

Board of Education Regular Meeting  
Monday, May 10, 2021 7:00 PM  
Music Room, Humboldt  
810 Central Avenue  
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE\***
2. **APPROVE THE AGENDA**
3. **WELCOME PATRONS AND GUESTS**
4. **PATRON COMMENT**
5. **CORRESPONDENCE**
6. **APPROVE CONSENT AGENDA**
  1. Meeting Minutes
  2. Bills for Payment
  3. Review Treasurer's report
7. **REPORTS**
  1. Principal Othmer
  2. Assistant Principal Lottman
  3. NASB Update
8. **DISCUSSION ITEMS**
  1. Building and Grounds
9. **ACTION ITEMS**
  1. Approve board member's leave of absence
  2. Table Rock football field
  3. ESU4 Core Resolution
  4. Approve hiring Carl Linnerson as social science teacher
  5. Approve Student Handbook and Laptop Handbook for 2021-22
  6. Approve Certified Staff Handbook for 2021-22
  7. Approve Non-certified Staff Handbook for 2021-22
  8. Approve updated math curriculum quote
  9. Motion to hire a Music teacher
  10. Approve Change in Social Science Graduation Requirements
10. **SUPERINTENDENT EDMUNDSON REPORT**
11. **EXECUTIVE SESSION - STUDENT CONCERNS**
12. **ADJOURN**

## **Board of Education Regular Meeting**

Monday, April 12, 2021 7:00 PM

Music Room, Humboldt

Attendance Taken at 7:00 PM. Crystal Dunekacke: Present, Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Scott Ogle: Present, Tim Schardt: Present.

### **1. OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL -PLEDGE OF ALLEGIANCE\***

### **2. APPROVE THE AGENDA**

Motion to approve agenda passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

### **3. WELCOME PATRONS AND GUESTS**

### **4. PATRON COMMENT – none.**

### **5. CORRESPONDENCE – none.**

### **6. APPROVE CONSENT AGENDA**

Passed with a motion by Scott Ogle and a second by Crystal Dunekacke. Yea: 6, Nay: 0

6.1. Meeting Minutes

6.2. Bills for Payment

6.3. Review Treasurer's report

### **7. PRESENTATION**

7.1. MTSS Through the Lens of School Improvement – continued by Lisa Othmer

7.2. High-Ability Learning Program – reported by Kim Standerford

### **8. REPORTS**

8.1. Principal Othmer

The report mentioned school improvement, Covid plans, and National Honor Society.

8.2. Assistant Principal Lottman

Update given on assessments and the after school program.

8.3. NASB Report

### **9. DISCUSSION ITEMS**

9.1. Building and Grounds

Discussion on the football field at Table Rock.

9.2. BFit discussion

Discussion on the cost of the behavior program through ESU 4.

9.3. Covid Protocol

Patron Lindie Catlin addressed the board with question concerning Covid protocol.

### **10. ACTION ITEMS**

10.1. Approve board member's leave of absence

10.2. Substitute Teacher Pay

Set sub rate at \$140/day passed with a motion by Scott Ogle and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

10.3. Teacher Make-up Inclement Weather Days

One make-up contract day will be utilized on May 12 for professional development; teachers shall use other three make-up days for canvas & professional development to be completed at the teacher's discretion passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

10.4. Set lunch prices for 2021-22

Set lunch and breakfast prices as proposed passed with a motion by Scott Ogle and a second by Mike Kanel. ADD PRICES Yea: 6, Nay: 0

10.5. Approve ESU Core Services Resolution

Tabled until May meeting with a motion by Tim Schardt and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

10.6. Request by teacher for extended days

Kim Standerford's request was tabled to May meeting (discuss with negotiations committee) passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

10.7. Accept resignation of Taylor Eltiste as a music teacher

Passed with a motion by Crystal Dunekacke and a second by Scott Ogle. Yea: 6, Nay: 0

10.8. Accept resignation of Brittany Gauthier as an elementary teacher

Passed with a motion by Mike Kanel and a second by Crystal Dunekacke. Yea: 6, Nay: 0

10.9. Accept resignation of Gabe Gauthier as a social studies teacher and coach

Passed with a motion by Crystal Dunekacke and a second by Tim Schardt. Yea: 6, Nay: 0

10.10. Accept resignation of Destiny Worthey as PK teacher

Passed with a motion by Crystal Dunekacke and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

10.11. Accept retirement of Mary (Dolly) Schafer as an elementary teacher

Passed with a motion by Crystal Dunekacke and a second by Scott Ogle. Yea: 6, Nay: 0

10.12. Accept the resignation of Ashley Laflin as a paraprofessional at end of school year

Passed with a motion by Crystal Dunekacke and a second by Scott Ogle. Yea: 6, Nay: 0

10.13. Accept resignation of Veronica Schiffbauer as a paraprofessional at end of the school year

Passed with a motion by Crystal Dunekacke and a second by Mike Kanel. Yea: 6, Nay: 0

10.14. Approve hire of John Furrow as music teacher

Passed with a motion by Scott Ogle and a second by Crystal Dunekacke. Yea: 6, Nay: 0

10.15. Approve hire of Michelle Furrow as music teacher

Passed with a motion by Scott Ogle and a second by Crystal Dunekacke. Yea: 6, Nay: 0

10.16. Approve hire of Elizabeth Chamberlain as an elementary teacher

Passed with a motion by Mike Kanel and a second by Crystal Dunekacke. Yea: 6, Nay: 0

10.17. Approve hire of Megan Hoyt (Engel) as an elementary teacher

Passed with a motion by Kyle Hilgenfeld and a second by Scott Ogle. Yea: 6, Nay: 0

10.18. Approve hiring elementary teacher

Hire Heather Clements passed with a motion by Crystal Dunekacke and a second by Scott Ogle. Yea: 6, Nay: 0

### **11. SUPERINTENDENT EDMUNDSON REPORT**

An FAQ on the proposed health standards was attached for the Board to review.

### **12. EXECUTIVE SESSION - Personnel**

Motion to approve entering into executive session at 9:10 pm passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 6, Nay: 0

Come out of executive session at 9:22 pm passed with a motion by Crystal Dunekacke and a second by Mike Kanel. Yea: 6, Nay: 0

### **13. ADJOURN**

Neal Kanel declared the meeting adjourned at 9:23 pm.

Respectfully submitted,  
Kellie Workman

**Invoice Listing - Summary**

Unposted; Batch Description May 2021 General Fund Invoices

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC:</u>	<u>Invoice Amount</u>
Batch Description: May 2021 General Fund Invoices			Processing Month: 05/2021	Credit Card Vendor ID:	End of Fiscal Year Expense Invoices:				
AGPART	AG PARTNERS COOPERATIVE, INC	v34969	cornerstone chem	05/10/2021					55.75
BINDBROT	BINDER BROTHERS	19645	sand/trucking	05/06/2021					781.31
BLACHILL	BLACK HILLS ENERGY	5.26.21	fuel	05/10/2021					2,440.51
BLECMARV	Blecha's General Store	4.30.21	outdoor maint.	05/07/2021					20.99
HHAUTO	BOOMGARN, RENEE	4.30.21	vehicle maint supplies	05/07/2021					241.76
CANON	CANON FINANCIAL SERVICES	26666762	copier lease	05/10/2021					1,574.33
CAPBUS	CAPITAL BUSINESS SYSTEMS, INC	1068568	copies	05/06/2021					1,172.66
CAPBUS	CAPITAL BUSINESS SYSTEMS, INC	1068572	copies	05/06/2021					1.47
CARDMEMBER	CARDMEMBER SERVICE	45651177 5.22.21	credit card-general	05/07/2021					5,126.89
RESOEDUC	CCH INCORPORATED	2834781	7005 meyer Title I recipes for success	04/26/2021					259.00
CITYHUMB	CITY OF HUMBOLDT	4.15.21	water/sewer	05/06/2021					1,216.61
DENSCOUN	DEN'S COUNTRY MEATS	5.3.21	fuel	05/04/2021					97.43
DIVEDRUG	DIVERSIFIED DRUG TESTING, LLC	10675	two bus dr drug tests	05/04/2021					265.00
ENGLKARA	Engles, Kara	5.5.21	mileage	05/07/2021					111.87
ENTEFINA	ENTERPRISE FINANCIAL	16453	tms contract	05/10/2021					372.00
ESU4	ESU #4	4.15.21	sped billing	05/06/2021					56,954.79
ESU6	ESU #6	15053	tech services	05/07/2021					52.50
FCJOUR	FALLS CITY JOURNAL	4.30.21	advertising	05/10/2021					42.75
FCSANIT	FALLS CITY SANITATION	april 2021	service	05/06/2021					456.70
UNITE	FIBER PLATFORM, LLC	si21-010439	distance learning	05/04/2021					279.66
GENEOFFI	GENERAL OFFICE CHECKING ACCT.	3497	bolt	05/04/2021					200.78
HOMEDEPO	HOME DEPOT PRO, THE	612482307	7018 custodial supplies	05/06/2021					672.66
HTMC	HTMC	194660/194666	advertising-track/grad	05/06/2021					120.00
HTRSPAYR	HTRS PAYROLL ACCT	5.14.21	payroll	05/04/2021					484,489.71
HUMBSTAN	HUMBOLDT STANDARD	5393	advertising	05/10/2021					102.20
JIMHILLS	JIM HILLS	94072	east gym door repair	05/06/2021					283.00
KLEO	KLEO, INC.	5.4.21	ClassWallet \$300 bucket fill-up 2021-22	05/06/2021					11,000.00
KSBSCHO	KSB School Law	9959	legal services	05/04/2021					3,552.40
KURITA	KURITA AMERICA INC	592601	water soft contract	04/26/2021					421.78
LEWIIMPL	LEWIS IMPLEMENT COMPANY	ih16676	parts	05/07/2021					9.60
MALCMARY	MALCOLM, MARY	april 21	OT services	05/06/2021					3,354.50
REHABV	NATIONAL THERAPEUTIC ASSOCIATES, INC	321-5003-56953	sped PT	04/26/2021					2,648.42
NPPD	NPPD	43462 4.3.21	elec	04/26/2021					135.50
NPPD	NPPD	43465 5.4.21	elec	04/26/2021					57.07
NPPD	NPPD	43471 5.4.21	elec	04/26/2021					4,245.78

**Invoice Listing - Summary**

Unposted; Batch Description May 2021 General Fund Invoices

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC</u>	<u>Invoice Amount</u>
NPPD	NPPD	69158 5.3.21	elec	04/26/2021					53.75
OMAHWORL	OMAHA WORLD HERALD	1013907	advertising-music	05/10/2021					670.00
OVERDRIV	OVERDRIVE	h-0070967	7020 library annual subs.	04/26/2021					500.00
PAWNREPUB	PAWNEE REPUBLICAN	3031	advertising	05/06/2021					56.89
PAWNREPUB	PAWNEE REPUBLICAN	3038	advertising	05/06/2021					7.38
PAWNTRUE	PAWNEE TRUE VALUE	5.3.21	maintenance	05/07/2021					81.96
REALWORK	REALITYWORKS	26153	7019 Sixpence-realcare baby/curr	05/06/2021					1,604.40
SCHOOBOOK	SCHOLASTIC INC BOOK CLUBS	1901555720	7011 kindgtn round up books-BJ T6514083	05/06/2021					90.41
THESTAT	STATION SERVICE CENTER INC., THE	5.7.21	fuel/sped fuel	05/10/2021					5,190.10
TEACSTRA	TEACHING STRATEGIES	0380774	6897 jFrey prek curriculum	04/26/2021					7,752.74
UNLEASTNE	UNL EASTERN NE RESEARCH & EXT CENTER	FY 21 Q4 est	4thQ 4H Ext Asst services	05/06/2021					2,166.73
UNLEASTNE	UNL EASTERN NE RESEARCH & EXT CENTER	FY21, Q3	3Q 4H Ext Asst services	05/06/2021					2,160.45
VERIZON	VERIZON BUSINESS	4960128252104	long distance	05/10/2021					202.38
WAYNTRAN	WAYNE TRANTHAM	5.5.21	DARE 2020-21	05/06/2021					2,039.00
WILCJOY	WILCOCK, JOY	april 2021	OT services	05/07/2021					2,301.70
WINDSTRE	WINDSTREAM NEBRASKA	7215 5.17	phone	05/07/2021					770.84
WINDSTRE	WINDSTREAM NEBRASKA	9335 5.17	phone	05/06/2021					111.25

Batch Total: 608,577.36

Report Total: 608,577.36

## HTRS ACCOUNT BALANCES

4.30.21

ACTIVITY ACCOUNT	\$109,431.85
BREAKFAST/LUNCH	\$65,733.39
BUILDING FUND	\$697,323.46
DEPRECIATION	\$715,324.16
EMPLOYEE BEN FUND MM	\$172,341.88
GENERAL FUND	\$898,272.37
OFFICE ACCOUNT	\$4,547.62
PAYROLL FUND	\$20,383.03
QCPUF	\$6,754.76
STUDENT FEES	\$10,722.48

Regular; Processing Month 04/2021; Accounts to Include Accounts with Activity; Fund Number 01

**Fund: 01 GENERAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied/Assessed	6,034,164.00	238,576.14	3,417,471.33	56.64	2,616,692.67
01 1115	Carline Tax	5,000.00	0.00	2,955.45	59.11	2,044.55
01 1120	Public Power Dist. Sales Tax	0.00	0.00	0.00	0.00	0.00
01 1125	Motor Vehicle Tax	240,000.00	27,000.80	153,460.31	63.94	86,539.69
01 1140	Penalties/Int on Taxes	0.00	0.00	0.00	0.00	0.00
01 1190	Other taxes levied	0.00	0.00	0.00	0.00	0.00
01 1210	Tuition From Other Districts-Reg Ed	0.00	0.00	19,199.60	0.00	(19,199.60)
01 1312	Summer School Tuition	0.00	1,800.00	2,600.00	0.00	(2,600.00)
01 1315	Tuition from other entities(early entry)	5,000.00	0.00	0.00	0.00	5,000.00
01 1370	Preschool tuition	17,400.00	0.00	3,896.02	22.39	13,503.98
01 1421	Transportation Recd-Reg Ed	0.00	0.00	0.00	0.00	0.00
01 1423	Transport from other districts(SPED)	0.00	0.00	0.00	0.00	0.00
01 1510	Interest earned	5,000.00	0.00	0.00	0.00	5,000.00
01 1800 1810	Fitness Center Dues	1,500.00	0.00	500.00	33.33	1,000.00
01 1800 1820	Jury Duty Receipts	0.00	0.00	0.00	0.00	0.00
01 1800 1830	Laptop Fees	0.00	489.41	3,476.41	0.00	(3,476.41)
01 1800 1840	Industrial Arts Fees	0.00	13.00	392.50	0.00	(392.50)
01 1800 1850	Before/After School Program	0.00	0.00	0.00	0.00	0.00
01 1800 1860	For future use	0.00	0.00	0.00	0.00	0.00
01 1910	Rental Of School Facilities	3,000.00	0.00	0.00	0.00	3,000.00
01 1911	Local license fees	0.00	0.00	1,650.00	0.00	(1,650.00)
01 1920	Contributions/Donations	57,389.00	0.00	0.00	0.00	57,389.00
01 1921	City-Police court fines	0.00	0.00	0.00	0.00	0.00
01 1925	Grant Receipts	42,000.00	0.00	7,875.00	18.75	34,125.00
01 1941	Textbook sales	0.00	0.00	0.00	0.00	0.00
01 1990	Misc local revenue (garn)	0.00	5.00	40.00	0.00	(40.00)
01 2110	County Fines & Licence Fees	30,000.00	3,053.33	26,597.88	88.66	3,402.12
01 2130	Other County Sources	0.00	69.05	69.05	0.00	(69.05)
01 2210	ESU Receipts	8,000.00	195.20	3,986.00	49.83	4,014.00
01 3110	State Aid	40,493.00	4,049.00	32,392.00	79.99	8,101.00
01 3120	SPED School Age (SA)	340,000.00	196,481.00	326,832.00	96.13	13,168.00
01 3125	SPED Transportation (SA)	2,500.00	6,712.00	6,712.00	268.48	(4,212.00)
01 3130	Homestead Exemption	0.00	6,876.64	13,703.40	0.00	(13,703.40)
01 3131	Property tax credit	0.00	236,305.94	499,694.37	0.00	(499,694.37)
01 3132	Personal property tax credit	0.00	0.00	0.00	0.00	0.00
01 3133	Nameplate Capacity Tax (windmills)	0.00	0.00	61,266.35	0.00	(61,266.35)
01 3180	Pro Rate Motor Vehicle	12,000.00	5,667.33	28,658.35	238.82	(16,658.35)
01 3400	State apportionment	75,000.00	0.00	62,867.84	83.82	12,132.16
01 3535	High ability learners	4,000.00	0.00	3,610.00	90.25	390.00
01 3541	Sixpence Grant Receipts	80,000.00	0.00	80,376.00	100.47	(376.00)
01 3570	Teacher Eval Grant	0.00	0.00	0.00	0.00	0.00
01 3990	Other State Receipts	200,000.00	0.00	0.00	0.00	200,000.00
01 4105	E-Rate universal service	0.00	0.00	0.00	0.00	0.00
01 4305	Title 8 (impact aid)	0.00	0.00	0.00	0.00	0.00
01 4310	REAP Grants	0.00	0.00	0.00	0.00	0.00
01 4505	Title I, Part A ESSA	110,000.00	0.00	101,835.00	92.58	8,165.00
01 4506	Title I, Part A accountability	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA Part B, Base thru 4	110,000.00	0.00	0.00	0.00	110,000.00
01 4515	IDEA Part B, Suppl thru 4	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PreK Base (619) Age 3-5	0.00	0.00	757.00	0.00	(757.00)
01 4519	IDEA enroll poverty	0.00	0.00	0.00	0.00	0.00
01 4520	IDEA Park B, Early Interv K-12	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA Part B, Propt, Age 3-21	0.00	7,350.00	7,350.00	0.00	(7,350.00)
01 4525	Perkins grant	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 04/2021; Accounts to Include Accounts with Activity; Fund Number 01

