Fees

Fees:

Preschool tuition is based on the family's eligibility for the federal meals program.

Monday-Thursday (4 days per week):

\$100/month (full pay); \$50/month (reduced); \$0/month (free)

There is no refund given due to illness, absence or school days affected by weather cancellation. A monthly statement will be mailed home. Payment is due the 10th of each month. If payment is not received by the 10th, your child will not be able to continue to attend the Laurel-Concord-Coleridge Early Childhood Program. For information regarding free or reduced prices, contact the office for the necessary paperwork.

Section 10 Field Trips

Students may be involved in various field trips throughout the year. A signed permission slip is required for any field trip that will take students more than ten miles distance from the city of Laurel. This slip will be sent home with the student in advance of the field trip.

Section 11 Take Home Folder

Your child will bring home a blue take home folder. Please review your child's folder and write any comments you may have in it and return it the next day. The take home folder is a great way to communicate with your child's teacher and a safe place to attach bills, book orders, and changes in pick-up times or who is picking them up.

Section 12 Parents/Visitors/Volunteers

FOR THE SAFETY OF ALL OUR STUDENTS, ALL PARENTS/VISITORS/VOLUNTEERS MUST CHECK IN AT THE CENTRAL OFFICE.

1. Stop in the office when arriving at school.
2. Bring all items to the office that have been forgotten or are needed by the student in order that the office personnel can deliver it.
3. Call the office and request a return call from the teacher if information is needed.
4. Volunteers, please stop in the office when arriving and pick up a nametag.

Parents are encouraged to visit school. Classroom visits give parents the opportunity to observe their child's participation and provide insight into curricula, expectations, and classroom procedures. These visits will need to be set up prior with the building principal.

Section 13 Parties/Gifts

Three parties are part of the school program: Fall, Christmas, and Valentine's Day. If you would like to help with any parties, please let the office know.

A child's birthday is a very important day, and deserves special recognition. Such recognition is extended to the classroom. Party invitations may not be distributed in school unless all members of a classroom are invited.

The school encourages healthy treats for parties or birthdays. Healthy treats are foods that are not of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

In order to ensure the well-being and safety of all students, including those having allergies to specific foods and/or ingredients, all snacks and treats provided must be commercially prepared and pre-packaged with the ingredients and nutritional labels readily available for review. No homemade treats or snacks will be permitted.

Gifts to teachers are not required, nor are they encouraged. There will be no gift exchange or giving of gifts among students. Parents wishing to make a donation for classroom betterment or enhancement are encouraged to visit with the school principal.

Section 14 Release Of A Child

If anyone other than those specified on the emergency release form is allowed to pick up your child, you must inform the school before your child can be released.

Section 15 Snack & Milk

Snack will be provided by the school district. Juice/Milk will be provided by the parent through the Laurel-Concord-Coleridge School. Juice/Milk costs \$0.50 per day. Juice/Milk tickets are available at the office. The cost is \$10.00 for 20 punches.

Article 11 – NON-DISCRIMINATION STATEMENT

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on basis of sex, disability, race (including skin color, hair texture, and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.

To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Article 3

BUSINESS OPERATIONS

Policy No. 3571

Meal Charge Policy

It is the policy of the District to comply with the National School Lunch Program and School Breakfast Program and all other federal grant programs that provide free or reduced meals to qualifying students.

Student Eligibility

Families of students who may be eligible for free or reduced price school meals should submit an application to determine their eligibility. Applications are available through the Superintendent or Superintendent's designee. As long as an application is submitted on or after July 1, the application will be considered current for the new school year. A student may become eligible for free or reduced meals at any time during the school year if the household experiences a change in financial circumstances.

Meal Account Balances

The District will ensure that families can check their meal account balances in a manner other than exclusively online. The District will ensure that at least one form of meal account payment is free of charge.

The District encourages families to pre-pay without charge for free or reduced price meals. Notwithstanding the option to pre-pay, students and families will have a method to add funds during the school day. Any balance remaining in a pre-paid account shall carry over into the next month. Households approved for free or reduced price meals with funds remaining in their meal account at the end of the school year shall receive a refund. When a student leaves the District or graduates, the District shall attempt to contact the student's household to return any funds remaining in the student's meal account.

Unpaid meal charges may be carried over at the end of the school year as a delinquent debt and the District shall undertake reasonable collection efforts to collect unpaid meal charges classified as delinquent debt, pursuant to and in compliance with state and federal law. The District shall maintain records of its collection efforts and, once delinquent meal charges are converted to bad debt, its documentation establishing and handling of the bad debt.

Student Confidentiality

The District will disclose individual student eligibility information only to those persons (and organizations) who require the information in order to carry out an activity specifically authorized by the National School Lunch Act, subject to applicable legal exceptions.

The District shall not use or implement any colored or coded meal cards, tickets, tokens, or other methods of payment that would overtly identify a student as being eligible for free or reduced price meals.

Distribution Annually

This policy shall be provided in writing to all students' households at the start of each school year and to households transferring to the District during the school year.

This policy shall also be provided annually to District staff members responsible for the enforcement of this policy, including food service professionals.

The Superintendent or the Superintendent's designee shall maintain documentation of the annual distribution of this policy to students' households and District staff.

RECEIPT OF THE 2023-2024 STUDENT-FAMILY HANDBOOK

The 2023-2024 Student-Family Handbook of Laurel-Concord-Coleridge School is available on the internet at <http://www.lccschool.org/>.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2023-2024 Student-Family Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

**Please sign and return this page to the Principal's Office
on or before Friday, August 31, 2023.**

RECEIPT OF 2023-2024 STUDENT-FAMILY HANDBOOK

This signed receipt acknowledges receipt of the 2023-2024 Student-Family Handbook of Laurel-Concord-Coleridge School. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook, which should be used to respond to harassment or discrimination.

Date: _____

Student's Printed Name: _____

Student's Signature: _____

Parent or Legal Guardian's Printed Name: _____

Parent or Legal Guardian's Signature: _____

_____ I prefer a paper copy of the Student-Family Handbook be sent home for review.

Printed Name _____

Signature _____

LAUREL-CONCORD-COLERIDGE SCHOOL

**FACULTY HANDBOOK
2023-2024**



**Laurel-Concord-Coleridge School
502 Wakefield
PO Box 8
Laurel, NE 68745
402-256-3133**

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FOREWORD

Section 1 Intent of Faculty Handbook

Welcome to Laurel-Concord-Coleridge School. This handbook is intended to be used by teachers and other certificated staff to provide general information about Laurel-Concord-Coleridge School and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher 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 relate to employment, including employment contracts, the negotiated agreement between the Laurel-Concord-Coleridge School and the Laurel-Concord-Coleridge Education Association, and the policies and regulations of the Board of Education. In reviewing this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

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 arise 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 school district.

This handbook will be in effect for the 2023-2024 and subsequent school years unless replaced by a later edition.

Section 2 Information About Laurel-Concord-Coleridge School

Laurel-Concord-Coleridge School, with school campuses located in the communities of Laurel and Coleridge, Nebraska, strives to provide quality education programs for the youth of our communities and the surrounding area. All staff are trained in the Instructional Model developed by LCC. Laurel-Concord-Coleridge School implements an online student management program, which allows student and parent access to grades, attendance, lunch accounts, daily bulletins, etc. and communication with staff through email. LCC School takes pride in the collaborative partnerships developed with the cities of Laurel and Coleridge, Education Foundations, and the

LCC Booster Club. These partnerships have resulted in expanded facilities for school and public patrons through the construction of a Fitness Center, the Laurel Community Learning Center, and the Laurel Athletic Complex.

Section 3 School Mission Statement

“Equipping students with skills for Life, Career, & Challenges!
In a Progressive, Rigorous, Inclusive Dynamic Environment!”

Outcomes

Content Mastery
Critical Thinking Collaboration
Communication Creativity
Citizenship

Beliefs

At Laurel-Concord-Coleridge School, we believe the strongest predictor of our success is a shared vision that by working together we will make a difference. All stakeholders have a valuable role and operate under the expectation that with mutual trust and respect, we will achieve our mission.

Section 4 Members of the Board of Education

Name	Contact Information
Carol Erwin, President	carol.erwin@lccschool.org
Jay Hall, Vice President	jay.hall@lccschool.org
Dustin Thompson, Secretary	dustin.thompson@lccschool.org
Bryan Pippitt	bryan.pippitt@lccschool.org
Samuel Recob	samuel.recob@lccschool.org
Grant Settje	grant.settje@lccschool.org
Scott Taylor	scott.taylor@lccschool.org

Section 5 Administrative Staff

Name	Position	Location	Contact Information
Jeremy Christiansen	Superintendent	Central Office	jeremy.christiansen@lccschool.org
Diane Hanel	Principal	High School	diane.hanel@lccschool.org
Mark Leonard	Principal	Middle School	mark.leonard@lccschool.org
Keri Hart	Principal	Elementary	keri.hart@lccschool.org

Section 6 Certified Staff

Name	Contact Information	Position
Backer, Jennifer	jennifer.backer@lccschool.org	Middle School Language Arts
Beckwith, Sarah	sarah.beckwith@lccschool.org	High School English
Benson, Shannon	shannon.benson@lccschool.org	Middle School Physical Education
Beyeler, Patti	patti.beyeler@lccschool.org	High/Middle School Instrumental Music
Brandow, Meghan	meghan.brandow@lccschool.org	3rd Grade
Brummels, Crystal	crystal.brummels@lccschool.org	Elementary Special Education
Camargo, Jill	jill.camargo@lccschool.org	High/Middle School Spanish
Conley, Arianne	aconley@esu1.org	School Nurse (ESU 1)
Conner, Quin	quin.conner@lccschool.org	Director of Activities & Transportation
Cunningham, Patti	patti.cunningham@lccschool.org	Middle School Science
Depew, Eric	eric.depew@lccschool.org	Middle School Social Science
Gottula, Alan	alan.gottula@lccschool.org	Guidance/Counseling/Teammates
Gould, Amy	amy.gould@lccschool.org	4th Grade
Granquist, Jean	jean.granquist@lccschool.org	Title 1/Interventionist
Hahne, Kati	kati.hahne@lccschool.org	High School Special Education
Haisch, Melissa	melissa.haisch@lccschool.org	4th Grade
Hall, Amy	amy.hall@lccschool.org	Middle School Science/Social Studies
Hallman, Gaylene	gaylene.hallman@lccschool.org	High/Middle School Family/Consumer Sci
Hans, Shasta	shasta.hans@lccschool.org	Elementary/Middle/High School Art
Harrington, Pat	pat.harrington@lccschool.org	High School Industrial Technology
Hart, Julie	julie.hart@lccschool.org	Kindergarten
Kenny, Tayler	tayler.kenny@lccschool.org	1st Grade
Kesting, Jennifer	jennifer.kesting@lccschool.org	High School English
Kinkaid, Denise	denise.kinkaid@lccschool.org	3rd Grade
Kinkaid, Shane	shane.kinkaid@lccschool.org	High School Mathematics
Koch, Sue	sue.koch@lccschool.org	2nd Grade
Kvols, Ali	ali.kvols@lccschool.org	High School Mathematics
Luebbe, Colbey	colbey.luebbe@lccschool.org	High/Middle School Agriculture
Lundahl, Jenni	jenni.lundahl@lccschool.org	High/Middle/Elem School Vocal Music
Lunde, Kyra	klunde@esu1.org	School Psychologist (ESU 1)
McCorkindale, Kim	kim.mccorkindale@lccschool.org	High School Science
McKamy, Alex	alex.mckamy@lccschool.org	Middle School Mathematics
Messersmith, Marcus	marcus.messersmith@lccschool.org	Technology Director

