

Agenda

1. Call to Order
 - 1.1. Pledge of Allegiance
 - 1.2. Reminder to public of Open Meetings Law
 - 1.3. Roll Call
 - 1.4. Verification of Notice of Meeting
 - 1.5. Approval of Agenda
2. Consent Agenda
 - 2.1. Consider approving the 15 June 2020 Board minutes
 - 2.2. Approve Payment of the In & Out Claim (Each month the In & Out claim will be voted on separately so that there is no conflict of interest by Board Member Kroeker)
 - 2.3. Approve all other Bills and Payroll
3. Reports
 - 3.1. Principal
 - 3.2. Activities Director
 - 3.3. Curriculum Coordinator
 - 3.4. Technology Director
 - 3.5. Superintendent
 - 3.6. Board Committee Reports - NASB Update
4. Public Comment
5. Discussion Items/Action Items
 - 5.1. Approve hire of Tara Tjaden as food service director.
 - 5.2. Discuss, consider, and take all necessary action to approve the 2020-2021 Activities Handbook and continuation of random drug testing policy for participation in school activities.
 - 5.3. Discuss, consider, and take all necessary action to approve the 2020-2021 Elementary and Jnr-Snr High School Handbooks with necessary date, names, and policy/protocol changes.
 - 5.4. Discuss, consider, and take all necessary action to approve the 2020-2021 Perkins County Schools Classified Staff Handbook and Certified Staff Handbook.
 - 5.5. Discuss, consider, and take all necessary action to approve contract with Rauner & Associates P.C. as Perkins County Schools auditor.
 - 5.6. Discuss, consider, review, and take all necessary actions to reaffirm or approve BP 5052: Wellness Policy. The wellness committee completed it's triennial review of the policy on July 15, 2020.
 - 5.7. Discuss, consider, and take all necessary action to approve revisions to policy 3004.1
 - 5.8. Discuss, consider and take all necessary action to approve BP 2008: Meetings

- 5.9. Discuss, consider, review, and take all necessary actions to approve the BP 5045:
Student Fees.
- 5.10. Discuss, consider, and take all necessary action to approve revisions to BP
6021: District Criteria for Selecting Evaluators to be Used for Special Education
Evaluation and Verification and Independent Educational Evaluations
6. Executive Session
7. Adjournment

PERKINS COUNTY SCHOOLS
BOARD OF EDUCATION MEETING

Monday June 15, 2020

The meeting of the Perkins County Schools Board of Education was called to order in the high school band room on June 15, 2020 at 6:00 pm by President Jayson Bishop. The following board members answered roll call: Jayson Bishop, Chris Fryzek, Angela Gloy, Amy Kroeker, Angie Patrick and Larry Pritchett. Deanne Bishop, Ben Jones, and Phillip Picquet were present for the meeting. The Pledge of Allegiance was recited, notation of the posted Open Meetings Law was made, and Chris Fryzek and Angela Gloy verified they had seen the published notice of the meeting.

Approval of Agenda

This motion to approve the agenda as presented, made by Angie Patrick and seconded by, Larry Pritchett. Passed. Jayson Bishop: Yea, Chris Fryzek: Yea, Angela Gloy: Yea, Amy Kroeker: Yea, Angie Patrick: Yea, Larry Pritchett: Yea

Yea: 6, Nay: 0

Consent Agenda

Consider approving the May 18th regular meeting. This motion to approve board minutes in May, made by Chris Fryzek and seconded by Angela Gloy, Passed. Jayson Bishop: Yea, Chris Fryzek: Yea, Angela Gloy: Yea, Amy Kroeker: Yea, Angie Patrick: Yea, Larry Pritchett: Yea

Yea: 6, Nay: 0

Approve payment of the In & Out claim (Each month the In & Out claim will be voted on separately so that there is no conflict of interest by Board Member Amy Kroeker):

This motion, to pay the In & Out claim of \$233.46, made by Larry Pritchett and seconded by Angie Patrick, Passed. Jayson Bishop: Yea, Chris Fryzek: Yea, Angela Gloy: Yea, Amy Kroeker: Abstain (With Conflict), Angie Patrick: Yea, Larry Pritchett: Yea

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

Approve all other bills and payroll:

This motion to pay General Fund claims of \$478,855.69 (Payroll \$203,334.40; Bills \$275,521.29) and Lunch Fund claims of \$11,779.96(Payroll \$4,124.35; Bills \$7,655.61), made by Angela Gloy and seconded by Amy Kroeker, Passed. Jayson Bishop: Yea, Chris Fryzek: Yea, Angela Gloy: Yea, Amy Kroeker: Yea, Angie Patrick: Yea, Larry Pritchett: Yea

Yea: 6, Nay: 0

Reports

All reports were sent to board members to review prior to meeting to review:

Principals: Ben Jones (high school) no questions on report. He did review initial changes being made to the handbooks.

Activities Director: No questions by board on report.

Curriculum Coordinator: No questions by board on report.

Technology Director No questions by board on report

Superintendent: Mr. Picquet spoke briefly that he is keeping in contact with Departments of Health on updates with the Covid 19 issues and is working on back up plans with potential situations for the upcoming school year. No questions by board members regarding report given.

Public Comment

Amanda LaGrange thanked board for reading her letter in regard to the Covid outbreak issues and the importance of good communication with a consistent source to parents for the kid's schoolwork and teacher's expectation of when this should be complete.

Discussion Items/Action Items

Discussion and consideration of acceptance of staff resignation of Stacy Clark and Janice Jameson done with a motion to accept their resignations with appreciation of services made by Angie Patrick and seconded by Angela Gloy. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

No new staff members currently to consider for approval.

Discussion and action taken to declare 26 Hubbell hanging light fixtures and two eight foot T-12 fluorescent light fixtures as surplus allowing Superintendent Picquet to coordinate the sale, auction, or sealed bid sales of the items done with a motion to accept this action item by Chris Fryzek and seconded by Angela Gloy. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **2002**: Organization of the Board and delete policy 3034, with a motion to approve this resolution made by Amy Kroeker and seconded by Angela Gloy. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **3039**: Threat Assessment and Response, with a motion to approve this resolution made by Amy Kroeker and seconded by Angie Patrick. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **3046**: Animals at School, with a motion to approve this resolution made by Angela Gloy and seconded by Chris Fryzek. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **4003**: Drug Policy Regarding Drivers, with a motion to approve this resolution made by Chris Fryzek and seconded by Amy Kroeker. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **5016**: Student Records, with a motion to approve this resolution made by Larry Pritchett and seconded by Angie Patrick. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **5035**: Student Discipline, with a motion to approve this resolution made by Angie Patrick and seconded by Larry Pritchett. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **5054**: Student Bullying, with a motion to approve this resolution made by Angela Gloy and seconded by Amy Kroeker. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Policy 6021 held for vote awaiting more information.

Discussion, consideration, and take all necessary action to revise and approve policy revisions recommended by KSB regarding policy **6033**: Restraint and Seclusion, with a motion to approve this resolution made by Amy Kroeker and seconded by Larry Pritchett. Passed. Larry Pritchett: Yea, Angie Patrick: Yea, Jason Bishop: Yea, Amy Kroeker: Yea, Angela Gloy: Yea, Chris Fryzek: Yea.

Yea: 6 Nay: 0

Discuss and review the first reading of new board policy 4062: Locker Room Supervision and policy 3056: Guest Speaker. Discusses by board and Superintendent Picquet and will not be added.

Reviewed policy 5001: Attendance and Excessive Absenteeism.

Board Committee Reports:

No reports. Facilities Committee meeting June 17th at 1:00PM and Transportation Committee to meet on June 22nd at 1:00PM.

Executive Session

None

Adjourned at 8:08 with the discussion of another meeting on July 20th at 6:00 pm.

Bank Statement Reconciliation

Check Number	Vendor Name	Check Date	Check Amount
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Period from 06/01/2020 through 06/30/2020

Description: June 2020

Cleared Checks

012568	Ethan Sihm	05/18/2020	40.00
012569	Ian Sihm	05/18/2020	30.00
012571	Hauff Sports	06/01/2020	13.78
012572	National FFA Organization	06/01/2020	152.00
012573	Stadium Sports	06/09/2020	167.90
012574	Amazon	06/16/2020	427.94
012575	Eakes Office Solutions	06/16/2020	213.35
Cleared Check Total:			1,044.97

Outstanding Checks

011921	Cathy Howard	01/04/2019	75.00
012411	Rick Roberts	01/09/2020	75.00
012559	Irvin Reyes	04/17/2020	58.00
012576	United Volleyball Supply LLC	06/16/2020	414.00
012577	Grant Golf Club	06/24/2020	1,100.00
012578	PORTA PHONE	06/24/2020	399.00
Outstanding Check Total:			2,121.00

Voided Checks - None

Bank Statement Reconciliation Summary

1.	Statement Balance	274,263.60
2.	- Outstanding Checks	2,121.00
3.	+ Outstanding Receipts	0.00
4.	Total	272,142.60
5.	+ Investments	0.00
6.	Book Balance	272,142.60

Updated June 30, 2020

2019-20 Perkins County Schools Certificates of Deposit/Investme

	CD INTEREST	MATURITY DATE(S)	CURRENT AMOUNTS
GENERAL FUND CD'S/INVESTMENTS			
Nebraska Liquid Asset Fund #9300632			\$17.13
Total			\$17.13
DEPRECIATION FUND CD'S			
Total			\$0.00
SPECIAL BUILDING FUND CD'S			
Total			\$0.00
ACTIVITY FUND CD'S			
Total			\$0.00
EMPLOYEE BENEFIT CD'S			
Total			
Total Certificates of Deposit/Investments			\$17.13

SELECTED Data

Check Register

Arranged by:
Check Number

Check Number	Check Date	Vendor Name	Description	Amount
012571	06/01/2020	Hauff Sports	scorebooks	13.78
012572	06/01/2020	National FFA Organization	awards and pins	152.00
012573	06/09/2020	Stadium Sports	supplies	167.90
012574	06/16/2020	Amazon	supplies	427.94
012575	06/16/2020	Eakes Office Solutions	supplies	213.35
012576	06/16/2020	United Volleyball Supply LLC	volleyball cart	414.00
012577	06/24/2020	Grant Golf Club	dues	1,100.00
012578	06/24/2020	PORTA PHONE	reconditioning headsets	399.00
			Report Total:	2,887.97

CLAIMS LIST SUMMARY
TO BE APPROVED AT THE JULY 20, 2020 BOARD MEETING

GENERAL FUND

In & Out Bill	\$ 138.35
Payroll	\$ 182,046.83
Bills	<u>\$ 279,112.40</u>
Total	\$ 461,159.23

LUNCH FUND

Payroll	\$ 18.48
Bills	<u>\$ 2,773.86</u>
Total	\$ 2,792.34

DEPRECIATION FUND

SPECIAL BUILDING FUND

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01	GENERAL					
01-2-01100-111-001	Sec Teachers Salary	1,134,835.00	1,041,982.84	0.00	92,852.16	8.18
01-2-01100-111-002	Elem Teachers Salary	899,400.00	805,835.36	0.00	93,564.64	10.40
01-2-01100-113-001	Sec Substitute Sal	35,000.00	24,675.00	0.00	10,325.00	29.50
01-2-01100-113-002	Elem Substitute Sal	35,000.00	23,100.00	0.00	11,900.00	34.00
01-2-01100-114-001	Technology Staff	24,200.00	23,885.80	0.00	314.20	1.29
01-2-01100-120-001	Comm Coaches Salary	32,000.00	30,712.50	0.00	1,287.50	4.02
01-2-01100-211-001	Sec Health Insurance	264,000.00	244,602.16	0.00	19,397.84	7.34
01-2-01100-211-002	Elem Health Insurance	300,000.00	275,410.39	0.00	24,589.61	8.19
01-2-01100-220-001	Sec Soc Sec Non Instruct	3,000.00	2,443.93	0.00	556.07	18.53
01-2-01100-220-002	Elem Soc Sec Non Instruct	1,000.00	128.75	0.00	871.25	87.12
01-2-01100-221-001	Sec Soc Sec	88,100.00	78,708.57	0.00	9,391.43	10.66
01-2-01100-221-002	Elem Soc Sec	69,820.00	60,059.57	0.00	9,760.43	13.97
01-2-01100-223-001	Sec Substitute Soc Sec	2,800.00	1,887.79	0.00	912.21	32.57
01-2-01100-223-002	Elem Substitute Soc Sec	2,800.00	1,767.22	0.00	1,032.78	36.88
01-2-01100-224-001	Technology Soc Sec	2,020.00	1,761.22	0.00	258.78	12.81
01-2-01100-230-001	Sec Retirement Non Instruct	500.00	123.45	0.00	376.55	75.31
01-2-01100-230-002	Elem Retirement Non Instruct	500.00	172.83	0.00	327.17	65.43
01-2-01100-231-001	Sec Retirement	113,760.00	102,660.68	0.00	11,099.32	9.75
01-2-01100-231-002	Elem Retirement	90,150.00	79,336.99	0.00	10,813.01	11.99
01-2-01100-233-001	Sec Substitute Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-233-002	Elem Substitute Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-234-001	Technology Retirement	2,500.00	2,378.89	0.00	121.11	4.84
01-2-01100-237-000	Increased Retirement	0.00	0.00	0.00	0.00	0.00
01-2-01100-261-000	Unemployment	2,000.00	0.00	0.00	2,000.00	100.00
01-2-01100-281-000	Insurance Health Benefit	20,800.00	27,592.51	0.00	-6,792.51	-32.65
01-2-01100-320-001	Sec ESU Contracted Serv	2,500.00	1,250.00	0.00	1,250.00	50.00
01-2-01100-320-002	Elem ESU Contracted Serv	2,500.00	1,750.00	0.00	750.00	30.00
01-2-01100-330-001	Sec Staff Development	8,000.00	3,495.93	0.00	4,504.07	56.30
01-2-01100-330-002	Elem Staff Development	6,000.00	3,831.32	0.00	2,168.68	36.14
01-2-01100-382-001	Distance Learning	23,000.00	23,000.00	0.00	0.00	0.00
01-2-01100-580-001	Sec Travel Expense	3,200.00	1,870.40	0.00	1,329.60	41.55
01-2-01100-580-002	Elem Travel Expense	3,200.00	1,602.99	0.00	1,597.01	49.90
01-2-01100-610-001	Sec Teaching Supplies	32,000.00	28,217.45	0.00	3,782.55	11.82
01-2-01100-610-002	Elem Teaching Supplies	32,000.00	15,855.94	0.00	16,144.06	50.45
01-2-01100-640-001	Sec Textbooks and	15,000.00	4,904.04	0.00	10,095.96	67.30
01-2-01100-640-002	Elem Textbooks and	18,000.00	7,726.20	0.00	10,273.80	57.07
01-2-01100-650-001	Sec Computer Supplies	10,000.00	3,474.03	0.00	6,525.97	65.25
01-2-01100-650-002	Elem Computer Supplies	9,500.00	328.36	0.00	9,171.64	96.54
01-2-01100-733-001	Sec Furn and Equip	10,000.00	8,864.49	0.00	1,135.51	11.35
01-2-01100-733-002	Elem Furn and Equip	5,000.00	625.50	0.00	4,374.50	87.49
01-2-01100-734-001	Sec Computer Hardware	17,000.00	11,289.33	0.00	5,710.67	33.59

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01100-734-002	Elem Computer Hardware	17,000.00	12,412.06	0.00	4,587.94	26.98
01-2-01125-111-002	Flex-Spending Teachers	2,000.00	0.00	0.00	2,000.00	100.00
01-2-01125-112-002	Flex-Spending Aides	5,600.00	0.00	0.00	5,600.00	100.00
01-2-01125-221-002	Flex-Sp Soc Sec Teachers	200.00	0.00	0.00	200.00	100.00
01-2-01125-222-002	Flex-Sp Soc Sec Aides	410.00	0.00	0.00	410.00	100.00
01-2-01125-231-002	Flex-Sp Retire Teachers	220.00	0.00	0.00	220.00	100.00
01-2-01125-232-002	Flex-Sp Retire Aides	565.00	0.00	0.00	565.00	100.00
01-2-01125-610-002	Flex-Spending Supplies	0.00	0.00	0.00	0.00	0.00
01-2-01150-111-002	LEP Teachers	33,280.00	30,353.12	0.00	2,926.88	8.79
01-2-01150-112-002	LEP Aides	13,650.00	13,586.44	0.00	63.56	0.46
01-2-01150-212-002	LEP Aides Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-01150-221-002	LEP Soc Sec Teachers	2,600.00	2,275.51	0.00	324.49	12.48
01-2-01150-222-002	LEP Soc Sec Aides	1,065.00	1,039.37	0.00	25.63	2.40
01-2-01150-231-002	LEP Retire Teachers	3,300.00	2,974.32	0.00	325.68	9.86
01-2-01150-232-002	LEP Retire Aides	1,345.00	1,342.05	0.00	2.95	0.21
01-2-01150-580-002	LEP Travel Expense	100.00	0.00	0.00	100.00	100.00
01-2-01150-610-002	LEP Supplies	800.00	69.49	0.00	730.51	91.31
01-2-01150-890-002	LEP Misc	0.00	0.00	0.00	0.00	0.00
01-2-01160-110-001	Teammates Director	12,000.00	10,020.50	0.00	1,979.50	16.49
01-2-01160-111-001	Sec Poverty Teachers	12,000.00	9,977.99	0.00	2,022.01	16.85
01-2-01160-111-002	Elem Poverty Teachers	12,800.00	11,652.05	0.00	1,147.95	8.96
01-2-01160-112-002	Poverty Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-220-001	Teammates Soc Sec	1,000.00	766.56	0.00	233.44	23.34
01-2-01160-221-001	Sec Pov Teachers Soc Sec	832.00	715.13	0.00	116.87	14.04
01-2-01160-221-002	Elem Pov Teachers Soc Sec	1,000.00	855.70	0.00	144.30	14.43
01-2-01160-222-002	Poverty Soc Sec Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-231-001	Sec Pov Teachers Retire	1,100.00	986.73	0.00	113.27	10.29
01-2-01160-231-002	Elem Pov Teachers Retire	1,275.00	1,152.67	0.00	122.33	9.59
01-2-01160-232-002	Poverty Retire Aides	0.00	0.00	0.00	0.00	0.00
01-2-01160-610-001	Poverty Supplies	300.00	81.20	0.00	218.80	72.93
01-2-01160-733-001	Poverty Furniture	200.00	0.00	0.00	200.00	100.00
01-2-01160-734-001	Poverty Comp Hardware	200.00	0.00	0.00	200.00	100.00
01-2-01190-111-002	Preschool Teachers	67,000.00	58,601.67	0.00	8,398.33	12.53
01-2-01190-112-002	Preschool Aides	31,000.00	24,196.99	0.00	6,803.01	21.94
01-2-01190-113-002	Preschool Substitutes	150.00	0.00	0.00	150.00	100.00
01-2-01190-132-002	Preschool Aides Overtime	60.00	189.79	0.00	-129.79	-216.31
01-2-01190-211-002	Presch Teachers Health Ins	16,620.00	15,235.55	0.00	1,384.45	8.33
01-2-01190-212-002	Presch Aides Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-01190-221-002	Preschool Teachers Soc Sec	5,000.00	4,483.06	0.00	516.94	10.33
01-2-01190-222-002	Preschool Aides Soc Sec	2,250.00	1,857.83	0.00	392.17	17.42
01-2-01190-223-002	Preschool Subs Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-01190-231-002	Preschool Teachers Retire	6,500.00	5,767.85	0.00	732.15	11.26