<b>Fund: 01      GENERAL FUND</b>						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4530	Other federal receipts	0.00	0.00	0.00	0.00	0.00
01 4705	Flood control	0.00	0.00	0.00	0.00	0.00
01 4708	Medicaid in Public Schools MIPS	0.00	0.00	0.00	0.00	0.00
01 4709	Medicaid Admin Activities MAAPS	15,000.00	0.00	10,818.40	72.12	4,181.60
01 5200	Fund Transfers In (from other HTRS fund)	0.00	0.00	162,032.28	0.00	(162,032.28)
01 5300	Sale of Property	0.00	167.60	945.52	0.00	(945.52)
01 5301	Insurance refunds/adjustments	0.00	0.00	12,622.00	0.00	(12,622.00)
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	7,938.25	53,486.06	0.00	(53,486.06)
01 5610	Cash From Dissolved Districts	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non-revenue Receipt	55,000.00	308.80	4,879.50	8.87	50,120.50
01 6996	COVID CARES ACT	81,554.00	0.00	0.00	0.00	81,554.00
01 9000	Non-programmed Receipts	0.00	0.00	91,461.28	0.00	(91,461.28)
01 9003	Loan from Building Fund	0.00	0.00	175,000.00	0.00	(175,000.00)
	Fund Total:	7,574,000.00	743,058.49	5,381,468.90	71.05	2,192,531.10

**Revenue Summary Report**

Processing Month: 04/2021  
Regular; Processing Month 04/2021; Accounts to Include Accounts with  
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,574,000.00	743,058.49	5,381,468.90	71.05	2,192,531.10

**Expenditure Report by Function/Object -  
Detail\_KW**

05/11/2021 09:43 AM

Regular; Processing Month 05/2021; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	GENERAL FUND				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	135,000.00	10,764.00	105.47	(7,385.83)
01 1100 111 001	HS Teacher Salaries	1,000,000.00	73,025.46	71.37	286,297.41
01 1100 111 002	MS Teacher Salaries	18,000.00	1,930.94	99.70	53.58
01 1100 111 003	EL Teacher Salaries	745,000.00	63,964.14	78.51	160,083.94
01 1100 112 002	MS AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 112 003	EL AIDE/PARA	56,946.00	7,413.95	128.04	(15,966.96)
01 1100 113 001	HS SUB TCHR	1,700.00	1,937.50	678.68	(9,837.50)
01 1100 113 002	MS SUB TCHR	0.00	0.00	0.00	0.00
01 1100 113 003	EL SUB TCHR	32,000.00	2,960.40	65.58	11,013.68
01 1100 153 000	TEACH SUB/CLASS COVERAGE	2,000.00	0.00	70.59	588.20
01 1100 153 001	EXTRA DUTY / STIPENDS	12,000.00	60.00	33.75	7,950.00
01 1100 153 002	CERT Unused Leave Payouts	20,000.00	0.00	0.00	20,000.00
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	28,000.00	2,212.37	80.99	5,323.13
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	248,000.00	20,474.04	75.39	61,038.66
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	7,000.00	584.28	76.38	1,653.75
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	205,000.00	18,197.37	78.47	44,131.57
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	1,500.00	0.00	0.00	1,500.00
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	100.00	0.00	45.88	54.12
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	10,000.00	812.11	107.77	(777.38)
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	75,000.00	5,495.26	71.69	21,229.08
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	1,500.00	147.69	91.99	120.22
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	56,000.00	4,811.73	78.31	12,144.30
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	8,000.00	565.83	69.48	2,441.79
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	200.00	0.00	54.00	92.00
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	2,000.00	152.85	59.62	807.58
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	1,500.00	0.00	0.00	1,500.00
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	2,500.00	226.56	64.24	894.02
01 1100 231 000	D RETIREMENT TCHR/PROF	15,000.00	1,063.23	82.87	2,569.26
01 1100 231 001	HS RETIREMENT TCHR/PROF	95,000.00	7,213.33	70.71	27,827.92
01 1100 231 002	MS RETIREMENT TCHR/PROF	1,500.00	190.73	118.45	(276.69)
01 1100 231 003	EL RETIREMENT TCHR/PROF	73,000.00	6,318.24	76.85	16,896.58
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 003	EL RETIREMENT AIDE/PARA	9,000.00	731.60	78.78	1,910.01
01 1100 233 000	RETIREMENT Tchr Class Covg	0.00	0.00	0.00	(139.39)
01 1100 233 001	HS RETIREMENT SUB TCHR	100.00	5.93	272.54	(172.54)
01 1100 233 002	MS RETIREMENT SUB TCHR	0.00	0.00	0.00	0.00
01 1100 233 003	EL RETIREMENT SUB TCHR	100.00	33.13	163.82	(63.82)
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 1100 281 000	D LTD/STD TCHR/PROF	100.00	26.25	266.18	(166.18)
01 1100 281 001	HS LTD/STD TCHR/PROF	6,000.00	505.85	77.05	1,377.20
01 1100 281 002	MS LTD/STD TCHR/PROF	100.00	11.75	104.84	(4.84)
01 1100 281 003	EL LTD/STD TCHR/PROF	5,000.00	421.21	75.91	1,204.26
01 1100 282 001	HS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 002	MS LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 282 003	EL LTD/STD AIDE/PARA	500.00	30.73	62.21	188.95
01 1100 283 001	LTD/STD SUB TCHR	0.00	0.00	0.00	(1.32)
01 1100 283 003	LTD/STD SUB TCHR	0.00	1.33	0.00	(6.04)
01 1100 333 000	MILEAGE PAID TO CERTIFIED	1,500.00	111.87	10.68	1,339.83
01 1100 382 001	Tuition - Distance Learning	10,000.00	279.66	111.04	(1,103.96)
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
01 1100 440 000	DISTRICT RENTALS/LEASES	35,000.00	2,748.46	74.42	8,952.59
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	500.00	0.00	135.37	(176.84)
01 1100 610 001	HS Teaching Supplies	30,000.00	3,600.00	37.05	18,886.23
01 1100 610 002	MS Teaching Supplies	10,000.00	600.00	15.23	8,476.58
01 1100 610 003	EL Teaching Supplies	15,000.00	2,775.79	52.20	7,170.09
01 1100 640 001	HS Textbooks	20,000.00	0.00	17.69	16,461.44
01 1100 640 002	MS Textbooks	15,000.00	0.00	0.00	15,000.00
01 1100 640 003	EL Textbooks	10,000.00	0.00	0.00	10,000.00
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	15,000.00	0.00	91.26	1,311.40
01 1100 733 001	HS Furniture And Equipment	500.00	0.00	24.37	378.16
01 1100 733 002	MS Furniture And Equipment	500.00	0.00	0.00	500.00
01 1100 733 003	EL Furniture And Equipment	500.00	0.00	0.00	500.00
01 1100 890 001	HS Other Expense	4,000.00	0.00	0.05	3,998.02
01 1100 890 002	MS Other Expense	2,000.00	0.00	4.86	1,902.75
01 1100 890 003	EL Other Expense	5,000.00	0.00	11.90	4,405.00
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,048,846.00	242,405.57	75.27	754,094.01
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	1,000.00	0.00	654.02	(5,540.24)
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	100.00	0.00	2,560.89	(2,460.89)
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	100.00	0.00	499.68	(399.68)
01 1150 231 003	ELA RETIREMENT TCHR/PROF	100.00	0.00	643.15	(543.15)
01 1150 281 003	ELA LTD/STD TCHR/PROF	500.00	0.00	9.54	452.32
1150	LIMITED ENGLISH PROF PROGRAMS	1,800.00	0.00	571.76	(8,491.64)
1160	PROVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	0.00	0.00	0.00	0.00
01 1160 113 003	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	0.00	0.00	0.00	0.00
01 1160 221 003	Social Security - Poverty	0.00	0.00	0.00	0.00
01 1160 231 003	Retirement - Poverty	0.00	0.00	0.00	0.00
01 1160 281 003	Long Term Disability - Poverty	0.00	0.00	0.00	0.00
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
1160	PROVERTY PROGRAMS	0.00	0.00	0.00	0.00
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	95,000.00	3,114.42	29.51	66,970.22
01 1190 112 003	EC Early Childhood Aide	7,000.00	959.42	109.34	(653.66)
01 1190 113 003	EC Substitute Salaries	500.00	0.00	214.50	(572.50)
01 1190 211 003	EC Health Insurance	15,000.00	0.00	4.21	14,368.86

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01 1190 221 003	EC Social Security	10,000.00	239.35	21.54	7,846.07
01 1190 222 003	EC SOC SEC AIDE/PARA	500.00	73.68	117.56	(87.78)
01 1190 223 003	EC SOC SEC SUB TCHR	0.00	0.00	0.00	(82.21)
01 1190 231 003	EC Retirement	10,000.00	307.64	27.59	7,241.42
01 1190 232 003	RETIREMENT AIDE/PARA	1,000.00	94.77	75.60	244.00
01 1190 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1190 281 003	EC LTD/STD TCHR/PROF	1,000.00	26.16	22.57	774.26
01 1190 282 003	LTD/STD AIDE/PARA	0.00	3.78	0.00	(30.01)
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	(2.31)
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	500.00	0.00	0.00	500.00
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	500.00	7,752.74	1,715.99	(8,079.96)
01 1190 733 003	EC Furniture & Equipment	500.00	0.00	29.75	351.27
1190	EARLY CHILDHOOD ED PROGRAMS	141,500.00	12,571.96	37.25	88,787.67
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	220,000.00	13,700.55	53.59	102,103.95
01 1200 111 002	MS SPED Teacher Salaries	10,000.00	4,785.25	430.67	(33,067.25)
01 1200 111 003	EL SPED Teacher Salaries	165,000.00	20,050.43	108.47	(13,978.51)
01 1200 112 001	HS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 002	MS SPED Teacher Aide	0.00	0.00	0.00	0.00
01 1200 112 003	EL SPED Teacher Aide	110,000.00	15,051.17	85.25	16,220.53
01 1200 113 001	HS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 002	MS SPED Substitute Salaries	0.00	0.00	0.00	0.00
01 1200 113 003	EL SPED Substitute Salaries	500.00	0.00	206.25	(531.25)
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	65,000.00	4,848.41	61.21	25,216.10
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	3,000.00	899.04	268.15	(5,044.53)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	53,000.00	5,527.15	93.20	3,602.21
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	1,000.00	0.00	0.00	1,000.00
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	20,000.00	1,040.13	44.70	11,059.74
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	1,000.00	366.54	330.29	(2,302.94)
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	15,000.00	1,516.91	90.28	1,457.63
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	10,000.00	1,150.51	71.69	2,831.07
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(78.88)
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	25,000.00	1,353.31	46.13	13,467.59
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	1,000.00	472.68	424.31	(3,243.07)
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	20,000.00	1,964.24	87.46	2,508.69
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	10,000.00	1,480.45	90.73	927.42
01 1200 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	2,000.00	94.61	40.28	1,194.49
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	100.00	31.93	289.23	(189.23)
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	1,000.00	146.17	131.02	(310.20)
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,000.00	57.65	42.47	575.30
01 1200 330 000	SPED STAFF DEV/TRAINING	5,000.00	0.00	9.60	4,520.00

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01 1200 332 000	SPED MILEAGE TO PARENTS	0.00	0.00	0.00	(372.68)
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	(92.96)
01 1200 580 000	SPED TRAVEL EXPENSES	500.00	0.00	0.00	500.00
01 1200 591 001	HS PURCHASED SERVICES	40,000.00	1,224.72	276.27	(70,506.34)
01 1200 591 002	MS PURCHASED SERVICES	0.00	0.00	0.00	(1,448.96)
01 1200 591 003	EL PURCHASED SERVICES	230,000.00	50,052.63	111.02	(25,342.04)
01 1200 610 001	HS SPED Supplies	3,000.00	900.00	35.66	1,930.34
01 1200 610 002	MS SPED Supplies	1,000.00	300.00	49.09	509.11
01 1200 610 003	EL SPED Supplies	6,000.00	600.00	66.60	2,003.81
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 002	MS SPED Textbooks	1,000.00	0.00	0.00	1,000.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 643 000	SPED Web/Cloud Based Software	1,000.00	290.00	366.36	(2,663.64)
01 1200 733 001	HS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 002	MS SPED Furniture And Equipment	0.00	0.00	0.00	0.00
01 1200 733 003	EL SPED Furniture And Equipment	500.00	0.00	0.00	500.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,021,600.00	127,904.48	96.68	33,955.50
1291	SPED 3-5 YO				
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 211 003	Sped BAF - BCBS	0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	0.00	390.24	0.00	(2,730.24)
1291	SPED 3-5 YO	0.00	390.24	0.00	(2,730.24)
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR	5,000.00	690.25	79.52	1,023.87
1292	SPED DIRECTOR	5,000.00	690.25	79.52	1,023.87
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	3,000.00	0.00	0.00	3,000.00
01 1300 221 001	DrEd Social Security	500.00	0.00	0.00	500.00
01 1300 231 001	DrEd Retirement	500.00	0.00	0.00	500.00
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1300 281 001	DrEd LTD/STD	0.00	0.00	0.00	0.00
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	500.00	0.00	0.00	500.00
1300	SUMMER SCHOOL	4,500.00	0.00	0.00	4,500.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	85,000.00	3,231.57	34.22	55,915.87
01 2120 111 002	MS Counselor's Salary	0.00	0.00	0.00	0.00
01 2120 111 003	EL Counselor's Salary	35,000.00	2,865.25	73.68	9,212.75
01 2120 211 001	HS Group Ins Counselor	23,000.00	686.70	26.00	17,019.17
01 2120 211 002	MS Group Ins Counselor	0.00	0.00	0.00	0.00
01 2120 211 003	EL Group Ins Counselor	10,000.00	571.45	49.85	5,014.78
01 2120 221 001	HS Social Security	8,000.00	248.32	27.98	5,761.76
01 2120 221 002	MS Social Security	0.00	0.00	0.00	0.00
01 2120 221 003	EL Social Security	3,000.00	220.18	66.09	1,017.17
01 2120 231 001	HS Retirement COUNSELOR	10,000.00	289.15	26.12	7,388.40
01 2120 231 002	MS Retirement COUNSELOR	0.00	0.00	0.00	0.00
01 2120 231 003	EL Retirement COUNSELOR	3,000.00	254.21	76.50	705.10
01 2120 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00

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01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 281 001	HS LTD/STD COUNSELOR	1,000.00	21.12	19.01	809.87
01 2120 281 002	MS LTD/STD COUNSELOR	0.00	0.00	0.00	0.00
01 2120 281 003	EL LTD/STD COUNSELOR	500.00	18.64	33.61	331.95
01 2120 610 001	HS Guidance Supplies	3,000.00	300.00	10.00	2,700.00
01 2120 610 002	MS Guidance Supplies	0.00	100.00	0.00	(100.00)
01 2120 610 003	EL Guidance Supplies	500.00	200.00	40.00	300.00
01 2120 890 001	HS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 002	MS Other Expense	0.00	0.00	0.00	0.00
01 2120 890 003	EL Other Expense	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	182,000.00	9,006.59	41.72	106,076.82
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	40,000.00	4,844.37	105.06	(2,023.15)
01 2130 216 000	GROUP INSURANCE NURSE	0.00	0.00	0.00	0.00
01 2130 226 000	SOCIAL SECURITY NURSE	3,000.00	371.91	107.55	(226.61)
01 2130 236 000	RETIREMENT NURSE	5,000.00	478.52	83.02	849.04
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	500.00	17.24	30.94	345.31
01 2130 320 000	Student Health Screenings	3,000.00	0.00	0.00	3,000.00
01 2130 610 000	Nurse Supplies	2,000.00	0.00	0.00	2,000.00
2130	HEALTH SERVICES	53,500.00	5,712.04	92.63	3,944.59
2141	SPED SA Psych Services				
01 2141 591 000	SPED SA Psych Services	50,000.00	5,235.13	91.10	4,448.70
2141	SPED SA Psych Services	50,000.00	5,235.13	91.10	4,448.70
2142	SPED 3-5 Pscyh Services				
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
2142	SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143	SPED 0-2 Psych Services				
01 2143 591 003	SPED 0-2 Psych Services	35,000.00	0.00	0.00	35,000.00
2143	SPED 0-2 Psych Services	35,000.00	0.00	0.00	35,000.00
2151	SPED SA Speech/Audiology				
01 2151 591 000	SPED SA Speech/Audiology	20,000.00	1,755.26	79.27	4,145.67
01 2151 610 000	SPED SPEECH SUPPLIES	0.00	300.00	0.00	(300.00)
2151	SPED SA Speech/Audiology	20,000.00	2,055.26	80.77	3,845.67
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	7,000.00	0.00	35.42	4,520.82
01 2152 591 003	SPED 3-5 Speech/Audiology	500.00	70.85	112.52	(62.62)
2152	SPED 3-5 Speech/Audiology	7,500.00	70.85	40.56	4,458.20
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	500.00	70.84	128.36	(141.79)
2153	SPED 0-2 Speech/Audiology	500.00	70.84	128.36	(141.79)
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	38,000.00	4,718.20	101.71	(651.37)
2161	SPED SA OccTherapy	38,000.00	4,718.20	101.71	(651.37)
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	1,000.00	0.00	300.26	(2,002.63)
2162	SPED 3-5 OccTherapy	1,000.00	0.00	300.26	(2,002.63)
2163	SPED 0-2 OccTherapy				