Mogensen, Erica	erica.mogensen@lccschool.org	Speech Language Pathologist
Nordby, Laura	laura.nordby@lccschool.org	HAL Facilitator/Instructional Coach
Osantowski, Hailey	hailey.osantowski@lccschool.org	Middle School Special Education
Parsons, Robert	robert.parsons@lccschool.org	Library/Media Specialist
Promes, Ashley	ashley.promes@lccschool.org	Severe & Profound Program
Scoville, Lisa	lisa.scoville@lccschool.org	High School Art
Settje, Brandi	brandi.settje@lccschool.org	Licensed Mental Health Provider
Sims, Nate	nate.sims@lccschool.org	High/Elem School Physical Education
Soden, Kelli	kelli.soden@lccschool.org	Middle School Special Education
Steinle, Kristina	kristina.steinle@lccschool.org	Early Childhood Program
Stephens, Zecharia	zecharia.stephens@lccschool.org	High School Social Science
Tanderup, Jenna	jenna.tanderup@lccschool.org	1st Grade
Troyer, Doris	doris.troyer@lccschool.org	Middle School Mathematics
VanMeter, Jennifer	jennifer.vanmeter@lccschool.org	Middle School Language Arts
Vollers, Meaghan	meaghan.vollers@lccschool.org	High School Science
Williamson, Carrie	carrie.williamson@lccschool.org	High School Business
Wolfgram, Lisa	lisa.wolfgram@lccschool.org	Kindergarten

Section 7 **Classified Staff/Community Coach/Sponsor**

Name	Location	Position	Contact Information
Bach, Mindy	Middle School	Nutrition Services	mindy.bach@lccschool.org
Badley, Diana	Middle School	Paraprofessional	diana.badley@lccschool.org
Bartels, LuAnn	Library	Paraprofessional	luann.bartels@lccschool.org
Becker, Monica	Elementary	Paraprofessional	monica.becker@lccschool.org
Bermel, Jeff	HS/Middle/Elem	Facilities and Maintenance Director	jeff.bermel@lccschool.org
Bermel, Vicki	District/Middle	Bookkeeper	vicki.bermel@lccschool.org
Boysen, Kim	Elementary	Paraprofessional	kim.boysen@lccschool.org
Carlson, Larry	Bus Barn	Transportation Services	larry.carlson@lccschool.org
Christensen, Mindy	High School	Coach/Sponsor	mindy.christensen@lccschool.org
Christiansen, Sheri	Elementary School	Paraprofessional	sheri.christiansen@lccschool.org
Cunningham, Toby	HS/Middle/Elem	Transportation/Grounds	toby.cunningham@lccschool.org
Ellis, Joe	Middle School	Custodial Services	joe.ellis@lccschool.org
Erwin, Todd	High School	Coach/Sponsor	todd.erwin@lccschool.org

Feelhaver, Angie	Middle School	Level III Para	angie.feelhaver@lccschool.org
Folkers, Emma	Library	Paraprofessional	emma.folkers@lccschool.org
Graf, Melissa	Middle School	Administrative Asst	melissa.graf@lccschool.org
Granquist, Megan	District Office	Administrative Asst	megan.granquist@lccschool.org
Greiner, Megan	District Office	Business Manager	megan.greiner@lccschool.org
Gullikson, Janie	Middle School	Paraprofessional	janie.gullikson@lccschool.org
Hansen, Lori	Bus Barn	Transportation Services	lori.hansen@lccschool.org
Hanel, Monty	HS/Elementary	Custodial/Transportation	monty.hanel@lccschool.org
Hartung, Melanie	High School	Coach/Sponsor	melanie.hartung@lccschool.org
Jonas, Jenn	Elementary School	Paraprofessional	jenn.jonas@lccschool.org
Keifer, Julia	Middle School	Level III Para	julia.keifer@lccschool.org
Klug, Michelle	Elementary School	PK Paraprofessional	michelle.klug@lccschool.org
Koch, Chad	Middle School	Coach/Sponsor	chad.koch34@gmail.com
Koester, June	Elementary School	Administrative Asst	june.koester@lccschool.org
Kurtzhals, Susan	Middle School	Custodial Services	susan.kurtzhals@lccschool.org
Kvols, Julie	High School	Paraprofessional	julie.kvols@lccschool.org
Leonard, Deana	District	Bright Horizons Director	deana.leonard@lccschool.org
Lundahl, Sherie	HS/Middle/Elem	TeamMates Program	sherie.lundahl@lccschool.org
McCart, Floyd	HS/Elementary	Nutrition Services	floyd.mccart@lccschool.org
McKillip, Kathy	HS/Elementary	Nutrition Services	kathy.mckillip@lccschool.org
Newburn, Jessica	HS/Elementary	Custodial Services	jessica.newburn@lccschool.org
Nordhues, Kayla	Middle School	Paraprofessional	kayla.nordhues@lccschool.org
Olson, Tiffany	District	Permanent Substitute	tiffany.olson@lccschool.org
Patefield, Christina	High School	Coach/Sponsor	christina.patefield@lccschool.org
Patefield, Dorothy	HS/Elementary	Nutrition Services Dir	dorothy.patefield@lccschool.org
Reifenrath, Cori	Elementary School	Paraprofessional	corinne.reifenrath@lccschool.org
Roberts, James	Bus Barn	Transportation Services	james.roberts@lccschool.org
Schmidt, Pix	HS/Elementary	Nutrition Services Dir	pix.schmit@lccschool.org
Schurman, Vanessa	District	Bright Horizons Asst Dir	vanessa.schurman@lccschool.org
Smith, Katie	Middle School	Level III Para	katie.smith@lccschool.org
Stark, Kenny	Bus Barn	Transportation Services	kenny.stark@lccschool.org
Stone, Trista	High School	Paraprofessional	trista.stone@lccschool.org
Urwiler, Diane	Middle School/Tower	Paraprofessional	diane.urwiler@lccschool.org
Urwiler, Lois	High School	Administrative Asst	lois.urwiler@lccschool.org
Wemhoff, Ronnette	Middle School	Nutrition Services	ronnette.wemhoff@lccschool.org

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

See School Calendar accessible as **Appendix D**.

Section 2 Daily Schedules

High School

Daily Schedule

Breakfast - 7:20 am - 7:35 am for those students utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:56 am
Period 2 - 8:59 am - 9:49 am
Period 3 - 9:52 am - 10:42 am
Period 4 - 10:45 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 5 - 12:11 pm - 1:01 pm
Period 6 - 1:04 pm - 1:54 pm
Period 7 - 1:57 pm - 2:47 pm
Period 8 - 2:50 pm - 3:40 pm

Wednesday Early Dismissal Schedule:

Breakfast - 7:20 am - 7:35 am for those utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:41 am
Period 2 - 8:44 am - 9:19 am
Period 3 - 9:22 am - 9:57 am
Period 4 - 10:00 am - 10:35 am
Period 5 - 10:38 am - 11:12 am
ROAR - 11:15 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 6 - 12:11 pm - 12:46 pm
Period 7 - 12:49 pm - 1:23 pm
Period 8 - 1:26 pm - 2:00 pm

Late Start Schedule:

No Breakfast

Shuttle - 9:35am
First Bell - 9:50 am

Period 1-	10:00 am - 10:42 am
Period 2-	10:45 am - 11:20 am
Period 3-	11:23 am - 11:35 am
LUNCH -	11:35 am - 12:08 pm
Period 3 -	12:11 pm - 12:40 pm
Period 4 -	12:43 pm - 1:09 pm
Period 5 -	1:12 pm - 1:47 pm
Period 6 -	1:50 pm - 2:24 pm
Period 7 -	2:27 pm - 3:02 pm
Period 8 -	3:05 pm - 3:40 pm

Middle School

Daily Schedule

Period 1 –	8:00 am - 8:44 am
Period 2 –	8:47 am - 9:31 am
Period 3 –	9:34 am - 10:13 am
Period 4 –	10:21 am - 11:05 am
Period 5 –	11:08 am - 11:52 am
Period 6 –	
First Lunch -	11:52 am - 12:22 pm
Second Lunch -	12:36 pm - 1:06 pm
Period 7 WIN A –	1:09 pm - 1:52 pm
Period 8 WIN B –	1:54 pm - 2:38 pm
Period 9 –	2:41 pm - 3:25 pm
Period 10 –	3:25 pm - 3:47 pm

Early Dismissal Schedule:

Period 1 –	8:00 am - 8:30 am
Period 2 –	8:33 am - 9:03 am
Period 3 –	9:06 am - 9:36 am
Period 4 –	9:39 am - 10:09 am
Period 5 –	10:12 am - 10:42 am
Period 7 WIN A -	10:45 am - 11:15 am
Period 6 –	
First Lunch -	11:15 am - 11:45 am
Second Lunch -	11:49 am - 12:19 pm
Period 8 WIN B –	12:22 pm - 12:52 pm
Period 9 –	12:55 pm - 1:25 pm
Period 10 –	1:25 pm - 1:47 pm

Late Start Schedule:

Period 1 –	8:00 am - 8:30 am
Period 2 –	8:33 am - 9:03 am
Period 3 –	9:06 am - 9:36 am

Period 4 –	9:39 am - 10:09 am
Period 5 –	10:12 am - 10:42 am
Period 7 WIN A -	10:45 am - 11:15 am
Period 6 –	
First Lunch -	11:15 am - 11:45 am
Second Lunch -	11:49 am - 12:19 pm
Period 8 WIN B –	12:22 pm - 12:52 pm
Period 9 –	12:55 pm - 1:25 pm
Period 10 –	1:25 pm - 1:47 pm
Period 9 -	2:41 pm - 3:15 pm
Period 10 -	3:15 pm - 3:37 pm

Elementary School

School Hours:

8:00 a.m. to 3:37 p.m. (Monday – Friday)
 8:00 am - 2:00 pm (Early Dismissal Days)
 10:00 am - 3:37 pm (Late Start Days)

Breakfast:

7:35 am - Breakfast

Lunch/Recess:

11:00 am - 11:25 am -	K - 2nd Grade Lunch
11:25 am - 11:50 am -	K - 2nd Grade Recess
12:15 pm - 12:45 pm -	3rd - 4th Grade Lunch
12:45 pm - 1:15 pm -	3rd - 4th Grade Recess

Afternoon Recess:

2:30 pm - 2:50 pm	K - 2nd Grade Recess
2:50 pm - 3:05 pm	3rd - 4th Grade Recess

Section 3 Severe Weather and School Cancellations

The Superintendent of Schools 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. Information will also be shared using the district's webpage, social media accounts, and electronic messaging service.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An

early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media, social media, and through the electronic messaging system when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, Level III program, student activities). Some staff may be designated as required to come to school even in the event of a school closing.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast, social media, and the electronic messaging system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will not be marked absent. You should treat the absence like any other excused absence for legitimate causes, provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in the case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions

Laurel-Concord-Coleridge School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Evacuation, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency evacuation or tornado warning, the schools' established safety procedures will be implemented.

Section 2 Contract Days

Teachers are contracted for 185 contract days (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the administration.

Section 3 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days will be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by Laurel-Concord-Coleridge School when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's 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 a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before or such other date on or after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the designated date shall constitute cause for amendment of termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request 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 March 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 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation

Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement

Changes in a teacher’s placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments

Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher’s employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Extended Contract Pay

Extended duty for any teacher beyond the number of contract days established by the Superintendent for the school year shall be paid at 1/185 of schedule placement on a per diem basis for such teacher’s extended time.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district’s Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail

to make such an election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent 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 attached to this handbook as Appendix "A."