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-01190-232-002	Preschool Aides Retire	3,000.00	2,318.19	0.00	681.81	22.72
01-2-01190-610-002	Preschool Supplies	2,080.00	2,450.47	0.00	-370.47	-17.81
01-2-01190-773-002	Preschool Furniture	300.00	0.00	0.00	300.00	100.00
01-2-01200-111-001	SPED Sec Teachers	72,500.00	67,515.30	0.00	4,984.70	6.87
01-2-01200-111-002	SPED Elem Teachers	108,300.00	99,627.80	0.00	8,672.20	8.00
01-2-01200-112-001	SPED Sec Aides	28,700.00	31,629.50	0.00	-2,929.50	-10.20
01-2-01200-112-002	SPED Elem Aides	70,000.00	68,918.03	0.00	1,081.97	1.54
01-2-01200-113-001	SPED Sec Substitutes	400.00	0.00	0.00	400.00	100.00
01-2-01200-113-002	SPED Elem Substitutes	2,080.00	0.00	0.00	2,080.00	100.00
01-2-01200-132-001	SPED Sec Aides Overtime	100.00	0.00	0.00	100.00	100.00
01-2-01200-132-002	SPED Elem Aides Overtime	130.00	29.93	0.00	100.07	76.97
01-2-01200-211-001	SPED Sec Teach Health Ins	22,320.00	20,457.69	0.00	1,862.31	8.34
01-2-01200-211-002	SPED Elem Teach Health Ins	39,000.00	35,693.24	0.00	3,306.76	8.47
01-2-01200-212-001	SPED Sec Aides Health Ins	16,600.00	16,596.24	0.00	3.76	0.02
01-2-01200-212-002	SPED Elem Aides Health Ins	41,500.00	36,650.03	0.00	4,849.97	11.68
01-2-01200-221-001	SPED Sec Teachers Soc Sec	5,575.00	5,106.36	0.00	468.64	8.40
01-2-01200-221-002	SPED Elem Teachers Soc	8,325.00	7,476.86	0.00	848.14	10.18
01-2-01200-222-001	SPED Sec Aides Soc Sec	2,200.00	2,354.37	0.00	-154.37	-7.01
01-2-01200-222-002	SPED Elem Aides Soc Sec	5,350.00	5,183.93	0.00	166.07	3.10
01-2-01200-223-001	SPED Sec Sub Soc Sec	40.00	0.00	0.00	40.00	100.00
01-2-01200-223-002	SPED Elem Sub Soc Sec	50.00	0.00	0.00	50.00	100.00
01-2-01200-231-001	SPED Sec Teachers Retire	7,200.00	6,637.92	0.00	562.08	7.80
01-2-01200-231-002	SPED Elem Teachers Retire	10,725.00	9,799.51	0.00	925.49	8.62
01-2-01200-232-001	SPED Sec Aides Retire	2,900.00	3,090.59	0.00	-190.59	-6.57
01-2-01200-232-002	SPED Elem Aides Retire	6,950.00	6,448.75	0.00	501.25	7.21
01-2-01200-330-001	Sec SPED Emee Training	25.00	75.00	0.00	-50.00	-200.00
01-2-01200-330-002	Elem SPED Emee Training	100.00	75.00	0.00	25.00	25.00
01-2-01200-332-001	Mileage Paid To Parents	500.00	0.00	0.00	500.00	100.00
01-2-01200-332-002	Mileage Paid To Parents	500.00	0.00	0.00	500.00	100.00
01-2-01200-562-001	Tuition To Other Districts	0.00	0.00	0.00	0.00	0.00
01-2-01200-591-001	Sec SPED Services Purch	38,741.00	21,773.58	0.00	16,967.42	43.79
01-2-01200-591-002	Elem SPED Services Purch	38,741.00	50,805.28	0.00	-12,064.28	-31.14
01-2-01200-610-001	Sec SPED Supplies	1,000.00	110.00	0.00	890.00	89.00
01-2-01200-610-002	Elem SPED Supplies	1,000.00	1,229.34	0.00	-229.34	-22.93
01-2-01200-640-001	Sec SPED Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-01200-640-002	Elem SPED Textbooks	0.00	0.00	0.00	0.00	0.00
01-2-01200-643-001	SPED Sec Software SRS	500.00	450.50	0.00	49.50	9.90
01-2-01200-643-002	SPED Elem Software SRS	500.00	450.50	0.00	49.50	9.90
01-2-01200-733-001	Sec SPED Furniture	2,000.00	0.00	0.00	2,000.00	100.00
01-2-01200-733-002	Elem SPED Furniture	1,040.00	0.00	0.00	1,040.00	100.00
01-2-01200-890-001	Sec SPED Miscellaneous	40.00	0.00	0.00	40.00	100.00
01-2-01200-890-002	Elem SPED Miscellaneous	40.00	0.00	0.00	40.00	100.00

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01-2-01291-320-002	SPED Indirect Ages 3-5	0.00	0.00	0.00	0.00	0.00
01-2-01291-591-002	SPED Indirect Ages 3-5	1,100.00	577.72	0.00	522.28	47.48
01-2-01292-320-002	SPED Indirect Ages 0-2	0.00	0.00	0.00	0.00	0.00
01-2-01292-591-002	SPED Indirect Ages 0-2	900.00	432.28	0.00	467.72	51.96
01-2-02110-432-000	Student Attendance	6,000.00	7,440.01	0.00	-1,440.01	-24.00
01-2-02120-111-001	Sec Guidance	48,750.00	42,111.46	0.00	6,638.54	13.61
01-2-02120-111-002	Elem Guidance	64,000.00	57,726.68	0.00	6,273.32	9.80
01-2-02120-211-001	Sec Guidance Health Ins	22,320.00	20,457.69	0.00	1,862.31	8.34
01-2-02120-211-002	Elem Guidance Health Ins	22,320.00	20,457.69	0.00	1,862.31	8.34
01-2-02120-221-001	Sec Guidance Soc Sec	3,850.00	2,865.72	0.00	984.28	25.56
01-2-02120-221-002	Elem Guidance Soc Sec	5,000.00	4,106.72	0.00	893.28	17.86
01-2-02120-231-001	Sec Guidance Retirement	4,900.00	4,595.35	0.00	304.65	6.21
01-2-02120-231-002	Elem Guidance Retirement	6,300.00	5,669.25	0.00	630.75	10.01
01-2-02120-580-001	Sec Guidance Travel	0.00	0.00	0.00	0.00	0.00
01-2-02120-580-002	Elem Guidance Travel	0.00	0.00	0.00	0.00	0.00
01-2-02120-610-001	Sec Guidance Supplies	5,500.00	2,499.35	0.00	3,000.65	54.55
01-2-02120-610-002	Elem Guidance Supplies	7,200.00	0.00	0.00	7,200.00	100.00
01-2-02120-733-001	Sec Guidance Furn & Equip	0.00	0.00	0.00	0.00	0.00
01-2-02120-733-002	Elem Guidance Furn & Equip	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-001	Sec Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02120-890-002	Elem Guidance Misc	0.00	0.00	0.00	0.00	0.00
01-2-02130-116-002	Health Services	12,800.00	7,249.05	0.00	5,550.95	43.36
01-2-02130-226-002	Health Soc Sec	100.00	554.52	0.00	-454.52	-454.52
01-2-02130-236-002	Health Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02130-610-002	Health Supplies	2,200.00	889.87	0.00	1,310.13	59.55
01-2-02141-320-001	Sec SPED Psych Contract	0.00	0.00	0.00	0.00	0.00
01-2-02141-320-002	Elem SPED Psych Contract	0.00	0.00	0.00	0.00	0.00
01-2-02141-591-001	Sec SPED Psych Contract	23,005.00	14,900.27	0.00	8,104.73	35.23
01-2-02141-591-002	Elem SPED Psych Contract	23,005.00	23,609.68	0.00	-604.68	-2.62
01-2-02151-320-001	Sec SPED Speech/Aud	0.00	0.00	0.00	0.00	0.00
01-2-02151-320-002	Elem SPED Speech/Aud	0.00	0.00	0.00	0.00	0.00
01-2-02151-591-001	Sec SPED Speech/Aud	870.00	391.50	0.00	478.50	55.00
01-2-02151-591-002	Elem SPED Speech/Aud	43,111.00	24,580.94	0.00	18,530.06	42.98
01-2-02151-610-002	SPED Speech Supplies On	1,600.00	253.89	0.00	1,346.11	84.13
01-2-02161-320-001	Sec SPED OT Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-02161-320-002	Elem SPED OT Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-02161-591-001	Sec SPED OT Contract Serv	12,294.00	6,454.07	0.00	5,839.93	47.50
01-2-02161-591-002	Elem SPED OT Contract Serv	12,294.00	15,059.59	0.00	-2,765.59	-22.49
01-2-02171-320-001	Sec SPED PT Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-02171-320-002	Elem SPED PT Contract Serv	0.00	0.00	0.00	0.00	0.00
01-2-02171-591-001	Sec SPED PT Contract Serv	3,203.00	1,681.54	0.00	1,521.46	47.50
01-2-02171-591-002	Elem SPED PT Contract Serv	3,203.00	3,923.71	0.00	-720.71	-22.50

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01-2-02181-320-001	Sec SPED Vision Contract	0.00	0.00	0.00	0.00	0.00
01-2-02181-320-002	Elem SPED Vision Contract	0.00	0.00	0.00	0.00	0.00
01-2-02181-591-001	Sec SPED Vision Contract	0.00	0.00	0.00	0.00	0.00
01-2-02181-591-002	Elem SPED Vision Contract	0.00	0.00	0.00	0.00	0.00
01-2-02190-110-001	Activity Bus/Van Drivers	20,000.00	10,119.10	0.00	9,880.90	49.40
01-2-02190-220-001	Activity Bus/Van Soc Sec	1,650.00	766.74	0.00	883.26	53.53
01-2-02190-230-001	Activity Bus/Van Retirement	1,500.00	401.76	0.00	1,098.24	73.21
01-2-02190-320-001	Sec SPED Other Contract	0.00	0.00	0.00	0.00	0.00
01-2-02190-320-002	Elem SPED Other Contract	0.00	0.00	0.00	0.00	0.00
01-2-02190-430-001	Van/Car Repairs &	9,200.00	3,149.65	0.00	6,050.35	65.76
01-2-02190-580-001	Activity Drivers Travel	700.00	5.00	0.00	695.00	99.28
01-2-02190-610-001	Sec Support Services	7,550.00	6,797.39	0.00	752.61	9.96
01-2-02190-610-002	Elem Support Services	3,328.00	816.34	0.00	2,511.66	75.47
01-2-02190-626-001	Activity Bus/Van/Car Gas	17,680.00	11,255.55	0.00	6,424.45	36.33
01-2-02220-111-001	Sec Library	0.00	0.00	0.00	0.00	0.00
01-2-02220-111-002	Elem Library	49,700.00	37,411.84	0.00	12,288.16	24.72
01-2-02220-112-001	Sec Library Aides	14,500.00	12,619.45	0.00	1,880.55	12.96
01-2-02220-132-001	Sec Library Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-001	Sec Library Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-211-002	Elem Library Health Ins	22,320.00	20,457.69	0.00	1,862.31	8.34
01-2-02220-212-001	Sec Library Aides Health Ins	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-001	Sec Library Soc Sec	0.00	0.00	0.00	0.00	0.00
01-2-02220-221-002	Elem Library Soc Sec	3,810.00	2,521.58	0.00	1,288.42	33.81
01-2-02220-222-001	Sec Library Aides Soc Sec	1,200.00	965.35	0.00	234.65	19.55
01-2-02220-231-001	Sec Library Retirement	0.00	0.00	0.00	0.00	0.00
01-2-02220-231-002	Elem Library Retirement	5,100.00	4,505.37	0.00	594.63	11.65
01-2-02220-232-001	Sec Library Aides Retirement	1,800.00	1,246.53	0.00	553.47	30.74
01-2-02220-610-001	Sec Library Supplies	800.00	87.01	0.00	712.99	89.12
01-2-02220-610-002	Elem Library Supplies	400.00	543.75	0.00	-143.75	-35.93
01-2-02220-640-001	Sec Library Books/Periodicals	6,000.00	2,838.74	0.00	3,161.26	52.68
01-2-02220-640-002	Ele Library Books/Periodicals	1,200.00	1,553.19	0.00	-353.19	-29.43
01-2-02220-650-002	Elem Library Tech Supplies	2,500.00	1,509.94	0.00	990.06	39.60
01-2-02220-733-001	Sec Library Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02220-733-002	Elem Library Furniture	500.00	0.00	0.00	500.00	100.00
01-2-02230-432-000	Tech Repairs/Support	6,500.00	10,980.75	0.00	-4,480.75	-68.93
01-2-02250-330-001	Sec Employee Training and	0.00	0.00	0.00	0.00	0.00
01-2-02250-330-002	Elem Employee Training and	0.00	0.00	0.00	0.00	0.00
01-2-02310-151-000	Employee Incentive Agmt	32,200.00	29,497.05	0.00	2,702.95	8.39
01-2-02310-270-000	Worker's Comp Non-Instruct	7,580.00	9,273.75	0.00	-1,693.75	-22.34
01-2-02310-271-000	Worker's Comp Teachers	28,000.00	22,257.00	0.00	5,743.00	20.51
01-2-02310-272-000	Worker's Comp Aides	11,815.00	5,564.25	0.00	6,250.75	52.90
01-2-02310-315-000	Audit Services	13,345.00	13,887.20	0.00	-542.20	-4.06

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01-2-02310-317-000	Legal Services	13,000.00	6,389.50	0.00	6,610.50	50.85
01-2-02310-520-001	Sec Property/Liability	40,000.00	39,901.20	0.00	98.80	0.24
01-2-02310-520-002	Elem Property/Liability	27,500.00	26,600.80	0.00	899.20	3.26
01-2-02310-540-000	Advertising	7,000.00	7,602.72	0.00	-602.72	-8.61
01-2-02310-580-000	Board Educ Travel Expense	2,000.00	1,595.00	0.00	405.00	20.25
01-2-02310-610-000	Board Educ Supplies	250.00	0.00	0.00	250.00	100.00
01-2-02310-810-000	Board Educ Dues and Fees	9,000.00	8,574.00	0.00	426.00	4.73
01-2-02310-890-000	Board Educ Misc Expense	135.00	10,050.59	0.00	-9,915.59	-7,344.88
01-2-02320-105-000	Superintendent Salary	138,000.00	125,957.92	0.00	12,042.08	8.72
01-2-02320-110-001	Sec Clerical Staff	43,000.00	41,304.26	0.00	1,695.74	3.94
01-2-02320-130-001	Sec Clerical Staff Overtime	1,000.00	757.15	0.00	242.85	24.28
01-2-02320-210-001	Sec Clerical Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-02320-215-000	Superintendent Health Ins	22,320.00	20,457.69	0.00	1,862.31	8.34
01-2-02320-220-001	Sec Clerical Soc Sec	3,500.00	3,217.70	0.00	282.30	8.06
01-2-02320-225-000	Superintendent Soc Sec	10,745.00	9,401.32	0.00	1,343.68	12.50
01-2-02320-230-001	Sec Clerical Retirement	3,950.00	3,827.85	0.00	122.15	3.09
01-2-02320-235-000	Superintendent Retirement	13,600.00	12,441.83	0.00	1,158.17	8.51
01-2-02320-295-000	Superintendent Other Benefits	1,500.00	0.00	0.00	1,500.00	100.00
01-2-02320-580-000	Superintendent Travel	2,200.00	548.21	0.00	1,651.79	75.08
01-2-02320-610-000	Superintendent Supplies	350.00	94.99	0.00	255.01	72.86
01-2-02320-733-000	Superintendent Furniture	400.00	0.00	0.00	400.00	100.00
01-2-02320-810-000	Superintendent Dues and	3,040.00	1,385.50	0.00	1,654.50	54.42
01-2-02320-890-000	Superintendent Misc Expense	520.00	131.40	0.00	388.60	74.73
01-2-02410-110-001	Sec Clerical Staff	1,250.00	1,330.50	0.00	-80.50	-6.44
01-2-02410-110-002	Elem Clerical Staff	32,250.00	30,976.18	0.00	1,273.82	3.94
01-2-02410-111-001	Sec Principal Salary	78,000.00	71,262.46	0.00	6,737.54	8.63
01-2-02410-111-002	Elem Principal Salary	78,500.00	71,470.69	0.00	7,029.31	8.95
01-2-02410-130-002	Elem Clerical Staff Overtime	4,650.00	4,984.64	0.00	-334.64	-7.19
01-2-02410-210-002	Elem Clerical Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-02410-211-001	Sec Principal Health Ins	16,700.00	13,058.99	0.00	3,641.01	21.80
01-2-02410-211-002	Elem Principal Health Ins	22,500.00	20,457.69	0.00	2,042.31	9.07
01-2-02410-220-001	Sec Clerical Soc Sec	125.00	101.78	0.00	23.22	18.57
01-2-02410-220-002	Elem Clerical Soc Sec	2,780.00	2,724.16	0.00	55.84	2.00
01-2-02410-221-001	Sec Principal Soc Sec	7,700.00	5,439.51	0.00	2,260.49	29.35
01-2-02410-221-002	Elem Principal Soc Sec	6,100.00	5,423.54	0.00	676.46	11.08
01-2-02410-230-002	Elem Clerical Retirement	3,525.00	3,521.02	0.00	3.98	0.11
01-2-02410-231-001	Sec Principal Retirement	7,700.00	7,031.42	0.00	668.58	8.68
01-2-02410-231-002	Elem Principal Retirement	7,700.00	7,038.98	0.00	661.02	8.58
01-2-02410-580-001	Sec Principal Travel Expense	1,500.00	231.77	0.00	1,268.23	84.54
01-2-02410-580-002	Elem Principal Travel Expense	1,500.00	73.95	0.00	1,426.05	95.07
01-2-02410-610-001	Sec Principal Supplies	0.00	0.00	0.00	0.00	0.00
01-2-02410-610-002	Elem Principal Supplies	0.00	0.00	0.00	0.00	0.00