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01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	500.00	0.00	0.00	500.00
2163	SPED 0-2 OccTherapy	500.00	0.00	0.00	500.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	15,000.00	2,179.42	89.18	1,622.40
2171	SPED SA PhysTherapy	15,000.00	2,179.42	89.18	1,622.40
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
2172	SPED 3-5 PhysTherapy	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy				
01 2173 340 003	SPED 0-2 PhysTherapy (nonESU)	1,500.00	0.00	0.00	1,500.00
2173	SPED 0-2 PhysTherapy	1,500.00	0.00	0.00	1,500.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services				
01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
01 2182 591 003	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2182	SPED 3-5 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services				
01 2183 340 003	SPED 0-2YO Vision Services	0.00	0.00	0.00	0.00
01 2183 591 003	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2183	SPED 0-2 Vision Services	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT				
01 2211 111 000	School Impr - Salaries	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
2211	SCHOOL IMPROVEMENT	0.00	0.00	0.00	0.00
2213	SCHOOL IMPROVEMENT				
01 2213 330 000	INSTRUCTIONAL STAFF DEV/TRAINING	5,000.00	0.00	8.01	4,599.75
2213	SCHOOL IMPROVEMENT	5,000.00	0.00	8.01	4,599.75
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	60,000.00	4,983.08	74.75	15,152.28
01 2220 112 000	Library Aide Salary	15,000.00	0.00	0.00	15,000.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	20,000.00	1,296.21	60.41	7,917.51
01 2220 221 000	L/M Social Security TCHR/PROF	5,000.00	363.39	65.42	1,729.03
01 2220 222 000	L/M Social Security AIDE	2,000.00	0.00	0.00	2,000.00
01 2220 231 000	L/M Retirement TCHR/PROF	6,000.00	492.21	73.62	1,582.81
01 2220 232 000	L/M Retirement AIDE	2,000.00	0.00	0.00	2,000.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	500.00	34.41	62.89	185.57
01 2220 282 000	L/M LTD/STD AIDE	100.00	0.00	0.00	100.00
01 2220 610 000	L/M Supplies	100.00	0.00	136.35	(36.35)
01 2220 640 000	Library Books & Subscriptions	4,000.00	500.00	95.24	190.33
01 2220 650 000	L/M Computer Software	1,500.00	0.00	0.00	1,500.00
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	116,200.00	7,669.30	59.28	47,321.18
2224	EDUCATIONAL TELEVISION SERVICES				

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01 2224 382 000	Distant Learning / Internet	10,000.00	0.00	76.00	2,400.00
2224	EDUCATIONAL TELEVISION SERVICES	10,000.00	0.00	76.00	2,400.00
2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	72,000.00	6,040.26	75.50	17,637.66
01 2230 116 000	Technology Support Staff	110,000.00	9,183.20	75.42	27,037.16
01 2230 211 000	Technology Group Ins TCHR/PROF	15,000.00	1,371.62	82.44	2,633.38
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	35,000.00	3,159.86	80.71	6,749.97
01 2230 221 000	Technology Social Security TCHR/PROF	6,000.00	450.70	67.68	1,939.13
01 2230 226 000	Technology Social Security PROF CLASS	8,000.00	680.23	76.65	1,868.16
01 2230 231 000	Technology Retirement TCHR/PROF	7,000.00	596.65	76.52	1,643.45
01 2230 236 000	Technology Retirement PROF CLASS	11,000.00	881.17	72.07	3,072.48
01 2230 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	500.00	39.10	71.50	142.51
01 2230 286 000	Technology LTD/STD PROF CLASS	500.00	51.17	93.36	33.22
01 2230 333 000	TECH Mileage	100.00	0.00	0.00	100.00
01 2230 643 000	TECH Web/Cloud Based Software	60,000.00	644.31	46.59	32,046.31
01 2230 650 000	TECH Supplies/Soft/Hardware	175,000.00	851.98	7.26	162,297.28
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	500,100.00	23,950.25	48.57	257,200.71
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,000.00	0.00	0.00	1,000.00
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 2310 540 000	ADVERTISING	6,000.00	999.22	136.17	(2,170.00)
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	12,000.00	0.00	137.23	(4,467.11)
01 2310 890 000	BOE Misc Expense	0.00	1,336.23	0.00	(1,507.90)
2310	BOARD OF EDUCATION	19,000.00	2,335.45	137.61	(7,145.01)
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	133,000.00	11,062.50	74.86	33,437.50
01 2320 159 000	SUPT Cell Stipend	0.00	0.00	0.00	0.00
01 2320 215 000	SUPT GROUP INS	8,000.00	733.20	82.32	1,414.59
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
01 2320 225 000	SUPT SOCIAL SECURITY	10,000.00	821.91	74.01	2,599.15
01 2320 235 000	SUPT RETIREMENT	13,000.00	1,085.32	74.90	3,262.94
01 2320 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2320 285 000	SUPT LTD/STD	500.00	44.90	90.42	47.90
01 2320 310 000	SUPT DUES & FEES	500.00	0.00	0.00	500.00
01 2320 330 000	SUPT Staff Dev/Training	1,500.00	0.00	1.48	1,477.84
01 2320 333 000	SUPT Mileage	300.00	0.00	164.89	(194.66)
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	300.00	0.00	7.62	277.15
01 2320 610 000	SUPT Supplies	3,000.00	47.92	22.91	2,312.75
01 2320 650 000	SUPT Computer Software	6,000.00	372.00	73.08	1,615.00
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	0.00
01 2320 890 000	SUPT Other Expense	2,500.00	0.00	0.00	2,500.00
2320	EXECUTIVE ADMINISTRATION	178,600.00	14,167.75	72.42	49,250.16
2330	District Legal Services				

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01 2330 317 000	LEGAL SERVICES	10,000.00	3,552.40	92.24	775.60
2330 District Legal Services		10,000.00	3,552.40	92.24	775.60
2410 OFFICE OF THE PRINCIPAL					
01 2410 110 000	Clerical Salaries	55,000.00	5,108.91	76.00	13,197.89
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,843.68	72.66	16,406.88
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,766.26	71.49	17,103.66
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,833.29	72.50	16,500.39
01 2410 210 000	Clerical Group Insurance	39,000.00	3,342.71	76.38	9,211.32
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	10,000.00	899.91	80.56	1,944.13
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	10,000.00	885.65	79.21	2,078.66
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	10,000.00	898.22	80.08	1,991.63
01 2410 220 000	Clerical Social Security	5,000.00	390.36	63.87	1,806.29
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	5,000.00	371.07	66.82	1,659.14
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	5,000.00	365.11	65.73	1,713.31
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	5,000.00	370.24	66.62	1,669.07
01 2410 230 000	Clerical Retirement	5,000.00	504.65	82.58	870.85
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	5,000.00	478.45	85.84	708.12
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	5,000.00	470.81	84.45	777.36
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	5,000.00	477.42	85.59	720.52
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 002	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 280 000	Clerical LTD/STD	300.00	41.34	124.77	(74.32)
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	300.00	29.30	89.59	31.22
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	300.00	28.84	88.18	35.45
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	300.00	29.28	89.53	31.41
01 2410 310 000	PRINC OFFICE DUES/FEES	300.00	0.00	386.32	(858.96)
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	0.00	0.00	0.00	0.00
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,300.00	0.00	0.00	1,300.00
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	200.00	0.00	32.42	135.16
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	200.00	0.00	0.00	200.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	500.00	93.02	18.60	406.98
01 2410 733 000	PRIN OFFICE FURNITURE	200.00	0.00	0.00	200.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	200.00	0.00	0.00	200.00
2410 OFFICE OF THE PRINCIPAL		348,100.00	29,228.52	74.16	89,966.16
2510 FISCAL SERVICES					
01 2510 112 000	Concession Mgr Salaries	3,000.00	0.00	91.46	256.29
01 2510 116 000	FISCAL SERVICES SALARIES	44,000.00	4,309.24	95.00	2,200.49
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	0.00	0.00	0.00	(33.26)
01 2510 216 000	FISCAL SERVICES GROUP INS	21,000.00	1,915.89	81.68	3,847.44
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00

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01 2510 222 000	SOCIAL SECURITY CONC MGR	3,000.00	0.00	7.00	2,789.86
01 2510 226 000	SOCIAL SECURITY PROF CLASS	4,000.00	319.38	77.63	894.77
01 2510 232 000	Concession Mgr Retirement	3,000.00	0.00	9.03	2,729.06
01 2510 236 000	FISCAL SERVICES RETIREMENT	4,500.00	425.66	91.75	371.13
01 2510 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	0.00	0.00	0.00	(10.15)
01 2510 286 000	FISCAL SERVICES LTD/STD	3,000.00	28.12	8.48	2,745.62
01 2510 310 000	FISCAL SERV/BANK FEES	0.00	0.00	0.00	(393.09)
01 2510 315 000	AUDIT/BUDGET SERVICES	7,000.00	0.00	104.29	(300.00)
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	500.00	0.00	0.00	500.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,000.00	0.00	66.95	330.50
01 2510 530 000	PHONE/INTERNET	15,000.00	1,084.47	58.87	6,170.03
01 2510 531 000	POSTAGE	400.00	209.78	944.61	(3,378.43)
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	200.00	0.00	0.00	200.00
01 2510 610 000	FISCAL OFFICE SUPPLIES	1,000.00	0.00	58.92	410.78
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2510 890 000	FISCAL SERVICES MISC EXP	100.00	0.00	189.77	(89.77)
2510	FISCAL SERVICES	110,700.00	8,292.54	82.62	19,241.27
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	23,000.00	0.00	0.00	23,000.00
01 2590 271 000	WORKERS COMP TCHR/PROF	18,000.00	0.00	0.00	18,000.00
2590	WORKERS COMP INS	41,000.00	0.00	0.00	41,000.00
2610	OPERATION OF BUILDINGS				
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	60,000.00	0.00	0.00	60,000.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	100,000.00	6,932.61	65.17	34,825.99
2610	OPERATION OF BUILDINGS	160,000.00	6,932.61	40.73	94,825.99
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	150,000.00	11,991.17	71.41	42,892.47
01 2620 210 000	MAINT GROUP INS	33,000.00	2,904.53	77.55	7,408.85
01 2620 220 000	MAINT SOCIAL SECURITY	13,000.00	914.63	62.91	4,821.51
01 2620 230 000	MAINT RETIREMENT	15,000.00	1,182.67	70.48	4,428.28
01 2620 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2620 280 000	MAINT LTD/STD	500.00	45.15	81.53	92.35
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
01 2620 340 000	CONSTRUCTION SERVICES	100,000.00	0.00	6.25	93,750.87
01 2620 350 000	REPAIRS/MAINT	0.00	283.00	0.00	(24,389.65)
01 2620 410 000	WATER & SEWER	15,000.00	1,216.61	70.07	4,489.80
01 2620 420 000	TRASH SERVICE	6,000.00	456.70	73.62	1,582.70
01 2620 610 000	MAINT Supplies	60,000.00	1,557.92	30.53	41,683.25
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	0.00	39.73	3,013.50
01 2620 890 000	MISC EXPENSE	5,000.00	0.00	9.15	4,542.68
2620	MAINT OF BUILDINGS	402,500.00	20,552.38	54.21	184,316.61
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	15,000.00	2,260.81	56.79	6,481.89
2630	OUTSIDE MAINTENANCE	15,000.00	2,260.81	56.79	6,481.89
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	150,000.00	16,046.47	83.06	25,409.84

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01 2710 210 000	TRANSP GROUP INSURANCE	34,000.00	2,755.96	71.92	9,546.55
01 2710 220 000	TRANSP SOCIAL SECURITY	12,000.00	1,185.56	76.32	2,841.99
01 2710 230 000	TRANSP RETIREMENT	14,000.00	1,463.75	81.13	2,641.11
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	500.00	43.60	76.80	115.98
01 2710 330 000	TRANSP STAFF DEV/TRN	2,600.00	0.00	0.00	2,600.00
01 2710 340 000	VEHICLE REPAIRS/MAINT	30,000.00	0.00	57.20	12,841.41
01 2710 610 000	VEHICLE PARTS/SUPPLIES	10,000.00	251.36	79.04	2,096.35
01 2710 626 000	GAS & DIESEL	35,000.00	4,979.53	103.21	(1,123.77)
01 2710 732 000	Bus Acquisition (pupil)	50,000.00	0.00	0.00	50,000.00
01 2710 890 000	Transp. Other Expense	3,000.00	265.00	62.99	1,110.17
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	341,100.00	26,991.23	68.31	108,079.63
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	12,000.00	2,470.60	144.57	(5,347.80)
01 2712 210 000	SPED TRANSP Group Ins	0.00	24.36	0.00	(968.41)
01 2712 220 000	SPED TRANSP Soc Sec	1,000.00	188.62	131.17	(311.65)
01 2712 230 000	SPED TRANS Retirement	1,000.00	243.50	169.57	(695.67)
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	0.00	5.19	0.00	(43.11)
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	0.00
01 2712 510 000	Sped Transportation	0.00	0.00	0.00	(125.00)
01 2712 626 000	SPED GAS/DIESEL FUEL	1,500.00	310.00	40.87	887.00
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	0.00	0.00	0.00	0.00
2712	VEHICLE OPER/MAINT/PURCH (SPED)	15,500.00	3,242.27	142.61	(6,604.64)
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	1,000.00	0.00	70.00	300.00
2900	OTHER SUPPORT SERVICES	1,000.00	0.00	70.00	300.00
3300	COMMUNITY SERV OPER				
01 3300 890 000	COMMUNITY SERVICE OP/MISC	0.00	0.00	0.00	(200.00)
3300	COMMUNITY SERV OPER	0.00	0.00	0.00	(200.00)
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS				
01 3535 111 003	High Ability Learners	6,800.00	573.05	75.84	1,642.55
01 3535 211 003	HAL Group Insurance	2,000.00	171.11	76.60	468.02
01 3535 221 003	HAL Social Security	500.00	43.90	78.95	105.26
01 3535 231 003	HAL Retirement	500.00	56.61	101.49	(7.43)
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	0.00	3.69	0.00	(33.74)
01 3535 610 003	HAL Supplies	500.00	0.00	0.00	500.00
01 3535 650 003	High Ability Software	0.00	0.00	0.00	(220.50)
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	10,300.00	848.36	76.17	2,454.16
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	35,000.00	1,308.06	33.64	23,227.46
01 3541 112 003	SIXPENCE SALARIES AIDE	50,000.00	4,014.79	70.93	14,536.49
01 3541 211 003	Sixpence Coord Group Insurance	12,000.00	438.65	33.18	8,018.93

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01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	3,700.00	95.01	23.20	2,841.62
01 3541 222 003	SOCIAL SECURITY AIDE	4,000.00	308.30	68.09	1,276.48
01 3541 231 003	Coord. Retirement	3,500.00	129.21	33.26	2,335.96
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	4,800.00	396.57	72.98	1,296.98
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	200.00	7.96	37.02	125.97
01 3541 282 003	LTD/STD AIDE	200.00	15.21	69.04	61.93
01 3541 330 003	Sixpence Travel/Staff Development	1,000.00	0.00	0.00	1,000.00
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
01 3541 340 003	Sixpence Professional Services	0.00	0.00	0.00	0.00
01 3541 580 003	Sixpence Travel Expenses	2,500.00	0.00	2.59	2,435.37
01 3541 610 003	Sixpence Supplies/Family Inv	7,000.00	1,941.67	68.56	2,200.68
01 3541 733 003	Sixpence Furniture and Equipment	600.00	0.00	0.00	600.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	124,500.00	8,655.43	51.84	59,957.87
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
3570	Teacher Eval Grant	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES				
01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 610 003	Drug Education - Supplies	1,000.00	2,039.00	203.90	(1,039.00)
4900	OTHER FEDERAL EXPENDITURES	1,000.00	2,039.00	203.90	(1,039.00)
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 003	Title I, Part A SALARIES	145,000.00	11,767.55	78.19	31,617.43
01 6200 112 003	Title I - Aide Salaries	0.00	0.00	0.00	0.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	0.00
01 6200 211 003	Title I Group Insurance	38,000.00	3,041.76	78.75	8,074.10
01 6200 221 003	Title I Social Security TCHR	12,000.00	874.74	70.38	3,554.41
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 003	Title I Retirement	15,000.00	1,162.37	74.40	3,839.63
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 6200 281 003	Title I LTD/STD	1,000.00	79.31	77.87	221.32
01 6200 330 003	Title I Staff Dev/Training	500.00	0.00	0.00	500.00
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
01 6200 580 003	Title I Travel Expenses	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	4,000.00	1,459.00	51.47	1,941.01
01 6200 650 003	Title I Computer Software	500.00	0.00	700.00	(3,000.00)
01 6200 733 003	Title I Furniture & Equipment	0.00	0.00	0.00	0.00
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	216,000.00	18,384.73	78.36	46,747.90
6210	FEDERAL-TITLE I PART A ACCTBLTY				