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 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Access to use of a district vehicle will generally be provided for teachers required to drive during their regular scheduled working hours between two or more work sites. However, in the event that a district vehicle is not available, reimbursement for authorized mileage will be paid to these teachers. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Principal.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District and the vendor of the 403(b) Plan elected by the teacher has entered in to a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not

limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a “salary basis.” Exempt employees are not eligible for overtime or compensatory time.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

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 Superintendent will agree upon the overtime rate, in compliance with FLSA regulations. A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1½ times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the exemption to be applicable. (Teaching professionals are not subject to the “salaried basis” test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's 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.

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 “salaried 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. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountability, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - PTO, Sick and Personal Leaves

Paid Time Off (PTO) Leave and Accrued Sick Leave

1. At the beginning of the first year a teacher is employed by the school district, that teacher shall be credited with a twelve (12) day PTO leave allowance. The teacher shall be given twelve (12) PTO days each of the following years.

2. The PTO allowance shall be used for personal leave and for absences caused by illness or physical disability of the teacher or immediate family.

3. At the beginning of the 2023-2024 school year, a teacher's accrued sick leave balance will reflect the balance recorded at the conclusion of the 2022-2023 school year. A teacher's accrued sick leave balance has a forty-five (45) day limitation.

4. All PTO days must be used before any leave can be used from the teacher's sick leave accrual.

5. At the end of the school year, any PTO days remaining will transfer into the teacher's sick leave accrual until the teacher reaches the established maximum sick leave accrual (45 days).

6. At year end, in June, any unused PTO days remaining after transfer to sick leave accrual (above and beyond 45) will be paid at the rate of \$100 per day.

7. Leave taken during the five student days at the beginning or end of the school year will be deducted at double PTO daily/hourly rate.

8. Leave taken on scheduled teacher in-service days will be deducted at double PTO daily/hourly rate.

9. A single deduction allowance will be made each year, per teacher's discretion, for an occurrence missed pertaining to Items 7 and/or 8.

10. Personal leave taken beyond the credited PTO leave must be approved by the Superintendent and will result in salary deduction at 1/185th of the teacher's total compensation package.

11. PTO leave may be taken in hourly increments.

12. The Superintendent shall furnish each teacher a written statement at the beginning of each school year setting forth the total of PTO credit and accrued sick leave credit.

13. Upon retirement, any unused, accrued sick leave days will be paid in June, at 1/2 rate of the current substitute teacher daily rate.

Sick Leave Bank - Beginning with the 1996-97 school year all certified staff members may participate in a voluntary sick leave bank. See Schedule "E" in the Negotiated Agreement. Modifications to the sick leave bank may be made with the mutual consent of the Board and the Association.

Professional Leave – Teachers shall be granted professional leave at the discretion of the administration. No salary deductions shall be made for professional leave.

Sick Leave Accrual

At the beginning of each school year, a teacher's accrued sick leave balance will reflect the

balance recorded at the conclusion of the previous school year. A teacher's accrued sick leave balance has a forty-five (45) day limitation. All PTO days must be used before any leave can be used from the teacher's sick leave accrual. At the end of the school year, any PTO days remaining will transfer into the teacher's sick leave accrual until the teacher reaches the established maximum sick leave accrual (45 days).

Sick leave is a paid workday when the employee may be absent from duties. Sick days are only available when the employee is unable to perform assigned duties due to the illness or temporary disability of the employee or due to the employee needing to care for a member of the employee's immediate family who is ill or has a serious health condition. An immediate family member is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, and in-laws of any of the aforementioned relationships, as well as any person living within the same household with the employee.

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. A note from a health care professional may be required and requested by administration to verify and approve employee absences designated as sick leave.

Bereavement Leave

Absence from work will be allowed so that the employee may have (5) consecutive workdays following the death of an immediate relative without loss of pay. An immediate family member is defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, and in-laws of any of the aforementioned relationships, as well as any person living within the same household with the employee.

The employee shall be granted three (3) consecutive workdays without loss of pay for the purpose of attending the funeral of the employee's relative who is not an immediate family member (e.g., uncle, aunt, niece, nephew, cousin, and/or in-laws of these relationships).

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's paid leaves as defined in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator (e.g. one day missed = 185 of total salary and fringe benefits).

Section 3 Unpaid Leaves

Laurel-Concord-Coleridge School complies with laws that require leaves to be allowed without loss of pay, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Discretionary Leave of Absence

An employee may apply to the Board for a leave of absence from duties. The Board will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one leave year. All discretionary leaves shall be without pay except as may be individually negotiated.

Section 4 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 school 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.

Legal Reference:	§ 25-1640

Section 5 Family and Medical Leave Act

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves 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 child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your 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 their 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 service-member medically unfit to perform his or her duties for which the service-member 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, your 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.

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

Eligibility Requirements. You are eligible if you have been employed with Laurel-Concord-Coleridge School for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Laurel-Concord-Coleridge School 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 health care 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 Laurel-Concord-Coleridge School 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 health care 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 posters on employee bulletin boards 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 an FMLA leave, contact Jeremy Christiansen at (402) 256 - 3133.

Section 6 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 operations of the school 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.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA) 38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)

Section 7 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.

Legal Reference:	§ 48-234

Section 8 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 school 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 leave days. 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, unless

the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 9 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.

Legal Reference:	§ 32-922

Section 10 Injury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day, but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees assigned to a building are to spend eight hours on-site, including lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent of Schools, principals, department heads and team leaders, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site workday as 7:45 am - 3:45 pm. Certificated employees other than teachers are expected to meet the same guidelines for entry to the building, being in their assigned duty area, and duty departure time. Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 10 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare weekly lesson plans that identify the State Standards. Lesson plans are to be completed and uploaded to Common Curriculum by Monday morning at 8:00 am. Lesson plans, class rosters, etc. should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plan book must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable record of the attendance and achievement of every student in PowerSchool. These class records must be kept current and a complete report of all recorded grades for each student needs to be updated on a weekly basis. Be sure that you test frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents.

Upon request a student's individual record shall be made available for review or copying. Information relating to other students should not be allowed to be seen by other students or parents.

Teachers who return to Laurel-Concord-Coleridge School and who wish to refer to the previous year's class record book may request the PowerSchool records.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

Textbook and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or administrative assistant. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.

Classroom Environment

At all times, staff members are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays that are unrelated to the curriculum and/or may otherwise result in a disruption to the learning environment), and other apparatus that may cause student health problems (such as essential oils and/or essential oil

diffusers). Any staff member who is uncertain as to whether their classroom meets this requirement should consult with their building principal in a proactive manner.

Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time without administration approval.

Teachers are not to use wireless cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Teachers will abide by all 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. Cell phones will not be used while the vehicle is in motion.

Use of Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher aide must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, and preparing bulletin boards. Paraprofessionals are to work only on their assigned workdays and within their assigned workday. If the teacher desires the para to work hours other than the assigned work hours or assigned workday, contact the administration for approval.

Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

Checking Out of Equipment

All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee.

Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

Email

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. 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 and this handbook.

Teacher Mailbox

Each teacher will be assigned a mailbox located in the Elementary Building (Teacher Workroom), Middle School Building (Principal Office), and High School Building (Principal's Office). Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.

Teachers Meetings

Teachers' meetings will be scheduled and announced by building principals. All designated teachers are expected to be present for such scheduled meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your 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).
- Be careful with touching students. Use of corporal punishment is prohibited at Laurel-Concord-Coleridge School. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which

- professional educators determine appropriate for purposes of proper student relationships.
- 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

- 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.
- 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.
- When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- 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.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- 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 office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- 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)

Student Searches

Office administration should also be contacted before performing 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

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff are responsible for all students in the hallways, in the restrooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one copy to the students, post one copy in the room and provide one copy for the principal.
2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the designated procedures for the building. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
6. Refer students with continued and significant behavioral problems to the student

assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.

7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our 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.
10. 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.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. 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 office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

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 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 will not administer medicine, including over the counter medicine, without this 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.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term "promptly" means "within a 24-hour period."

According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused or sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Teachers are to inform their principal or supervisor that they intend to make a report. A documentation form is available in each principal's office to assist staff in gathering the necessary reporting information. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Section 11 Curriculum – Assessments

State Assessments

Laurel-Concord-Coleridge School has adopted an assessment plan and has aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards.

Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each content standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

Achieving Valid Assessment Results

Educators are responsible for maintaining the integrity of the assessments to ensure that assessments provide a valid measure of student progress and accomplishments. Educators are not to engage in any practice that may result in assessment results that do not reflect student learning, knowledge, skills or abilities in the area assessed.

For purposes of this policy, student assessments include both “standardized assessments” (including state assessments, norm referenced tests, and evaluations conducted for special education eligibility) and “coursework assessments” (e.g., classroom tests, quizzes, and other evaluative tools used to assign grades).

The following specific assessment expectations and rules apply:

- a. Integrity of the Assessment Instrument. The integrity of the assessment instrument is to be maintained.
 - i. Standardized Assessments. Standardized assessment instruments are not to be made available to students at any time before the student takes the assessment. The assessment instrument is to be maintained in a secure manner.
 - ii. Coursework Assessments. Coursework assessment instruments are to be periodically modified to keep the assessments current and prevent students from effectively using “test banks.” For coursework assessments that are given on a repeat basis to students at different times (e.g., a test that is given to students throughout the school day), the educator is to remind students to not share the content of the assessment with students who will be taking the assessment later.
- b. Teaching for Success on Assessments. It is appropriate for educators to prepare students to do well on assessments. This is to be accomplished in a manner that assures the assessment accurately reflects the student’s knowledge, and not simply test preparation.
 - i. Teach the Content. Educators are to prepare students to do well on assessments by teaching the subject content. Educators are not to “teach to the test” by teaching based solely on the content of the assessment. The content is to be taught to the students over an appropriate amount of time prior to the assessment. “Cramming” assessment content just before the assessment is to be taken is not appropriate. Review of content previously taught is appropriate.
 - ii. Practice Tests. Educators are to prepare students by teaching test taking skills independent of the subject matter being assessed. Educators are not to conduct reviews (drills) using earlier (no longer published) versions of the same test, using alternate (parallel) forms of the same published test, or using actual items from the current form of a standardized test that will be administered to students. Educators are not to conduct reviews (drills) using items of identical format (for example, multiple choice) to the

exclusion of other formats.

- c. Conditions for Successful Assessments.
 - i. Communication. Educators are to communicate to students and parents when assessments will be administered, the purpose of the assessment and how the assessment results will be used. Educators are to motivate students to do their best on assessments. Educators are to read and be familiar with assessment administration directions in advance and communicate the rules to students accurately and clearly.
 - ii. Climate. Educators are to have sufficient assessment materials available (e.g., No. 2 pencils, if needed). The classroom is to be arranged to allow comfortable seating. Distractions are to be eliminated. Educators in nearby classrooms are to be informed that the assessment is to be administered so noises from neighboring classrooms are kept at a minimum. Activities or arrangements are to be made for students who finish early so such students do not cause a distraction to other students still taking the assessment.
 - iii. Security. Educators are to monitor students while administering assessments to ensure students are complying with standards of academic integrity. Students who violate standards of academic integrity are to be reported to the administration.
- d. Full Participation. Educators are to make efforts to have all eligible students take the assessments. The educator should develop a list of students who will be exempted from assessment and the reason for the exemption and submit the list for review and approval by the Principal.
- e. Assistance During Assessments.
 - i. Standardized Assessments. Educators are not to provide assistance to students while a standardized assessment is being administered except as provided for in a student's 504 Plan or IEP. This includes giving "hints," giving extra time, reading the tests to students or defining or pronouncing words for students, allowing students access to instructional material related to the content of the assessment (e.g., displaying a map during a social studies assessment) or allowing students access to mechanical aids (e.g., calculators).
 - ii. Coursework Assessments. For coursework assessments, students may be allowed access to instructional materials or mechanical aids only when all students being given the assessment are given the aids and use of the aids does not hinder the students from learning the content of the lesson.
- f. Student Answers. Assessments are to reflect the students' work as submitted by the students. During the assessments, educators are to monitor students to make sure directions are being followed (e.g., students are using a No. 2 pencil on all "bubble" sheet assessments and completely erase mistaken answers and extra marks on "bubble" sheet assessments). Educators are not to change answers on a student's assessment sheet or otherwise participate in the submission of false or misleading assessment results.