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01-2-02410-733-001	Sec Principal Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02410-733-002	Elem Principal Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02410-810-001	Sec Principal Dues and Fees	1,700.00	670.00	0.00	1,030.00	60.58
01-2-02410-810-002	Elem Principal Dues and Fees	1,300.00	455.00	0.00	845.00	65.00
01-2-02410-890-001	Sec Principal Misc Expense	0.00	0.00	0.00	0.00	0.00
01-2-02410-890-002	Elem Principal Misc Expense	0.00	0.00	0.00	0.00	0.00
01-2-02490-111-001	Activities Director Salary	26,835.00	24,383.32	0.00	2,451.68	9.13
01-2-02490-221-001	Activities Dir Soc Sec	2,080.00	1,833.21	0.00	246.79	11.86
01-2-02490-231-001	Activities Dir Retirement	2,600.00	2,408.56	0.00	191.44	7.36
01-2-02510-110-000	Business Manager Salary	48,000.00	39,882.43	0.00	8,117.57	16.91
01-2-02510-130-000	Business Manager Overtime	10,000.00	8,315.61	0.00	1,684.39	16.84
01-2-02510-210-000	Business Manager Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-02510-220-000	Business Manager Soc Sec	4,100.00	3,687.13	0.00	412.87	10.07
01-2-02510-230-000	Business Manager Retirement	5,300.00	4,760.90	0.00	539.10	10.17
01-2-02510-610-000	Office Supplies	16,000.00	11,885.37	0.00	4,114.63	25.71
01-2-02510-733-000	Business Manager Furniture	0.00	0.00	0.00	0.00	0.00
01-2-02510-890-000	Business Manager Misc	2,500.00	234.71	0.00	2,265.29	90.61
01-2-02580-432-000	Administrative Tech Support	12,459.00	9,232.66	0.00	3,226.34	25.89
01-2-02610-110-001	Sec Custodial Salary	70,000.00	59,541.33	0.00	10,458.67	14.94
01-2-02610-110-002	Elem Custodial Salary	67,000.00	58,679.19	0.00	8,320.81	12.41
01-2-02610-130-001	Sec Custodial Overtime	10,000.00	7,402.50	0.00	2,597.50	25.97
01-2-02610-130-002	Elem Custodial Overtime	11,500.00	9,229.06	0.00	2,270.94	19.74
01-2-02610-210-001	Sec Health Ins	16,600.00	15,213.22	0.00	1,386.78	8.35
01-2-02610-210-002	Elem Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-02610-220-001	Sec Soc Sec	6,000.00	5,119.69	0.00	880.31	14.67
01-2-02610-220-002	Elem Soc Sec	6,000.00	5,194.98	0.00	805.02	13.41
01-2-02610-230-001	Sec Retirement	7,200.00	6,257.34	0.00	942.66	13.09
01-2-02610-230-002	Elem Retirement	7,650.00	6,707.83	0.00	942.17	12.31
01-2-02610-410-001	Sec Water, Sewer & Garbage	28,000.00	21,817.40	0.00	6,182.60	22.08
01-2-02610-410-002	Elem Water, Sewer &	12,000.00	8,958.40	0.00	3,041.60	25.34
01-2-02610-442-000	Copier Rental	38,000.00	29,873.33	0.00	8,126.67	21.38
01-2-02610-530-000	Telephone and Internet	18,000.00	13,857.10	0.00	4,142.90	23.01
01-2-02610-531-000	Postage	7,000.00	3,709.34	0.00	3,290.66	47.00
01-2-02610-610-001	Sec Custodial Supplies	28,000.00	25,619.60	0.00	2,380.40	8.50
01-2-02610-610-002	Elem Custodial Supplies	19,100.00	16,478.61	0.00	2,621.39	13.72
01-2-02610-621-001	Sec Natural Gas	55,000.00	31,402.55	0.00	23,597.45	42.90
01-2-02610-621-002	Elem Natural Gas	21,000.00	15,024.83	0.00	5,975.17	28.45
01-2-02610-622-001	Sec Electricity	100,000.00	89,949.79	0.00	10,050.21	10.05
01-2-02610-622-002	Elem & Madrid Electricity	28,000.00	23,983.12	0.00	4,016.88	14.34
01-2-02620-110-000	Plant Maintenance Salary	50,500.00	45,794.07	0.00	4,705.93	9.31
01-2-02620-220-000	Maintenance Soc Sec	3,875.00	3,430.15	0.00	444.85	11.48
01-2-02620-230-000	Maintenance Retirement	5,000.00	4,503.06	0.00	496.94	9.93

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-02620-430-000	Contracted Main & Repairs	75,000.00	57,360.54	0.00	17,639.46	23.51
01-2-02620-610-001	Sec Building Supply	5,500.00	825.83	0.00	4,674.17	84.98
01-2-02620-610-002	Elem Building Supply	6,000.00	0.00	0.00	6,000.00	100.00
01-2-02620-720-000	Building Improvements	10,000.00	3,598.70	0.00	6,401.30	64.01
01-2-02620-730-002	Elem Capital Purchases	0.00	0.00	0.00	0.00	0.00
01-2-02620-890-000	Maintenance Misc Expense	2,000.00	400.00	0.00	1,600.00	80.00
01-2-02630-710-000	Land Improvements	15,000.00	0.00	0.00	15,000.00	100.00
01-2-02650-732-000	Vehicle Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-110-000	Bus Driver Salary	90,000.00	71,200.00	0.00	18,800.00	20.88
01-2-02710-220-000	Bus Driver Soc Sec	6,550.00	5,363.23	0.00	1,186.77	18.11
01-2-02710-230-000	Bus Driver Retirement	8,400.00	6,787.94	0.00	1,612.06	19.19
01-2-02710-430-000	Bus Repairs & Maintenance	52,500.00	41,834.64	0.00	10,665.36	20.31
01-2-02710-626-000	Bus Gasoline	35,000.00	15,509.87	0.00	19,490.13	55.68
01-2-02710-732-000	Bus Acquisition	0.00	0.00	0.00	0.00	0.00
01-2-02710-890-000	Bus Misc Expenses	2,300.00	1,701.45	0.00	598.55	26.02
01-2-02712-110-001	SPED Transportation Salary	520.00	0.00	0.00	520.00	100.00
01-2-02712-220-001	SPED Transp Soc Sec	100.00	0.00	0.00	100.00	100.00
01-2-02712-230-001	SPED Transp Retirement	100.00	0.00	0.00	100.00	100.00
01-2-02712-332-001	SPED Transp Mileage To	500.00	0.00	0.00	500.00	100.00
01-2-03535-610-001	High Ability	7,072.00	4,709.50	0.00	2,362.50	33.40
01-2-05000-807-000	Repayment Of Taxes	0.00	0.00	0.00	0.00	0.00
01-2-06200-111-002	Title I Teachers Salary	55,000.00	50,312.50	0.00	4,687.50	8.52
01-2-06200-112-002	Title I Aides Salary	14,350.00	13,321.77	0.00	1,028.23	7.16
01-2-06200-132-002	Title I Aides Overtime	0.00	0.00	0.00	0.00	0.00
01-2-06200-211-002	Title I Teachers Health Ins	23,000.00	20,457.69	0.00	2,542.31	11.05
01-2-06200-212-002	Title I Aides Health Ins	8,300.00	7,606.61	0.00	693.39	8.35
01-2-06200-221-002	Title I Teachers Soc Sec	4,200.00	3,852.17	0.00	347.83	8.28
01-2-06200-222-002	Title I Aides Soc Sec	1,100.00	890.58	0.00	209.42	19.03
01-2-06200-231-002	Title I Teachers Retirement	5,450.00	4,947.99	0.00	502.01	9.21
01-2-06200-232-002	Title I Aides Retirement	1,425.00	1,315.90	0.00	109.10	7.65
01-2-06200-610-002	Title I Supplies	700.00	1,880.52	0.00	-1,180.52	-168.64
01-2-06210-221-002	Title I Acct Soc Sec	312.00	0.00	0.00	312.00	100.00
01-2-06210-231-002	Title I Acct Retirements	442.00	0.00	0.00	442.00	100.00
01-2-06210-320-002	Title I Acct Contract Serv	7,500.00	1,845.00	0.00	5,655.00	75.40
01-2-06403-320-000	IDEA Base School Age	0.00	0.00	0.00	0.00	0.00
01-2-06403-591-000	IDEA Base School Age	0.00	0.00	0.00	0.00	0.00
01-2-06404-320-000	IDEA Base 0-4	0.00	0.00	0.00	0.00	0.00
01-2-06406-320-000	IDEA Base Preschool	0.00	0.00	0.00	0.00	0.00
01-2-06406-591-000	IDEA Base Preschool	4,450.00	4,417.00	0.00	33.00	0.74
01-2-06408-591-000	IDEA Base and	86,000.00	85,162.00	0.00	838.00	0.97
01-2-06410-320-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00	0.00
01-2-06412-320-000	IDEA Prop Share Nonpublic	0.00	0.00	0.00	0.00	0.00

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
01-2-06412-591-000	IDEA Prop Share Nonpublic	2,500.00	0.00	0.00	2,500.00	100.00
01-2-06450-320-000	Medicaid Contract Services	8,450.00	0.00	0.00	8,450.00	100.00
01-2-06990-330-000	Training Stipends PBIS	800.00	120.54	0.00	679.46	84.93
01-2-06990-580-000	Travel Expense PBIS	0.00	2,099.28	0.00	-2,099.28	0.00
01-2-06992-890-000	REAP Funds	25,128.00	36,781.72	0.00	-11,653.72	-46.37
01-2-06992-950-000	Special Budget Items	1,330,166.00	0.00	0.00	1,330,166.00	100.00
01-2-08000-912-000	Transfer To Lunch Fund	80,000.00	60,000.00	0.00	20,000.00	25.00
01-2-08000-913-000	Transfer To Activity Fund	50,000.00	0.00	0.00	50,000.00	100.00
01 Current Year Account Totals:		8,162,166.00	5,871,185.42	0.00	2,290,980.58	28.06
01 FUND Totals:		8,162,166.00	5,871,185.42	0.00	2,290,980.58	28.06

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
02	DEPRECIATION FUND					
02-2-02900-430-000	Contracted Main & Repairs	37,433.00	0.00	0.00	37,433.00	100.00
02-2-02900-732-000	Vehicle Acquisition	37,433.00	0.00	0.00	37,433.00	100.00
	02 Current Year Account Totals:	74,866.00	0.00	0.00	74,866.00	100.00
	02 FUND Totals:	74,866.00	0.00	0.00	74,866.00	100.00

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
03	EMPLOYEE BENEFIT FUND					
03-2-08000-911-000	Transfer to General Fund	32,182.00	0.00	0.00	32,182.00	100.00
	03 Current Year Account Totals:	<u>32,182.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32,182.00</u>	<u>100.00</u>
	03 FUND Totals:	<u>32,182.00</u>	<u>0.00</u>	<u>0.00</u>	<u>32,182.00</u>	<u>100.00</u>

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
05	ACTIVITY FUND					
05-2-02900-890-000	Misc Student Expenditures	0.00	0.00	0.00	0.00	0.00
05-9-09998-000-000	Activity Supplies	0.00	0.00	0.00	0.00	0.00
	05 Current Year Account Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	05 FUND Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
06	CAFETERIA FUND					
06-2-03100-110-001	Sec Kitchen Staff	47,840.00	43,549.36	0.00	4,290.64	8.96
06-2-03100-110-002	Elem Kitchen Staff	44,149.00	39,712.26	0.00	4,436.74	10.04
06-2-03100-130-001	Sec Kitchen Staff Overtime	4,000.00	3,541.67	0.00	458.33	11.45
06-2-03100-130-002	Elem Kitchen Staff Overtime	0.00	58.99	0.00	-58.99	0.00
06-2-03100-210-001	Sec Kitchen Staff Health Ins	16,600.00	15,213.22	0.00	1,386.78	8.35
06-2-03100-210-002	Elem Kitchen Staff Health Ins	24,895.00	19,362.28	0.00	5,532.72	22.22
06-2-03100-220-001	Sec Kitchen Staff Soc Sec	3,970.00	3,112.35	0.00	857.65	21.60
06-2-03100-220-002	Elem Kitchen Staff Soc Sec	3,380.00	2,950.69	0.00	429.31	12.70
06-2-03100-230-001	Sec Kitchen Staff Retirement	5,125.00	4,065.14	0.00	1,059.86	20.68
06-2-03100-230-002	Elem Kitchen Staff Retirement	4,365.00	3,333.27	0.00	1,031.73	23.63
06-2-03100-630-001	Sec Food Expense	60,000.00	55,816.71	0.00	4,183.29	6.97
06-2-03100-630-002	Elem Food Expense	59,000.00	51,759.58	0.00	7,240.42	12.27
06-2-03100-890-001	Sec Food Service Misc	2,676.00	863.55	0.00	1,812.45	67.72
06-2-03100-890-002	Elem Food Service Misc	4,000.00	208.43	0.00	3,791.57	94.78
06-2-08000-911-000	Fund Transfer to General	0.00	0.00	0.00	0.00	0.00
06 Current Year Account Totals:		280,000.00	243,547.50	0.00	36,452.50	13.01
06	FUND Totals:	280,000.00	243,547.50	0.00	36,452.50	13.01

ALL Data

Expense Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
08	BUILDING FUND					
08-2-02515-710-000	Land And Land Improvements	40,000.00	0.00	0.00	40,000.00	100.00
08-2-02515-720-000	Building Improvements	240,645.00	53,981.48	0.00	186,663.52	77.56
08-2-05000-831-000	Note Principal Repayment	0.00	0.00	0.00	0.00	0.00
08-2-05000-832-000	Note Interest Repayment	0.00	0.00	0.00	0.00	0.00
08-2-05000-890-000	Fees For Services	0.00	0.00	0.00	0.00	0.00
08-2-08000-911-000	Transfer to General Fund	0.00	0.00	0.00	0.00	0.00
08 Current Year Account Totals:		280,645.00	53,981.48	0.00	226,663.52	80.76
08	FUND Totals:	280,645.00	53,981.48	0.00	226,663.52	80.76
Report Totals:		8,829,859.00	6,168,714.40	0.00	2,661,144.60	30.13

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
FUND: 01					
	01-2-01100-111-001	Sec Teachers Salary	93,890.18		
	01-2-01100-111-002	Elem Teachers Salary	73,266.96		
	01-2-01100-114-001	Technology Staff	1,983.33		
	01-2-01100-211-001	Sec Health Insurance			22,236.56
	01-2-01100-211-002	Elem Health Insurance			25,206.38
	01-2-01100-220-002	Elem Soc Sec Non Instruct			17.56
	01-2-01100-221-001	Sec Soc Sec			7,093.08
	01-2-01100-221-002	Elem Soc Sec			5,460.43
	01-2-01100-224-001	Technology Soc Sec			144.64
	01-2-01100-230-002	Elem Retirement Non Instruct			24.69
	01-2-01100-231-001	Sec Retirement			9,274.28
	01-2-01100-231-002	Elem Retirement			7,237.16
	01-2-01100-234-001	Technology Retirement			195.90
	01-2-01100-320-002	Elem ESU Contracted Serv	250.00		
	01-2-01150-111-002	LEP Teachers	2,718.33		
	01-2-01150-212-002	LEP Aides Health Ins			691.51
	01-2-01150-221-002	LEP Soc Sec Teachers			204.66
	01-2-01150-231-002	LEP Retire Teachers			268.51
	01-2-01160-110-001	Teammates Director	931.00		
	01-2-01160-111-001	Sec Poverty Teachers	907.08		
	01-2-01160-111-002	Elem Poverty Teachers	1,059.27		
	01-2-01160-220-001	Teammates Soc Sec			71.22
	01-2-01160-221-001	Sec Pov Teachers Soc Sec			65.86
	01-2-01160-221-002	Elem Pov Teachers Soc Sec			77.66
	01-2-01160-231-001	Sec Pov Teachers Retire			89.60
	01-2-01160-231-002	Elem Pov Teachers Retire			104.63
	01-2-01190-111-002	Preschool Teachers	5,308.34		
	01-2-01190-211-002	Presch Teachers Health Ins			1,385.05
	01-2-01190-212-002	Presch Aides Health Ins			691.51
	01-2-01190-221-002	Preschool Teachers Soc Sec			406.09
	01-2-01190-231-002	Preschool Teachers Retire			524.35
	01-2-01200-111-001	SPED Sec Teachers	6,040.71		
	01-2-01200-111-002	SPED Elem Teachers	9,015.72		
	01-2-01200-211-001	SPED Sec Teach Health Ins			1,859.79
	01-2-01200-211-002	SPED Elem Teach Health Ins			3,244.84
	01-2-01200-212-001	SPED Sec Aides Health Ins			1,383.02
	01-2-01200-212-002	SPED Elem Aides Health Ins			3,457.55
	01-2-01200-221-001	SPED Sec Teachers Soc Sec			456.79
	01-2-01200-221-002	SPED Elem Teachers Soc Sec			676.55
	01-2-01200-231-001	SPED Sec Teachers Retire			596.69
	01-2-01200-231-002	SPED Elem Teachers Retire			890.55
	01-2-02120-111-001	Sec Guidance	4,059.89		
	01-2-02120-111-002	Elem Guidance	5,203.34		
	01-2-02120-211-001	Sec Guidance Health Ins			1,859.79
	01-2-02120-211-002	Elem Guidance Health Ins			1,859.79
	01-2-02120-221-001	Sec Guidance Soc Sec			277.37
	01-2-02120-221-002	Elem Guidance Soc Sec			370.06
	01-2-02120-231-001	Sec Guidance Retirement			401.02
	01-2-02120-231-002	Elem Guidance Retirement			513.97
	01-2-02190-110-001	Activity Bus/Van Drivers	900.00		
	01-2-02190-220-001	Activity Bus/Van Soc Sec			68.85