**Expenditure Report by Function/Object -  
Detail\_KW**

05/11/2021 09:43 AM

Regular; Processing Month 05/2021; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6210 330 003	Title I Acctblty TRAVEL/Training EXPENSE	0.00	0.00	0.00	0.00
01 6210 610 003	Title I Acctblty SUPPLIES	0.00	0.00	0.00	0.00
01 6210 650 003	Title I Acctblty COMPUTER SOFTWARE	100.00	0.00	0.00	100.00
6210	FEDERAL-TITLE I PART A ACCTBLTY	<u>100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100.00</u>
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 591 003	IDEA Preschool Prf Serv	1,800.00	0.00	13.50	1,557.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	<u>1,800.00</u>	<u>0.00</u>	<u>13.50</u>	<u>1,557.00</u>
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	13,000.00	2,899.55	200.96	(13,124.19)
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	0.00	0.00	0.00	0.00
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	5,000.00	677.25	114.67	(733.54)
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA)	1,000.00	222.81	197.69	(976.87)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	1,300.00	286.42	194.72	(1,231.31)
01 6408 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	100.00	18.99	166.04	(66.04)
01 6408 340 003	IDEA 0-4 YO Prof Services	12,000.00	1,407.00	55.17	5,379.75
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	7,000.00	0.00	3.47	6,757.00
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	<u>39,400.00</u>	<u>5,512.02</u>	<u>110.14</u>	<u>(3,995.20)</u>
6410	FEDERAL-IDEA PART E/P (619)				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	28,000.00	0.00	0.00	28,000.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	31,000.00	0.00	0.00	31,000.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619)	<u>59,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>59,000.00</u>
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	6,000.00	498.31	74.75	1,515.21
01 6412 211 003	GROUP INSURANCE TCHR/PROF	1,500.00	172.23	104.31	(64.70)
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	0.00	38.30	0.00	(344.70)
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	0.00	49.22	0.00	(441.20)
01 6412 281 003	IDEA LTD/STD TCHR/PROF	0.00	2.27	0.00	(20.90)
6412	IDEA Non-Public	<u>7,500.00</u>	<u>760.33</u>	<u>91.42</u>	<u>643.71</u>
6969	Title IV ESSA/SSAE Grant				
01 6969 340 000	Title IV ESSA/SSAE Grant	800.00	0.00	736.85	(5,094.80)
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
01 6969 610 000	Title IV SSAE Grant Supplies	0.00	0.00	0.00	0.00
6969	Title IV ESSA/SSAE Grant	<u>800.00</u>	<u>0.00</u>	<u>736.85</u>	<u>(5,094.80)</u>
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	1,500.00	0.00	0.00	1,500.00
6992	FEDERAL-REAP	<u>1,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500.00</u>
6996	COVID / ESSER				
01 6996 112 000	COVID CARES ACT SALARIES	40,000.00	0.00	39.48	24,207.25
01 6996 132 000	COVID OVERTIME AIDE/PARA	7,000.00	0.00	35.36	4,524.91
01 6996 222 000	COVID SOC SEC AIDE/PARA	8,000.00	0.00	17.53	6,597.55
01 6996 232 000	COVID RETIREMT AIDE/PARA	5,000.00	0.00	33.31	3,334.48
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	(66.37)
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	4,327.18	0.00	(4,327.18)

**Expenditure Report by Function/Object -  
Detail\_KW**

05/11/2021 09:43 AM

Regular; Processing Month 05/2021; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6996 610 000	COVID/ESSER SUPPLIES	20,054.00	0.00	53.33	9,358.86
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	(9,643.80)
6996 COVID / ESSER		80,054.00	4,327.18	57.55	33,985.70
8000 TRANSFERS (OUTGOING)					
01 8000 912 000	TRANSFER TO HOT LUNCH	0.00	0.00	0.00	0.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	50,000.00	0.00	0.00	50,000.00
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000 TRANSFERS (OUTGOING)		50,000.00	0.00	0.00	50,000.00
9000 NON-PROGRAM EXPENDITURES					
01 9000 110 000	Kitchen Payroll	60,000.00	6,588.02	91.34	5,193.08
01 9000 210 000	KITCHEN GROUP INS	10,000.00	702.04	62.89	3,711.18
01 9000 220 000	KITCHEN SOCIAL SECURITY	5,000.00	494.27	82.10	894.82
01 9000 230 000	KITCHEN RETIREMENT	5,000.00	650.76	107.89	(394.68)
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	500.00	26.37	47.04	264.82
01 9000 900 000	MISC EXP-expected carryover	0.00	0.00	0.00	0.00
9000 NON-PROGRAM EXPENDITURES		80,500.00	8,461.46	87.99	9,669.22
01 GENERAL FUND		7,574,000.00	611,174.85	71.26	2,177,035.62

**Expenditure Report by Function/Object -  
Detail\_KW**

05/11/2021 09:43 AM

Regular; Processing Month 05/2021; Fund Number 01

User ID: KAW

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		7,574,000.00	611,174.85	71.26	2,177,035.62

# REPORT TO THE HTRS BOARD OF EDUCATION MAY 2021

SUBMITTED BY: LISA OTHMER PK-12 PRINCIPAL

## **Extra-Curricular Drug Testing Policy**

At this time of year two years ago HTRS was exploring the possibility of extra-curricular drug testing. If you would like to revisit the possibility or want more information, please let me know.

## **Math Curriculum**

Last year we updated our math curriculum for grades 7-12. We did not update K-6 at that time because we still had one more year on our license and the company was not willing to cut us a break on that so we will be updating our K-6 enVision math curriculum to the national edition which gets the green light from Edreports. Here is the Edreport, if you would like to look at it.

<https://www.edreports.org/reports/overview/envision-mathematics-common-core-2020-2021>

## **Professional Development**

Teachers are already registering for summer professional development. One of the commendations from the NDE Frameworks Accreditation Exit Report was our commitment to support the growth of our teachers through professional development. Our science teachers will be attending the 3D Science workshop in Falls City this year and our excited to collaborate with other teachers on how they are implementing the new science standards. HTRS students have always excelled in science and really enjoy the "hands on" learning opportunities our science teachers provide for them. We will also be hosting a Canvas training, and continue with EduClimber implementation.

## **Handbook**

Please see the uploaded draft of the HTRS handbook. Changes are highlighted. Please let me know if you have questions regarding those changes.

## **Accreditation**

You will receive a summary report from me on the accreditation process next month.



## **Board Report May 2021**

**Kari S. Lottman**  
**Assistant Principal**

### **Assessment Update**

The upper elementary and middle school students have been very busy testing this past month. All grade levels (3<sup>rd</sup>-8<sup>th</sup>) took the NSCAS English Language Arts and Math tests while the 5<sup>th</sup> and 8<sup>th</sup> grade also took the NSCAS Science. NSCAS (Nebraska Student Centered Accountability System) is the state mandated assessment that is required for all public school students. Each test takes approximately 60 minutes to complete, this year we split the test sessions into two days for the students to complete. This year we will receive local results on the ELA and Math assessments. Since the Science test was a field test, we will not receive scores for it.

The freshmen and sophomores completed the PreACT this spring. This test will help them prepare for the ACT their junior year as well as provide them with insight into possible careers they might want to pursue based on their strengths.

The juniors completed the ACT on April 15<sup>th</sup>. They took the test very seriously and worked hard on it. The state considers a score of 18 as proficient in Math and English Language Arts and a score of 19 as proficient in Science. We do not have all of those results back yet.

The students in grades Kindergarten through second have completed the Spring MAPs tests. We have also completed the Acadience reading and STAR reading assessments this month too. It is always interesting to see how much our students grow over the course of the school year. We will be analyzing data during the Data Retreat scheduled for the beginning of next school year.

### **State Accreditation (virtual) Visit**

We hosted an external team to review our school improvement process. This team reviewed our evidence and interviewed several groups of HTRS patrons. The exit review was Thursday, the team had several commendations and recommendations for us to discuss and build our next cycle of the process upon. We will take time to reflect on the past process and then move forward with the next cycle.

### **End of the Year**

We have focused on finishing out the year strong with music celebrations, field trips and awards nights. It is always enjoyable to reflect on the past year during these events and appreciate all of the amazing things our students and staff have accomplished during one of the most crazy and stressful year on record.



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## NASB Monthly Update for Board Meetings - Agenda Item: May 2021

View the Monthly Update in video form at:

<http://members.nasbonline.org/index.php/news-resources/videos>

### [Board Notes – Newsletter \(April\)](#)

#### “NASB Update”

As a board, some items you should doing, or have on the agenda for April include:

<http://members.nasbonline.org/index.php/resources>

#### MISSION, VISION, & GOALS

- Strategic Plan Update; District Goals Update;

#### POLICY GOVERNANCE

- **Student Discipline/Law Enforcement Policies.** On or before **August 1** the board will annually review board adopted policies, rules, and standards pertaining to student conduct and review with county attorney. § 79-262
- **Student Attendance; Nonattendance; Referral to County Attorney.** Annual review of policy on attendance, excessive absences due to illness, services to address barriers to attendance, and collaboration with county attorney. § 79-209

#### ACCOUNTABILITY & STUDENT ACHIEVEMENT

- **Review Statewide Assessment Results**
- **Review current District Graduation Requirements** and proposed changes as appropriate.
- Review all expanded learning opportunities [Report: Career College Readiness courses, community partnerships, Advanced Placement courses, Distance Learning courses, Inter-local Agreements]
- Review **English Language Learners Program** [Report: enrollment, programming provided, staff support, curriculum]
- Review **Early Childhood Program** [Report: enrollment, programming, staff support, curriculum, etc.]
- Review **Special Education Program** [Report: supports provided, # of certified and classified staff, other]
- Review **HAL Program** [Content: current # of students identified, staff, curriculum, etc.]
- **Reports; filing requirements; contents.** On or before **June 30** the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. § 79-528

#### ADVOCACY

- Review the 2021 Legislative Session, board’s impact

#### DISTRICT/ESU RESOURCES [BUDGET]

- State Aid Certification and Distribution (§ 79-1022)
- Board and Administrator Budget Work Session



## REPORTS

- Board Committees; Superintendent; Administrators;
- **Reports; filing requirements; contents.** On or before **June 30** the superintendent of each school district shall file with the Commissioner of Education a report described as an end-of-the-school-year annual statistical summary showing (a) the number of children attending school during the year under five years of age, (b) the length of time the school has been taught during the year by a qualified teacher, (c) the length of time taught by each substitute teacher, and (d) such other information as the Commissioner of Education directs. § 79-528.

## BOARD ELECTIONS

- ESU Board - On or before **June 15** the ESU must notify County Clerk or Election Commissioners of member seats to be filled at general election. § 32-404 and § 32-601

### **NASB's Video Resources:** <http://members.nasbonline.org/index.php/news-resources/videos>

- Legal Resources, NASB's Live & Learn Series, Q&A's with the Governor and Commissioner Blomstedt, EHA Updates, Advocacy breakdowns, Monthly Board Agendas, and MUCH more!

### **Networking & Events:** <http://members.nasbonline.org/index.php/events>

- NASB Annual Member Golf Outing – June 2 – Kearney
- NASB School Leaders & Law Conference – June 2-3 – Kearney
- ALICAP Workshops – June 29 in Gering – June 30 in Kearney – July 1 in Lincoln
- Area Membership Meetings – August to October
- Facilities & Construction Workshop – September 9 – Kearney
- Labor Relations Conference – October 12-13 – Lincoln
- 5<sup>th</sup> Annual Sparq Tailgate Party – October 30 – Embassy Suites - Lincoln
- State Education Conference – November 17-19 – CHI Health Center, Omaha

### **Advocacy/2021 Legislative Session:**

- The 2021 legislative session began January 6. Keep tabs with all things pertinent to your school at NASB's Govt Relations page at <http://members.nasbonline.org/index.php/government-relations>
- Stay engaged during the Session and follow along with the bills NASB is tracking at: <https://nasb.envisiams.com/legislative-bills> and through NASB's **Legislative Notes** e-updates.

Follow NASB on twitter at [www.twitter.com/NASBOnline](http://www.twitter.com/NASBOnline) using the hashtag #liveNASB  
and on facebook at [www.facebook.com/NASBOnline](http://www.facebook.com/NASBOnline)

Watch all of the NASB videos at <http://members.nasbonline.org/index.php/news-resources/videos>

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>



Sherri Edmundson &lt;sherriedmundson@htrstitans.org&gt;

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## LWCF Options with the HTRSD Property in Table rock

2 messages

**Sampson, Schuyler** <schuyler.sampson@nebraska.gov>

Wed, May 5, 2021 at 3:35 PM

To: "rkunze54@gmail.com" <rkunze54@gmail.com>, "Edmundson, Sherri" <sherriedmundson@htrstitans.org>, "ahunzeker@tablerockbank.com" <ahunzeker@tablerockbank.com>, "bllaun@yahoo.com" <bllaun@yahoo.com>, "tablerockvillage@gmail.com" <tablerockvillage@gmail.com>, "Beethe, Benjamin" <bbeethe@gmail.com>

All:

I have received several email inquiries about information or clarifications from all of you regarding the property in Table Rock encumbered under the LWCF Act. All of you have provided good questions and they are pretty much the same or similar questions from each of your organizations. Therefore, I think it might benefit each organization for us to host a virtual meeting between HTRSD, Tiger Rock Community Organization and the Village of Table Rock and myself.

We can have an open forum type discussion for all of you to ask questions you have about the options being proposed to resolve the LWCF encumbrance issue for HTRSD and how they might or might not fit within the LWCF regulations.

Below is a link to a doodle poll to assist us with finding an optimum time and date to host this meeting. Please fill out the doodle poll with your first name, last name and organization you are representing in the poll (ex. Schuyler Sampson – NGPC), by **Friday, May 7, 2021 at 12:00 pm**. I will provide a link to the zoom meeting after the deadline time.

<https://doodle.com/poll/y5gkg699m3u3xvf3>

**Meeting Agenda:** To discuss options and clarifications associated with the LWCF property owned by the HTRSD and how all options currently presented.

**Duration:** 90 mins

**Date and Time:** TBD after doodle poll

**Place:** Zoom platform - virtual

Have a wonderful day!

Schuyler Sampson

Recreation Planner

Planning and Programming Division

5/7/2021

HTRS Public Schools Mail - LWCF Options with the HTRSD Property in Table rock

Nebraska Game and Parks Commission

2200 N 33<sup>rd</sup> Street

Lincoln, NE 68503

O: 402.471.5283

[schuyler.sampson@nebraska.gov](mailto:schuyler.sampson@nebraska.gov)

<http://outdoornebraska.gov/lwcf/>

<https://ngpcgrants.outdoornebraska.gov>



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**sherriedmundson@htrstitans.org** <sherriedmundson@htrstitans.org>  
To: [schuyler.sampson@nebraska.gov](mailto:schuyler.sampson@nebraska.gov), [schuyler.sampson@nebraska.gov](mailto:schuyler.sampson@nebraska.gov)

Wed, May 5, 2021 at 3:41 PM

Your message

To: [schuyler.sampson@nebraska.gov](mailto:schuyler.sampson@nebraska.gov)

Subject: LWCF Options with the HTRSD Property in Table rock

Sent: 5/5/21, 3:35:38 PM EST

was read on 5/5/21, 3:41:37 PM EST

# Village of Table Rock

**P. O. Box 123  
Table Rock, Nebraska 68447  
(402) 839-5575**

April 18, 2021

HTRS Public School  
800 Longbranch St  
Humboldt, NE 68376

To Whom It May Concern:

The Village Board has received multiple complaints about the Football Field property that you own along Highway 4 in Table Rock. The concern is that it is a hazard and unsightly. The past few years the property has not been mowed or maintained, until recently when the Table Rock Volunteer Fire Department burnt it. In the past, people are volunteering within the community to mow because it is unsightly.

The Village Board is requesting your cooperation and prompt action cleaning up this property. The Board would like to see the trees cut down and to have the property mowed regularly. The Board is currently trying to work with all our residents to make sure people take pride in their property. If the property cannot be maintained further action will be taken.

The following ordinances are currently in effect within the Village of Table Rock:

Ordinance 91.20	Nuisances
Ordinance 91.23	Dead or Diseased Trees
Ordinance 91.24	Weeds; Litter, Stagnant Water

If you have any questions, you can reach the village office at 839-5575.

Sincerely,

Village Board of Table Rock  
Ben Laun  
Bill Vogt  
Milan Tomek  
Cayle Rauner  
Kenny Edwards







## Educational Service Unit 4

919 16th Street  
Auburn, NE 68305  
402.274.4354  
402.274.4356 (fax)  
[www.esu4.org](http://www.esu4.org)

**Administrator**  
Gregg Robke

**Director of Support Services**  
Chuck Hummel

**Health Services Director**  
Felicia Martin, RN

**Teaching and Learning Team**  
Jen Madison/Lori Broady/Ben Hanika

**Special Education Director**  
Ellen Stokebrand

**NCECBVI Campus Administrator**  
Sally Schreiner

**Technology Director**  
Dustin Buggi

Date: March 10, 2021

To: ESU 4 Superintendents

From: Gregg Robke  
Administrator

Re: Core Services Resolution  
Program Support: 2021-2022 School Year

The service units in Nebraska are required by law to provide *Core Services* (Rule 84) to member schools. In order to do that, the state provides some funding, which is based on the student enrollment numbers for each district. This information is shared with superintendents each year.

I have not received a draft from NDE regarding Core Services funds for 2021-2022. The amount for 2020-2021 is \$172,419.59.