Violations of the rules and expectations set forth in this policy will be considered to be a breach of the District's standard of ethics and may result in disciplinary consequences. Educators are to report suspected violations of the expectation to the administration. The administration is to investigate and appropriately respond to violations of the expectations.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Laurel-Concord-Coleridge School expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards, which certificated employees are expected to adhere to, include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship.

The educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all.

The educator shall accept the responsibility to practice the profession to these ethical standards. The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, national origin, religion, disability, age, sex, or other protected category.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator 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 educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions, which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. 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 educator bears particular responsibility for instilling an understanding of the 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 educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and

- natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
 - F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

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

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a

whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. 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;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Laurel-Concord-Coleridge School;
 - ii. 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 students; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Laurel-Concord-Coleridge School, 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 whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. 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.
3. 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.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent 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.

B. 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 Laurel-Concord-Coleridge School. 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.

C. Visitors to Employees

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 Superintendent or designee. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow posted procedures for being on Laurel-Concord-Coleridge School' property. Employees are not to bring their children to work with them in lieu of taking them to childcare.

D. Tobacco

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Legal Reference:	§§ 71-5716 to 71-5734

E. Complaints or Concerns of Employees

Employees are to inform Laurel-Concord-Coleridge School of any complaints or concerns about

the operations of Laurel-Concord-Coleridge School 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 Laurel-Concord-Coleridge School and a duty of all of the District's employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their office, department, or position, (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 employee official communications must be accurate, demonstrate sound judgment, and promote Laurel-Concord-Coleridge School's mission. Employees must ensure that all applicable laws and regulations are followed by Laurel-Concord-Coleridge School 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 Laurel-Concord-Coleridge School.

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.

Laurel-Concord-Coleridge School 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 Administrator or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers 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 or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students (Policy 4025)

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.

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 e-mail, 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).
- Engaging in social-networking friendships with a student on social networking 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. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a 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 the 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.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers 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. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

- The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
- The teacher is not to provide private tutoring in a school building.
- The teacher is not to provide private tutoring during duty time.
- The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 8 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all 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, teachers 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 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Laurel-Concord-Coleridge School Board of Education is committed to providing a quality education for all Laurel-Concord-Coleridge School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the instructional model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration. LCC School has adopted an Instructional Model defining those domains, components and elements of effective teaching practices. All teachers are expected to be familiar with and strive toward continued development of their teaching skills using the Instructional Model as a guide and self-assessment. The school district provides support to teachers through an Instructional Coach position.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. It is required that the teacher record at least one grade per week. It is generally preferable to give numerical grades for tests, quizzes, and daily work. Grades must be recorded for all curricular areas.

Recording Grades

Each teacher shall record grades in PowerSchool. A sufficient number of grades must be recorded in the grade book to justify all quarter and/or semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Grade Scales

Teachers are to use only the grading scales set forth below. Any deviation from the approved grade scales must be approved by the building principal.

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent for grades 3-12:

Superior	98-100 95-97 93-94	A + A A-	The student is more than meeting the demands of the teacher. Work is on time. The work is of superior quality. It shows mastery of the subject matter. Student has the ability to carry the job through, and exerts a positive influence on the class.
Above Average	90-92 87-89 85-86	B + B B-	The work is of superior nature and the required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.
Average	82-84 79-81 76-78	C + C C-	The student satisfactorily completes the required work. The work is on time and is of average quality. The student is showing achievement.

Below Average to Unsatisfactory	74-75 72-73 70-71	D + D D-	The student is not doing all of the assigned work, is dependent on others, is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.
Failing	0-69	F	Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention. (Provides no credit toward those needed for graduation.)
P	Passing		Indicates that the student is passing regular work in the class.
I	Incomplete		Incompletes are assigned in cases where the student's work is incomplete at the end of the nine week period and/or semester. This may be due to absence because of illness, etc. The student and teacher will work together to arrange a timeline for the completion of the missed work. If the assigned work is not completed by the established deadline, the incomplete becomes an F. Incompletes not taken care of in this time frame will not be eligible for the honor roll.

Each teacher will define the grading procedures to be used in their classes.

K-2/Specials Grading Scale

Outstanding	96-100	O	Work is consistently excellent. Student is consistently giving optimum effort
Superior	90-95	S+	
Satisfactory	84-89	S	Work is generally good. Student applies herself/himself most of the time.
Low Satisfactory	77-83	S-	
Needs Improvement	70-76	N	Work is not done well. Student displays minimum effort.
Unsatisfactory	0-69	U	Work is unacceptable for grade standards.

The preceding grade scales are expected to be used according to the following guidelines:

- No other grade scales are to be used on official records or reports.
- "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
- The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
- Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Reduced Credit

Some students in certain situations may qualify for less than the number of credits normally granted for a course. Late entry or a serious injury at an awkward point in the semester would be a couple of examples. All cases of reduced credit should be recorded on a "Reduced Credit/Error Summary" form and be approved by the Principal.

Transfer Grades

A student transferring into Laurel-Concord-Coleridge School at the 15 to 18 week time period will have all grades on transcript from an accredited school accepted for semester credit. Grades must be approved for credit by the Principal.

Reports to Parents

Grades and credit are assigned on a quarter (9 weeks) for Grades K-4 and a semester basis (18 weeks) for Grades 5-12. Reports are sent to parents at established intervals throughout the school year.

The grade reports are produced from information supplied by teachers and distributed to students at school or are mailed to parents.

All semester grades (Grades 5-12) are calculated on a cumulative basis; i.e., the grade given at the end of the first semester represents an evaluation of work done during that semester.

The end-of-quarter (K-4) and end-of-semester (5-12) reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures; or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes which are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of grade reports. Parents are not always helpful or reasonable under these circumstances but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, Parent-Teacher conferences will be scheduled and held twice during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade books which include all student assignments, work or tests completed within five (5) days of the date of the Parent-Teacher conference.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The 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 teachers 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 a teacher 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, teachers are

expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers 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 teacher 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

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

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 teacher 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:

1. 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;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand-club, metal knuckles, or throwing star;
6. 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 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;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or taser. A teacher may possess an electronic safety device (e.g., taser) designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. The teacher must notify the Principal of such possession and secure the device so as to prevent student access or possession; and
 8. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. The teacher must notify the Principal of such possession and secure the mace or other similar chemical agent so as to prevent student access or possession. 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. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
 9. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and the teacher 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.
 10. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the school district.

In using the computers and the Internet, teachers are agreeing to the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's

mission. Teachers are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.

4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
7. Teachers will not attempt to login to the system as a system administrator.
8. Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
9. Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
10. Teachers will not use the network for financial gain or for any commercial or illegal activity.
11. Attempts to bypass security systems on computer workstations or servers, or vandalism will result in cancellation of privileges and may result in further consequences. Malicious attempts to harm or destroy data of another teacher, or data that resides anywhere on the network or on the Internet, or the uploading or creation of computer viruses are forbidden.
12. The District will not be responsible for any liabilities, costs, expenses, or purchases incurred by the use of the District's telecommunications systems such as the Internet. This includes, but is not limited to, the purchase of online services or products. The teacher is solely responsible for any such charges. The teacher's acceptance of an email account is an acceptance of the teacher's agreement to indemnify the District for any expenses, including legal fees, arising out of the teacher's use of the system in violation of the agreement.
13. The Internet will be supplied for your use on an "as is, as available" basis. The District does not imply or expressly warrant that any information you access will be valuable or fit for a particular purpose or that the system will operate error free.
14. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
15. The District reserves the right to refuse posting of files, and to remove files.
16. The District further reserves the right to inspect a teacher's computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.
17. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
18. A technology protection measure is in place that blocks and/or filters Internet 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. 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 a building administrator. 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.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action. Discipline could include but would not be limited to, the immediate suspension or termination of the teacher's Internet account and computer privileges, reprimand, suspension, or termination.

Section 5 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Teachers and immediate family (under 12 years of age must be supervised) may use designated school/community fitness facilities for personal use through the school/community membership agreement. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 6 Care of School Property

Teachers 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.

Section 7 Use of School Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones should be for school purposes only. You will need to promptly log long distance calls and be responsible for any charges, which are for personal use.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare.

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher 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 school 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 a teacher 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 teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Video and Audio Surveillance

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

Notice is hereby given that video and audio surveillance may occur on District property. In the event a video or audio surveillance recording captures a student or other building user violating

school policies or rules or local, state or federal laws, the video or audio surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 12 Bulletins and Announcements

Bulletin boards and digital displays are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Teachers 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." Teachers should seek assistance from administration if there are any questions regarding what may be copied.

Section 14 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

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. Teachers 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 also 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. Teachers 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 which teachers should follow include the following:

- 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.
- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- 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.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- 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.

As required by law, approved safety glasses will be required of every student and teacher 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.

Use of Personal Vehicles

Teachers 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. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency

evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Accidents

Every accident which results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Laurel-Concord-Coleridge School does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, religion, disability, age, sex, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category 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 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 in the U.S. Department of Education (OCR)
601 East 12th Street, Room 353
Kansas City, MO 64106
(800) 368-1019 (voice), Fax (816) 426-3686
(800) 537-7697 (telecommunications device for the deaf),

or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 Designation of Coordinators

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 coordinators are:

Laurel-Concord-Coleridge School, 502 Wakefield St, PO Box 8, Laurel, Nebraska 68745, (402) 256-3133.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Jeremy Christiansen
Title IX	Discrimination or harassment based on sex; gender equity	Diane Hanel
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Alan Gottula
Homeless student laws	Children who are homeless	Jeremy Christiansen
Safe and Drug Free Schools and Communities	Safe and drug free schools	Jeremy Christiansen

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Laurel-Concord-Coleridge School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination

Purpose: Laurel-Concord-Coleridge School 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, co-workers, students or other persons is prohibited. In addition, the Laurel-Concord-Coleridge School will try 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 (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Laurel-Concord-Coleridge School does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This

requirement not to discriminate also applies to admission and employment. Any inquiries about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Title IX Coordinator

Diane Hanel, 502 Wakefield St, Laurel, NE 68745

(402) 256-3133

diane.hanel@lccschool.org

The following information outlines the Laurel-Concord-Coleridge School's procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints.

Title IX: Grievance Procedures for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor or the principal or supervisor of the offending person, the Title IX Coordinator, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or Title IX coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Diane Hanel

502 Wakefield Street, Laurel, NE 68745

402-256-3133

diane.hanel@lccschool.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.**

2. **Immediate Actions Upon Receipt of Formal Complaint:** Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be an attorney.