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-02220-111-002	Elem Library	2,277.57		
	01-2-02220-211-002	Elem Library Health Ins			1,859.79
	01-2-02220-221-002	Elem Library Soc Sec			143.29
	01-2-02220-231-002	Elem Library Retirement			409.11
	01-2-02320-105-000	Superintendent Salary	11,545.42		
	01-2-02320-110-001	Sec Clerical Staff	1,995.75		
	01-2-02320-130-001	Sec Clerical Staff Overtime	23.91		
	01-2-02320-210-001	Sec Clerical Health Ins			691.51
	01-2-02320-215-000	Superintendent Health Ins			1,859.79
	01-2-02320-220-001	Sec Clerical Soc Sec			154.50
	01-2-02320-225-000	Superintendent Soc Sec			867.31
	01-2-02320-230-001	Sec Clerical Retirement			172.38
	01-2-02320-235-000	Superintendent Retirement			1,140.43
	01-2-02410-110-001	Sec Clerical Staff	122.50		
	01-2-02410-110-002	Elem Clerical Staff	2,100.00		
	01-2-02410-111-001	Sec Principal Salary	6,471.25		
	01-2-02410-111-002	Elem Principal Salary	6,478.24		
	01-2-02410-210-002	Elem Clerical Health Ins			691.51
	01-2-02410-211-001	Sec Principal Health Ins			1,385.05
	01-2-02410-211-002	Elem Principal Health Ins			1,859.79
	01-2-02410-220-001	Sec Clerical Soc Sec			9.38
	01-2-02410-220-002	Elem Clerical Soc Sec			160.65
	01-2-02410-221-001	Sec Principal Soc Sec			493.71
	01-2-02410-221-002	Elem Principal Soc Sec			491.59
	01-2-02410-230-002	Elem Clerical Retirement			207.43
	01-2-02410-231-001	Sec Principal Retirement			639.22
	01-2-02410-231-002	Elem Principal Retirement			639.91
	01-2-02490-111-001	Activities Director Salary	2,216.66		
	01-2-02490-221-001	Activities Dir Soc Sec			166.64
	01-2-02490-231-001	Activities Dir Retirement			218.96
	01-2-02510-110-000	Business Manager Salary	3,772.45		
	01-2-02510-130-000	Business Manager Overtime	415.39		
	01-2-02510-210-000	Business Manager Health Ins			691.51
	01-2-02510-220-000	Business Manager Soc Sec			320.37
	01-2-02510-230-000	Business Manager Retirement			413.67
	01-2-02610-110-001	Sec Custodial Salary	5,920.53		
	01-2-02610-110-002	Elem Custodial Salary	5,637.64		
	01-2-02610-130-001	Sec Custodial Overtime	312.41		
	01-2-02610-130-002	Elem Custodial Overtime	64.35		
	01-2-02610-210-001	Sec Health Ins			1,383.02
	01-2-02610-210-002	Elem Health Ins			691.51
	01-2-02610-220-001	Sec Soc Sec			476.83
	01-2-02610-220-002	Elem Soc Sec			436.20
	01-2-02610-230-001	Sec Retirement			540.24
	01-2-02610-230-002	Elem Retirement			563.23
	01-2-02620-110-000	Plant Maintenance Salary	4,144.34		
	01-2-02620-220-000	Maintenance Soc Sec			310.28
	01-2-02620-230-000	Maintenance Retirement			409.37
	01-2-06200-111-002	Title I Teachers Salary	4,550.00		
	01-2-06200-211-002	Title I Teachers Health Ins			1,859.79
	01-2-06200-212-002	Title I Aides Health Ins			691.51
	01-2-06200-221-002	Title I Teachers Soc Sec			348.08

Payroll Expense Summary

ALL Data

Arranged by:
Account Number

Fund	Account Number	Account Description	Earning	Withholding	Employer
	01-2-06200-231-002	Title I Teachers Retirement			449.44
	01-931	Payable Account		-81,535.73	
FUND 01 Totals:			263,582.56	-81,535.73	123,234.96
FUND: 06					
	06-2-03100-110-001	Sec Kitchen Staff	22.38		
	06-2-03100-210-001	Sec Kitchen Staff Health Ins			1,383.02
	06-2-03100-210-002	Elem Kitchen Staff Health Ins			1,383.02
	06-2-03100-220-001	Sec Kitchen Staff Soc Sec			1.71
	06-2-03100-230-001	Sec Kitchen Staff Retirement			2.21
	06-931	Payable Account		-3.90	
FUND 06 Totals:			22.38	-3.90	2,769.96
Report Totals:			263,604.94	-81,539.63	126,004.92

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
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Checks Available to Print

01 - GENERAL

3HSAABTBJ.320	07/13/20		ABTBJHSA	Adams Bank FBO Ben Jones HSA July 2020 Payroll		199.39
					Check Total	199.39
					Vendor Total	199.39
07152020	07/16/20		ADAMLUMB	Adams Lumber lumber, supplies		48.50
					Check Total	48.50
					Vendor Total	48.50
2AFLAC12.320	07/13/20		AFLAC12	American Family Life July 2020 Payroll		1,513.73
2AMFA.320	07/13/20			July 2020 Payroll		338.68
					Check Total	1,852.41
					Vendor Total	1,852.41
07152020	07/16/20		ALSLOCK	Al's Lock And Safe new locks		1,172.24
					Check Total	1,172.24
					Vendor Total	1,172.24
07152020	07/16/20		AMAZON	Amazon smart TV, textbooks, supplies		6,651.26
					Check Total	6,651.26
					Vendor Total	6,651.26
7/20-2	07/16/20		BHE4317	Black Hills Energy gas		208.06
					Check Total	208.06
					Vendor Total	208.06
7/20-3	07/16/20		BHE4318	Black Hills Energy gas		546.24
					Check Total	546.24
					Vendor Total	546.24
7/20-4	07/16/20		BHE4319	Black Hills Energy gas		110.13
					Check Total	110.13
					Vendor Total	110.13
7/20-1	07/16/20		BHE4479	Black Hills Energy gas		59.56
					Check Total	59.56

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	59.56
7/20-7		07/16/20	BHE5611	Black Hills Energy gas		85.25
					Check Total	85.25
					Vendor Total	85.25
7/20-6		07/16/20	BHE9834	Black Hills Energy gas		82.51
					Check Total	82.51
					Vendor Total	82.51
7/20-5		07/16/20	BHE9835	Black Hills Energy gas		812.82
					Check Total	812.82
					Vendor Total	812.82
3707525		07/16/20	BLICDICK	Dick Blick classroom supplies		162.85
4058474		07/16/20		classroom supplies		27.33
					Check Total	190.18
					Vendor Total	190.18
7/20-100021124		07/16/20	BLUECATHY	Blue Cross Blue Shield premium		732.45
					Check Total	732.45
					Vendor Total	732.45
07152020		07/16/20	BLUECR01	Blue Cross/Blue Shield 10 mon emee prem		2,157.95
3DENTAL.320		07/13/20		July 2020 Payroll		6,117.72
3HEAL.320		07/13/20		July 2020 Payroll		70,824.68
					Check Total	79,100.35
					Vendor Total	79,100.35
7/20-100034675		07/16/20	BLUEDEAN	Blue Cross Blue Shield premium		1,949.10
					Check Total	1,949.10
					Vendor Total	1,949.10
ZDT0078		07/16/20	CDW-G	CDW Government, Inc computer bags		930.40
ZF-J9655		07/16/20		compter carts		10,494.48
					Check Total	11,424.88
					Vendor Total	11,424.88
7/20 ES		07/16/20	CITYOFGR	City Of Grant ES elecricity & utilities		2,802.39

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
7/20 HS		07/16/20		HS electricity & utilities		10,722.49
					Check Total	13,524.88
					Vendor Total	13,524.88
07152020		07/16/20	COUNTRY SU	Country Supply		
				paint, sprayer, supplies		1,320.83
					Check Total	1,320.83
					Vendor Total	1,320.83
351316A		07/16/20	DECKEREQ	Decker Equipment		
				maintenance supplies		272.12
					Check Total	272.12
					Vendor Total	272.12
07152020		07/16/20	EAKES	Eakes Office Solutions		
				maintenance supplies		1,806.08
					Check Total	1,806.08
					Vendor Total	1,806.08
2FICA.320		07/13/20	EFTPS	EFTPS Payroll Deposit		
				July 2020 Payroll		16,022.47
2FICM.320		07/13/20		July 2020 Payroll		3,747.18
2USIT.320		07/13/20		July 2020 Payroll		19,436.62
3FICA.320		07/13/20		July 2020 Payroll		16,022.47
3FICM.320		07/13/20		July 2020 Payroll		3,747.18
					Check Total	58,975.92
					Vendor Total	58,975.92
07152020		07/16/20	ESU10	ESU #10		
				tech training		120.00
					Check Total	120.00
					Vendor Total	120.00
795		07/16/20	ESU16	ESU #16		
				SRS fees		901.00
					Check Total	901.00
					Vendor Total	901.00
839		07/16/20	FABER	Faber Signs		
				bus decals		362.34
					Check Total	362.34
					Vendor Total	362.34
1		07/16/20	FIRNATCAP	First National Capital Markets		
				Consulting Services		10,000.00
					Check Total	10,000.00

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	10,000.00
14158		07/16/20	FRIESEN	Friesen Welding & Repair repair		39.14
					Check Total	39.14
					Vendor Total	39.14
31597		07/16/20	GENERGEN	Generation Genius classroom supplies		120.00
					Check Total	120.00
					Vendor Total	120.00
578		07/16/20	GOFFSERV	Goff Services drain repairs		240.50
					Check Total	240.50
					Vendor Total	240.50
07152020		07/16/20	GRANTRIB	Grant Tribune/Johnson Publications legal proceedings, ads		320.13
					Check Total	320.13
					Vendor Total	320.13
07152020		07/16/20	GREAPL02	Great Plains Communications telephone		1,159.03
					Check Total	1,159.03
					Vendor Total	1,159.03
7/20-2410		07/16/20	HATCSUPE	Hatch's Super Foods cleaning supplies		33.52
7/20-7005		07/16/20		summer school snacks		26.46
					Check Total	59.98
					Vendor Total	59.98
07152020		07/16/20	HUGHDAN	Hughes Farm Supply mower repair & maintenance		532.70
					Check Total	532.70
					Vendor Total	532.70
1076346		07/16/20	IDEALLIN	Ideal Linen Supply mats, mops		280.32
					Check Total	280.32
					Vendor Total	280.32
07152020		07/16/20	IN & OUT	In & Out fuel		138.35
					Check Total	138.35
					Vendor Total	138.35

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
2001		07/16/20	INSTRUM 07/16/20	The Instrumentalist award		72.00
					Check Total	72.00
					Vendor Total	72.00
2LEGALSH.320		07/13/20	LEGALSHIEL 07/13/20	LegalShield July 2020 Payroll		101.70
					Check Total	101.70
					Vendor Total	101.70
23271		07/16/20	MAR'S 07/16/20	Mar's Service Center Inc tires		928.00
					Check Total	928.00
					Vendor Total	928.00
07152020		07/16/20	MELCHIOR 07/16/20	Melchior Contracting refinish hallways		1,069.65
					Check Total	1,069.65
					Vendor Total	1,069.65
2MG403B.320		07/13/20	MGTRUST 07/13/20	MG Trust Company July 2020 Payroll		500.00
2MG403ROTH.320		07/13/20	07/13/20	July 2020 Payroll		1,400.00
					Check Total	1,900.00
					Vendor Total	1,900.00
07152020		07/16/20	NAPAAUTO 07/16/20	Imperial NAPA maintenance supplies		39.99
					Check Total	39.99
					Vendor Total	39.99
842035		07/16/20	NASCO 07/16/20	Nasco classroom supplies		17.37
					Check Total	17.37
					Vendor Total	17.37
2NEIT.320		07/13/20	NEBRDEPT 07/13/20	Nebraska Depart. Of Revenue July 2020 Payroll		8,867.67
					Check Total	8,867.67
					Vendor Total	8,867.67
2NTRT.320		07/13/20	NEBRRETI 07/13/20	Nebraska Retirement System July 2020 Payroll		25,668.13
3NTRT.320		07/13/20	07/13/20	July 2020 Payroll		25,924.74
					Check Total	51,592.87

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
					Vendor Total	51,592.87
07152020		07/16/20	NPPD	Nebraska Public Power District Elsie electricity		34.21
					Check Total	34.21
					Vendor Total	34.21
34903		07/16/20	NWEA	NWEA MAPS testing		1,020.00
					Check Total	1,020.00
					Vendor Total	1,020.00
07152020		07/16/20	PCSTRANS	PCS Transaction Cash meal per diem		50.00
					Check Total	50.00
					Vendor Total	50.00
07152020		07/16/20	PINNVISA	Pinnacle Bank water bottles		480.60
					Check Total	480.60
					Vendor Total	480.60
07152020		07/16/20	PITNEY	Pitney Bowes machine rental		30.00
					Check Total	30.00
					Vendor Total	30.00
5515		07/16/20	POTTSELEC	Potts Electric LED lights in MPR		2,461.20
					Check Total	2,461.20
					Vendor Total	2,461.20
07152020		07/16/20	RANGE	Range DL internet		130.00
					Check Total	130.00
					Vendor Total	130.00
9874		07/16/20	REESMECH	Reese Mechanical AC repair		383.53
					Check Total	383.53
					Vendor Total	383.53
7229807		07/16/20	ROCKWOOD	Rockler Woodworking classroom supplies		154.26
					Check Total	154.26
					Vendor Total	154.26
			ROSSAUTO	Ross Family Auto Parts		

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
07152020		07/16/20		maintenance supplies		43.48
					Check Total	43.48
					Vendor Total	43.48
6591		07/16/20	SCENARIO	Scenario Learning teacher evaluations		1,249.50
					Check Total	1,249.50
					Vendor Total	1,249.50
07152020		07/16/20	SCHOSP02	School Specialty Inc. classroom supplies		847.02
308103529301		07/16/20		classroom supplies		199.12
					Check Total	1,046.14
					Vendor Total	1,046.14
5370		07/16/20	SLAMMCO	SlammCo Lawncare lawncare		385.00
					Check Total	385.00
					Vendor Total	385.00
3HSASSBJL.320		07/13/20	SSBJLHSA	Sandhills State Bank FBO Jasmine Lehl HSA July 2020 Payroll		199.39
					Check Total	199.39
					Vendor Total	199.39
3HSASSBTS.320		07/13/20	SSBTSHSA	Sandhills State Bank FBO Tristan Stephenson H July 2020 Payroll		199.39
					Check Total	199.39
					Vendor Total	199.39
2LTD.320		07/13/20	T & T MAR	Principal Life Group July 2020 Payroll		297.34
					Check Total	297.34
					Vendor Total	297.34
1517989		07/16/20	VARIDESK	Varidesk desk		625.50
					Check Total	625.50
					Vendor Total	625.50
07152020		07/16/20	VIAERO	Viaero cell phones		106.57
					Check Total	106.57
					Vendor Total	106.57
2VSPVISION.320		07/13/20	VISIONSP	Vision Service Plan (CT) July 2020 Payroll		433.21

Preliminary Check Register

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name Description	Manual Check Number	Amount
Check Total						433.21
Vendor Total						433.21
			WAGEWORKS	WageWorks, Inc.		
2CAFE.320		07/13/20		07/13/20	July 2020 Payroll	1,755.00
2DCARE.320		07/13/20		07/13/20	July 2020 Payroll	1,454.00
Check Total						3,209.00
Vendor Total						3,209.00
			WEATCOOF	Weathercraft Companies		
225085		07/16/20		07/16/20	roof repairs	347.00
Check Total						347.00
Vendor Total						347.00
			WFBUSMC	Payment Remittance Center		
07152020		07/16/20		07/16/20	hard drives, masks	6,057.73
Check Total						6,057.73
Vendor Total						6,057.73
			WWADMINFEE	WageWorks		
2198454		07/16/20		07/16/20	admin fee	182.00
Check Total						182.00
Vendor Total						182.00
			YANDAS	Yandas Music		
466437 & 466463 & 46607		07/16/20		07/16/20	instrument repair	137.80
Check Total						137.80
Vendor Total						137.80
01 - GENERAL Totals:						279,250.75
06 - CAFETERIA FUND						
			BLUECR01	Blue Cross/Blue Shield		
3DENTAL.320		07/13/20		07/13/20	July 2020 Payroll	207.88
3HEAL.320		07/13/20		07/13/20	July 2020 Payroll	2,558.16
Check Total						2,766.04
Vendor Total						2,766.04
			EFTPS	EFTPS Payroll Deposit		
2FICA.320		07/13/20		07/13/20	July 2020 Payroll	1.39
2FICM.320		07/13/20		07/13/20	July 2020 Payroll	0.32
3FICA.320		07/13/20		07/13/20	July 2020 Payroll	1.39
3FICM.320		07/13/20		07/13/20	July 2020 Payroll	0.32
Check Total						3.42
Vendor Total						3.42
			NEBRRETI	Nebraska Retirement System		

ALL Data
 Fiscal Year 2020

Preliminary Check Register

Arranged by:
 Vendor ID

Check Date Invoice	DD	Check Number Invoice Date	Vendor ID PO Number	Vendor Name PO Date	Description	Manual Check Number	Amount
2NTRT.320		07/13/20		07/13/20	July 2020 Payroll		2.19
3NTRT.320		07/13/20		07/13/20	July 2020 Payroll		2.21
Check Total							4.40
Vendor Total							4.40
06 - CAFETERIA FUND Totals:							2,773.86
Total of Checks Available to Print:							282,024.61
Report Total:							282,024.61

Receipt Journal

Receipt Number	Receipt Date	Description	Received From	Total	Sales Tax	Amount Less Tax
Line	Activity	Name		Amount		
Journal Number: 288			Posted: 07/03/2020 08:07:14 AM			
June 2020						
000000	06/16/2020	purchased mat	Patron			
1		2009 Wrestling-HS		5.00	0.00	5.00
			Receipt Totals:	5.00	0.00	5.00
000000	06/24/2020	reimbursement	National FFA			
1		3005 FFA		560.00	0.00	560.00
			Receipt Totals:	560.00	0.00	560.00
000000	06/26/2020	fireworks	Patrons			
1		3001 Cheerleaders-HS		166.00	0.00	166.00
			Receipt Totals:	166.00	0.00	166.00
000000	06/29/2020	fireworks	Patrons			
1		3001 Cheerleaders-HS		2342.88	0.00	2342.88
			Receipt Totals:	2342.88	0.00	2342.88
000000	06/30/2020	fireworks	Patrons			
1		3001 Cheerleaders-HS		921.05	0.00	921.05
			Receipt Totals:	921.05	0.00	921.05
000000	06/30/2020	interest earned	Adams Bank			
1		6090 Interest Earned		23.77	0.00	23.77
			Receipt Totals:	23.77	0.00	23.77
Journal Totals:				4018.70	0.00	4018.70