Each service unit in the state is given the responsibility to define Core Services within the following prerequisites:

- A. Core Services shall be within the following service areas in order of priority:
  - a. Staff Development
  - b. Technology; and
  - c. Instructional Material Services;
- B. Core Services shall improve teaching and student learning by focusing on enhancing school improvement efforts, meeting statewide requirements, and achieving statewide goals in the state's system of elementary and secondary education;
- C. Core Services shall provide schools with access to services that:
  - a. The educational service unit and its member school districts have identified as necessary services;
  - b. Are difficult, if not impossible, for most individual school districts to effectively and efficiently provide with their own personnel and financial resources;
  - c. Can be efficiently provided by each educational service unit to its member school districts;
  - d. Can be adequately funded to ensure that the service is provided equitably to the state's public school districts;
- D. Core Services shall be designed so that the effectiveness and efficiency of the service can be evaluated on a statewide basis; and

E. Core Services shall be provided by the educational service unit in a manner that minimizes the costs of administration or service delivery to member school districts.

Statutes also state that in order for Core Services to be provided to member schools, two-thirds of the member districts representing a majority of the students must approve these services. The statute also has the same requirement for additional services provided by the ESU and funded by the general fund tax levy. In the past a district's participation in Core Service Programs has been identified by a resolution (enclosed) approved by the board of education for each district. Support services have been identified and supported by the unit's Advisory Committee. In addition to utilizing property tax receipts for support services, portions of those costs are paid for by the districts utilizing the services. This plan has been, and is discussed continually, and is supported by the Advisory Committee.

At this point, the amount of Core Services funding is not known. To meet the intent of the law in a professional manner given the financial constraints continues to be a challenge. The financial and professional support shown by our districts is wonderful and has been very beneficial. Such support allows the services to continue.

Enclosed with this memo is a resolution for each district's Board of Education to consider. With that support and an endorsement from ESU 4's Board we will receive state funding in order to support Core Services for the 2020-2021 school year. Please consider this resolution at your April/May Board meeting and return the resolution document to me. I will then ask the ESU 4 Board to approve all district resolutions.

Thank you to your Board for the continued support for ESU 4's Core Services programs. As well, thank you for the endorsement of the identified support services we have provided and will continue to provide.

GR/kt





Sherri Edmundson &lt;sherriedmundson@htrstitans.org&gt;

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**Resolution**

4 messages

**Sherri Edmundson** <sherriedmundson@htrstitans.org>

Tue, Apr 13, 2021 at 10:19 AM

To: Gregg Robke &lt;grobke@esu4.net&gt;

Our board did not approve the resolution last night. I probably did not do a good job of explaining it! They want a breakdown of the \$172,419 cost from 20-21 and would like an idea of the NDE funds.

Thanks!

--  
Sherri L. Edmundson  
HTRS Superintendent

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**Gregg Robke** <grobke@esu4.net>

Tue, Apr 13, 2021 at 10:57 AM

To: Sherri Edmundson &lt;sherriedmundson@htrstitans.org&gt;

Hello Sherri -

Please call to discuss if this does not make sense.

The only funds we get from NDE are core services and those pay for staff to provide professional development, which are defined in Rule 84. I have linked that below and copied and pasted the actual language from NDE.

For staff development (Jen, Lori, and Ben), this is the highest priority "core" service we provide to area school districts. These three individuals provide this service as their focus is Teaching and Learning, i.e., staff development. Your district is not charged for services provided from this department. These individuals have a working relationship with you and your staff. Each year, they sit down with each district to help plan (planning visits) upcoming needs and activities that might benefit and have an impact on student learning in your district.

Ben also helps with the technology integration and with distance learning services.

For this department (salaries and benefits only), the cost is approximately \$300,000. You can see by the amount that ESU 4 receives (172,xxx) that I have to find other ways to help fund this department. By definition in Rule 84, we have to provide this service to all schools we serve. The resolution is for you and your board to acknowledge that we will provide those services.

[https://cdn.education.ne.gov/wp-content/uploads/2017/10/Rule84\\_2012.pdf](https://cdn.education.ne.gov/wp-content/uploads/2017/10/Rule84_2012.pdf)

By Definition:

002.05 Core services shall mean services that are provided by educational service units to all member school districts and that are in the following service areas in order of priority:

**TITLE 92 CHAPTER 84**

002.05A Staff development, which shall include access to staff development related to improving the achievement of students in poverty and students with diverse backgrounds;

002.05B Technology, including distance education services; and

002.05C Instructional materials services.

--

Gregg Robke

Administrator of ESU 4

<http://www.esu4.org>

Auburn, NE

402.274.4354

[Quoted text hidden]



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**Sherri Edmundson** <sherriedmundson@htrstitans.org>

Tue, Apr 13, 2021 at 11:19 AM

To: Gregg Robke <grobke@esu4.net>

Thank you! I'll send this out and see if there are more questions! So, the \$172,xxx is what you received from NDE, not what we paid, right?

[Quoted text hidden]

---

**Gregg Robke** <grobke@esu4.net>

Tue, Apr 13, 2021 at 11:35 AM

To: Sherri Edmundson <sherriedmundson@htrstitans.org>

Correct -- core services have nothing to do with SPED services.

[Quoted text hidden]

**HTRS PUBLIC SCHOOLS  
STUDENT HANDBOOK  
2020-2021**

**FORWARD**

This handbook is written to provide all students attending HTRS with guidelines for their educational progress and conduct. Rules and regulations are necessary to promote a positive learning atmosphere. This handbook is intended to be used as a guideline, not a binding contract, and is subject to change.

**HTRS MISSION STATEMENT**

**Empowering all learners for the challenges of tomorrow.  
#TitanPride**

**HTRS VISION STATEMENT**

HTRS Public Schools...collectively leading and empowering students to change the world through enriched learning and multi-faceted pathways.

We Believe...

- Students learn best in a safe, respectful and motivating environment.
- Learning is a cooperative effort requiring communication among all stakeholders.
- A rigorous curriculum and high expectations enable students to learn, unlearn and relearn in preparation for an ever-changing world of opportunity.

## NOTICE CONCERNING STAFF QUALIFICATIONS

The Every Student Succeeds Act of 2015 gives parents the right to acquire information about the professional qualifications of their child's classroom teachers. Upon request, Humboldt-Table Rock-Steinauer Schools will give parents the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to an administrator in your child's school building. The information will be provide to you in a timely manner.

Finally, Humboldt-Table Rock-Steinauer Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

## NOTICE OF NONDISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442:
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

**This institution is an equal opportunity provider**

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**HTRS STAFF**

**ADMINISTRATION**

Sherry Edmundson.....Superintendent  
Lisa Othmer.....K-12 Principal/Title IX Coordinator  
Kari Lottman.....Asst. Principal  
Kara Engles.....Activities Director  
Candy Blecha.....SPED Coord./Autism Sp

**OFFICE PERSONNEL**

Lanette Speckmann.....Secretary  
Brittany Freeman.....Secretary  
Kellie Workman.....Business Manager

**ELEMENTARY**

Jaime Frey.....Preschool  
Destany Worthey.....Preschool  
Billi Jo Freeman.....Kindergarten  
Maggie Tomek.....Kindergarten  
Emily Clark.....1<sup>st</sup> Grade  
Brittney Gauthier.....1<sup>st</sup> Grade  
Dolly Svoboda.....2<sup>nd</sup> Grade  
Shari Drake.....3<sup>rd</sup> Grade  
Lisa Wittrock.....4<sup>th</sup> Grade  
Ben Billesbach.....5<sup>th</sup>/6<sup>th</sup> ELA  
Taylor Dunekacke.....5<sup>th</sup>/6<sup>th</sup> Math  
Taylor Eltiste.....Music  
Ashlee Meyer.....Title I  
Amy Werts.....Title/Sixpence  
Macie Coffey.....Special Ed.  
Jason Cover.....Special Ed.  
Carmen Eppens.....Special Ed.  
Alecia Gerdes.....Special Ed.  
Angie Bowers.....Special Ed.  
Angela Schnacker.....Physical Ed.  
Dan Ingwersen.....K-8 Guidance  
Diana Platt.....Speech Path.

**SECONDARY**

Amanda Bowen.....	English
Brad Catlin.....	Industrial Arts
Joan Dreier.....	Business Ed.
Gabriel Gauthier.....	Social Studies
Allie Graf.....	Special Ed.
Matt Helms.....	Math
Megan Howe.....	Math
Angie Hunzeker.....	English
Sharon Joyner.....	Art
Sara Kappel.....	Media
Caleb Lempke.....	Physical Ed.
Tami Robinson.....	Science
Brittany Rogers.....	9-12 Guidance
Trent Platt.....	Agriculture
Donna Railsback.....	Science
CindyStalder.....	Modulars/Info Tech
Kim Standerford.....	Technology Integration
Karmen Tomek.....	Social Studies
Sarah Volker.....	Music
Darcy Weldon.....	Science
Dennette Wheeler.....	Title 1
Glena Withers.....	Technology
Mark Woolard.....	Spanish/ College Class Proctor



## EXTRA CURRICULAR SPONSORS

Class of 2021.....	Megan Howe
Class of 2022.....	Allie Graf, Angie Hunzeker
Class of 2023.....	Gabe Gauthier, Matt Helms
Class of 2024.....	Sara Kappel, Darcy Weldon
Class of 2025.....	Mandy Bowen, Karmen Tomek
Class of 2026.....	Mandy Bowen, Karmen Tomek
Academic Decathlon.....	Angie Hunzeker
Student Council.....	Sarah Volker
National Honor Society.....	Brittany Rogers
Annual.....	Brittany Rogers
Competitive Speech.....	Jaimie Frey
Swing Choir.....	Sarah Volker
Jazz Band.....	Sarah Volker
Cheerleading.....	Bethany Platt
One Act.....	Megan Howe
FFA.....	Trent Platt
Robotics.....	Cindy Stalder
JH Quiz Bowl.....	Cindy Stalder
HS Quiz Bowl.....	



## STUDENT INFORMATION

### **ARRIVAL TIME**

Students should not report to school until 7:25 a.m. Please do not drop your students off before that time. All students will be expected to be ready to start the school day at 7:55 a.m. Students in grades K-8 will report to the small gym upon arrival to school. Students in grades 9-12 will report to the Commons area upon arrival to school.

### **STUDENT LOCKERS**

All students will be assigned a locker. The locker remains the property of the school and administration reserves the right to inspect lockers as deemed necessary. Students are expected to keep lockers clean, locked and orderly. Do not keep valuables in your locker. A student will be assigned a locker with a lock at the beginning of each year. Students are not to tape anything to the outside of their lockers. Magnets will be available to place information on the outside of lockers. **Backpacks are to be stored inside lockers or hung on the hooks provided on the second floor of the north addition.**

### **PERSONAL PROPERTY**

Students are asked not to bring private property to school. The school and school personnel are not held responsible for any item brought from the home should any damage occur or should that item be lost or stolen. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary keeping.

### **STUDENT DRESS**

Every student attending HTRS Public Schools is expected to be neat in appearance and dress at all times. People's opinion of our school will be formed by the way students represent it in dress and conduct. Student appearance reflects both themselves and the school district.

The HTRS dress code is as follows:

1. A student and his parent or guardian are responsible for the student's grooming while he or she attends school. However, appearance which is disruptive or in bad taste is not allowed.
2. Coaches or sponsors of teams or special groups which represent the school may make special dress and grooming regulations for those groups which students will be expected to follow if they wish to participate.
3. Hats or caps are not to be worn inside of any school building during school days or at school activities including events not hosted by HTRS.
4. **Coats or jackets are not to be worn inside the school during the school day.**
5. Clothes advertising/stating things which are offensive, illegal, or in poor taste are not to be worn.
6. Clothing should fit properly. Styles change, but the school is not a fashion parlor. Tank tops may be worn under a shirt. Spaghetti straps and short tops are not to be worn. Bra

straps should not be visible. Midriff tops are not acceptable (bare skin should not be showing around the middle.) No halter tops, pajama pants or sagging jeans.

~~7. No leggings should be worn unless they are worn as hosiery under a skirt or dress.~~

8. The above may be altered on a school-wide basis for specific situations.

Each student should take it upon himself/herself to dress appropriately within the guidelines. The staff will interpret and enforce the guidelines. The administration will be the ultimate authority in determining compliance to the dress code.

### **MEDICATION**

Any student taking medication during the day must keep their medicine in the nurse's office. The HTRS staff WILL NOT dispense any medication without specific WRITTEN PERMISSION. To disburse medicine, when permission is granted over the telephone, a permission form must be signed and returned to the office. All medication must be in its original container.

### **HEALTH CONCERN**

Any student with a temperature over 100.0 degrees will be sent home from school. They should remain home until they are fever free (without medication) for 24 hours. Students who are experiencing nausea and diarrhea should remain home until they are symptom free for 24 hours also.

Any student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. When a child is sent home because of suspected reportable communicable disease, a report may be provided to the Board of Health.

Administrative regulations are:

The school nurse will function as the liaison with the student's physician as necessary and will communicate the health management procedures within the school building.

Decisions regarding the type of educational setting for the student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

The privacy of the student and his/her family must be protected and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirement.

A student might be considered at elevated risk if he/she: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

### **STUDENT RECORDS**

Any student in the HTRS Public Schools, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files maintained concerning him/her, in the presence of the counselor, principal, or Superintendent of schools.

No other person shall have access to, nor shall the contents thereof be divulged in any manner to any unauthorized person.

All files shall be maintained as to separate academic and disciplinary matters. All disciplinary materials shall be removed and destroyed upon the student's graduation or after his/her continuous absence from the school for a period of three years, and authorization is given by the State Record Board, pursuant to Sections 84-1201 to 84-1220, R.R.S., Nebraska 1943 and 79-415 Nebraska School Laws, 1976.

### **NEW STUDENTS**

All students entering kindergarten are required to have a health physical, updated immunization card and eye exam by a medical doctor before the start of the new school year. Incoming kindergarten students will also be required to submit **an original** copy of their birth certificates.

Students transferring into the HTRS Schools from another district may do so by contacting the school office at (402) 862-2151. Transfer students will need **an original** copy of their birth certificate, immunizations and health records. According to the Nebraska State Law, all students entering the seventh grade or transferring from another state are required to submit a school physical form to the office prior to being enrolled at HTRS. These physicals may also be used as the medical physical form for athletic participation. A parent will need to sign a Release of Information Form in order for records to be obtained from the previous school district.

State law requires new students to show proof of immunization for childhood diseases before your child can attend school in Nebraska. If your child's immunization card is in the school records which will be sent from your previous school, that will be sufficient until we receive the records. HTRS requires a complete record of immunizations before your child may start school.

### **WITHDRAWAL**

When withdrawing from the HTRS Schools, please contact the school office as soon as withdrawal dates are known. Any equipment, book, fees, fines, or money owed must be accounted for before records will be transferred. Additionally, release forms must be signed by a parent before records can be transferred directly to the new school.

### **VISITORS**

Parents are encouraged to visit the school and we welcome their interest, however; **all visitors are to check in at the main entrance security desk** prior to visiting with a student in the halls, classrooms or on the school grounds. Parents are encouraged to set up time with the classroom

teacher prior to visiting. It is highly discouraged to have non-district students visit classes. Permission may be granted at the discretion of the administration.

## **ACADEMIC REQUIREMENTS**

### **SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES**

The HTRS School is committed to providing an educational environment that is safe and free from the detrimental effects of illicit drugs and alcohol.

The school provides instruction in all grades through the guidance program and health classes that address the legal, social, and health consequences of drug and alcohol use. Instruction also emphasizes resisting peer pressure concerning illicit drug and alcohol abuse.

### **STAFF QUALIFICATIONS**

All teachers for HTRS elementary classrooms hold Nebraska Teaching Certification issued by the Department of Education for the State of Nebraska and are teaching within their endorsed areas of instruction.

### **ACADEMIC PERFORMANCE**

The Board of Education and the staff at HTRS believe that the main priority of students should be their academics. Everyone within the District shall help each student strive to meet his/her potential. Academic performance and educational guidance for students who are experiencing difficulty in their academic classes is very important. To help student succeed in their academic classes, before and after school assistance is available. It is the responsibility of both the student and teacher to make arrangements for a time that is convenient for all parties involved. Students are given the opportunity to obtain educational guidance, support and instruction on a daily basis.

### **INCOMPLETE WORK**

Students with incomplete work or who are on the down list in any class will be required to stay 9<sup>th</sup> hour for academic aid. 9<sup>th</sup> hour will begin at 3:30 p.m. and end at 4:15 p.m. At 4:15 p.m. students will be allowed to attend sports practices or other scheduled activities. If the work is not satisfactorily completed, the student will remain on 9<sup>th</sup> hour until the teacher signs him/her out. If the student fails to report for 9<sup>th</sup> hour a 30-minute detention will be issued in addition to the 9<sup>th</sup> hour. If the student fails to report a second time the parent will be notified and an in-school suspension (ISS) will be issued.

If the student has been ill, the time period allowed for making up an incomplete will be the number of days absent plus 1 day. An incomplete will automatically eliminate a student from the honor roll, unless it is due to illness and work can be made up before the honor roll is released.

### **K-8 PROMOTION REQUIREMENTS**

Students in kindergarten through eighth grade failing any of their core subjects, those subjects that a student takes five days a week, may be retained. The final determination of promotion or retention shall be the responsibility of the administration. Those students with special needs will

be evaluated on an individual basis by the administration. Parents may request a review of the retention.