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

The Investigator will aim to complete its investigation within a reasonable time frame as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality:* The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

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

(C) *Rights of the Parties*: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within 2 days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and

inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place a non-student employee respondent on administrative leave during the pendency of the investigation. The District also retains the right to remove a respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) *Conclusion of Investigation*: Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker, shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision maker has considered the written questions of the parties, if any, the decision maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of each recipient's code of conduct to the facts;
5. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and

6. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures to the respondent if the Decision-Maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in school suspension, out of school suspension, expulsion, and in the case of an employee disciplinary action up to and including dismissal from employment. **This regulation does not limit or prohibit the District from instituting disciplinary measures if in the course of the investigation it determines that the complainant or respondent violated the student code of conduct.**

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall be responsible to appoint and arrange for an objective person to review and issue a decision for all appeals. This designated person shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The designated appeals individual shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The designated appeals individual shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven years.

Section 4 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 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 5 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. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The "Every Student Succeeds" Act of 2015 (ESSA) Section 8025 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 7 Disclosure of Staff Qualifications

The "Every Student Succeeds" Act of 2015 (ESSA) gives parents/guardians the right to request information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

- Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
- Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of ESSA.

Section 8 Student Privacy Protection

The "Every Student Succeeds" Act of 2015 (ESSA) requires the District to protect the privacy of students. Further information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the ESSA and related Board policy, as follows:

- Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students;
- Student surveys which involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
 - Political affiliations or beliefs of the student or the student's parent;
 - Mental or psychological problems of the student or the student's parent;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating or demeaning behavior;
 - Critical appraisals of other individuals with whom the student has close family relationships;
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - Religious practices, affiliations, or beliefs of the students or the student's parent;
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Instructional materials. We will permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term

“instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building principal and also inform the building principal yourself about the request to get instructions.

- Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District policy is to not gather such information for such purposes.

Section 9 Parental Engagement

General - Parental/Community Engagement in Schools

The District’s policy is to welcome parental involvement in the education of their children. As a part of this policy, employees are expected to:

- provide parents timely information about their child’s progress, including use of quarterly report cards, active and constructive attendance at parent-teacher conferences, and more frequent parent contacts where warranted by the student’s academic and behavioral needs;
- make textbooks, completed tests and other curriculum materials available for review by parents upon request;
- permit parents access to their child’s records according to law and school policy;
- encourage parents to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher, counselor or administrator, provided that such parent attendance be educationally appropriate and not disruptive to the educational program;
- assure that testing occurs to assure proper measurement of each child’s educational progress and achievement;
- permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
- notify parents of student surveys in accordance with district policy, obtain parental permission for surveys where required by District policy or law, and allow parents to opt-out of such surveys in accordance with District policy and law; and
- encourage parents to express their concerns, share their ideas and advocate for their child’s education.

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

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

- Parents and family members of all students are welcomed and encouraged to become involved with their child’s school and education; this includes parents and family members that have limited English proficiency, limited literacy, are economically

disadvantaged, have disabilities, racial or ethnic minority background or are migratory children. Information related to school and parent programs, meetings, school reports and other activities are sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand.

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

Section 10 Homeless Students

The “Every Student Succeeds” Act of 2015 (ESSA) requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. The Superintendent serves as the District’s designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 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.

Notice of COBRA Continuation Coverage Rights
**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

When is COBRA Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, [*add if Plan provides retiree health coverage:* commencement of a proceeding in bankruptcy with respect to the employer,] or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: District Business Manager - Megan Greiner (402-256-3133).

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation

coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the district's Business Manager(s). For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX A
EMPLOYEE RIGHTS UNDER THE
FAIR LABOR STANDARDS ACT (FLSA)

APPENDIX A
MINIMUM WAGE NOTICE

APPENDIX B
FAMILY MEDICAL LEAVE ACT (FMLA) NOTICE

APPENDIX C
EQUAL EMPLOYMENT OPPORTUNITY NOTICE

APPENDIX D
SCHOOL CALENDAR
2023-2024

APPENDIX E
ORGANIZATIONAL CHART
ADMINISTRATIVE FUNCTIONS

APPENDIX F

CONCUSSION: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of Laurel-Concord-Coleridge School adopts the NDE Guidance entitled “Bridging the Gap from Concussion to the Classroom,” and accompanying Appendix (see page 25 & 26), as its Return to Learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Concussion Management Team (CMT) Return to Learn Protocol

The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity.

1. Injury or accident occurs to students.
 - If at school, sporting event or other school activity, family is notified of possible concussion.
2. Encourage parents to obtain medical confirmation of concussion from a licensed healthcare provider.
3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.
4. CMT Contact person notified of concussion by parent, coach, athletic trainer or health care provider.
5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care providers, if available.
6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student. (Refer to Return to Academics Progression form.)
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student’s needs based on symptoms. (Refer to Post-Concussion Symptom Checklist).
8. CMT designs individual academic adjustment/accommodation plan with appropriate

school staff and works with the SAT process to coordinate academic adjustments/ accommodations during recovery (about 2-3 weeks) and reviews with student and family.

9. CMT -Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.

- Data on progress/recovery shared with family and student.
- Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.

10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.

- Student progress and updates are communicated to appropriate school staff, family and student.

11. CMT and family agree student is symptom free and function is “back to baseline” in the classroom.

12. Student returns to classroom full-time with no adjustments or accommodations.

13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.

14. Student begins Return to Play Progression after a successful Return to Learn.

15. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student’s file.

- If symptoms last more than 2-3 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
- Student may need to visit physician for further evaluation.
- If problems persist, student supports may be provided through an MTSS/RtI Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
- CMT offers resources on concussion to educators and parents throughout the Return to Learn progression.
- Contact BIRSST team members for information or resources on concussion for educators and parents!

RECEIPT OF THE 2023-2024 FACULTY HANDBOOK OF LAUREL-CONCORD-COLERIDGE SCHOOL

This signed receipt acknowledges receipt of the 2023-2024 Faculty Handbook of Laurel-Concord-Coleridge School.

This receipt acknowledges that it is understood:

- that I am to read and be familiar with the handbook,
- that I understand the handbook contains a disclaimer of contract,
- that I understand that the handbook includes the District's policies of non-discrimination and equity, and
- that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date of Signature: _____

Printed Name: _____

Teacher's Signature: _____

Return to: Jeremy Christiansen, Superintendent

PRINT, SIGN, AND RETURN THIS FORM

ON OR BEFORE FRIDAY, AUGUST 25, 2023.

LAUREL-CONCORD-COLERIDGE SCHOOL

**CLASSIFIED EMPLOYEES
HANDBOOK
2023 - 2024**



**Laurel-Concord-Coleridge School
502 Wakefield
PO Box 8
Laurel, NE 68745
402-256-3133**

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FOREWORD

Section 1 Intent of Classified Employees Handbook

Welcome to Laurel-Concord-Coleridge School. This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and 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.

Each classified 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, including your employment agreement and the policies and regulations of the Board of Education. In reviewing 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 control.

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 an employee agreement approved by the Board of Education.

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 arise 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.

This handbook will be in effect for the 2023-2024 and subsequent school years unless replaced by a later edition.

Section 2 Information About Laurel-Concord-Coleridge School

Laurel-Concord-Coleridge School, with school campuses located in the communities of Laurel and Coleridge, Nebraska, strives to provide quality education programs for the youth of our communities and the surrounding area. Laurel-Concord-Coleridge School implements an online student management program, which allows student and parent access to grades, attendance, lunch accounts, daily bulletins, etc. and communication with staff through email. LCC School takes pride in the collaborative partnerships developed with the cities of Laurel and Coleridge, Education Foundations, and the LCC Booster Club. These partnerships have resulted in expanded facilities for school and public patrons through the construction of a Fitness Center, the Laurel Community Learning Center, and the Laurel Athletic Complex.

Section 3 School Mission Statement

“Equipping students with skills for Life, Career, & Challenges!
In a Progressive, Rigorous, Inclusive Dynamic Environment!”

Outcomes

Content Mastery
Critical Thinking Collaboration
Communication Creativity
Citizenship

Beliefs

At Laurel-Concord-Coleridge School, we believe the strongest predictor of our success is a shared vision that by working together we will make a difference. All stakeholders have a valuable role and operate under the expectation that with mutual trust and respect, we will achieve our mission.

Section 4 Members of the Board of Education

Name	Contact Information
Carol Erwin, President	carol.erwin@lccschool.org
Jay Hall, Vice President	jay.hall@lccschool.org
Dustin Thompson, Secretary	dustin.thompson@lccschool.org
Bryan Pippitt	bryan.pippitt@lccschool.org
Samuel Recob	samuel.recob@lccschool.org
Grant Settje	grant.settje@lccschool.org
Scott Taylor	scott.taylor@lccschool.org
Carol Erwin, President	carol.erwin@lccschool.org

Section 5 Administrative Staff

Name	Position	Location	Contact Information
Jeremy Christiansen	Superintendent	Central Office	jeremy.christiansen@lccschool.org
Diane Hanel	Principal	High School	diane.hanel@lccschool.org
Mark Leonard	Principal	Middle School	mark.leonard@lccschool.org
Keri Hart	Principal	Elementary	keri.hart@lccschool.org

Section 6 Certified Staff

Name	Contact Information	Position
Backer, Jennifer	jennifer.backer@lccschool.org	Middle School Language Arts
Beckwith, Sarah	sarah.beckwith@lccschool.org	High School English
Benson, Shannon	shannon.benson@lccschool.org	Middle School Physical Education
Beyeler, Patti	patti.beyeler@lccschool.org	High/Middle School Instrumental Music
Brandow, Meghan	meghan.brandow@lccschool.org	3rd Grade
Brummels, Crystal	crystal.brummels@lccschool.org	Elementary Special Education
Camargo, Jill	jill.camargo@lccschool.org	High/Middle School Spanish
Conley, Arianne	aconley@esu1.org	School Nurse (ESU 1)
Conner, Quin	quin.conner@lccschool.org	Director of Activities & Transportation
Cunningham, Patti	patti.cunningham@lccschool.org	Middle School Science
Depew, Eric	eric.depew@lccschool.org	Middle School Social Science
Gottula, Alan	alan.gottula@lccschool.org	Guidance/Counseling/Teammates
Gould, Amy	amy.gould@lccschool.org	4th Grade
Granquist, Jean	jean.granquist@lccschool.org	Title 1/Interventionist
Hahne, Kati	kati.hahne@lccschool.org	High School Special Education
Haisch, Melissa	melissa.haisch@lccschool.org	4th Grade
Hall, Amy	amy.hall@lccschool.org	Middle School Science/Social Studies
Hallman, Gaylene	gaylene.hallman@lccschool.org	High/Middle School Family/Consumer Sci
Hans, Shasta	shasta.hans@lccschool.org	Elementary/Middle/High School Art
Harrington, Pat	pat.harrington@lccschool.org	High School Industrial Technology
Hart, Julie	julie.hart@lccschool.org	Kindergarten
Kenny, Tayler	tayler.kenny@lccschool.org	1st Grade
Kesting, Jennifer	jennifer.kesting@lccschool.org	High School English
Kinkaid, Denise	denise.kinkaid@lccschool.org	3rd Grade
Kinkaid, Shane	shane.kinkaid@lccschool.org	High School Mathematics
Koch, Sue	sue.koch@lccschool.org	2nd Grade
Kvols, Ali	ali.kvols@lccschool.org	High School Mathematics
Luebbe, Colbey	colbey.luebbe@lccschool.org	High/Middle School Agriculture
Lundahl, Jenni	jenni.lundahl@lccschool.org	High/Middle/Elem School Vocal Music
Lunde, Kyra	klunde@esu1.org	School Psychologist (ESU 1)
McCorkindale, Kim	kim.mccorkindale@lccschool.org	High School Science
McKamy, Alex	alex.mckamy@lccschool.org	Middle School Mathematics
Messersmith, Marcus	marcus.messersmith@lccschool.org	Technology Director