ALL Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01	GENERAL				
01-1-01100-000-000	Taxes	5,086,222.00	4,915,539.34	170,682.66	3.35
01-1-01115-000-000	Carline Taxes	150.00	123.90	26.10	17.40
01-1-01120-000-000	Public Power Dist Sales Tax	63,000.00	74,735.84	-11,735.84	-18.62
01-1-01125-000-000	Motor Vehicle Taxes	300,000.00	280,720.14	19,279.86	6.42
01-1-01190-000-000	County Treasurer's Commission	-57,134.00	-50,236.13	-6,897.87	12.07
01-1-01315-000-000	Tuition Received DL Spanish	75,000.00	81,528.40	-6,528.40	-8.70
01-1-01370-000-000	Preschool Tuition	19,000.00	14,018.50	4,981.50	26.21
01-1-01510-000-000	Interest	1,500.00	349.03	1,150.97	76.73
01-1-01911-000-000	Local License Fees	2,000.00	2,240.00	-240.00	-12.00
01-1-01925-000-000	Corporate/Other Private Grants	0.00	12,161.97	-12,161.97	0.00
01-1-01955-000-000	Dual Credit Reimbursement	0.00	1,320.00	-1,320.00	0.00
01-1-01990-000-000	Other Local Receipts	1,579.00	1,362.18	216.82	13.73
01-1-02110-000-000	County Fines & License	0.00	913.45	-913.45	0.00
01-1-02130-000-000	Other County Receipts	0.00	0.00	0.00	0.00
01-1-02210-000-000	ESU Receipts	2,000.00	7,464.91	-5,464.91	-273.24
01-1-03110-000-000	State Aid	47,287.00	47,287.00	0.00	0.00
01-1-03120-000-000	Special Education Sch Age	225,000.00	243,397.00	-18,397.00	-8.17
01-1-03125-000-000	SPED Transportation Sch Age	0.00	0.00	0.00	0.00
01-1-03130-000-000	Homestead Exemption	20,000.00	22,224.36	-2,224.36	-11.12
01-1-03131-000-000	Property Tax Credit	530,000.00	608,753.20	-78,753.20	-14.85
01-1-03132-000-000	Personal Property Tax Credit	20,000.00	25,325.75	-5,325.75	-26.62
01-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	0.00	0.00	0.00	0.00
01-1-03180-000-000	Prorate Motor Vehicle	8,200.00	8,752.72	-552.72	-6.74
01-1-03400-000-000	State Apportionment	90,000.00	94,570.95	-4,570.95	-5.07
01-1-03512-000-000	Distance Ed Incentive Pymnt	0.00	25,355.70	-25,355.70	0.00
01-1-03535-000-000	High Ability Learners	3,950.00	4,033.00	-83.00	-2.10
01-1-03800-000-000	NPPD In Lieu Taxes	0.00	577.80	-577.80	0.00
01-1-03990-000-000	Other State Receipts	7,000.00	3,547.00	3,453.00	49.32
01-1-04105-000-000	E-Rate Rebates	0.00	0.00	0.00	0.00
01-1-04310-000-000	REAP	24,000.00	36,551.00	-12,551.00	-52.29
01-1-04505-000-000	Title I	25,000.00	39,398.78	-14,398.78	-57.59
01-1-04506-000-000	Title I Accountability	4,000.00	0.00	4,000.00	100.00
01-1-04509-000-000	Title IIA	0.00	0.00	0.00	0.00
01-1-04512-000-000	IDEA Base Allocation	0.00	0.00	0.00	0.00
01-1-04516-000-000	IDEA Preschool	4,420.00	0.00	4,420.00	100.00
01-1-04518-000-000	IDEA Base & Enrollment Poverty	85,180.00	0.00	85,180.00	100.00
01-1-04519-000-000	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00
01-1-04521-000-000	IDEA Nonpublic	2,490.00	0.00	2,490.00	100.00
01-1-04530-000-000	Other Federal Receipts	0.00	0.00	0.00	0.00
01-1-04708-000-000	Medicaid Payments (MIPS)	0.00	0.00	0.00	0.00
01-1-04709-000-000	Medicaid Admin Activities (MAAPS)	500.00	2,700.89	-2,200.89	-440.17
01-1-05200-000-000	Other Fund Transfers In	75,000.00	62,661.48	12,338.52	16.45
01-1-05300-000-000	Sale Of Property	0.00	0.00	0.00	0.00
01-1-05301-000-000	Insurance Adjustment	0.00	56.00	-56.00	0.00

ALL Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
01-1-05690-000-000	Other Non Revenue	0.00	29,704.15	-29,704.15	0.00
01-1-06300-000-000	Special Budget Items	1,496,822.00	0.00	1,496,822.00	100.00
01	FUND Totals:	8,162,166.00	6,597,138.31	1,565,027.69	19.17

Revenue Budget Report

ALL Data

Date Range: YTD thru 07/31/20

Arranged by:
Account Number

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
02	DEPRECIATION FUND				
02-1-01510-000-000	Interest	0.00	162.39	-162.39	0.00
02-1-05690-000-000	Other Non Revenue	0.00	0.00	0.00	0.00
02	FUND Totals:	0.00	162.39	-162.39	0.00

Revenue Budget Report

ALL Data

Date Range: YTD thru 07/31/20

Arranged by:
Account Number

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
03	EMPLOYEE BENEFIT FUND				
03-1-01510-000-000	Interest	0.00	0.00	0.00	0.00
03	FUND Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Revenue Budget Report

ALL Data

Date Range: YTD thru 07/31/20

Arranged by:
Account Number

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
05	ACTIVITY FUND				
05-1-01741-000-000	Extracurricular Activity Fees	0.00	0.00	0.00	0.00
05-1-05200-000-000	Transf in from Gen Fund	0.00	0.00	0.00	0.00
05-8-09997-000-000	Activity Supplies	0.00	0.00	0.00	0.00
05	FUND Totals:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

ALL Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
06	CAFETERIA FUND				
06-1-01510-000-000	Interest	100.00	152.59	-52.59	-52.59
06-1-01611-000-000	Student Lunches	80,000.00	87,532.65	-7,532.65	-9.41
06-1-01612-000-000	Student Breakfasts	25,000.00	0.00	25,000.00	100.00
06-1-01613-000-000	Student Milks	0.00	0.00	0.00	0.00
06-1-01620-000-000	Non-Reimb Adult/Ex Lunch/Ala Carte	0.00	0.00	0.00	0.00
06-1-03150-000-000	State Reimbursement	70,000.00	79,502.87	-9,502.87	-13.57
06-1-04210-000-000	Federal Reimbursement	0.00	0.00	0.00	0.00
06-1-05200-000-000	Other Fund Transfers In	80,000.00	60,000.00	20,000.00	25.00
06	FUND Totals:	255,100.00	227,188.11	27,911.89	10.94

ALL Data

Revenue Budget Report

Arranged by:
Account Number

Date Range: YTD thru 07/31/20

Account	Description	Budget	Receipts	Revenue Balance	Percent Remaining
08	BUILDING FUND				
08-1-01100-000-000	Taxes	15,000.00	27,477.24	-12,477.24	-83.18
08-1-01115-000-000	Carline Taxes	0.00	0.53	-0.53	0.00
08-1-01120-000-000	Public Power Dist Sales Tax	0.00	224.68	-224.68	0.00
08-1-01190-000-000	Other Taxes	0.00	14.95	-14.95	0.00
08-1-01510-000-000	Interest	0.00	85.85	-85.85	0.00
08-1-01920-000-000	Public Power Dist Contribution	0.00	0.00	0.00	0.00
08-1-01990-000-000	County Treasurer's Commission	-170.00	-210.79	40.79	-23.99
08-1-02130-000-000	Other County Receipts	0.00	0.00	0.00	0.00
08-1-03130-000-000	Homestead Exemption	1,000.00	50.16	949.84	94.98
08-1-03131-000-000	Property Tax Credit	500.00	1,847.44	-1,347.44	-269.48
08-1-03132-000-000	Personal Property Tax Credit	500.00	76.12	423.88	84.77
08-1-03133-000-000	Nameplate Capacity Tax-Renew Energy	0.00	0.00	0.00	0.00
08-1-03180-000-000	Prorate Motor Vehicle	0.00	38.44	-38.44	0.00
08-1-05300-000-000	Sale Of Property	0.00	0.00	0.00	0.00
08-1-05400-000-000	Loan Proceeds	0.00	0.00	0.00	0.00
08-1-05690-000-000	Other Non Revenue	0.00	0.00	0.00	0.00
08	FUND Totals:	16,830.00	29,604.62	-12,774.62	-75.90
	Report Totals:	8,434,096.00	6,854,093.43	1,580,002.57	18.73

Revenue Journal (Preliminary)

Fiscal Year: 2020

Entry Line	Date Account	Received From	Receipt Description	Accrue	Description	Bank ID/Account Receivable	Received
Journal:		07/16/20					
Entry	07/16/20				June receipts	A GENERAL	Sandhills State
1	01-1-01100-000-000		Taxes			0.00	430,532.44
2	01-1-01125-000-000		Motor Vehicle Taxes			0.00	20,195.17
3	01-1-03130-000-000		Homestead Exemption			0.00	5,556.09
4	01-1-01190-000-000		County Treasurer's Commission			0.00	-4,360.88
5	01-1-04709-000-000		Medicaid Admin Activities (MAAPS)			0.00	747.68
6	01-1-03120-000-000		Special Education Sch Age			0.00	47,997.00
7	01-1-03110-000-000		State Aid			0.00	4,726.00
8	01-1-01925-000-000		Corporate/Other Private Grants			0.00	10,000.00
9	01-1-05690-000-000		Other Non Revenue			0.00	2,185.72
10	01-1-01370-000-000		Preschool Tuition			0.00	141.00
11	01-1-01315-000-000		Tuition Received DL Spanish			0.00	22,143.10
12	01-1-05200-000-000		Other Fund Transfers In			0.00	4,124.35
13	01-1-04505-000-000		Title I			0.00	10,563.08
14	01-1-01510-000-000		Interest			0.00	21.81
Totals for Entry 10536						0.00	554,572.56
Totals for Journal						0.00	554,572.56

Bank Account Totals			
A	GENERAL FUND	Sandhills State Bank	554,572.56

Fund Summary		Receivable	Received
01	GENERAL	0.00	554,572.56

July Transaction Cash

(June Transactions)

PCS-Cash	Woodmancy golf meal per diem	\$50.00	01-2-02190-610-001
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TOTAL \$ 50.00

2019-2020 Perkins County Schools Treasurer's Report - July 2020 Board Meeting - (For the month of June 2020)						
			0.01% Sandhills State	0.10% Pinnacle		
	GENERAL FUND	LUNCH FUND	SPECIAL BUILDING FUND	DEPRECIATION FUND	EMPLOYEE BENEFIT FUND	ACTIVITY FUND
Balance Forward	\$1,822,560.63	\$43,109.91	\$277,052.09	\$75,086.82	\$0.00	\$271,011.87
EXPENDITURES						
Payroll	\$207,458.75	\$4,124.35				
Bills	\$275,754.75	\$7,655.61				\$2,887.97
Total Bills	\$483,213.50	\$11,779.96	\$0.00	\$0.00	\$0.00	\$2,887.97
RECEIPTS						
LOCAL RECEIPTS	\$484,982.71	\$0.00	\$1,329.11			\$3,994.93
STATE RECEIPTS	\$58,279.09	\$0.00				
FEDERAL RECEIPTS	\$11,310.76					
Total	\$554,572.56	\$0.00	\$1,329.11	\$0.00	\$0.00	\$3,994.93
Void Checks	\$31.00					
Returned Checks						
Transfers						
CD Deposit into Checking						
Bank Charges	\$63.90					
Bank Error/Correction						
Lunch/Other Refunds						
Interest		\$3.60	\$3.05	\$6.58		\$23.77
Ending Balance	\$1,893,886.79	\$31,333.55	\$278,384.25	\$75,093.40	\$0.00	\$272,142.60
CD's/Investments	\$17.13			\$0.00	\$0.00	
TOTAL FUND BALANCE	\$1,893,903.92	\$31,333.55	\$278,384.25	\$75,093.40	\$0.00	\$272,142.60
EXPENDITURES TO-DATE	\$5,409,918.84	\$240,755.16	\$53,981.48	\$0.00	\$0.00	\$130,837.56
Budget Total	\$8,162,166.00	\$280,000.00	\$280,645.00	\$74,866.00	\$32,179.00	\$455,448.00
						TOTAL CD'S/INVEST:
						\$17.13

Superintendent Report

- A. Administration will review the PCS Return to Learn Plan. I have emailed you copies of the three zones we will operate under.
- B. I will review progress with bus routes and next steps.
- C. I would like to discuss having a budget workshop sometime the week of August 10th. This would allow us to discuss tax asking and setting the levy at our September board meeting. Additionally, we can pass any resolutions recommended or possible plan adjustments to our Return to Learn plan
- D. The new copiers were installed this past week. There is some additional work Capital is doing the week of the 20th.
- E. I am transferring Jeff Craig to our open custodial position. Currently, Jeff is a para with the district. This will create an open para position.
- F. We continue to have openings for:
 - a. Music teacher
 - b. School Nurse
 - c. Two para-educator positions (A SPED- para and Pre-school para)
 - d. Food service worker
 - e. Substitute bus/activity driver

Discussion/Action Items

- A. I have offered the food service director position to Tara Tjaden at \$18.00/hr This is a 10.5 month position (1,740hrs).
- B. Approve 2020-2021 Activities Handbook- changes to the handbook are found on Pg. 10 and Pg. 12.
- C. Approve elementary and secondary handbooks for the 2020-21 school year. Changes are listed in the attached documents.
- D. Approve staff and classified handbooks for the 2020-21 school year. Changes are limited to dates.
- E. Review and approve policy 5052: Wellness Policy. This is a policy that must be reviewed every three years. Our Wellness Committee met July 14, 2020.
- F. Approve revision to policy 3004.1 – Fiscal Management for Purchasing and Procurement Using Federal Funds. During our lunch audit this spring, we were informed that language in the policy needed to be revised. The revisions can be found on page 5 under items C. and D.
- G. While not required, KSB suggestions the board “repass” BP 2008: Meetings. This policy designates the method we use to provide notice of meetings.
- H. Approve BP 6021- Selecting Evaluators for Special Education and Independent Evaluations. This policy was tabled last month to clarify distance for mileage reimbursements. Mary Peters, ESU 16 Special Education Director, believed that the only exception of reimbursement outside of 200 miles would more than likely be if evaluation services for visually impaired students would be required. The Nebraska Center for the Education of Children who are Blind or Visually Impaired is located in Nebraska City.

**Perkins County Schools
Activities Handbook
2020-21**

Superintendent: Phillip Picquet
High School/Middle School Principal: Ben Jones
Activities Director: Jeremy Struckman

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Phillip Picquet

Title: Superintendent and Title IX Coordinator

Address: 740 Sherman Ave. Grant, NE 69140

Telephone: 308-352-3748

E-mail: phillip.picquet@perkinscountyschools.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district policy.

Mascot

The official emblem for boys' and girls' athletic teams is the PC emblem and LeRoy mascot. The emblem associated with Perkins County Schools and the mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

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, Pep Band, vocal, band, speech and drama, One-Act, , Spanish Club, Art Club, Student Council, Mock Trial, Science Club, National Honor Society, FFA 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. 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 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, 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 or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. 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. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. (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 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;
11. 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.
12. Repeated violation of any of the school rules.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to 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.
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 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.
16. Willfully violating the behavioral expectations for those students riding Perkins County Public School buses or vehicles used for activity purposes.
17. 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.
18. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
19. 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.
20. 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.
21. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.
22. Receipt of a criminal citation by law enforcement for any reason.
23. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.

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.

Section 3:

Academic Eligibility:

Purpose: To make the students aware that with responsibility comes the price of greatness in the classroom. While activities are extremely important to both the students and the school, the major purpose of the students should be to obtain an academic education. To have an eligibility policy that will attempt to keep the students in school on a long-term basis and not just until the end of the semester. To have a regulation that is reasonable to implement. To have a policy that is fair and attempts to retain the students rather than force them out.

c. ELIGIBILITY

Students must not be failing two or more subjects enrolled in the present semester. The student will not be allowed to participate in any public performance or competition on a weekly basis. Students who are failing two or more subjects for more than 10 school days will not be allowed to participate in activities, organizations or attend social functions such as dances. All students/parents will be given notice using the “Progress Reports” when the student is failing a class. Students that are failing two or more subjects will have 10 school days in which to raise their grade deficiency (students continue to practice and play). If one or more grades have not improved to a passing level (70% or higher) at the end of the 10 school days, the student will become ineligible on a weekly basis for public performances or competition (NO PRACTICE-NO PARTICIPATION). Failing more than 2 subjects at one time results in immediate ineligibility.

Section 4

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.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity, be in attendance for a half-day (4 consecutive periods prior to the performance). A student who is not in attendance the half-day is ineligible for the contest, performance, or activity.

4. 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.
5. 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.

*Absence due to illness for the day or any part of the last half of the day will result in the students not participating in school sponsored activities that day. Special considerations will be taken into account by the principal and activities director.

*An absence the day before an all day activity the following day will result in the student not participating in the activity. The student must be in attendance the last half of the previous day to be eligible to participate. Special considerations will be taken into account by the principal and activities director. This does not affect weekends. The intent of this guideline is to limit missed class time. Example: Student misses on Friday and has an activity on Saturday. Student may attend the activity.

Section 5

Forms

The forms can be found on our website at <http://www.perkinscountyschools.org> or the information can be acquired at the office. Parental Consent form must be completed before a student is allowed to practice/participate.

1. Students activity form can be found on our website:
2. NSAA physical form can be found on our website:
3. Drug testing consent forms must be completed the first day classes commence in the fall, unless the activity begins prior to the first day of classes

Sections 6

Activity Fee- There will be a \$25.00 activity fee for students in grade 7-12 that participates in any school activity. With this fee the student will receive a school activity pass.

Section 7

Insurance:

Perkins County Schools DOES NOT carry health insurance and accident insurance for individuals. It is recommended that students who expect to participate in athletics/activities, carry health and accident insurance. A program endorsed by the school district and offered through School Assurance will be made available.

Section 8

NSAA Eligibility

Prior to completing the Nebraska School Activities Association online eligibility database, be certain you have checked the following eligibility requirements for each student who may participate in an inter-school contest prior to certifying the individual(s) as being eligible.