### **GRADUATION REQUIREMENTS**

A student must earn a total of 260 semester hours of credit of which 220 must be academic solids. A semester hour is earned for one period a week all semester, hence five periods a week equals five semester hours. Every student must earn a minimum number of hours in the following disciplines:

English	40 semester hours
Speech	5 semester hours
Math	40 semester hours
Science	30 semester hours
American History	10 semester hours
Geography	10 semester hours (eliminate and meet standards in other SS courses)
Government/Econ	10 semester hours
World History	10 semester hours
Physical Education	6 semester hours
Health	4 semester hours
Computer Science	10 semester hours
General Business	10 semester hours
Fine Arts	5 semester hours
Electives	70 semester hours

Credits received for enrichment classes in addition to regular academic classes are:

Band	5 hours per semester
Chorus	5 hours per semester
Library Aide	5 hours per semester
Office Aide	5 hours per semester
Teacher Aide	5 hours per semester

Any student desiring to work as a teacher's aide, library aide, or office aide must be a junior or senior and assigned through the counselor or principal's office. Students will only be allowed to work as a teacher aide for one class period a day. **An application process may be required.**

**Work experience will be granted to juniors and seniors that are in good standing have made proper arrangements through the counselor's office. Work experience may be revoked at any time by the administration.**

HTRS operates on an 8-period day. Every student must have 8 complete periods filled. Students wishing to fill less than 8 periods will need to present their requests to the counselor and principal. In order to justify a class selected from the elective field, we must have a minimum number of students enrolled each semester.

All students are expected to attend 8 full semesters of high school to receive a diploma. Special action must be taken by the HTRS School board for any exception to this rule.

**IF DURING YOUR YEARS IN HIGH SCHOOL YOU HAVE FAILED A REQUIRED SUBJECT AND MUST REPEAT IT, THE COUNSELOR WILL WORK WITH EACH STUDENT TO ENSURE THEY ARE MEETING THE REQUIREMENTS FOR GRADUATION.**

Any former students of Humboldt Table Rock - Steinauer, Dawson-Verdon or Southeast Consolidated may receive a High School diploma if they meet the following conditions:

1. Eighteen years of age and the class in which the applicant was enrolled at time of withdrawal has been graduated at least one year.
2. Successfully completed the G.E.D test and present the test scores with letter of application.
3. Pay the full cost of obtaining a diploma from a printing company.
4. The applicant must present a formal letter of application to the Superintendent of Schools requesting a diploma.
5. If an applicant feels that he/she has a special situation that should be considered, he/she should talk to the administration. If the administration feels that the situation has merit, they will present it to the school board.

**DROPPING OR ADDING SUBJECTS**

Student may not drop, discontinue or add subjects except at semester unless special arrangements have been made with the counselor and principal. The counselor and principal will only give permission when students have gained approval of his/her parents and have consulted with the instructor of the subject to be dropped or added. To drop or add a subject, the student should secure the proper form from the counselor.

**PARENT/TEACHER CONFERENCES**

Parent-teacher conferences are scheduled twice a year. Time is allowed for direct questions, answers and observations between the parent and the teacher.

**REPORT CARDS**

Report cards will be printed at the end of every quarter or semester. Proficiency, progress and deficiency reports will be sent out, as necessary by the teacher. Students transferring to another district will receive their reports from the school via mail.

### **REGULAR GRADE SCALE**

A+	=	98-100
A	=	95-97
A-	=	93-94
B+	=	91-92
B	=	88-90
B-	=	86-87
C+	=	84-85
C	=	80-83
C-	=	78-79
D+	=	76-77
D	=	72-75
D-	=	70-71
F	=	69-0

### **WEIGHTED GRADE SCALE**

A+	5.0	A+	4.0
A	5.0	A	4.0
A-	5.0	A-	4.0
B+	4.75	B+	3.75
B	4.5	B	3.
B-	3.0	B-	3.0
C+	3.75	C+	2.75
C	3.5	C	2.5
C-	3.0	C-	2.0
D+	2.75	D+	1.75
D	2.5	D	1.5
D-	2.0	D-	1.0
F	0.0	F	0.0

### **HONOR ROLL**

Honor roll recognition is for students in grades 7-12 and is based on core subjects, those subjects that a student takes five days a week. Subjects graded by “pass/fail” will not be used to determine grade point average. The **High Honor Roll** will include students with a GPA of 94 to 100 percent with no grade below an 86 percent in any subject. The **Honor Roll** list will include students with GPA of 89 to 100 percent with no grade below 86 percent in any subject.

### **HIGH ABILITY LEARNERS**

The HTRS Schools, in compliance with NDE Title 92, and LB 647, have implemented a comprehensive program for identification of High Ability Learners in grades K-12. These identified students are provided with services to meet their needs by accommodation through the District’s HAL Coordinator and/or by their classroom teachers.

### **ATTENDANCE**

#### **Compulsory Attendance and Excessive Absenteeism**

Research on policies and practices that effectively encourage regular student attendance share some key components:

1. Education of parents regarding school attendance requirements.
2. Effective policies and practices to monitor attendance.
3. Clear definition of excessive absenteeism and a two-stage response to excessive absences.

The board has considered this educational research and used it to create the following policy on Compulsory Attendance and Excessive Absenteeism.

## **Required Attendance**

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

## **Mandatory Attendance Age**

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

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance, if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

## **Discontinuing enrollment – 5-Year-Old Students**

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

## **Discontinuing Enrollment – 16 and 17-Year-Old Students**

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent ~~using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.~~

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

## **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of

state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Expectations for Regular Attendance:**

1. Students are expected to attend every class, every day.
2. The only “excused” absences shall be:
  - a. Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
  - b. Absences when the ~~Nebraska State Patrol confirms, in writing,~~ that weather conditions have made the roads impassable, so that the student’s attendance is impracticable or impossible;
  - c. Student attendance at a school-sponsored activity;
  - d. Student has been suspended or expelled from school by the school district; and
  - e. Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor illnesses, family events, and routine appointments are considered simply “absent.”
4. Upon return from every absence or partial-day absence, students may remain after school for 30 minutes to meet with teachers, work on missed assignments, or simply to study. The location and supervision of the student will be determined by the building principal in consultation with the student’s classroom teacher(s).
5. Students must not be absent from any course more than twelve days, in any given semester, to earn academic credit for that course for that semester. Students who lose credit in any given course, due to absences, may appeal that loss of credit to his/her building principal. **This needs to be changed in board policy**

### **Attendance Incentives:**

Building principals will establish attendance incentives for their students. Those may include:

- Special recognition of students who have 95% or greater attendance each quarter,
- Excusal from certain classroom assignments (final exam, written report) for students with 95% or greater attendance each semester,
- Special rewards (movie day, field day, extra recess) for students who have 95% or greater attendance.

### **When students are absent from school, district staff will respond as follows:**

#### **First Stage Response to Absences**

1. A member of district staff will contact parent via telephone for every absence if the parent has not contacted the school in advance.
2. After a sixth absence in any given quarter, the school’s attendance officer ~~will schedule a meeting with the student’s parents or guardians. That meeting will be documented in~~

~~Power School~~: After the tenth absence in a semester a meeting will be called and collaborative agreement addressing barriers of attendance will be held.

- a. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate),
- b. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

### **Second Stage Response to Absences**

Students who accrue more than 20 absences in a school year may be referred to the county attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b).

### **UNEXCUSED ABSENCES**

Unexcused absences should not happen; regular school attendance is too important. For that reason, all unexcused absences will result in failure for all work missed during the absence. Failures affect a student's grade average for the course work and ultimately affect credits for course work. Examples of unexcused absences would be truancy, shopping trips, hair appointments, oversleeping, photography appointments, tux shopping/fittings, or anything else that could be done outside of the school day.

### **QUESTIONS CONCERNING ABSENTEEISM SHOULD BE DIRECTED TO THE PRINCIPAL'S OFFICE.**

### **TARDIES**

Students must arrive prior to 8:30 a.m. in period 1 to be counted present for that class period and be in school until after 3:00 p.m. to be counted present for the period 8 class. ~~If a student arrives late to school for first period, he/she must first report to the principal's office for a pass.~~ **Students will sign in at office upon arrival.** Students have three minutes between classes. There will be a tardy bell. Any student who accumulates more than three unexcused tardies for any one class during a semester period will make up 30 minutes with the classroom teacher for each 3 tardies accumulated. Students subject to the 30-minute makeup time must arrange the time with the teacher within 1 week of the last tardy. All teachers will enforce tardy compliance for all students.

### **MAKE-UP WORK**

School activities: whenever students are absent from classes because of involvement in an activity during the school day, they may be required to complete a sign-out sheet. It is the responsibility of the student to make up class work that is missed, prior to the absence or make arrangements with each individual teacher. If required by the teacher, make-up work for activities or planned parent request absences will be due IN ADVANCE.

Illness: upon returning to school, students must make arrangements with the teacher to make up any work notes, tests or quizzes missed during their absence. Students will have  $n + 1$  days to make up their work upon returning to school,  $n$  being the number of days missed.

An incomplete final grade must be completed within two weeks from the previous grading period or the incomplete will revert to an "F". If the student's absences have been greater than six days because of extenuating circumstances, an additional day will be allowed for each day beyond the six days. For the 4<sup>th</sup> quarter, the same time schedule shall be followed. If extenuating circumstances exist a special waiver may be granted by the administration.

## STUDENT CONDUCT

### **PASSES**

During the school hours, students are not to be in the hall or go to other rooms without a pass. Passes are a privilege and not a right. Individual teachers may take this privilege away any time the actions of a student warrant it. **A pass for a conference/help with a teacher must be obtained from that teacher before a period begins. Plan your needs in advance and passes will not give you any trouble.**

Each student will receive a student handbook with a planner at the beginning of each school year or when he/she enrolls in school. Students will be allowed to leave the classroom only two (2) times during each school day. To use a hall pass the student must fill out in his/her planner the place and time they are going to be in the hall during that day. The teacher will initial beside the information and issue the student the classroom hall pass. If the teacher notices that both hall opportunities have been used for the day he/she will not issue a pass to the hallway unless it is for an emergency. Students who do not have planners with them or do not have the information filled out correctly will not be allowed to use a hall pass privilege. Students that are in a location not specified by their hall pass or that do not follow the procedures for using a hall pass will be referred to the office for disciplinary action. Students who lose their planners may purchase a replacement planner for \$5.00 from the office.

### **BUILDING EXPECTATIONS**

The students at HTRS will...

- Be Safe
- Be Respectful
- Be Responsible

### **ELEMENTARY PLAYGROUND CONDUCT**

I will...

- Walk quietly with my hands to myself while traveling to and from recess (HALLS Expectations)
- Use equipment properly
- Include others
- Be respectful and kind to others
- Wear appropriate seasonal clothing

### **TELEPHONE, CELL PHONE AND ELECTRONIC DEVICES**

Students may use the phone in the office with permission. This phone is available for calling home to leave a message or request materials. It is not for social use. **Cell phone, iPod, MP3 player and other electronic device use during school hours is strictly prohibited.** Electronic devices will be confiscated and returned after school hours. Repeated infractions will result in the devices being confiscated and returned to a parent. Headphones may be used with a laptop on an as needed basis for class projects and accommodations with teacher permission.

### **BACKPACKS**

Backpacks are to be stored in student lockers during the school day. Students will refrain from carrying backpacks unless it is an organizational accommodation dictated by an individual education plan.

## **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework for improving and integrating all of the data, systems, and practices affecting student outcomes every day. ... It is a commitment to addressing student behavior through MTSS (Multi-Tiered System of Support)

## **DISCIPLINE**

### **DISCIPLINE**

To provide a proper educational atmosphere, it is necessary to have a certain expectancy regarding student conduct. Please see the complete discipline policy #6024 in the principal's office or on-line at [htrstitans.com](http://htrstitans.com)

The following are expectations for student behavior at HTRS.

1. Every student should be considerate of the rights and privileges of fellow students and staff members. Students will not be allowed to hinder the right to an education of any student in this school.
2. Students will use school appropriate language and behaviors. Obscene language or behavior will not be tolerated.
3. Students will treat the property of the school or others appropriately.
4. Students will be respectful to other students and staff.
5. Students will comply to a reasonable request of a staff member.
6. Physical assault (fighting) will not be tolerated.
7. Harassment (sexual or physical) will not be tolerated.

Removal from class for disciplinary reasons could result in the student making up double the time spent out of the room. The student will need to work with the classroom teacher to resolve the issue. A second time out from class will result in a conference with the principal, teacher and any other parties as needed. Parents will be notified by the teacher via a note and/or telephone call. A third offense will necessitate a meeting between parents, teacher, student, and administration to determine the course of action.

Suspension/expulsion from class with possible loss of credit will follow should these measures not prove successful.

In extreme disciplinary situations, students will be suspended from school by the administration for a period of up to 5 days, on basis of evidence that strongly indicates that the student committed offenses against the school discipline or moral codes of conduct while in attendance at school or while participating in activities sponsored by the school. If suspension does not take care of the situation, the administration may expel the student from the school for the remainder of the semester.

The following student conduct shall constitute grounds for possible expulsion for the remainder of the semester in which it takes effect or for short or long-term suspension (up to 19 days).

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose.
2. Willfully causing or attempting to cause damage to, or theft of property.
3. Causing or attempting to cause physical injury to a school employee or any student.
4. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from any student.
5. Knowingly possession, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcohol.
7. Public indecency as defined by state law.

8. Engaging in any activity forbidden by state law which constitutes a danger to other students or interferes with school purposes.
9. A repeated violation of any school rules if such violations constitute a substantial interference with school purpose.

Student Exclusion, Suspension, and Expulsion Policies and Procedures are available in the Principal's Office.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection will not be allowed or tolerated in classrooms, halls, buses and any other area on the school grounds, or while attending a school activity. This includes, but is not limited to, holding hands, kissing, hugging, etc.

### **DUE PROCESS**

Due process is afforded to both students and their parents to assure communications between home and school. HTRS takes great care to preserve the rights of all involved. It is only through communications that wrongs can be righted or improvements can be made.

The "chain of command" should always be followed. Please begin directly with the person involved as that is the one that has the best information and insight to share. If your questions are not answered satisfactorily or you disagree with the decision, arrangements will be made for you to talk with that person's supervisor, up to and including the HTRS Board of Education.

## **STUDENT ORGANIZATIONS AND ACTIVITIES**

### **HS STUDENT COUNCIL**

The Student Council is a group of students who are the voices of the student body and serve in an advisory capacity to the administration on school related issues. The Student Council consists of members from each grade level. Representatives are selected in the fall by the vote of each class.

### **FUND RAISING**

Any fund-raising activities undertaken by any class or school organization must first be approved by the sponsor, then the administration. The need for the activity must be justified upon making the initial request. New fund-raising activities should not be competitive with existing fund raisers since priority will be given to the established fund-raising activities.

### **SCHOOL DANCES/PARTIES**

Organizations may have a school dance or special activity if approved by the administration and sponsor. Dances or other activities will be co-sponsored by parents and sponsors. All junior high school dances or parties will be closed to the public. High school dances will not admit students younger than freshmen or persons older than 20. Non-HTRS high school students will be allowed to attend if the student is registered in the office and approved by administration. Students who leave a school-sponsored dance will not be allowed to return.

## **ACTIVITIES AND ATHLETICS**

### **ELEMENTARY FIELD TRIPS**

The HTRS School District recognizes that field trips are a way to explore and learn from the world around them. Parents who are invited to chaperone should wear appropriate attire and should also be prepared to assist the teacher in supervising students for the safety of all children on the field trip. Parents that agree to chaperone will be required to travel with the students on the bus or the provided mode of transportation. Chaperones will follow guidelines set forth by the classroom teacher.

### **ACTIVITY PHILOSOPHY**

Interscholastic athletics and activities shall be an integral part of the total school educational program. Its main purpose is to provide educational experiences not otherwise provided in the curriculum, to develop learning outcomes in the areas of knowledge, skills and emotional patterns and contribute to the development of better citizens. Emphasis shall be upon teaching through athletics and activities in addition to teaching the skills of each activity.

### **Objectives**

- To provide outlets for students desiring to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance and vitality.
- To teach good sportsmanship.
- To further develop the health and knowledge of each individual so he/she will be a contributing member of society.
- To develop ideals of self-sacrifice and denial.
- To create an atmosphere of unity; to foster a school spirit growing out of the school athletic and academic endeavors, a spirit which will make the educative process more effective.

### **DRUG AND ALCOHOL USE**

It is the policy of HTRS Public Schools that students refrain in all cases from the use of drugs, alcohol, tobacco, and any other substances or paraphernalia prohibited by law or school policy (collectively, "prohibited substances"). This policy includes vapor products and e-cigarettes as well as any products intended by appearance or effect to replicate tobacco products. Also, included in this policy is the use and solicitation of these substances and the choice to be involved with others using, soliciting, or possessing these substances. For example, if a student is discovered to be at a party or other place where prohibited substances are in use, even if that student is not using the prohibited substance, the student is still subject to consequences under this policy.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances on campus, in a school vehicle, or while in attendance at a school sponsored event shall be subject to the district's student discipline policies and this section. Such student shall be suspended or excluded from participation in all school sponsored activities and contests and must complete a report of the incident which shall be given to the principal and superintendent of schools.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances off school grounds may be suspended or excluded from participation in all school sponsored contests.

Suspension or exclusion from activities or contests for a violation of this provision will commence at the discretion of the administration. The administration is the sole determiner of when the evidence or reports

are sufficient to warrant suspension and/or exclusion from activities, in addition to other consequences permitted by law and other school rules.

If the violation occurs during summer months when school is not in session, suspension or exclusion from activities and/or contests may be imposed upon the student's next activity or activities and he/she must complete that sport or activity.