Mogensen, Erica	erica.mogensen@lccschool.org	Speech Language Pathologist
Nordby, Laura	laura.nordby@lccschool.org	HAL Facilitator/Instructional Coach
Osantowski, Hailey	hailey.osantowski@lccschool.org	Middle School Special Education
Parsons, Robert	robert.parsons@lccschool.org	Library/Media Specialist
Promes, Ashley	ashley.promes@lccschool.org	Severe & Profound Program
Scoville, Lisa	lisa.scoville@lccschool.org	High School Art
Settje, Brandi	brandi.settje@lccschool.org	Licensed Mental Health Provider
Sims, Nate	nate.sims@lccschool.org	High/Elem School Physical Education
Soden, Kelli	kelli.soden@lccschool.org	Middle School Special Education
Steinle, Kristina	kristina.steinle@lccschool.org	Early Childhood Program
Stephens, Zecharia	zecharia.stephens@lccschool.org	High School Social Science
Tanderup, Jenna	jenna.tanderup@lccschool.org	1st Grade
Troyer, Doris	doris.troyer@lccschool.org	Middle School Mathematics
VanMeter, Jennifer	jennifer.vanmeter@lccschool.org	Middle School Language Arts
Vollers, Meaghan	meaghan.vollers@lccschool.org	High School Science
Williamson, Carrie	carrie.williamson@lccschool.org	High School Business
Wolfgram, Lisa	lisa.wolfgram@lccschool.org	Kindergarten

Section 7 **Classified Staff/Community Coach/Sponsor**

Name	Location	Position	Contact Information
Bach, Mindy	Middle School	Nutrition Services	mindy.bach@lccschool.org
Badley, Diana	Middle School	Paraprofessional	diana.badley@lccschool.org
Bartels, LuAnn	Library	Paraprofessional	luann.bartels@lccschool.org
Becker, Monica	Elementary	Paraprofessional	monica.becker@lccschool.org
Bermel, Jeff	HS/Middle/Elem	Facilities and Maintenance Director	jeff.bermel@lccschool.org
Bermel, Vicki	District/Middle	Bookkeeper	vicki.bermel@lccschool.org
Boysen, Kim	Elementary	Paraprofessional	kim.boysen@lccschool.org
Carlson, Larry	Bus Barn	Transportation Services	larry.carlson@lccschool.org
Christensen, Mindy	High School	Coach/Sponsor	mindy.christensen@lccschool.org
Christiansen, Sheri	Elementary School	Paraprofessional	sheri.christiansen@lccschool.org
Cunningham, Toby	HS/Middle/Elem	Transportation/Grounds	toby.cunningham@lccschool.org
Ellis, Joe	Middle School	Custodial Services	joe.ellis@lccschool.org
Erwin, Todd	High School	Coach/Sponsor	todd.erwin@lccschool.org

Feelhaver, Angie	Middle School	Level III Para	angie.feelhaver@lccschool.org
Folkers, Emma	Library	Paraprofessional	emma.folkers@lccschool.org
Graf, Melissa	Middle School	Administrative Asst	melissa.graf@lccschool.org
Granquist, Megan	District Office	Administrative Asst	megan.granquist@lccschool.org
Greiner, Megan	District Office	Business Manager	megan.greiner@lccschool.org
Gullikson, Janie	Middle School	Paraprofessional	janie.gullikson@lccschool.org
Hansen, Lori	Bus Barn	Transportation Services	lori.hansen@lccschool.org
Hanel, Monty	HS/Elementary	Custodial/Transportation	monty.hanel@lccschool.org
Hartung, Melanie	High School	Coach/Sponsor	melanie.hartung@lccschool.org
Jonas, Jenn	Elementary School	Paraprofessional	jenn.jonas@lccschool.org
Keifer, Julia	Middle School	Level III Para	julia.keifer@lccschool.org
Klug, Michelle	Elementary School	PK Paraprofessional	michelle.klug@lccschool.org
Koch, Chad	Middle School	Coach/Sponsor	chad.koch34@gmail.com
Koester, June	Elementary School	Administrative Asst	june.koester@lccschool.org
Kurtzhals, Susan	Middle School	Custodial Services	susan.kurtzhals@lccschool.org
Kvols, Julie	High School	Paraprofessional	julie.kvols@lccschool.org
Leonard, Deana	District	Bright Horizons Director	deana.leonard@lccschool.org
Lundahl, Sherie	HS/Middle/Elem	TeamMates Program	sherie.lundahl@lccschool.org
McCart, Floyd	HS/Elementary	Nutrition Services	floyd.mccart@lccschool.org
McKillip, Kathy	HS/Elementary	Nutrition Services	kathy.mckillip@lccschool.org
Newburn, Jessica	HS/Elementary	Custodial Services	jessica.newburn@lccschool.org
Nordhues, Kayla	Middle School	Paraprofessional	kayla.nordhues@lccschool.org
Olson, Tiffany	District	Permanent Substitute	tiffany.olson@lccschool.org
Patefield, Christina	High School	Coach/Sponsor	christina.patefield@lccschool.org
Patefield, Dorothy	HS/Elementary	Nutrition Services Dir	dorothy.patefield@lccschool.org
Reifenrath, Cori	Elementary School	Paraprofessional	corinne.reifenrath@lccschool.org
Roberts, James	Bus Barn	Transportation Services	james.roberts@lccschool.org
Schmidt, Pix	HS/Elementary	Nutrition Services Dir	pix.schmit@lccschool.org
Schurman, Vanessa	District	Bright Horizons Asst Dir	vanessa.schurman@lccschool.org
Smith, Katie	Middle School	Level III Para	katie.smith@lccschool.org
Stark, Kenny	Bus Barn	Transportation Services	kenny.stark@lccschool.org
Stone, Trista	High School	Paraprofessional	trista.stone@lccschool.org
Urwiler, Diane	Middle School/Tower	Paraprofessional	diane.urwiler@lccschool.org
Urwiler, Lois	High School	Administrative Asst	lois.urwiler@lccschool.org
Wemhoff, Ronnette	Middle School	Nutrition Services	ronnette.wemhoff@lccschool.org

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

See School Calendar accessible as **Appendix E**.

Section 2 Daily Schedules

High School

Daily Schedule

Breakfast - 7:20 am - 7:35 am for those students utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:56 am
Period 2 - 8:59 am - 9:49 am
Period 3 - 9:52 am - 10:42 am
Period 4 - 10:45 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 5 - 12:11 pm - 1:01 pm
Period 6 - 1:04 pm - 1:54 pm
Period 7 - 1:57 pm - 2:47 pm
Period 8 - 2:50 pm - 3:40 pm

Wednesday Early Dismissal Schedule:

Breakfast - 7:20 am - 7:35 am for those utilizing the shuttle
Shuttle - 7:35 am
Breakfast - 7:35 am - 7:55 am for non-shuttle riders
First Bell - 7:50 am
Period 1 - 8:00 am - 8:41 am
Period 2 - 8:44 am - 9:19 am
Period 3 - 9:22 am - 9:57 am
Period 4 - 10:00 am - 10:35 am
Period 5 - 10:38 am - 11:12 am
ROAR - 11:15 am - 11:35 am
LUNCH - 11:35 am - 12:08 pm
Period 6 - 12:11 pm - 12:46 pm
Period 7 - 12:49 pm - 1:23 pm
Period 8 - 1:26 pm - 2:00 pm

Late Start Schedule:

No Breakfast

Shuttle - 9:35am
First Bell - 9:50 am
Period 1- 10:00 am - 10:42 am
Period 2- 10:45 am - 11:20 am

Period 3-	11:23 am - 11:35 am
LUNCH -	11:35 am - 12:08 pm
Period 3 -	12:11 pm - 12:40 pm
Period 4 -	12:43 pm - 1:09 pm
Period 5 -	1:12 pm - 1:47 pm
Period 6 -	1:50 pm - 2:24 pm
Period 7 -	2:27 pm - 3:02 pm
Period 8 -	3:05 pm - 3:40 pm

Middle School

Daily Schedule

Period 1 –	8:00 am - 8:44 am
Period 2 –	8:47 am - 9:31 am
Period 3 –	9:34 am - 10:13 am
Period 4 –	10:21 am - 11:05 am
Period 5 –	11:08 am - 11:52 am
Period 6 –	
First Lunch -	11:52 am - 12:22 pm
Second Lunch -	12:36 pm - 1:06 pm
Period 7 WIN A –	1:09 pm - 1:52 pm
Period 8 WIN B –	1:54 pm - 2:38 pm
Period 9 –	2:41 pm - 3:25 pm
Period 10 –	3:25 pm - 3:47 pm

Early Dismissal Schedule:

Period 1 –	8:00 am - 8:30 am
Period 2 –	8:33 am - 9:03 am
Period 3 –	9:06 am - 9:36 am
Period 4 –	9:39 am - 10:09 am
Period 5 –	10:12 am - 10:42 am
Period 7 WIN A -	10:45 am - 11:15 am
Period 6 –	
First Lunch -	11:15 am - 11:45 am
Second Lunch -	11:49 am - 12:19 pm
Period 8 WIN B –	12:22 pm - 12:52 pm
Period 9 –	12:55 pm - 1:25 pm
Period 10 –	1:25 pm - 1:47 pm

Late Start Schedule:

Period 1 –	8:00 am - 8:30 am
Period 2 –	8:33 am - 9:03 am
Period 3 –	9:06 am - 9:36 am
Period 4 –	9:39 am - 10:09 am
Period 5 –	10:12 am - 10:42 am

Period 7 WIN A -	10:45 am - 11:15 am
Period 6 –	
First Lunch -	11:15 am - 11:45 am
Second Lunch -	11:49 am - 12:19 pm
Period 8 WIN B –	12:22 pm - 12:52 pm
Period 9 –	12:55 pm - 1:25 pm
Period 10 –	1:25 pm - 1:47 pm
Period 9 -	2:41 pm - 3:15 pm
Period 10 -	3:15 pm -3:37 pm

Elementary School

School Hours:

8:00 a.m. to 3:37 p.m. (Monday – Friday)

8:00 am - 2:00 pm (Early Dismissal Days)

10:00 am - 3:37 pm (Late Start Days)

Breakfast:

7:35 am - Breakfast

Lunch/Recess:

11:00 am - 11:25 am - K - 2nd Grade Lunch

11:25 am - 11:50 am - K - 2nd Grade Recess

12:15 pm - 12:45 pm - 3rd - 4th Grade Lunch

12:45 pm - 1:15 pm - 3rd - 4th Grade Recess

Afternoon Recess:

2:30 pm - 2:50 pm K - 2nd Grade Recess

2:50 pm - 3:05 pm 3rd - 4th Grade Recess

Section 2 Severe Weather and School Cancellations

The Superintendent of Schools 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. Information will also be shared using the district's webpage, social media accounts, and electronic messaging service.

Decision to Close Schools

A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news**

media, social media, and through the electronic messaging system when schools will be closed. In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, Level III program, student activities). Some staff may be designated as required to come to school even in the event of a school closing.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given. If school is closed during the day staff will be notified and parents will be notified via media broadcast, social media, and the electronic messaging system. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will not be marked absent. You should treat the absence like any other excused absence for legitimate causes, provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in the case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions

Laurel-Concord-Coleridge School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Evacuation, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency evacuation or tornado warning, the schools' established safety procedures will be implemented.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. Should an employee wish to resign from employment the employee should give two weeks written notice of resignation to the Superintendent.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination may be delivered by the administration or Board of Education. The Board of Education delegates to the Superintendent the authority to hire, suspend and dismiss non-certificated employees (employees in positions that do not legally require a teacher or administrative certificate) on behalf of Laurel-Concord-Coleridge School. The Board of Education reserves the authority to modify or reverse any such action taken by the Superintendent.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, provide additional information about the position duties.