ACADEMIC REQUIREMENT

Each student received twenty hours of credit the immediate preceding semester (unless a 9th grader). The student is presently enrolled in classes in your school, which will give him/her twenty semester hours of credit that will partially fulfill your school's graduation requirements. Home school students shall have received, or be granted, twenty credit hours for the immediate preceding semester. The twenty credit hours must be accepted and entered on the records of the student as partial fulfillment of the school's graduation requirements.

Exempt school students in grades 9-12 may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours of classes at Perkins County Schools, ten of which must be core classes (Math, Science, English Language Arts, or Social Studies) at Perkins County Schools. Exempt school students at the 7th and 8th grade level may participate in extracurricular sports and activities if they are enrolled in at least 10 credit hours of classes at Perkins County Schools.

Section 9

Age Requirement

Student was not nineteen years of age prior to August 1 of current year.

Semester and Season Limitation Requirement

Student has not been a member of a school eight or more semesters since initial enrollment in grade nine. Student has not participated in four or more seasons of the activity in which eligibility is being determined.

Domicile Requirement

School attended the previous year or previous semester.

1. Did he/she attend your high school?
2. Did the student attend high school at another high school within your school district?
3. Was the student's domicile located within another school district and entering a high school for the first time? Is the permanent domicile of the student's legal parent(s) located in your school district? Does the student live with his/her legal parent(s) as defined by NSAA Bylaw 2.6.2?
4. Is it a single parent family? If yes, which parent has custody? There may be some eligibility issues if the student is living with the non-custodial parent.

5. Does the student live with a guardian? (Guardianship does not meet the definition of a legal parent.)

Section 10

Practice Protocol

Regarding Sunday, Wednesday, Early Morning, Lunch Time and Weather Related Activities/Practices/Meetings (but not limited to):

Wednesday Night Protocol

- Students need to be out of the building by no later than 6:30 p.m.
- No other activities/practices/meetings should take place after 6:30 p.m.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on Wednesday night. This must be approved by the Activities Director and communicated to the building Principal.
- Wednesday night protocol does not apply to summer activities such as open gym, weights, etc. These are not required events to participate in.

Early Morning Practice:

- Early Morning Practice during the school year should not begin before 6:45 AM and should conclude by 7:45 AM (Activity Sponsors/Coaches may have an early morning practice but all practices must be approved by the Activities Director). Some activities may need to start earlier than 6:45 due to unforeseen circumstances. The building principal and/or superintendent must approve requests for practices that would occur before 6:45 AM.

Student Lunch Time:

- There should be no practices for any activity during lunch. At times a coach or sponsor may need to have a meeting to relay information. (Class meetings, informational meetings will be permissible with approval from AD)

Sunday Protocol

- Individual or small group activities/practices/meetings sessions on school grounds with students are strongly discouraged.
- Activities/Practices/Meetings that have been approved in the past to take place on a Sunday and may continue are: Musical Dress Rehearsal Athletic/Activity
- Practices, if they are to compete in a conference or NSAA sponsored event on Monday or Tuesday of that week.
- All Sunday activities/practices/meetings must be approved and scheduled with the AD, if approved the sessions are not to begin until after 4:00 p.m.
- NSAA football playoffs and the new requirements for contact may cause the team to practice on Saturdays and Sunday's during the playoffs. These practices will not begin until 4:00PM and must be approved by the building Principal and/or Superintendent.

Weather Related Days and Weather Related Early Outs:

- Early out dismissal due to weather, no activities/practices/meetings after the dismissal for that day.
- Cancellation of school due to weather, no activities/practices/meetings for that day.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on a weather-related dismissal

Communication

- All Sunday activities/practices/meetings must be approved and scheduled with the AD and approved by the building Principal or Superintendent.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on a weather related dismissal.
- Due to special or unforeseen circumstances, coaches/sponsors may ask for a session with students on Wednesday night. Administrator approval is necessary
- Asking for an activities/practices/meetings session does not necessarily guarantee that this request will be granted.

Section 11

Team Travel

Students are encouraged to travel to and from activities on school-sponsored transportation. Permission to travel to an event must be cleared through the Principal or AD. Students departing from an away event must have parent/guardian sign them off of the bus. A parent may send a note with their child to have another parent sign them off. If there is not prior notification, the student will not be allowed to leave with anyone other than the **parent or guardian**.

Section 12

Consent forms, Physicals, & Concussion Protocol

Parental Consent forms

A Parental Consent Form is to be signed by the student and his/her parent(s). Be certain that each form has the parent's or guardian's signature and current address. The purpose of this form is to inform parents and students of the rules, to provide the "giving notice" requirement of due process, and provides a warning as to the potential of injury while participating. It is important that the enclosed Parental Consent Form language be used as it contains wording to accommodate some potential issues regarding roster information and photographs. It is essential that each individual participating in NSAA activities have a Parental Consent form on file at your school. The insurance carrier for the Nebraska School Activities Association requires the WARNING to accompany the Parental Consent Form. **THE PARENTAL CONSENT FORM SHALL BE SIGNED EACH YEAR.**

Physicals

Students must have a physical on file before participating in practice for NSAA athletic activities each school year. Physicals can be completed as early as June 1 of the upcoming school year.

Concussion Protocol

In the advent of a concussion, the coach/sponsor must report either case to both the athletic director and building principal.

Perkins County Schools

Alcohol/Drug/Tobacco

Students shall not engage in the unlawful use, possession, selling or dispensing of a controlled substance or an imitation controlled substance, as defined by Nebraska law, a substance represented to be a controlled substance, or alcoholic liquor as defined by Nebraska law and shall not be under the influence of a controlled substance or alcoholic liquor. The possession and/or use of alcohol, drugs, tobacco, or non-medically-prescribed controlled substances (as defined by State Law) is forbidden on the school grounds, in the building or at school functions at home or away activities or in transit.

No student shall be at, or remain at the site of any party, or be in any vehicle, residence or other building where any minor is using or possessing an alcoholic beverage or illegal drug (aka “in the presence of”).

The school has the right to investigate upon reasonable cause. It will considered a violation upon being ticketed for an alcohol or drug related offense, self-reporting, or if the investigation determines a violation occurs. Consequences incur when administration determines a violation occurs.

Note:

- - An activity shall be considered an extra-curricular activity or NSAA sanctioned activity including, but not limited to: volleyball, football, basketball, wrestling, track, golf, dances, speech, academic events, FFA, drama, fine arts, school sponsored social activities. Activities not included shall be graduation with the approval of the administration.
- - Ineligible students lose eligibility to participate in activities, but may practice, attend meetings, and/or attend events with the team at the coach's/sponsor's discretion only if school attendance is not affected.
- - The policy shall be totaled from year to year. A new year begins on the first day of NSAA sanctioned practice in the fall and ends in the spring at the conclusion of NSAA boys state golf.

DISCIPLINARY ACTION

1. **Consequences for Violating PCS Alcohol/Drug/Tobacco Policy and/or Testing Positive under PCS Extracurricular Drug Testing Policy.** Whenever the test results indicate the presence of drugs, the Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):

Students lose the opportunity to self-report once they are randomly selected for testing.

- a. **First Offense**

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
- e. The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 21 to 14. If the end of the activity precedes the end of the 21/14 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.
- g. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

- b. **Second Offense**

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.

- e. The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result, self-report, or administrator determination shall be the first day for counting purposes. If a student self-reports within 72 hours, the number of days shall be reduced from 42 to 28 days. If the end of the activity precedes the end of the 42/28 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- g. The student must submit to a district-administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

c. Third Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.

d. Fourth Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

Completion Suspension

Students reprimanded at the end of a semester will see their suspension carried over to the following activity calendar/semester even if that carry over is in a new school year/activity year.

Procedure Prior to Suspension:

In the event that this policy is violated and a student is to be suspended from an activity, the following process shall be initiated:

1. The student shall be notified by school officials of the alleged rule violation

2. The student will be asked if his/her parents are aware of the violation. If the parents are not aware of the violation; a phone call will be made to the parents.
3. During the meeting, school officials will summarize details related to the incident and then advise the student of the action that will be taken. The student shall have an opportunity to present information or details related to the incident. The student shall also be afforded full opportunity to make any statements or request explanations related to the incident.
4. The building principal or Athletic Director shall issue a decision related to suspension. This decision is final and binding.

BLANKET AUTHORITY

The Perkins County School Board, in adopting this Drug and Alcohol Policy, realizes that the foregoing may not extend to any and all situations where a student of Perkins County Schools may be involved with drugs and alcohol. For this reason, the Perkins County School Board hereby directs and authorizes the principal to take such other and further actions as may be necessary in any given event to discipline any Perkins County School student who may be involved in a violation of the intent and spirit of this policy, notwithstanding such violation may not specifically be set forth herein.

ADDITIONAL REQUIREMENTS

Coaches/sponsors may have additional requirements of participants ranging but not limited to dress on game days to practice requirements.

I have read and understand the student activity handbook for Perkins County High School.

_____	_____	Student Signature Date
_____	_____	Parent Signature Date
_____	_____	Coach/Sponsor Signature Date

**PERKINS COUNTY PUBLIC SCHOOLS
GRANT, NEBRASKA**

**MANDATORY DRUG TESTING POLICY FOR STUDENTS
INVOLVED IN EXTRA CURRICULAR ACTIVITIES OR THAT HAVE
VOLUNTARILY BEEN PLACED IN THE DRUG TESTING PROGRAM BY THEIR
PARENT/GUARDIAN at Perkins County High School**

Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

DEFINITIONS

DPA: A national certified Drug Program Administrator, which shall use a certified laboratory in testing of samples. The Board will choose a nationally certified DPA for the purpose of determining through random selection the student(s)/participant(s) to be tested.

DPC: The Drug Program Coordinator shall be the building Principal/Activities Director or his/her designee

MRO: Medical Review Officer

2. Purpose of Random Drug Testing

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

3. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

An orientation for students and parents will be held at the start of the school year to talk about the policy and procedures.

4. **Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Perkins County Public Schools, which shall include the following but not limited to:

Basketball	Jazz Band	Student Council	Swing Choir
Football	Mock Trial	NHS	
Volleyball	Speech	Track	
Cross Country	Wrestling	Golf	
Musical/Play	Quiz Bowl	FFA	
One Acts	Science Club	Marching Band	
Pep Band	Cheerleading		

5. **Students Who Are Required to Submit to Drug Testing**

- a. **Grades.** All students in grades 9-12 who participate in any extracurricular activity or competition listed above are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or Baparticipate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool. A participant may be subject to testing at any time during the said 365 day period. Any student who tests positive during the school year will be tested through the summer months. Summer months are from the first day after the last day of classes in the spring through the last day before the first day of classes in the fall.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to

participate in any activity that is subject to drug testing for 365 days from the date of withdrawal. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Program Coordinator.

6. **Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:
 - a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
 - b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
 - c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

7. Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing. The DPA will identify students on the master by number.
- b. **Reasonable Suspicion Testing.** In addition to random drug testing, a student is subject to drug testing at any time when the Drug Program Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Program Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.
- c. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.
- d. **Type of Test.** The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples, which screen positive will be confirmed by GC/MS (Gas Chromatography/Mass

Spectrometry). Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

- e. **Collection Site.** The Drug Program Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Sample Collection.** Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.
- g. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- h. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, tobacco, nicotine, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- i. **Results.** The DPA shall notify the student and the Drug Program Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Program Coordinator of the positive test result. The Drug Program Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- j. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Program Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.
 - k. Scope of Tests:** The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after the selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.
 - l. Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.
- 8. Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, Drug Program Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Program Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 9-12**):

Students lose the opportunity to self-report once they are randomly selected for testing.

a. First Offense

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.

- e. The student will be ineligible to publicly perform in any extracurricular activity for 21 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 21 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall attend 3 hours of drug and alcohol counseling or educational programming at the student's expense as arranged or approved by the Drug Program Coordinator.
- g. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

b. Second Offense

- d. The student may be required to attend practice at the determination of coaches/sponsors and administration.
- e. The student will be ineligible to publicly perform in any extracurricular activity for 42 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 42 days, the remaining days will carry over to the next activity so the student completes the required number of days. The student must miss at least one contest, performance, or activity that is scheduled in or nearest the suspension time. The student may/may not letter and/or receive team awards as determined by coaches/sponsors and administrators.
- f. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.
- g. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 12 months or end upon graduation.

c. Third Offense

- d. The student will be ineligible to participate in any extracurricular activity for the remainder of the school year.

d. Fourth Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

9. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

10. Tampering

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Program Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test. Additionally, the consequence will advance one level in the disciplinary scope and sequence based on the student's current or past violation(s) of the policy. Example, if it were the student's first violation, the consequence would equal a second offense.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

11. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Program Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

12. Appeal.

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

13. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

**PERKINS COUNTY SCHOOLS
CONSENT TO PERFORM RANDOM DRUG TESTING
2019-2020**

Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in _____ School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Perkins County Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

I have read and understand the student activity handbook for Perkins County High School.

Student Signature Date

Parent Signature Date

Coach/Sponsor Signature Date

7-12 Handbook Changes for the 2020-2021 School Year

- Article 2 - Section 1 - School Day
 - New Bell Schedule to include PC Prep period

Regular Schedule	
Period 1	8:00 a.m. – 8:47 a.m.
Period 2	8:49 a.m. – 9:36 a.m.
Period 3	9:38 a.m. – 10:25 a.m.
Period 4	10:27 a.m. – 11:14 a.m.
PC PREP	11:16 a.m. – 11:46 a.m.
Lunch A	11:46 a.m. – 12:16 p.m.
Period 5A	11:48 a.m. – 12:35 p.m.
Lunch B	12:35 p.m. – 1:05 p.m.
Period 5B	12:18 p.m. – 1:05 p.m.
Period 6	1:07 p.m. – 1:54 p.m.
Period 7	1:56 p.m. – 2:43 p.m.
Period 8	2:45 p.m. – 3:32 p.m.

- Article 5 - Section 8 - Schedule Changes
 - With proper planning, there shouldn't be a need for any changes in student registration. However, changes are permissible by the end of the first week of each semester or as otherwise indicated by the building principal. If a schedule drop/add is necessary, the student will pick up a drop/add form from the Principal.
- Article 6 - Section 4 - 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 at or greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.
 - Student Temp - was above 100.0. Change is to be consistent with the elementary

- Article 6 - Section 4 - Concussions

- The school district will not provide for the presence of a licensed health care professional at any practice or game.
- School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.
- Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Changed year: 2020-21, 2020-2021

School Board offices: Angie Patrick- Secretary

Staff Changes:

Elementary Principal: Nancy Sorensen

Vocal Music: Deleted Alyssa Yapp

Elementary Art; Changed Michelle Snyder to Nicole Long

Addition:

Section 4- Reading Support

Perkins County Elementary has adopted policies and practices necessary to meet the requirements of the Nebraska Reading Improvement Act, 79-2601.

Laws 2018, LB1081, § 20.

Sections 79-2601 to 79-2607

Perkins County's Plan includes the following:

1. All K-3 students are assessed three times per year with an approved reading assessment to measure progress and to support teachers with targeted instruction to meet individual student needs.
2. Within the first 30 days of school, the district uses the approved reading assessment to assess students in kindergarten through third grade to identify those who may have a reading difficulty.
3. All parents or guardians of K-3 grade students are kept informed of their child's reading progress and parents of students who are identified with a reading difficulty are notified in writing no later than 15 days after the identification.
4. Any student identified with a reading difficulty must be provided a supplemental intervention program during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian.
5. Any student identified with a reading difficulty will receive an individual reading improvement plan no later than 30 days after identification. The plan outlines reading intervention services.
6. Summer reading programs are made available for students identified as continuing to have reading difficulty. Such programs may be community-based.

2020-2021 CLASSIFIED EMPLOYEE HANDBOOK Perkins County Schools

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Section 1 Intent of Handbook

Welcome to Perkins County Schools. This handbook is intended to be used by classified employees to provide general information about Perkins County Schools and to serve as a guide to 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 contract and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations 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 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 interest of the District.

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

Section 2 Information About Perkins County Schools

Perkins County Schools is an accredited PreK-12 school system by the Nebraska Department of Education. The school system has more than 100 employees with a certified staff of approximately 50. The district operates two facilities in Grant, which are valued at more than \$12,000,000 with an estimated budget of more than \$6.4 million dollars. The students of Perkins County come from various parts of the county and from multiple communities within the county. These communities consist of: Grant, Elsie, Madrid, and Venango.

Section 3 School Mission Statement

The mission of the Perkins County Schools is to develop capable, responsible, lifelong learners who demonstrate those skills necessary for academic and occupational success in a global society.

EMPLOYMENT, COMPENSATION AND BENEFITS

Section 4 Employment

Employment occurs when the employee signs the Employee’s Contract and the Superintendent approves and signs such contract of employment.

Classified employees may be asked in the spring whether they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two (2) 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 Building Principal or Superintendent.

Section 5 Assignments

The duties to be performed by an employee with the District shall be subject to assignment by the Building Principal or Superintendent. Job descriptions, where available, provide additional information about the position duties.

An employee will be expected to devote full time during days of school to the employee's position and to diligently and faithfully perform the assigned duties to the best of the employee's ability.

Section 6 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to employee personnel files. Employees are to notify the Principal's office of any changes in contact information (address/telephone). For a name change, provide your new social security card. Employees may contact the Principal to request a review of their personnel file.

Section 7 Grievances and Complaints

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

Section 8 Compensation

Compensation is paid only as authorized by the Superintendent of Schools.

Wages are payable on a once per month basis for those months when services are performed. Employees will be paid on the 15th of the month, or the last preceding school day, if the 15th falls on a vacation or weekend day. Reimbursement for mileage or other expenses will be considered separate from compensation.

Section 9 Benefits

Classified employees on contracts exceeding 10 months are provided the following benefits: Tier One Health/Dental insurance through Blue Cross/Blue Shield. Employees shall make annual fringe benefit elections 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. Each

employee 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 will be provided to you or will be made available upon request from the Superintendent's office.

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 10 Payroll and Payroll Deductions

Wages/salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement, if any. Payroll deductions shall be made in accordance with law and the negotiated agreement if any.

Section 11 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regular scheduled working hours. Claims for reimbursement should be submitted to the employee's immediate 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.

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.

Reimbursement for meals or other expenses related to District-required travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the Athletic 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 12 Overtime

All overtime must be pre-approved by the Administration.

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 "A" 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, while those who are “non-exempt” are eligible for overtime.

Non-exempt 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 work week and are expected to accurately and timely report overtime hours to their supervisor. The regular work week for overtime purposes is from 12:00 a.m. on Monday through 11:50 p.m. on Sunday. The administration may establish a different 7-day period work week 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 1 ½ times the employee’s regular rate of pay for hours worked in excess of the 40-hour work week. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one work week. 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 ½ 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 in 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 or 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.