Suspension from activities and/or contests for a violation of this provision occurring while school is in regular session (including end of calendar year breaks, holidays, etc.) will take effect at the direction of the administration and may commence immediately. If a student is not involved in an activity, the consequences may be imposed immediately upon the student's next activity or activities. Student violation(s) generally will result in suspension from activities and/or contests as follows. The penalties may be enhanced for each subsequent violation of this policy during the student's enrollment. However, administration may also impose more serious consequences and, for example, may treat first violations as second or third violations depending upon the nature of the violation:

- First and/or minor violations - (30) thirty\*school days.
- Second and/or more severe violations - (1) one\*calendar year.
- Third and/or very severe violations - remainder of student's time at HTRS

\*The administration may provide the student with the option to have a 15-day suspension for the first offense or a 6-month suspension for the second offense by entering a school approved treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 15-day suspension period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved program.

Nothing in this section prohibits the activity sponsor and/or administration from imposing consequences permitted by board policy, handbooks, activity rules, or other school rules and directives. Student discipline policy #6024 can be viewed in its entirety at [htrstitans.com](http://htrstitans.com)

## **ATTITUDE**

An unexcused absence from practice will result in disciplinary action determined by the sponsor. Repeat absences could result in the student's exclusion from the activity. The merit of the student's reason for missing scheduled activity events (such as practices and competitions) is determined by the sponsor of that activity. If the student is suspended or excluded from the activity, the sponsor will provide the administration with his or her basis for the decision.

Any conduct which reflects poorly on the athletic program, activity, or the HTRS Public School in general will not be tolerated, and consequences may be imposed by the administration and/or sponsor consistent with school policy.

## **ACADEMICS**

An athlete must pass twenty (20) hours each semester to remain eligible for varsity athletic competition in the next semester.

To participate in any interscholastic competition, weekly eligibility must also be maintained. Students who fail two courses will be placed on a probationary list for ineligibility to participate in any school sponsored activity. Should the student be ineligible a second time during any one sports seasons, the student then becomes ineligible to participate during the following week from -Tuesday to Monday-, or as long as the

student remains on the down list. Teachers will be required to hand in a list of students who presently maintain an accumulative failing status to the principal each week. The principal in turn will notify the activity sponsor. The sponsor will notify the student and parents. The student will be allowed to practice but may not represent the school at a competition.

Guidelines for participation in activities are established to ensure the general good nature of competition by HTRS Public School. Special or unusual circumstances involving health, attitude or academics may be dealt with by the coach and administration at their discretion. At all times, punishment assigned should be in the spirit of enhancing the philosophy and objectives of interscholastic activities.

### **PRE-PRACTICE REQUIREMENTS**

Each student, before he/she can participate in athletics each school year, must present the Athletic Director with a physician's statement stating he/she is physically fit to participate in interscholastic athletics.

If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feeling of the athlete, his/her parents or the coach.

Each athlete must have permission in writing of his/her parents before he/she can participate in athletic practices.

### **INSURANCE**

Accident insurance must be carried by the athlete's parents before he/she can participate. If the family does not have health insurance coverage, insurance through the school may be purchased at a nominal fee.

Information as to the insurance coverage must be provided in writing to the Athletic Director before the participant will be allowed to practice.

### **TEAM TRAVEL**

Team members must travel to and from out-of-town activities as a unit. The only exception to this rule occurs when prior arrangements have been made for transportation. Arrangements must be made with the coach/sponsor and the principal. Parents may sign out a student after the activity.

Dress of team members on out-of-town trips should be clean, neat and in good taste.

### **PARTICIPATION AND ATTENDANCE**

A team member may not practice with the team or play in an athletic contest if he/she has missed the afternoon prior to participation because of illness or unexcused absence. School absence because of school activities or family emergencies (funeral, etc.) will not result in the student being held out of practice or games. Prior arrangements will be handled on an individual basis at the discretion of the coach.

### **PRACTICE/CONTEST GUIDELINES**

There will be no practice of any sport or activity on Sunday unless there is a competition on the following Monday. Sunday practice will not be mandatory and must be approved by the administration. When the school issues a 2-hour late start due to weather, practice may be held but will not be mandatory. There will be no practice when school has been cancelled because of inclement weather. If practices are held during school vacations or holiday periods, excluding preseason practice in the summer, students will be encouraged, but not required, to participate.

No athletic contests will be played on Wednesday evening (church night) unless they are mandated by Conference or District Tournament officials.

No player will be cut from an athletic team because of lack of his/her athletic ability.

The school will provide uniforms and other necessary equipment for participation in the various activities with the exception of shoes. Students will have to pay for their outfits for cheerleading, swing choir, and stage band. Towels, socks, etc. must also be the responsibility of each participant. Equipment that is checked out to the student is his/her responsibility for safekeeping and cleaning. If it is lost, the student will be expected to pay its replacement cost.

At the end of each sport season, the coach will announce the athletes who earned a letter in that sport.

Coaches will hold approximately 1.5 hour, not to exceed 2-hour, practice sessions. Athletes will practice after school and the other activities will practice at other times.

Each student out for athletics will be assigned a locker with a lock. We encourage students not to bring valuables to school and not to leave their locker unlocked but each year we have items stolen because students neglected to heed our warnings. Items cannot be stolen if they are kept locked up.

### **REQUIREMENTS FOR LETTERS**

Football - Play in at least half of the varsity quarters.

Basketball - Play in at least half of the varsity quarters.

Volleyball - Play in at least half of the total sets played.

Wrestling - Accumulate 20 points or place at district wrestling tournament and/or complete the season in good standing.

Track - Score in 2 events or 2 meets.

Golf - Shoot a 48 or better in a verified round.

The requirements listed above may be waved in the case of an athlete who has contributed a great deal to the team. An athlete must complete the season to letter unless the activity director and coach grant permission to discontinue competition for such things as health and injury. In all cases the athlete must have the coach's and activity director's approval for lettering.

Letters may be granted to senior students who have participated for four years in the same sport.

Student manager letters are given to students who prefer the duties of such and meet the requirements of completing the season and have the activity director's approval.

### **IN ORDER TO REPRESENT A HIGH SCHOOL IN INTERSCHOLASTIC ATHLETIC COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION.**

#### **PARTICIPATION ON OTHER TEAMS**

Any individual who is a member of any HTRS HS interscholastic athletic squads cannot participate in any other organized team of the same sport, in school or out of school, during the concurrent period that he is a member of a HTRS interscholastic squad. (Example: town team basketball)

#### **MIDDLE SCHOOL ATHLETIC ELIGIBILITY**

To be eligible to participate in Middle School athletics the following rules apply:

1. All members must be a full time 7<sup>th</sup> or 8<sup>th</sup> grade student in regular attendance.
2. All members must not turn 16 years old prior to August 1 of the current school year.
3. All members are limited to two years of eligibility.

4. Members must be present in school for at least 4 periods on the day of practice or game to participate.
5. Members must be academically eligible (see ineligibility list under academics).

Any exception to this rule must be approved by the administration. The administration and coaching staff shall reserve the right to withhold any student from participation should the classroom work or citizenship of the student at any time indicate they are not working up to their potential.

### **ACTIVITY BUS**

On occasion the school may provide an activity bus for high school students to attend an event. The sign up sheet for the activity bus will be in the principal's office. Students must sign up by 3:30 on the preceding day.

The use of the school buses for school activities is a privilege granted by the board of education so that students may take part in out-of-town activities. Bus sponsors for those activity trips are appointed by the school officials, and therefore, have the same official responsibility as that of the teacher. If students do not conform to the rules, the sponsor shall report the rule violation to the principal's office immediately. Students and staff/sponsor must ride the bus to and from school activities unless other arrangements have been made in advance with the sponsor and principal.

Sponsors may only release the students to ride home with their parents provided the parents have gained permission from the sponsor by speaking with him/her personally. After speaking with the sponsor, the parents will need to sign a release before leaving with the student.

### **RETURN TO LEARN PROTOCOL**

The Concussion Management Team (CMT) ensures that every student who suffers a concussion is monitored for a safe return to activity.

1. Possible concussion occurs! If at school sporting event or other school activity, family is notified of possible concussion and encouraged to seek medical confirmation and advice.
2. Medical confirmation of concussion is obtained.
3. Parent signs Release of Information form allowing the school district to be notified of concussion and to share information.
4. District CMT contact person notified of medical confirmation of concussion parent, coach, athletic trainer or health care provider.
5. CMT contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider if available.
6. CMT implements a gradual Return to Learn Progression plan (see separate document).
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms
8. CMT designs individual academic accommodation plan with appropriate school staff and works with the student assistance team to coordinate academic accommodations for duration of recovery (about 2 -3 weeks) and reviews this with the student and family.
9. Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person. Data on progress/recovery shared with family and student. Family monitors symptoms at home and regularly reports to CMT.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion. Student progress and updates are communicated to appropriate school staff, family and student.

11. Family and CMT agree student is symptom free and function is “back to baseline\*\*” in the classroom. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student’s file.
12. Student returns to academics full-time with no adjustments or accommodations. Written clearance from health care provider is obtained by family. After a successful Return to Learn plan has been completed, the student begins the Return to Play Progression.

\*\*Baseline testing will be completed on all students entering 7<sup>th</sup> grade.

### **NATIONAL HONOR SOCIETY**

Eligibility - candidates must be a member of the sophomore, junior or senior class. Candidates must have attended HTRS the equivalent of one semester. Candidates must have a cumulative scholastic average of at least a 93 percent. Candidates shall be evaluated based on service, leadership, scholarship and character.

#### **Selection Process**

1. Student’s academic records will be reviewed and a list of all candidates who qualify on the basis of scholarship will be prepared by the chapter advisor.
2. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form.
3. All faculty members will be invited to complete a rating of leadership, service and character for each student completing a Student Activity Information Form. The faculty is asked to rate only those students they feel they know from having worked with them in a class or activity.
4. Students will be interviewed by the faculty council.
5. The faculty ratings are then reviewed by a five-member faculty council that makes the final determination and selection for membership.

### **USE OF THE BUILDING**

Students are encouraged to make use of their school building for worthwhile pursuits related to the school program. **Students are not to be in the building during the part of the school day or year that school is not in session except under the direct supervision of a member of the teaching faculty. All activities must be scheduled with the principal through the organization sponsor. Equipment housed in the PE closet is not for student or public use without prior permission.**

## **TRANSPORTATION**

### **STUDENT DRIVERS**

Students driving cars/trucks to school are to park in the west parking lot. However, this is a privilege that can be revoked at any time. Students should use the west exit when departing school and not use 8<sup>th</sup> street to travel to keep our pedestrians safe. Do not park in the streets, east of the gym, visitor or handicap spaces. Do not block in other cars by careless parking. Students are not to loiter in the parking lot before or after school hours and should not be in the parking lot over the noon hour.

### **BUSES**

Upon entering a school bus, a student should immediately take a seat as assigned and remain in it until reaching the school or other destination. Students should keep their voices down and obey the bus driver always. Students who are in violation of bus rules will be EXCLUDED from riding buses. Pop and food will be allowed on the regular bus routes, if approved by the individual driver. Students riding buses on

activity trips MAY be allowed food and beverages if permission is given by the sponsor and driver. If food or drink is consumed on the bus, it is the responsibility of the students and sponsor to clean up the bus at the end of the trip. The driver is not responsible for food clean up.

It is the responsibility of each student riding the bus to let the bus driver know whether he or she plans to ride to or from school. If you do not plan to ride in the morning, call your driver before he leaves for his morning route. If a student does not plan to ride home in the afternoon, it shall be the student's responsibility to go up to the bus loading zone and personally tell the driver. Students from TR riding to Humboldt for an activity need to have written permission from their parents to the principal's office for approval.

### **TRANSPORTATION USE POLICY**

School transportation is provided by the district for student use. Riding in the school vehicle is a privilege and is not a right. Students who cannot conduct themselves in a proper manner on the bus/car/van may have riding privileges suspended. The following rules will be in effect for student conduct on the school provided transportation:

1. The driver oversees the bus. Please obey him/her promptly.
2. Be on time. The bus cannot wait for those who are tardy.
3. Wait for the bus on the right side of the road.
4. Conversing with the bus driver while the vehicle is in motion is not permitted.
5. Classroom conduct will be observed on buses at all times.
6. Assist in keeping the bus clean.
7. Arms and heads are to be kept inside windows.
8. Remain seated while the bus is in motion
9. Get off the bus only after it has come to a full stop.
10. Any damage done to the vehicle by a student will be paid for by the offender.
11. Those students who are disruptive on the bus will be disciplined.

### **TRANSPORTATION DISCIPLINE PROCEDURE**

Students NOT adhering to the preceding rules will be disciplined. Examples of infractions warranting discipline may include the following:

1. Destroying Property
2. Bringing Injurious or Objectionable Things Aboard the Bus
3. Leaving Seat
4. Disobeying Driver
5. Fighting, Tripping or Pushing Others
6. Hanging Out of Window
7. Throwing Things into or from the bus
8. Lighting Matches or Smoking
9. Spitting or Littering
10. Unacceptable Language
11. Damaging Bus Equipment
12. Rude, Discourteous, Noisy or Annoying
13. Improper Boarding or Departure Procedures
14. Other Improper Behavior

**Consequences for transportation infractions may include:**

**First Offense:** The parent will receive a phone call from the transportation department or principal with the bus driver present. A written warning will be mailed to the parent requiring the parent's signature. The signed warning must be returned to the bus driver one week from the issue date. If the signed warning is **not** returned the student will not be allowed back on the bus until the warning has been returned to the bus driver.

**Second Offense:** Two-day suspension from riding school transportation

**Third Offense:** Five-day suspension from riding school transportation

**Fourth Offense:** Suspension from riding school transportation for the remainder of the semester

**Fifth Offense:** Suspension from riding school transportation for the remainder of the year

**\*The HTRS administration has the final determination in the issuance of consequences for transportation violations.**

## **FOOD SERVICE**

### **BREAKFAST PROGRAM**

HTRS provides students the opportunity to eat breakfast at school. The students who wish to partake may do so between 7:30 a.m. and 8:05 a.m. After a student is finished eating he/she must report to class or the designated waiting area.

### **FOOD SERVICE**

Special meal arrangements may be made by contacting the Food Services Director, Brenda Frank.

### **PAYMENT OF LUNCH MONEY**

It is the student and parent's responsibility to pay for the student's meals in advance. Payment can be made by the day, week or month. A student's account will be allowed to become delinquent up to a negative \$5.00. Parents/guardians will be notified weekly by the electronic notification system when the student's account reaches \$25.00 and each week thereafter that it is below \$25.00. Any student who has a negative \$5.00 balance on their account will be offered a peanut-butter or cheese sandwich and milk or other appropriate action at the discretion of administration.

Students will be issued a lunch ticket with their own personal code to be scanned. Additional tickets will be issued the first Monday of each month at no charge. If a student does not have their lunch ticket, they will go to the end of the lunch line until students with tickets have been served.

Students who bring their own lunches are to eat in the lunchroom. Students may not bring or drink pop (sodas) in the lunchroom. Food/drinks will not be allowed in the small gym, locker rooms or elsewhere on school grounds during the noon hour unless a working lunch has been scheduled by staff.

### **FREE & REDUCED LUNCH APPLICATIONS**

Each family is highly encouraged to take the time to fill out the Free & Reduced Lunch Application. Applications will be available in early August, given to each student the first day of school, or may be picked up at any of the school offices. **Each year a new application for lunches must be filled out and filed at the school.** It is a small way that (1) a family can save on the cost of feeding you child(ren) and (2)

a school district receives additional funding in Title I, State Aid and other programs. All applications and those who qualify for the program are kept strictly confidential. There are no “special labeling” techniques used to identify student meal tickets. The only people who review the applications are the secretary and site administrator. If you have any question, feel free to contact the district office. Thanks for your cooperation.

### **CLOSED CAMPUS**

Once a student arrives in school, they will remain here until the end of the school day. Students will not be allowed to leave during the noon hour. Lunch will be served for all students. Those not wishing to eat in the school’s lunch program may bring their lunch with them in the morning.

### **OPEN CAMPUS**

Students achieving high honor roll status are eligible for open campus during the lunch hour. Students wishing to utilize open campus must have a signed parent permission form on file in the office. Students will need to sign out on the form in the office each time they are leaving the building for the lunch period. Students will have open campus privileges while they remain on the high honor roll.

## **EMERGENCY PROCEDURES**

### **SCHOOL CLOSING**

The Alert Solutions System is used when we have a cancellation of school, late start, or early dismissal. The Alert-Now System can call all staff and parents within minutes to inform them of schedule changes. The dismissal times will be announced by the Superintendent’s office and broadcasted on radio and T.V. stations: KLZA 101.3, KMZA 92.9, KTNC (1230), KNZA (103.9), KNCY (1260), KUTT (99.5), and KOLN/KGIN-TV (Channel 10), KETV-TV (Channel 7), KMTV-TV (Channel 3), WOWT-TV (Channel 6).

**If at any time you as a parent feel your child(ren) should be dismissed for inclement weather, call the school for dismissal. Your child’s safety is very important to us.**

### **FIRE DRILLS**

The State Fire Marshall’s office requires fire drills to be held each month, unannounced. All students should know the proper exits to leave the building and the procedure to follow as they exit each area of the building. Each area will have a posted procedure. Students are to walk quietly as they exit. Fire drill protocol will be posted in every classroom.