Employees are expected to devote full time during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to an employee's personnel file.

Section 4 Grievances and Complaints

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 5 Compensation

Compensation

Compensation is paid only as authorized by the Board of Education. The Board of Education annually approves a compensation and benefit schedule. Employees are paid on the 20th of the month, or the last preceding school day, if the 20th falls on a holiday or weekend. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of employment, employees may, at the option of the Board, be paid all compensation due in one lump sum.

Section 6 Benefits

Classified employees are provided benefits in accordance with the compensation and benefit schedule and Board policy. 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 Superintendent's Office 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 incorporated into this handbook as Appendix "A."

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 7 Payroll and Payroll Deductions

Payroll deductions are made in accordance with law and elections made by employees.

Section 8 Expense Reimbursement

Access to use of a district vehicle will generally be provided for teachers required to drive during their regular scheduled working hours between two or more work sites. However, in the event that a district vehicle is not available, reimbursement for authorized mileage will be paid to these teachers. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles.

Reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Activities Director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose.

Reimbursable mileage or other reimbursement expenses will be considered separate from compensation and be paid at the time of the next monthly board meeting after sufficient support documentation is provided.

Necessary materials and supplies are provided by the District. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies without advance approval may not be reimbursed.

Section 9 403(b) Salary Reduction Agreements

The District will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 10 Overtime

Overtime is paid to 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 attached as Appendix "D" to this handbook.

Classified employees may be classified as either "exempt" or "non-exempt" for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are "non-exempt" are eligible for overtime.

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. Falsification of time cards is a serious offense.

Non-exempt 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 pay for non-exempt employees will be paid at the rate of not less than 1.5 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 Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, with the rate figured as 1.5 times the number of hours worked in excess of 40 hours in any work week. Compensatory time may be accumulated up to 40 hours upon approval by their supervisor. Any accumulation of compensatory time over 40 hours must be approved by the Superintendent. The FLSA limits the accumulation of compensatory time to 240 hours.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried 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 the Superintendent's 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.

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 "salaried 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. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget-required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave

Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a Request for Leave using the online system to the employee's 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.

Giving Notice of Unscheduled Absences

An employee who is unable to request advanced approval for an absence because of the nature of the circumstance 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 the District's substitute caller, as well as their building Principal and/or their immediate supervisor before 7:00 am. 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 the Principal's Office whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

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 health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 10 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.

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 Paid Leave - Sick, Personal and Bereavement Leaves

Employees are provided with paid sick, personal, and bereavement leaves in accordance with Board policy. During such paid leaves, 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.

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.

Bereavement Leave - Absence from work will be allowed so that a classified employee may have up to three (3) consecutive workdays following the death of an immediate family member without loss of pay. This rule applies only to an immediate family member, defined as an employee's spouse, parent, child, sibling, grandparent, grandchild, and in-laws of any of the aforementioned relationships, as well as any person living within the same household with the employee.

A classified employee shall be granted one (1) workday without loss of pay for the purpose of attending the funeral of the employee's uncle, aunt, niece, nephew, cousin, and/or in-laws of these relationships.

Section 3 Payroll Deductions for 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 leaves as defined by the Board, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence from the employee's duties. The Superintendent considers such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leaves of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be an unpaid leave except as may be required by law. The employee's salary and fringe benefits (including the cost of premiums for group health insurance) may be subject to reduction for the day or days of work missed.

Section 6 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.

Legal Reference:

§ 25-1640

Section 7 Family and Medical Leave Act

The Department of Labor has amended the Family and Medical Leave Act (FMLA) regulations effective on January 16, 2009. One of the changes involves the content of the general notice to be given to employees concerning rights and responsibilities under the FMLA.

The general notice information is to be included in employee handbooks. As such, we are providing the following information as an addendum to the District's existing employee handbooks.

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves 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 child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your 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 their 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 service-member medically unfit to perform his or her duties for which the service-member 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, your 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.

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

Eligibility Requirements. You are eligible if you have been employed with Laurel-Concord-Coleridge School for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Laurel-Concord-Coleridge School 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 health care 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 Laurel-Concord-Coleridge School 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 health care 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 posters on employee bulletin boards 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 an FMLA leave, contact Jeremy Christiansen at (402) 256 - 3133.

Section 8 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 operations of the school 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.

Legal Reference:	Neb. Rev. Stat. §§ 55-160 to 55-166 Neb. Rev. Stat. §§ 55-501 to 55-507 29 U.S.C. §§ 2611, et seq.; 29 CFR Part 825 (FMLA)

	38 U.S.C. §§ 4301 to 4333; 20 CFR Part 1002 (USERRA)

Section 9 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.

Legal Reference:	§ 48-234

Section 10 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 school 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 leave days. 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, unless the employee's involvement in the legal matter is solely due to actions taken in connection with the employee's work duties, the actions of the employee were not inappropriate, and the school district is not an opposing party in the legal matter.

Section 11 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.

Legal Reference:	§ 32-922

Section 12 Injury Leave

A District employee who believes that they have been physically injured within the employee's scope of employment by another individual who intentionally, knowingly, or recklessly causes bodily injury to such employee must report such injury to the employee's administrator as soon as practical. An administrator will then investigate the circumstances to determine if the employee qualifies for paid injury leave. The employee may be required to provide confirmation from a physician regarding the causation and the period of time for which an employee is unable to work. If the administrator determines that the employee qualifies for paid injury leave, then the employee will receive up to seven calendar days of paid injury leave to cover the amount of time that the employee was otherwise scheduled to work. Such paid injury leave will not count against the employee's other available leave.

If the administrator determines that the employee does not qualify for paid injury leave, then the employee may be required to use other available leave. There is no appeal process for an employee who has been denied a request for paid injury leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

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

Section 2 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

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 4 Classroom and School Procedures

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

Classroom Environment

At all times, staff members are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays that are unrelated to the curriculum and/or may otherwise result in a disruption to the learning environment), and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Any staff member who is uncertain as to whether their classroom meets this requirement should consult with their building principal in a proactive manner.

Use of Cell Phones

Employees are not to use personal cell phones for any nonschool purpose during duty time. Cell phone usage is permitted during employees' personal lunch period, as well as during scheduled breaks.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or using student 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 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.

Checking Out of Equipment

All equipment must be checked out through the Principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by Board policy or contract.

Requisition of Equipment and Supplies

Books and supplies which are needed for instruction should be requested through the Principal's office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.

Email

Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day, and should timely respond to emails which require a response, but should avoid checking and responding to emails during instructional time. Use of the District's e-mail system for personal

communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

Employee Mailbox

Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communications regarding school business.

Section 5 Supervision of Students

Proper supervision of students is an important responsibility. 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

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave your students unattended; the need to make a copy is not greater than the need to supervise your 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, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your 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).
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our 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.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- 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

- 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.

- 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.
- When you go over safety rules with students, note it in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- 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.
- Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

4. Proper Warnings

- 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 office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include: ‘

- student fight
- 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 also be contacted before performing 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 6 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. To ensure the proper care of our students, employees who are asked to take the medication training and administer medications shall do so.

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. Medical procedures are not to be administered in the classroom except in accordance with the District’s Safety and Security Management Plan and the District’s Emergency Protocol (asthma/anaphylaxis protocol).

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 this 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.

Section 7 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competition. The term “promptly” means “within a 24-hour period.”

According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger; Sexually abused; or
5. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform their principal or supervisor that they intend to make a report. A documentation form is available in each principal's office to assist staff in gathering the necessary reporting information. Administrative staff may sometimes choose to make the report for a teacher. However, informing a principal or supervisor does not end the employee's responsibility; employees are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Laurel-Concord-Coleridge School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified 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, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status.
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 classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee 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 classified employee bears responsibility for instilling an understanding of the 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 Classified 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.

Work Agreement Obligations:

Employees shall adhere fully to the terms of a work agreement or appointment.

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

Professional Boundaries Between Employees and Students (Policy 4025)

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.

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 e-mail, 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).

- Engaging in social-networking friendships with a student on social networking 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. Employees shall not friend or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a 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 the 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.
- Discussing alcohol, tobacco or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

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 or 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.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. 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;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Laurel-Concord-Coleridge School;

- ii. 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 students; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Laurel-Concord-Coleridge School, 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 whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

- 2. 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.
- 3. 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.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent 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.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy 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 Employees Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations 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 coworkers, supervisors, or superiors, (3) maintain close working relationships with their coworkers, 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 Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Professional 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 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.

Section 10 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.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The 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 workplace 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

The use of tobacco products is prohibited in all school buildings and all school vehicles. Smoking shall also be prohibited in any area where school staff, students or members of the public may be present or may be affected by smoke, including without limitation the stands and bleachers of outdoor athletic fields and near the entry of school buildings.

For purposes of this policy, tobacco means any tobacco product (including, but not limited to, cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without

displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

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:

1. 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;
2. The frame or receiver of any object described in the preceding example;
3. Any firearm muffler or silencer;
4. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
5. Any bludgeon, sand-club, metal knuckles, or throwing star;
6. 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 switchblade knife is prohibited regardless of 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;
7. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or taser. An employee may possess an electronic safety device (e.g., taser) designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. The employee must notify the Principal of such possession and secure the device so as to prevent student access or possession; and
8. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and it shall not be considered as possession of a weapon. The employee must notify the Principal of such possession and secure the mace or other similar chemical agent so as to prevent student access or possession. 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.
9. 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.

10. Any other object that is designed for or intended for use as a destructive or injurious device.

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 Use of District Computer Network and Internet

Employees have access to the District’s computer network and the Internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as 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’s technology resources is a privilege and not a right. The Superintendent or designee may develop appropriate user agreements and require that employees sign such user agreements as a condition of access to the technology resources. 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.

Incidental or de minimis personal use is not prohibited by this provision. This 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.

The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an email 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 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 Administrator 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 or any applicable law. Without limitation, this means that technology resources may not be used:

1. To access any material contrary to the District's Internet Safety Policy; or to create or generate any such material.
2. To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
3. 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 of end messages 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.
4. To promote or tolerate 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 Administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

Sanctions. Violation of the policies and procedures concerning the use of the District's 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.

Section 5 Use of School Facilities

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their 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 usage.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines,

telephones, etc.) and school postage is to be 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 Principal.

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.

Section 7 Use of School Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones should be for school purposes only. You will need to promptly log long distance calls and be responsible for any charges, which are for personal use.

Section 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.

Section 9 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 10 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 an 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 11 Video and Audio Surveillance

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

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

Section 12 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 non-public forums, meaning that the devices are not open for public use.

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 to any such links.

Section 13 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 14 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 15 Safety

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 also 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 which employees should follow include the following:

- 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.

- Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
- Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- 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.
- Do not use equipment if you are not familiar with it or operate machinery without proper training.
- Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- Wear seatbelts when in vehicles where provided.
- 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.

As required by law, approved safety glasses will be required of every student and employee, when designated, 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 when designated.

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 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.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

The Laurel-Concord-Coleridge School does not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, religion, disability, age, sex, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category 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 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 in the U.S. Department of Education (OCR)
601 East 12th Street, Room 353
Kansas City, MO 64106
(800) 368-1019 (voice), Fax (816) 426-3686
(800) 537-7697 (telecommunications device for the deaf),
or ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “D” to this handbook.