ABSENCES FROM WORK

Section 13 Paid Leave – Sick and Personal Leaves

Classified employees are provided with paid sick and personal leave in accordance with the employee's individual contract or board policy, if any. During such paid leaves, classified employees shall continue to receive all wages/salary and fringe benefits called for by the individual contract or board policy, if any.

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. Staff members should avoid using personal leave during the first or last week of school and during designated professional development days unless it is unavoidable. These days should be held in high regard for developing

and implementing classroom procedures, professional growth, and completion of end of year tasks and ceremonies.

Requests for Leave

Advance reporting of the need to take a leave is important. A classified employee who becomes ill and is unable to work is to contact their Immediate Supervisor/Building Principal or designee before 6:45 A.M. Before the end of the school day on the first day of sick leave, and on each subsequent day of absence, a report should be made to Building Principal as to whether the classified employee will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the classified employee is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to your Immediate Supervisor and then on to Building Principal's at least five school days prior to the leave, or such other advance notice as is practicable under the circumstances.

Return from Leave

A classified employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the classified employee's physician or health care provider stating that the classified employee is physically able to return to duty. This statement is to be presented in person before the classified employee returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 14 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 leave, 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. In the case of hourly employees, the reduction will be made on an hourly basis. In the case of salaried employees, the reduction will be made 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 15 Leaves of Absence

A classified employee may apply to the Superintendent for a leave of absence from the classified employee's duties. The Superintendent will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. All leave of absence shall be without pay except for the payment of health insurance benefits as may be required under applicable state or federal laws.

Section 16 Jury Duty

An employee who is summoned for jury service shall promptly notify the employee's immediate Supervisor on such summons. The employee's salary will continue during time spent in jury service,

and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Employees are to notify their Supervisor of the amount received for such jury duty.

If an employee, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the employee is to report for duty and resume duties for the balance of the day. When an employee is entirely dismissed from jury duty, the employee is directed to report for duty.

Employees are expected to promptly notify the employee's immediate Supervisor of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the employee will be required to use available leave days.

Section 17 Military Leave

Employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Employees who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Employees who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the classified employee's regular annual leave.

When the governor of this state shall declare that a state of emergency exists, and any employee who is a member of the reserves is ordered to active service of the state, the employee shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The employee shall receive normal salary or compensation minus the state active duty base pay the employee receives in active service of the state.

Section 18 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix "B" to this handbook. Some specifics regarding FMLA leave at Perkins County Schools:

- A. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee uses any FMLA leave.
- B. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

DUTIES AND RESPONSIBILITIES

Section 19 Hours of Work

Regular, dependable attendance at work is an essential function of a classified employee's employment position.

Section 20 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 21 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. Employees who

leave the school during their designated lunch period must check out with the Principal's office. Employees who leave during their work hours 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 check out with the Principal's office or their Supervisor and make sure that the responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 22 School Procedures

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

1. Use of Cell Phones

Employees shall not use personal cell phones for any non-school purpose during duty time.

2. Checking Out of Equipment

All equipment must be checked out through the Building Principal. All school equipment may be used only for school purposes.

3. Requisition of Equipment and Supplies

Equipment and supplies which are needed for work duties should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of an employee or another District employee.

4. 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 day and should timely respond to Emails which require a response. Para-educators and other staff assigned to work with students should avoid checking and responding to Emails during instructional or supervisory 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.

5. Employee Mailbox

Employees may be assigned a mailbox located in the designated area within their site. Employees should check for mail each morning and also later in the school day, if possible. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communicate regarding school business.

6. Record Keeping

Duties of classified employees often involve keeping detailed records. Make sure to complete these records as directed by your Supervisor.

7. Employee Meetings

Meetings will be held on an as needed basis. ALL employees are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

Section 23 Supervision of Students

Proper supervision of students is an important responsibility for employees. Employees who have responsibilities 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 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 assisting with 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.
- Be accountable for students who are assigned to you from the beginning of the supervision assignment to the end. Do not dismiss students early. If a student needs to leave class, make sure they have a hall pass. If the student is to report to the office, inform the office to be expecting the student. If the student is to be returning to your class after a brief absence (e.g., after using the restroom), contact the office if the student has not returned by the time expected.
- 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 in our school district. 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 relationship.
- Be careful with your language. Profanity or abusive language is not acceptable. Be a good role model for students. If a student used such language, you should make a report to the student’s teacher or 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. 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 problems (fainting, bleeding, high temperature, difficulty breathing, etc); if the office cannot 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

Administration is only allowed to conduct student searches. Do not conduct a search yourself. You may direct a student suspected of having an item in violation of school rules to wait with you until an administrator or the administrator's designee arrives. You may deny a student access to property that is suspected to have an item that is in violation of school rules until administration arrives or an

administrator's designee is present. Do not use physical force, except reasonably necessary to protect the student or others, to detain a student or when accompanying you to the office or another assigned area.

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 24 Role of Para-Educators

Para-Educators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A Para-Educator must not, however, assume teaching responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the Para-Educator in a supportive role. Para-Educators may 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. Para-Educators are to work only on their assigned work days and within their assigned work day. If a teacher requests a Para-Educator to work hours other than the assigned work hours or assigned work day, the administration should be contacted for approval.

Section 25 Dispensing Medication

Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. 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 26 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency of 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. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- a) Placed in a situation that endangers his or her life or physical or mental health;
- b) Cruelly confined or cruelly punished;
- c) Deprived of necessary food, clothing, shelter or care;
- d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- e) Sexually abused; or
- f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, files, or depictions.

Employees are to inform their Principal or Supervisor in the event they become aware of child abuse or neglect. Be as specific as possible with what, when, and where you observed the abuse or neglect and anything which you may have heard said by the student or others. It is vital that your report to school officials be made as accurately and as soon as possible. Timeliness in making a report will assist in minimizing further risk to the child.

Do not talk about the matter directly with the parent or others, as that may violate confidentiality restrictions, affect the ability of authorities to investigate, create problems with relationships and create legal problems. The school administration will consider your information, conduct any further investigation needed to justify a report, and determine whether a report of child abuse or neglect is to be made. If the person who you have reported to does not make a report to the police or Child Protective Services, and you feel a report should be made, report the matter directly to the Superintendent.

CLASSIFIED POSITION AND PERSONAL CONDUCT AND PERFORMANCE

Section 27 Ethics Standards

The Perkins County Schools 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 the fulfillment of the employee's contractual and personal responsibilities, the employee:

- 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, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.

- 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 personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school 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 engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent any known violation of paragraphs B or E above.
- I. 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:

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. 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.
- C. 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:

- A. 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.
- 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 judgement to be exercised in the course of employment.

- 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 and felony under the laws of the United States or any state or territory.
- F. 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 professional employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of 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 job related 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 employee 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 28 Evaluations

Evaluations of employees will be conducted in accordance with the Board 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 participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 29 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 manner supportive of the mission of the school.

Section 30 Relationships

It is important for employees to maintain an effective working relationship with the administration, co-workers, students and parents. 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 31 Attire

It is important for employees to project a responsible, adult image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting such an image. Employees are expected to maintain conservative attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear to school. Employees should wear clothing which is safe and suitable for their work assignments; and avoid clothing which may be caught in machinery. The administration may establish more detailed guidelines for individual employees should that be necessary. (Cooks, para-educators, secretaries, bookkeepers shall not wear jeans unless otherwise notified.

Section 32 Outside Employment

Employees shall not perform other work or engage in activities 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 worker's compensation requirements.

USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 33 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 work place or off duty time.

As a condition of employment employees 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 34 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited.

Section 35 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:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device.
- E. Any bludgeon, sand club, metal knuckles, throwing star;
- F. Any knife other than as used for strictly instructional or personal care of eating purposes. A pocket knife with a blade of 2 ½ inches or more is a prohibited weapon. A switchblade knife is prohibited regardless of size of the blade. A switchblade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

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 36 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. 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, employees are agreeing to the following:

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees 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 an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise in appropriate matter for educational or work-related uses or contrary to the District’s mission. Employees are not permitted to knowingly access information that is profane, obscene or offensive toward a group or individual based upon race, gender, national origin or religion. Further, employees are prohibited from placing such information on the Internet.
4. Employees will protect the privacy of other computer users’ areas by no accessing their passwords without written permission. Employees will not copy, change, read, or use another person’s files. Employees will not engage in “hacking” or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
6. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else’s password and account name.
7. Employees will not attempt to login to the system as a system administrator.
8. Employees understand that the intended use of all computer equipment is to meet instructional objectives.
9. Employees will not waste or take supplies, such as paper, printer ribbons, toner, and storage devices that are provided by the District.
10. Employees will not sue 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 employee, 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 employee is solely responsible for any such charges. The employee’s acceptance of an email account is an acceptance of the

- employee's agreement to indemnify the District for any expenses, including legal fees, arising out of the employee'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 an employee's computer and computer usage at any time. Employees 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 by the 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.
 19. *Teachers and administrators should not "friend" students, parents or guardians of students, or otherwise "establish special relationships" through personal social media. Neither should educators give students or parents access to personal postings unrelated to school. Pre-existing relationships outside of school, e.g. neighbors, fellow church members, etc. are an appropriate exception. Employees are required to use "appropriately respectful speech" in their personal social media posts, and must refrain from harassing, defamatory, abusive, discriminatory, sexually explicit, threatening, or other inappropriate communications on their personal posts.*

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 employee's Internet account and computer privileges, reprimand, suspension, or termination.

Section 37 Use of School Facilities

Employees who are issued keys to the school are 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 your Principal or Supervisor has given permission and such access is for work-related purposes. 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.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the Administration.

Section 38 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 or staff member has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so that the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 39 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office. You will need to promptly log long distance calls and be responsible for any charges which are for personal use.

Section 40 Visitors

Employees 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 employee. Visitors should follow posted procedures for being on school property. Employees are not to bring their children to school with them in lieu of taking them to childcare.

Section 41 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 shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Employees shall 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 this policy will be held to be willful insubordination.

Section 42 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 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 an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, 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 43 Video Surveillance

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

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

Section 44 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. 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 45 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Employees are reminded that, when using school equipment, 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 permitted "fair use," rather than in infringement of the copyright:

- The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit education 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 their immediate Supervisor or the Principal if there are any questions regarding what may be copied.

Section 46 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 47 Safety

Safety Program and Safety Committee

This 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 work place conditions. A representative from each bargaining group plus representatives appointed by the Administration serve on the committee. If you have a desire to serve on the committee, you should contact your Supervisor or the Superintendent. Employees can make suggestions and/or report concerns to the safety committee by contacting a member of the Safety Committee of the Superintendent.

Safety Policies

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locks stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.

5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects beyond your physical abilities. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your Supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc.

Do not engage in “horseplay.” Such conduct is a common cause of injuries and is not consistent with job duties.

As required by law, approved safety glasses will be required of every student and employee while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

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, including use of seat belts by all occupants, and are responsible for any injury or accident. Employees 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 employee responsible for the student either as employee, coach or sponsor 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.

STATE AND FEDERAL PROGRAMS

Section 48 Notice of Non-Discrimination

The Perkins County Schools does not discriminate on the basis of race, color, national origin, gender, marital status, disability, religion or age in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for the District and set forth in this handbook. If an employee does not feel that a complaint of non-discrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCE and EEOC in this regard are:

Office for Civil Rights
8930 Ward Parkway, Ste 2037
Kansas City, MO 64114
(816) 268-0550
TDD: (800) 437-0833
Fax: (816) 823-1404

U.S. Equal Employment Opportunity Commission (EEOC)
1801 L Street, N.W.
Washington, D.C. 20507
(800) 669-4000
TDD: (800) 669-6820

A publication provided by the federal government concerning rights of non-discrimination is attached as Appendix “C” to this handbook.

Section 49 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 coordinator is:

Phillip Picquet, Superintendent
 740 Sherman Avenue
 P.O. Box 829
 Grant, NE 69140
 (308) 352-4735

<u>Law, Policy or Program</u>	<u>Issue or Concern</u>	<u>Coordinator</u>
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless Student Laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 50 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Perkins County Schools 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: Perkins County Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Perkins County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age 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, religion, disability or national origin 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 work place, 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.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need

immediate help for any reason, please report your complaint to the Superintendent of Perkins County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate correct action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 51 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 of the Complainant. 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 of the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date of the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within ten (10) days after the request for reconsideration was filed.

Section 52 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 53 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 54 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 office. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

APPENDIX

Appendix A:	FSLA	www.dol.gov/whd/flsa/
Appendix B:	FMLA	www.dol.gov/whd/fmla/
Appendix C:	EEOC	www.eeoc.gov/

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**Proceed to Receipt Acknowledgement
on Page 35**

**RECEIPT OF 2019-2020
CLASSIFIED HANDBOOK
OF PERKINS COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2019-2020 Handbook of Perkins County Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and 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.

Employee Signature

Date

Return this signed/dated page to:

Phillip Picquet
Superintendent – Perkins County Schools
740 Sherman Avenue
PO Box 829
Grant, NE 69140

**Perkins County Schools Teacher Handbook
2020-21 School Year**

FOREWORD

Intent of Handbook

Welcome to Perkins County Schools. This handbook is intended to be used by teachers and other certificated staff to provide general information about Perkins County Schools 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 deal with your employment, including your employment contract, the negotiated agreement between the Perkins County Schools and the Perkins County Schools Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations 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 the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except 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 District.

This handbook will be in effect for the 2019-20 and subsequent school years unless replaced by a later edition.

Section 3 School Mission Statement

The mission of Perkins County Schools is to develop capable, responsible, lifelong learners who demonstrate those skills necessary for academic and occupational success in a global society.

- Proficient in meeting the State's academic content standards and essential learnings and such additional standards as are established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff;
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above;
- Comprehensive support programs and services that meet the diverse needs of students;
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that meets the following:

Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learnings in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education; Is appropriate for the developmental level of the students; Addresses diverse learning needs; Instills a passion for learning and the importance of life-long learning; Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information; Develops expected work ethics, as well as group participation and leadership skills; Incorporates character education and multicultural education, including respect for diversity; Provides for application of technology in all learning areas; Provides access to advanced courses; and Is organized in a schedule that is functional and meets student needs in all curriculum areas.

- Providing a supportive learning environment which includes: a welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity; learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences; and Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior.

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 patrons, students, and families via the district's Instant Notification System should a school closing be deemed necessary. Information will also be shared with local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

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 patrons, students, and families via the district's Instant Notification System as well as the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, kindergarten, student activities). Some staff may be designated as being 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. 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 be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Perkins County Schools has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Contract Days

Teachers are contracted for 184 days (hereinafter referred to as the “contract year”). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days may not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

The scheduling of make-up days is at the prerogative of administration. If teachers have any of their three initial personal days remaining for that contract year, and with administrative approval, they may use any or all of those days in lieu of make-up days. Note, this provision does not apply to the fourth or fifth days of personal leave in the negotiated agreement. Administration may accept professional development workshop days in the month of June as substitute make-up days. Administration will determine what professional development workshops would qualify.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Employment

A teacher is employed by Perkins County Schools 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 April 1 or such other date 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 April 1 or other designated date shall constitute cause for amendment or 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 May 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable

replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. 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.

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.

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.

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 15th of the month, or the last preceding school day, if the 15th falls on a vacation or week-end 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.

Extended Duty Pay

Extended duty for any teacher beyond the number of contract days established by the Board of Education for the school year shall be paid at 60% of schedule placement on a per diem basis for such teacher's extended time.

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 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.

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.

Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regular scheduled working hours between two or more work sites. Perkins County Schools Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. Staff may use personal vehicle only if a school vehicle is unavailable and/or with administrative approval. 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 must 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 Athletic 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.

All purchases must have administrative approval and a purchase order on file in the office. Failure to follow procedure may result in staff member being responsible for the purchase. District is not responsible for the tax on reimbursements.

Credit card use must be approved prior to purchase by administration.

403(b) Salary Reduction Agreements

The District will cooperate with any staff member who chooses to participate in an investment program under an Internal Revenue Code Section 403(b) provided that the employee's vendor of the 403(b) Plan elected by the teacher has entered into an Information Sharing Agreement no later than December 31, 2018. The District will use Almquist, Maltzahn, Galloway, and Luth as the third party administrator the 403(b) plans.

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. A publication provided by the federal government which provides more information about the FLSA is attached as Appendix "A" to this handbook.

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 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

Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

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. *Teachers should avoid using personal leave during the first or last week of school and during professional development days unless it is unavoidable. These days should be held in high regard for developing and implementing classroom procedures, professional growth, and completion of end of the year tasks and ceremonies.*

Requests for Leave

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important.

A teacher who becomes ill and is unable to work is to contact their building Principal or **Teacher Attendance Secretary** before 6:45. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to **Teacher Attendance Secretary** as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as possible.

For personal and other leaves, a Request for Leave form is to be submitted to **Teacher Attendance Secretary** at least five school days prior to the leave, or such other advance notice as is practical under the circumstances.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for 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 or 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 = $[1/184\text{th}]$ of total salary and fringe benefits.

Leaves of Absence

A teacher may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider 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 for the payment of health insurance benefits as may be required under applicable state or federal laws. The Board's approval will depend partially on whether a suitable replacement can be hired.

Leave Not Covered in items A, B, C, or D in the Negotiated Agreement

Any leave that is not covered in the provisions regarding sick, bereavement, professional activity, or personal leave will require prior approval of the superintendent of schools. The teacher's salary for such unpaid leave will be reduced by the amount generated by the ratio of the number of days of unpaid absence bears to 184 multiplied by the salary of the teacher on leave.

Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons which may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated similar to a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Military Leave

Teachers who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve (hereinafter, "reserves"), are entitled to a military leave of absence from their respective duties, without loss of pay, when employed with or without pay under the orders or authorization of competent authority in the active service of the state or of the United States. Teachers who normally work or are normally scheduled to work 120 hours or more in three consecutive weeks shall receive a military leave of absence of 120 hours each calendar year. Teachers who normally work or are normally scheduled to work less than 120 hours in three consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence

may be taken in hourly increments and shall be in addition to the teacher's regular annual leave. Employees requesting 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.

When the governor of this state shall declare that a state of emergency exists, and any teacher who is a member of the reserves is ordered to active service of the state, the teacher shall be granted a state of emergency leave of absence until released from active service by competent authority. The leave of absence shall not be a military leave of absence; other forms of leave may be granted. The teacher shall receive normal salary or compensation minus the state active duty base pay the teacher receives in active service of the state.

Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix "C" to this handbook. Some specifics regarding FMLA leave at [Insert School Name]:

The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.

Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Article 4 – DUTIES AND RESPONSIBILITIES

Teacher duty hours are M-TH 7:45-3:45 and FRIDAY 7:45-2:45

Section 11 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 seven hours and 30 minutes 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 seven hours and 30 minutes. 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.

Building administrators may call building meetings during the scheduled work week. Building administrators will make every attempt to create a routine schedule for such meetings. Example: Meeting from 7:30AM-7:55AM, equals teachers dismissed at 3:30 PM; Meeting from 3:30 PM-3:55PM, teachers arrive at 7:55AM. There may be times that such schedules will not work due to the importance of the meeting or the scheduling of other events.

Arrival to Duty Assignments

Full-time teachers have a designated on-site work day as eight (8) hours. Teachers are to be in the building by no later than 15 minutes prior to the arrival of students and to remain on duty until at least 15 minutes after students have left. 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.

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 reason 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.

Lesson Plans

Teachers are expected to prepare lesson plans in accordance with the building administrators directive.

Daily Class Record Books

Teachers are expected to keep grades and attendance current on the student information system (Power School). Teachers are to assess frequently enough and to record grades in timely manner so as to realistically justify the current term and final grade.

Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

Text Book and Room Inventory

All school purchased materials must be inventoried with the building bookkeeper or secretary. 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 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.

Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

Use of Para-professionals

Teacher aides 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. Teacher aides 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, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Teacher aides are to work only on their assigned workdays and within their assigned work day. If the teacher desires the aide 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.

E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails 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.

Teacher Mail Box

Each teacher will be assigned a mailbox located in the [insert location of mail box]. 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 communicate regarding school business.

Teachers Meetings

Teachers' meetings will be scheduled by administration throughout the year. **ALL** teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements.

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.

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. Do not send students to areas that are not supervised (i.e. media center, computer lab). 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 Perkins County Schools. 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 an emergency.

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 will perform searches of students or their belongings. Administration may appoint a designee to perform searches. 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.

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 rest rooms, 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 approved reporting forms. 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.

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.

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. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished;
- (c) Deprived of necessary food, clothing, shelter, or care;
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger;
- (e) Sexually abused; or
- (f) 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. 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.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Professional Ethics Standards

The Perkins County Schools 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, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- 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.

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.

Shall use time on duty and leave time for the purpose for which intended.

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.

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.

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 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.

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:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. 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.

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.

Article 6 – ACADEMIC MATTERS

Purpose and Goals of Academic Achievement

The Perkins County Schools Board of Education is committed to providing a quality education for all Perkins County Schools 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.

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 educational 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.

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.

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 recommended that the teacher record at least two grades per week. **Grades need to be recorded electronically within 5 days of the assignment due date.** 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 the Daily Class Record POWER SCHOOL. A sufficient number of grades must be recorded in the grade book to justify all quarter and 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. Grades must be completed on dates specified by building principals. Refrain from asking for extensions.

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.

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "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.
3. 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).
4. 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. If a student is excessively absent from a class for any particular reason, a teacher may request reduced credit. 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 Perkins County Schools at the fifteen-to eighteen-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) or semester basis (18 weeks). Reports are sent to parents at the close of each nine weeks during the school year. It is the responsibility of the teacher to contact parents if a student is failing or near failing in an attempt to garner their support in finding a successful solution.

The grade reports are produced from information supplied by teachers and distributed to parents by the building principal.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester 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 term or mid-quarter 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.

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, quarterly Parent-Teacher conferences will be scheduled and held 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. The schedule setting forth the dates and times for the Parent-Teacher conferences for the school years is as follows:

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

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 work place. 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 work place 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.

Smoke and Tobacco-Free Workplace

The use of and/or possession of tobacco products in the District's buildings and on school grounds, all owned or leased facilities and vehicles is prohibited. This includes vaping and vape products.

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:

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;

The frame or receiver of any object described in the preceding example;

Any firearm muffler or silencer;

Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;

Any bludgeon, club, metal knuckles, or throwing star;

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;

Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun; and

A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.

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.

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.

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:
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.

- 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.
- 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, gender, national origin or religion. Further, teachers are prohibited from placing such information on the Internet.
- 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.
- Teachers will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
- Teachers will not attempt to login to the system as a system administrator.
- Teachers understand that the intended use of all computer equipment is to meet instructional objectives.
- Teachers will not waste or take supplies, such as paper, printer ribbons, toner, and diskettes that are provided by the District.
- Teachers will not use the network for financial gain or for any commercial or illegal activity. 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 is forbidden.
- 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 on line 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.

- 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.
- The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
- The District reserves the right to refuse posting of files, and to remove files.
- 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. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

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 by the 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.

Teachers and administrators should not "friend" students, parents or guardians of students, or otherwise "establish special relationships" through personal social media. Neither should educators give students or parents access to personal postings unrelated to school. Pre-existing relationships outside of school, e.g. neighbors, fellow church members, etc., are an appropriate exception. Employees are required to use "appropriately respectful speech" in their personal social media posts, and must refrain from harassing, defamatory, abusive, discriminatory, sexually explicit, threatening, or other inappropriate communications on their personal posts.

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.

Use of School Facilities

Teachers will be issued keys and a key card to the school. Teachers are expected to not lose their keys or key card and to not allow others to have access to or to use their keys/key card. Teachers should not possess keys that they have not been approved to use. Possessing non-approved keys or copying keys without permission will be considered insubordination. 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 doors are 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. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, should not be removed for non-school use without approval from the administration.

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.

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.

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 8:00 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.

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 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 brief case, 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.

Video Surveillance

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

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

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. 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.

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 course work, 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.

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.

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 work place 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 and model for students include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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 Perkins County Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in admission or access to, or treatment with regard to employment or with regard to its programs and activities. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law.

The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race, color, or national origin) or Section 504 (discrimination, harassment or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race, color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights Commission (EEOC)	The U.S. Equal Employment Opportunity
612 East 12 th Street	1801 L Street, N.W.
Room 353	Washington, D.C. 20507
Kansas City, MO 64106	(800) 669-4000; TDD: (800) 669-6820
800-368-1019	
FAX: 816-426-3686; TDD: 800-537-7697 or ocr.kansascity@ed.gov	

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 each coordinator is: Perkins County Schools, 740 Sherman Ave., P.O. Box 829, Grant, NE 69140, (308) 352-4735.

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination

The Perkins County Schools 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: Perkins County Schools is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Perkins County Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, national origin, gender, marital status, disability, religion or age 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, religion, disability or national origin 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 work place, 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.

Complaint and Grievance Procedures

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Perkins County Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

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 of the Complainant. 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, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's division is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

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

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Section 7 Disclosure of Staff Qualifications

The Every Student Succeeds Act gives parents/guardians the right to get 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:

1. Whether the teacher has met the state's certification criteria for the grade level and subject matter s/he teaches;
2. Whether the state has waived its qualification and licensing criteria to permit the teacher to teach on an emergency or other provisional basis;
3. Whether the teacher is teaching coursework in the field or discipline of his/her certification;
4. Whether teachers' aides or similar paraprofessionals provide services to the parents' children, and if they do, their qualifications.

Section 8 Student Privacy Protection

Federal law 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 NCLB and related Board policy, as follows:

1. 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;
2. 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:
 1. Political affiliations or beliefs of the student or the student's parent;
 2. Mental or psychological problems of the student or the student's parent;
 3. Sex behavior or attitudes;
 4. illegal, anti-social, self-incriminating or demeaning behavior;
 5. Critical appraisals of other individuals with whom the student has close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the 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).
3. Instructional materials—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.

4. 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:

1. 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;
2. make textbooks, completed tests and other curriculum materials available for review by parents upon request;
3. permit parents access to their child's records according to law and school policy;
4. 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;
5. assure that testing occurs to assure proper measurement of each child's educational progress and achievement;
6. permit parents to excuse their child from testing, classroom instruction and other school experiences when possible and educationally appropriate;
7. 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
8. 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 Federal law relating to parental involvement applicable to parents of children enrolled in Title I programs. The policy requires that parents of Title I children be 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.

Homeless Students

Federal law 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.

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.

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. *Faculty is to use caution and avoid inquiring of students about their personal health issues unless this information is deemed necessary to appropriately educate the student.*

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under [Insert Name of School] 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. 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 and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **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.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is The Plan Administrator is responsible for administering COBRA continuation coverage.

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. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will 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 will 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 enrolled in Medicare (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 will 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 enrolled in Medicare (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."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

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, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these 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. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be 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. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 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 at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site 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.

**RECEIPT OF 2019-20 TEACHER HANDBOOK
OF PERKINS COUNTY SCHOOLS**

This signed receipt acknowledges receipt of the 2019-20 Teacher Handbook of Perkins County Schools. This receipt acknowledges that it is understood that the I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and 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: _____

Teacher's Signature

Return to:

Phillip Picquet Superintendent
Perkins County Schools



RAUNER & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

1037 12th Avenue | Sidney, NE 69162-1629 | Tel (308) 254-1040 | Fax (308) 254-2510

Robert R. Rauner, Jr., CPA, JD

Julia K. Peetz

Jeffrey J. Jung, CPA, PFS

Trevor E. Schuessler, CPA

July 1, 2020

To Board of Education, Perkins County Schools
Phillip Picquet, Superintendent
PO Box 829
Grant, NE 69140

We are pleased to confirm our understanding of the services we are to provide Perkins County Schools for the year ended August 31, 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Perkins County Schools as of and for the year ended August 31, 2020.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Information
- 3) General Fund Supplemental Schedule

Our responsibility for the other information listed above and included with the audited financial statements and auditor's report does not extend beyond the financial information identified in this report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the standards contained in the Nebraska State Statutes and the Nebraska Department of Education and will include tests of the accounting records of Perkins County Schools and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Perkins County Schools' financial statements. Our report will be addressed to the Superintendent and the Board of Education of Perkins County Schools. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the

effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Perkins County Schools is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Perkins County Schools' compliance with the provisions of applicable

laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also (1) assist in preparing the financial statements and related notes based on the trial balance of Perkins County Schools in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles based on information provided by you and (2) propose journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the modified cash basis of accounting which is a comprehensive basis of accounting other than U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

You are responsible for including all informative disclosures that are appropriate for the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP; (2) informative disclosures similar to those required by GAAP; and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Rauner & Associates, P.C., will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with (1) the preparation of the financial statements and related notes based on the trial balance of Perkins County Schools and (2) proposed journal entries affecting the financial statements that management reviews and accepts; and understands the nature of the proposed entries and the impact the entries have on the financial statements prior to their issuance and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Perkins County Schools; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Rauner & Associates, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Nebraska State Auditor and the Nebraska Department of Education or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Rauner & Associates, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Nebraska State Auditor and the Nebraska Department of Education. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately August 1, 2020 and to issue our reports no later than November 5, 2020. Robert R. Rauner, Jr. is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates and we agree that our gross fee will not exceed \$13,662.00 plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc). If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The Nebraska Department of Education has requested the performance of additional services not addressed in this engagement letter related to compliance with the calculation of the Average Daily Membership as required by Rule 1 of the Nebraska Administrative Code. We will communicate with you regarding the scope of the additional services and the estimated fees in a separate engagement letter.

In the event that the Governmental Accounting Standards Board (GASB), the American Institute of CPA's (AICPA), the General Accounting Office (GAO), the Office of Management and Budget (OMB), or any other federal or state agency promulgates additional standards or audit procedures during the audit period, we will discuss these requirements with you before proceeding further. Before starting the additional work, we will prepare an estimate of the time necessary, as well as the fee for performing the additional work.

We appreciate the opportunity to be of service to Perkins County Schools and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter.

Very truly yours,

Rauner & Associates, P.C.

Rauner & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Perkins County Schools.

Management signature:

Governance signature:

Title: _____

Title: _____

Date: _____

Date: _____

HSMC ORIZON LLC
CPAs, BUSINESS & TECHNOLOGY CONSULTANTS
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REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

December 29, 2017

**To the Owners of
Rauner & Associates, P.C.
and the Peer Review Committee of the
Nevada Society of Certified Public Accountants**

We have reviewed the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C. (the firm) in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including a compliance audit under the Single Audit Act.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Rauner & Associates, P.C. in effect for the year ended May 31, 2017 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Rauner & Associates, P.C. has received a peer review rating of pass.

HSMC Orizon LLC

HSMC ORIZON LLC

5052 School Wellness Policy

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.

- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;
- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

A wellness committee will be established to implement this policy and adhere to compliance with NDE and federal requirements and expectations.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated 9/2016 to Reflect the USDA Final Rule) found at

https://www.healthiergeneration.org/_asset/wtqdwu/14-6372_ModelWellnessPolicy.doc.

Adopted on: ___ 6-19-17 _____

Revised on: _____

Reviewed on: ___ 7-20-20 _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, ~~with the limited exception of unsolicited items of nominal value.~~

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion. ~~Disciplinary Actions may range from formal written reprimands to termination of employment.~~

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information

electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;

- 10.** Location, use and condition of the property; and
- 11.** Any ultimate disposition data including the date of disposal and sale price of the property.

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

D. Physical Inventory

- 1.** A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
- 2.** The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

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

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding

agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

2. Maintenance of Procurement Records

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

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the

requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: 7-17-17

Revised on: 8-16-18; 7-20-20

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

The board shall give reasonable advance publicized notice of the time and place of each of its meetings, which generally will be 48 hours or more in advance of the meeting. Such notice shall be transmitted to all members of the board and to the public. Notice of regular and special meetings shall be posted on the school district's website. Such notice shall contain a statement that the agenda shall be readily available for public inspection at the administration office of the school during the normal business hours. In addition, the superintendent is authorized, but not required, to publish the notice of any meeting in a newspaper of general circulation within the district if, in the opinion of the superintendent, it is convenient and useful to do so.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Weather Delays

In the event of inclement weather which makes it dangerous or unreasonable for board members or members of the public to attend a meeting for which notice has already been given, such meeting may be postponed by the board

president. The board will communicate the delay and the updated date, time, and location of the postponed meeting to members of the public by posting it on the district's website and by following the same communication protocol that the district follows when student attendance at school is called off due to inclement weather. When possible, the board president and superintendent will attempt to communicate the information to local media members and business owners to assist in notifying the public of the delay.

4. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public record and may be published on the school district's website.

Adopted on: ___7-17-17_____

Revised on: _3-18-19_____

Reviewed on: __7-20-20_____

5045 Student Fees

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

A. Definitions.

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

B. Listing of Fees Charged by this District.

1. Guidelines for Clothing Required for Specified Courses and Activities.

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items.

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. Materials Required for Course Projects.

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

The maximum dollar amount charged by the district for course materials shall be:

- Industrial Technology Classes \$75.00
- Art Classes \$50.00

5. Extracurricular Activities.

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activity's fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Student Participation Fee \$25.00
Student Activity Card

Covers admission to all extracurricular events. Required of all students who participate in athletics and/or other extracurricular activities.
- National Honor Society \$ Fundraisers
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be \$2,500.00
- Football Students must provide their own undergarments and mouth guards

8. Copies of Student Files or Records.

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$.10 per page for reproduction of student records.

9. Participation in Before-and-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$ 100.00 month.

10. Participation in Summer School or Night School.

The district will charge reasonable fees for participation in summer school or night school and may charge reasonable fees for correspondence courses.

The maximum dollar amount charged by the district for summer and night school shall be \$ 25.00.

11. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program: Grades K-6
 - Regular Price \$1.80
 - Reduced Price \$0.30

- Breakfast Program: Grades 7-12
 - Regular Price \$1.80
 - Reduced Price \$0.30

- Lunch Program: Grades K-6
 - Regular Price \$3.00
 - Reduced Price \$0.40

- Lunch Program: Grades 7-12
 - Regular Price \$3.50
 - Reduced Price \$0.40

- Adult Breakfast \$2.20
- Adult Lunch \$4.00

12. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments.

- Swing Choir Students must fundraise to purchase outfits and shoes selected by the sponsor an/or student group.

13. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the junior and/or senior class set fees at the start of each school year. The maximum fee shall not exceed \$_50.00__.

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

E. Voluntary Contributions to Defray Costs.

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: _____6-19-17_____

Revised on: _____

Reviewed on: _____7-20-20_____

6021
**District Criteria for Selecting Evaluators to be Used for Special
Education Evaluation and Verification and Independent Educational
Evaluations**

The following criteria shall be used for selecting evaluators according to 92 Nebraska Administrative Code 51-006.07B:

1. Those in-state service agencies that have approved rates for the current year established by the Nebraska Department of Education. A list of service agencies with approved rates, including state agencies, individual providers, and in-state providers may be found at <https://www.education.ne.gov/sped/service-agencies/>.
2. Those Nebraska providers located within 200 miles of the building of the district where the child attends when driving by ordinary public roadways, except vision-related evaluations/assessments required to be conducted at the Nebraska Center for the Education of Children who are Blind or Visually Impaired (340 miles).
3. Evaluations must consider the educational, health, or other student records of the student provided by the district. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
4. Evaluations must be provided to the district, including all educational, health, student, or other records created as part of or relied upon to complete the evaluation. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records unless disclosure is already authorized by state and federal law.
5. Evaluations must be conducted by a provider that is authorized, available, and willing to discuss, confer, or otherwise cooperate with the district regarding the evaluation, its results, or any other information related to the evaluation. Such cooperation may include reasonable participation in, or the submission of additional reports or information to, an IEP, MDT, or SAT team. The parents, guardians, or age-appropriate student must provide any required consent to the disclosure of these records or information unless disclosure is already authorized by state and federal law.
6. Evaluations must be sufficiently comprehensive for the evaluator to

submit to the district a report that specifically details whether the student should be considered eligible for special education and related services, the nature of special education and related services recommended to accommodate the student's suspected disability, and the particular facts or findings underlying the evaluator's conclusions. This report must be submitted to the district within 45 days after the conclusion of the evaluation.

7. Evaluations must meet the then-current state standards for reliability, research-based processes, and educational or professional best practices.
8. Reimbursement to any evaluator chosen in conformance with this policy shall not exceed the cost that would be charged by the school district's contracted providers for the same or substantially similar evaluation.

All special education evaluations, including those independently obtained at the district's expense, must be obtained in a manner consistent with the criteria set forth above, unless state or federal law requires waiver of one or more criteria in order to accommodate unique circumstances.

Adopted on: 11-20-17

Revised on: 7-16-18; 7-20-20

Reviewed on: _____