Section 2 Designation of Coordinators

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 coordinators are:

Laurel-Concord-Coleridge School, 502 Wakefield St, PO Box 8, Laurel, Nebraska 68745, (402) 256-3133.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Jeremy Christiansen
Title IX	Discrimination or harassment based on sex; gender equity	Diane Hanel
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Alan Gottula
Homeless student laws	Children who are homeless	Jeremy Christiansen
Safe and Drug Free Schools and Communities	Safe and drug free schools	Jeremy Christiansen

Section 3 Anti-Discrimination & Harassment Policy

Policy of Non-Discrimination

The policy of Laurel-Concord-Coleridge School is to not discriminate on the basis of race (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, or other protected status 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 (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, 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

Laurel-Concord-Coleridge School is committed to offering employment and educational opportunities 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 (including skin color, hair texture, and protective hairstyles), color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, national origin, sex, disability, religion, age, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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:

- Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
- Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time;
- The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
- Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Laurel-Concord-Coleridge School does not discriminate on the basis of sex in any educational program or activity that it operates. The District is required by Title IX (20 U.S.C. § 1681) and 34 CFR Part 106 not to discriminate in such a manner. This requirement not to discriminate also applies to admission and employment. Any inquiries

about the application of Title IX may be referred to the District Title IX Coordinator, to the Assistant Secretary of the Office of Civil Rights, or both.

Title IX Coordinator

Diane Hanel, 502 Wakefield St, Laurel, NE 68745

(402) 256-3133

diane.hanel@lccschool.org

The following information outlines the Laurel-Concord-Coleridge School's procedure for complaints of sexual harassment including the complaint process, how to file a report or a complaint of sexual harassment, how to file a formal complaint of sexual harassment, and how the District will respond to such complaints.

Title IX: Grievance Procedures for Complaints of Sexual Harassment

A. Complaint Procedure - Generally

All employees are responsible for helping to prevent sexual harassment. Employees, or students, who believe they have been subjected to, or believe they have witnessed sexual harassment should follow these procedures:

1. Directly inform the person engaging in the discrimination or harassment that such conduct is offensive and must stop.
2. For employee reporters, contact your principal or supervisor or the principal or supervisor of the offending person, the Title IX Coordinator, if you do not wish to communicate directly with the person whose conduct is offensive or if direct communication with the offending person has been ineffective.
3. Report the matter to the Title IX Coordinator if the offending conduct continues or has not been resolved to your satisfaction after you have reported the matter to a principal or supervisor.
4. For student reporters, contact any teacher, counselor, or administrator, or Title IX coordinator.
5. Report to the Title IX Coordinator if you are the adult to whom the student has made a report so that the matter can be properly resolved.

B. Response to a Formal Complaint:

1. Filing Formal Complaint: An employee or student can allege sexual harassment by filing a formal complaint in writing with the Title IX Coordinator in person or by mail, or by electronic mail using the following contact information:

TITLE IX COORDINATOR CONTACT INFORMATION

Diane Hanel

502 Wakefield Street, Laurel, NE 68745

402-256-3133

diane.hanel@lccschool.org

The formal complaint must be signed by the complainant or by the Title IX Coordinator. **The following procedures apply only in the event that a formal complaint is filed. All other**

allegations of sexual harassment shall be resolved using the general complaint procedure. Any timelines set forth in the following procedures may be extended by the Title IX Coordinator with notice to the parties.

2. Immediate Actions Upon Receipt of Formal Complaint: Upon receipt of a formal complaint, the Title IX Coordinator shall provide the following to all known parties of (A): The complaint procedure as outlined in this regulation; and (B): Notice of the allegations of sexual harassment including (i) the identities of the parties involved, if known, (ii) the conduct allegedly constituting sexual harassment, and (iii) the date and location of the alleged incident.

The parties to the formal complaint may select an advisor of their choice, who may be, but is not required to be an attorney.

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

The Investigator will aim to complete its investigation within a reasonable time frame as determined by the Title IX Coordinator. The factors to determine a reasonable time frame include, but are not limited to the allegations of the formal complaint, the number of witnesses that may need to be interviewed, and whether the police are also conducting an investigation into the allegations. The time frame originally set by the Title IX Coordinator may be extended by the Title IX Coordinator, upon notice to the parties, as he or she deems necessary to complete the investigation. Periodic status updates will be given to the parties, when appropriate.

(A) *Neutrality*: The Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate this complaint procedure, shall not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates this complaint procedure shall receive training on the definition of sexual harassment in accordance with this regulation, the scope of the District's education program or activity, how to conduct an investigation and complaint process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the fact at issue, conflicts of interest, and bias. The District shall ensure that the individuals involved in the complaint procedure receive training on issues of relevance of questions and evidence and on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

(B) *Burden of Production*: It shall be the Investigator's burden to gather evidence sufficient to reach a determination regarding responsibility. To reach a determination, the investigation will include, but is not limited to:

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

(C) *Rights of the Parties*: The respondent is entitled to a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.

The Investigator must provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

The Investigator shall not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

The Investigator shall provide the parties with the same opportunities to have others present during any complaint proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice if the Investigator deems appropriate. However, the Investigator may establish restrictions regarding the extent to which the advisor may participate in the proceedings, if the restrictions apply equally to both parties.

The Investigator shall provide to all witnesses expected to attend a meeting notice of the date, time, location, participants, and purpose of all hearings within 2 days of the meeting.

Up until the conclusion of the investigation, the parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint. This includes the evidence upon which the Investigator does not intend to rely in reaching a determination regarding responsibility and

inculpatory or exculpatory evidence obtained from any source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The District retains the right to place a non-student employee respondent on administrative leave during the pendency of the investigation. The District also retains the right to remove a respondent from the District's educational program prior to the conclusion of the investigation. In the event of a removal, the respondent shall have the opportunity to challenge the decision for removal.

(D) *Conclusion of Investigation*: Prior to the conclusion of the investigation, the investigator shall send each party and the party's advisor, if any, the evidence that is subject to inspection and review in an electronic format or a hard copy. The parties shall then have ten (10) days to submit a written response, which the investigator will consider.

Once the investigator has considered the written statements of the parties, if any, and any questions of the parties, if any, the investigator shall create an investigative report that fairly summarizes relevant evidence. The investigator shall then submit the written investigation report to the decision-maker. The parties shall each receive a copy of the final investigative report at the same time as the decision-maker.

4. Decision of Responsibility: The decision-maker, shall review the investigative report. Prior to coming to a determination regarding responsibility, the decision maker shall provide 10 days for each party to submit written, relevant questions that a party wants asked of any party or witness, provide each party with answers, and allow for additional, limited follow-up questions from each party.

Once the decision maker has considered the written questions of the parties, if any, the decision maker shall issue a written determination regarding responsibility by a preponderance of the evidence within a reasonable time frame as determined by the Title IX Coordinator. The decision-maker shall consider all relevant evidence, including inculpatory and exculpatory evidence, and will not consider the credibility of the evidence to be based on a person's status, such as complainant, respondent, or witness. The decision-maker shall provide the written determination to both parties simultaneously. The written determination must include:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of each recipient's code of conduct to the facts;
5. A statement of, and rationale for, the results as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and

6. The recipient's procedures and permissible bases for the complainant and respondent to appeal.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

5. Supportive Measures and Disciplinary Actions:

Throughout the investigation, either party may be entitled to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, to deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures.

At the conclusion of the investigation, the Decision-Maker may institute disciplinary measures to the respondent if the Decision-Maker determines that the respondent engaged in sexual abuse or harassment. Disciplinary measures may include, but are not limited to, in school suspension, out of school suspension, expulsion, and in the case of an employee disciplinary action up to and including dismissal from employment. **This regulation does not limit or prohibit the District from instituting disciplinary measures if in the course of the investigation it determines that the complainant or respondent violated the student code of conduct.**

The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. Appeals

If either party is not satisfied with the outcome of the investigation and the decision of the decision-maker, they may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
3. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against the complainant or respondent generally or the individual complainant or respondent that affected the outcome of the matter.

The request for an appeal shall be in writing and submitted on the appropriate document. The appeal document shall be submitted to the Superintendent of Schools.

Upon notice of an appeal by either party, the Superintendent of Schools shall notify the other party in writing when the appeal is filed and of the appeal procedures, which apply equally to both parties.

The Superintendent of Schools shall be responsible to appoint and arrange for an objective person to review and issue a decision for all appeals. This designated person shall give both parties a reasonable, and equal opportunity to submit a written statement in support of, or challenging the outcome.

The designated appeals individual shall review the investigative report, decision-maker's determination, and written statements of the parties and then issue a written decision describing the result of the appeal and the rationale for the result. The designated appeals individual shall provide the written decision simultaneously to both parties.

D. Informal Resolution

If a formal complaint is filed, the District may offer the complainant and respondent the opportunity to participate in an informal resolution process. The informal resolution process may take place at any time prior to reaching a determination regarding responsibility. The informal resolution process shall only take place upon:

1. Written notice to both parties disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the resolution process and resume the complaint process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
2. The parties' voluntary, written consent to the informal resolution process; and
3. That the allegations of the formal complaint do not involve any allegations that an employee sexually harassed a student.

E. Record Keeping

The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings for a period of seven years.

Section 4 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 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 5 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 6 Disclosure of Student Information to Military Recruiters and Colleges

The “Every Student Succeeds” Act of 2015 (ESSA) Section 8025 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 7 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 8 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.

APPENDIX A

Notice of COBRA Continuation Coverage Rights ** Continuation Coverage Rights Under COBRA**

Introduction

You are receiving this notice because you have recently become covered under a group health plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.**

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

What is COBRA Continuation Coverage?

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

When is COBRA Coverage Available?

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, [*add if Plan provides retiree health coverage:* commencement of a proceeding in bankruptcy with respect to the employer,] or the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

You Must Give Notice of Some Qualifying Events

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: District Business Manager - Megan Greiner (402-256-3133).

How is COBRA Coverage Provided?

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee's becoming entitled to Medicare benefits (under Part A, Part B, or both), your divorce or legal separation, or a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation

coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

If You Have Questions

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the district's Business Manager(s). For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

APPENDIX B
EMPLOYEE RIGHTS UNDER THE
FAIR LABOR STANDARDS ACT (FLSA)

APPENDIX B
MINIMUM WAGE NOTICE

APPENDIX C
FAMILY MEDICAL LEAVE ACT (FMLA) NOTICE

APPENDIX D
EQUAL EMPLOYMENT OPPORTUNITY NOTICE

APPENDIX E
SCHOOL CALENDAR
2023-2024

APPENDIX F
ORGANIZATIONAL CHART
ADMINISTRATIVE FUNCTIONS

RECEIPT OF THE 2023-2024 CLASSIFIED EMPLOYEES HANDBOOK OF LAUREL-CONCORD-COLERIDGE SCHOOL

This signed receipt acknowledges receipt of the 2023-2024 Classified Employees Handbook of Laurel-Concord-Coleridge School.

This receipt acknowledges that it is understood:

- that I am to read and be familiar with the handbook,
- that I understand the handbook contains a disclaimer of contract,
- that I understand that the handbook includes the District's policies of non-discrimination and equity, and
- that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date of Signature: _____

Printed Name: _____

Employee's Signature: _____

Return to: Jeremy Christiansen, Superintendent

**PRINT, SIGN, AND RETURN THIS FORM
ON OR BEFORE FRIDAY, AUGUST 25, 2023.**