### **TORNADO DRILLS**

During the school year, tornado drills will be held as needed. Bells will signal the warning to move to designated safety areas. These areas are: old and new locker rooms (boys and girls). It is important that all teachers accompany students to the assigned area and remain with them during the drill. The administration will release the students to return to class. In the event of an actual fire or tornado, administration will notify teachers and students when it is safe to return to the building or classrooms. Should an off-site place be required the Ag Building and Christian Church will be used.

### **ASBESTOS**

The Environmental Protection Agency (EPA) requires informing employees, students and patrons of any friable asbestos present in the building. A possibility exists that the HTRS Schools has friable asbestos in the boiler room. The material has been completely encapsulated and it is located only in the boiler room so there is no health hazard. The floor tile in certain areas is known to contain small quantities of asbestos; however, it is not friable and, therefore, not harmful.

## DISTRICT POLICIES

### **NOTICE OF PROGRAM ACCESSIBILITY**

The HTRS Public School recognizes that all children deserve the right to the best education. The handicapped individual is no exception. The HTRS Public School recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

### **CHILD FIND**

Public Law 94-142, Rule 51, Rule 54, mandates that a free appropriate public education is available to each handicapped child ages 0-21 who resides within a local school district.

Handicapped children are defined by the Act as physically handicapped, visually handicapped, acoustically handicapped, speech handicapped, orthopedically handicapped, Educable Mentally handicapped, Behaviorally Impaired, Specific Learning disabled, mentally retarded, multi handicapped, home and hospital bound. (By reason thereof, require special education and related services.)

If you feel your child may qualify under any of the above categories, please contact the Superintendent of Schools, HTRS Public Schools, Humboldt, Nebraska.

### **TITLE IX NOTICE**

It is the policy of the HTRS school district not to discriminate on the basis of sex in the educational programs, activities, or programs as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance with Title IX may be directed to: HTRS Administration 810 Central Ave. Humboldt Nebraska 68376 or to the Director of the Office of Civil Rights Department of Education, Washington, D.C.

## INTERNET AND COMPUTER USE

### **INTERNET**

It is the responsibility of each student to be responsible and follow the rules and policies, in regard to accessing the Internet and World Wide Web. The Internet is a very powerful method to access research, information, and educational knowledge. **THE INTERNET IS NOT FOR PERSONAL USE BY THE STUDENTS AND SHALL NOT BE USED TO TRANSMIT OR RECEIVE ANY PERSONAL CORRESPONDENCE WHICH IS NOT RELATED TO EDUCATIONAL PURPOSES.**

HTRS Public School provides Internet access to students for educational purposes.

This document contains the Acceptable Use Policy for your use of the Computer Network Systems (CNS) of HTRS Public School.

1. Educational Purpose
  - a. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
  - b. The CNS has not been established as a public access service or public forum. HTRS Public Schools has the right to place reasonable restrictions and filter any material you access or post throughout the CNS. Users are expected to follow the rules set forth in HTRS Public School Board Policies, as well as the law in their use of the CNS.
  - c. Users may not use the CNS for commercial purposes. This means that you may not offer, provide, or purchase products or services through the CNS.
  - d. Users may not use the CNS for political lobbying. Users may not use the CNS to communicate with elected representatives or to express their opinion of political issues.

2. Student Internet Access
  - a. All students will have access to the Internet (World Wide Web) information resources through their classroom, library, or school computer lab. Students may be provided with individual e-mail accounts under special circumstances at the request of their teacher, and with the approval of the administration and their parent or guardian.
3. Unacceptable Uses
  - a. Personal Safety
    - i. Users will not post personal contact information about yourself or anyone else. Personal contact information includes: personal address, telephone numbers, school address, photographs, work address, etc.
    - ii. Under no conditions should you agree to meet with someone you have met online.
  - b. Illegal Activities
    - i. Users will not attempt to gain unauthorized access to the CNS, to any other computer system, or go beyond your authorized access. This includes hacking, attempting to log in through another person's account or accessing another person's files. These actions are illegal.
    - ii. Users will not make deliberate attempts to disrupt the CNS or destroy data by spreading computer viruses or by any other means. These actions are illegal.
    - iii. Users will not use the CNS to engage in any illegal act.
  - c. System Security
    - i. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person.
    - ii. Users will immediately notify a teacher or administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
    - iii. Users will avoid the inadvertent spread of computer viruses by following the HTRS Public School virus protection procedures.
  - d. Inappropriate Language
    - i. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
    - ii. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
    - iii. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
    - iv. Users will not post false or defamatory information about any person or organization.
  - e. Respecting Resource Limits
    - i. Users will use the CNS only for education and career development activities and limited, high-quality, self-discovery activities.
    - ii. Users will not download files or participate in discussion groups or chat rooms without teacher and/or administrator permission.
    - iii. Students will not use personal email accounts or web email (hotmail, yahoo mail, gmail or others). Students will not have access to personal email accounts or chatting during school.
  - f. Plagiarism and Copyright Infringement
    - i. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
    - ii. Users will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use to the work, you should request permission from

the copyright owner. Copyright laws can be very confusing. If you have questions, ask a teacher. All resources should be cited.

- g. Inappropriate Access to Material
  - i. Users will not use the CNS to access material that is harmful, profane or obscene (pornography), which advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Students also should not access social networking sites. A special exception may be made if the purpose of your access is to conduct research and is approved by the administration, your teacher, and parent or guardian.
  - ii. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrator. This will protect you against claims that you have intentionally violated this Policy.
  - iii. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. HTRS School fully expects that you will follow your parent's instructions in this manner.
- 4. Your Rights
  - a. Free Speech
    - i. Your right to free speech as set forth in the HTRS Board Policy applies also to your communication on the Internet. The CNS is considered a limited forum, similar to the school newspaper, and therefore, HTRS School may restrict your speech for valid educational reasons. The HTRS School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
  - b. Search and Seizure
    - i. Users should expect only limited privacy in the content of your personal files on the CNS. This situation is similar to the rights you have in the privacy of your locker.
    - ii. Routine maintenance and monitoring of the CNS may lead to discovery that you have violated this Policy, the HTRS Board Policy, or the law.
  - c. Due Process
    - i. The HTRS School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted on the CNS.
    - ii. In the event there is a claim that you have violated this Policy or HTRS Board Policy in your use of the CNS, you will be provided with notice and an opportunity to be heard in the manner set forth in the HTRS Board Policy.
    - iii. If the violation also involves a violation of other provisions of the HTRS Board Policies, it will be handled in a manner described in the HTRS Board Policies. Additional restriction may be placed on your use of your Internet Account.
- 5. Limitation of Liability

HTRS makes no guarantee that the functions or services provided by or through the CNS will be error-free or without defect. The HTRS School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The HTRS School is not responsible for the accuracy or quality of the information obtained through or stored on the CNS. The HTRS School will not be responsible for financial obligations arising through the unauthorized or unacceptable use of the CNS.
- 6. Proper Care of Equipment

It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs while a computer is in the possession of a student is that student's responsibility. The District may charge the responsible party repair costs based on the damage incurred.

## **LAPTOP POLICY**

### **A. Laptop Initiative**

Laptops are distributed each fall to all 9-12 students following an operation orientation on the rules and regulations for the use of student laptops. The student and parent must sign a Laptop Usage Form before the student can check out a laptop or participate in the HTRS Laptop Initiative. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at HTRS. If a student/parent does not check the laptop back in before transferring to another school or as part of the end of the year checkout, the laptop will be considered stolen. Theft is a criminal act and will be dealt with accordingly.

**High School Only:** If the student chooses to participate in the HTRS Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00, refundable until the last day of the first quarter. For students enrolling during the school year the fee will be prorated by the quarter. Example: Quarter 2 fee =30, Quarter 3 fee = 20, Quarter 4 fee = \$15.

## **B. Library Check Out**

Students/parents may prefer **NOT** to participate in the HTRS Take Home 1:1 Laptop Initiative. The student / parent may then choose to participate in the Checkout 1:1 Laptop Program. This program consists of checking out a 1:1 laptop to be used during the school day to complete assignments or educational projects requiring the use of a computer. The student will have a laptop assigned to them but must ask permission from their teacher / librarian to check out the laptop. This laptop is not to go out of the building and must be checked back into the library by 3:15 or the end of the day. Student/parents will be held responsible for care of the laptop, just as any other school used devices. Students will be required to sign the “Student Pledge for Laptop Use” on the last page of the laptop handbook to participate in this option.

## **C. Care of Laptops**

Students are responsible for the general care of the laptop they have been issued by the school regardless of the program they are participating in. Laptops that are broken or fail to work properly must be taken to the library. The librarian will then notify the Technology HTRS Help Desk or Tech Office. If the student needs a loaner laptop, the Tech Office will contact the librarian, and the student will be allowed to check out a loaner laptop.

### ***General Precautions***

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the HTRS District.
4. Students are responsible for having their laptop’s battery fully charged for school each day.
5. **High School Only:** Laptops must never be left in a car or any unsupervised area.

### ***Carrying Laptops***

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Do not place textbooks in the laptop carrying case. This puts too much pressure and weight on the screen.
2. The laptop must be put in sleep mode before placing it in the carrying case.
3. **High School Only:** Laptops should always be within the protective case when carried.

### ***Screen Care***

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not poke the screen.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

### **D. Using Your Laptop at School**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules can be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. High school students participating in the HTRS Laptop Initiative are encouraged to take laptops home for educational use.

#### **Laptops Left at Home: High School Only**

If a student leaves their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. If there is a laptop available in the library, the student may ask permission from their teacher / librarian to check one out to use for that period. This loaner is not to go out of the building and must be checked back into the library at the end of the period or day according to the librarian check out procedures.

#### **Laptop Undergoing Repair**

Loaner laptops may be issued to students when they leave their laptops for repair in the library or the tech office. To get a loaner, the student must have a slip from the tech office or librarian so that they can check out a loaner laptop from the library. This laptop may not be a new machine. The expectations in this handbook are to be followed just as if it were the original laptop. When the original laptop is fixed, the student will be contacted and expected to turn in the loaner before they receive the fixed laptop.

When a laptop is in for repair, a student may use a loaner laptop until theirs has been returned or fixed. However; students will need to pay for their repairs or replacement within 10 days of the return of the said laptop. If in 10 days it is not paid or other arrangements have not been made, students will not have access to a laptop.

Students who have a bill for laptop repair or replacement that has not been paid by the beginning of the new school year in August will not be issued a laptop for the upcoming school year.

#### **Laptop Battery Issues**

Laptops should start each day in a fully charged. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class. Laptops should be shut down overnight.

#### **Laptops Left in Unsupervised Areas**

Laptops should not be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Additionally, laptops left in an unlocked area, hallway, or PE

locker will be considered to have been left in an unsupervised area. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be taken to the Office. Disciplinary action will be taken for leaving your laptop in an unsupervised location.

#### **E. Managing Files, Saving Files, Printing**

Students are responsible for backing up their data either by using an online location in the cloud (DropBox) or a device such as a USB drive.

Students may use network printers installed for student use. HTRS will not modify high school student laptops for home printing. Work completed at home will need to be saved and printed at school. We suggest that students email the document to themselves and then open and print it at school.

#### **F. Laptop Software**

##### ***Applications Software***

The software originally installed by HTRS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Students are not allowed to add ANY software to school issued laptops or run applications from ANY foreign device (flash drive, DVD, CD, etc.). This means students are not to install software.

##### ***Virus Protection***

Antivirus protection software is installed. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.

##### ***Filtering Software***

Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate web sites and record web sites that students visit when using school laptops.

##### ***Inspection***

Computers remain the property of the HTRS District whether at school or home and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops

##### ***Procedures for Reloading Software: High School Only***

If technical difficulties occur or illegal software is discovered, staff will re-format or re-image the laptop. If re-imaging is necessitated due to student misuse, students / parents will be charged the cost of re-imaging at the rate of \$20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The school does not accept responsibility for the loss of any software or student files deleted due to a reformat and reimage.

##### ***Software Upgrades***

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades.

#### **G. Acceptable Use Policy**

##### ***Educational Purpose***

The HTRS Acceptable Use Policy will extend to all students during their enrollment. The HTRS district is providing students in grades 6-12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework completion. Students are not to use their personal email or other communication applications or devices without the consent of authorized school personnel. Students are expected to follow appropriate rules for use, as outlined in the HTRS student handbook. All policies established by the HTRS District and those stated in this document will be enforced by teachers and administrators throughout the district.

### ***Privilege Statement***

The use of computers loaned or leased to students is a privilege. Students who do not use computers appropriately as outlined in this HTRS laptop handbook, high school handbook, or as directed by district personnel are subject to loss of laptops.

### ***Conditions and Rules for Use***

- High school students must have laptops with them, or locked in their school locker. Laptops should never be left unattended.
- While transporting the laptop high school students must use the laptop case provided by the school.
- Students will use the computer for school related educational activities only. Students are not to use their personal email or other personal communication applications or devices without the consent of authorized school personnel. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
- Students are not to write on, use stickers on, or mark their laptop or bag in any form. The bag and laptop are labeled with checkout information prior to checkout. If any damage does occur immediately report damage to staff.
- The HTRS District will maintain a filtering program to protect students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of 1:1 initiative computer privileges.
- Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, bullying, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of laptops used in the 1:1 initiative. Students are NOT to use personal email accounts or other personal communication applications or devices at school without prior approval. Doing so will result in disciplinary action that may result in loss of laptop privileges.
- Students are not to allow others to access their computer system by sharing account login and password information or other sharing systems.
- Students will not attempt to gain unauthorized access to the school network system or any other computer system, or go beyond authorized access. This includes hacking, attempting to log in through another account, or searching for ways to circumvent the network from home or school. This is illegal and will be subject to disciplinary action

### ***Internet Safety***

- Students shall not post personal contact information on the internet with their school devices. This includes name, age, gender, home address, and telephone number.
- Students shall not share or post personal photos or photos of others.

- Students shall not engage in chatting, instant messaging or use of social network sites such as facebook or twitter at any time during the school day except when such has been approved for classroom use.
- Students should inform district personnel of any threatening, bullying, derogatory, or obscene communication immediately.

### *Network Safety*

- Students shall maintain a confidential password for access to the network.
- Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
- Students shall not take actions to intentionally disrupt the operation of the network in any way.

## **H. Repair or Replacement of Laptop Computers**

### *Manufacturer's Warranty*

This coverage is purchased by the HTRS District for the laptops used in the 1:1 initiative. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the librarian or tech office.

### *Damage Protection*

Damaged laptops will be sent into the laptop company (ByteSpeed) which will assess the damage and repair cost. The student/parent will be held responsible for 40% of the damage or repair and the school will pay 60% of this cost. Keyboards missing keys that require a new keyboard will be paid for by the student/parent at the replacement cost. Missing or damaged power adapters will be replaced and paid for by the student/parent at the replacement cost. This will be determined by the technology staff, librarian, and administration.

### **High School Only:**

If the laptop carrying case is damaged, student/parent will so be responsible for replacement cost. **This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.**

### *Claims for Laptop Protection Fees Coverage: High School Only*

Students/parents are responsible for loss of the computer due to theft or fire. If a police or fire report is filed by the student/parent and a copy of the report is submitted to the principal's office the responsibility for the loss or theft will not exceed \$250. Payment will be required before a laptop lost due to theft or fire can be repaired or replaced. Fraudulent reporting of theft or accidental damage by fire will be turned over to law enforcement for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the **Student Handbook and District Policy**.

### *Intentional Damage or Damage Due to Willful Neglect or Loss*

Students/parents are responsible for full payment of intentional damage to laptops or damage due to willful neglect or loss regardless of warranties or laptop protection coverage. Intentional damage of school property is a criminal act and students will be dealt with accordingly. **Intentional or Willful Neglect are defined as but not limited to; defacing, destruction, misuse, intentional or frequent damage or cosmetic damage.**

Students/parents will be responsible for 100% of this damage. This could be the cost of replacing the laptop used in the 1:1 initiative which maybe \$1000 or more.

### **I. Financial Responsibility for both 1:1 Programs ( Home or CheckOut)**

The HTRS laptops will be checked out to the student / parent with the understanding that the property belongs to the school and is loaned out in good working order. Students are expected to care for and be responsible for the laptops just like textbooks, activity equipment, and other class / district property. The care of them is the responsibility of the student regardless if they are taken home or checked out for use during the school day as outlined in this handbook and the high school handbook.

#### **Students / Parents are responsible for:**

- Any damage for any reason is the responsibility of the student/parent to contact the school.
- If the equipment is lost or stolen while loaned to the student, the HTRS Tech department will contact the tracking company. If the laptop is not recovered within a 6-month period, the replacement is the responsibility of the student/parent as stated previously in this handbook.
- The student/parent agrees that if there is a violation of copyright law or other illegal activities attributed to the student's use of the property, the district will be compensated, and the student will be subject to penalty under the law.

#### **High School Only:**

- A \$35.00 laptop usage fee for the use of the laptop for 1 year and every year the student participates.
- If the equipment is damaged intentionally or due to neglect, the student/parent is responsible for the replacement cost of up to 100% for the laptop, software, carrying bag, and any other fees incurred by the district
- If the laptop is lost due to a fire, it is the responsibility of the student/parent to compensate the district.

### **J. Consequences for a Laptop Infraction**

**Please note:** Students who receive a suspension from using their laptop will still be allowed to checkout an older laptop from the school to use during classes that require the use of computers. A student's grade will not be directly affected by the suspension of a laptop.

**First Offense:** A verbal warning will be given to the student and a written warning will be sent home to the parent requiring the parent's signature. The signed warning must be returned to school before the student will be given their computer privileges back. If the signed warning is **not** returned the student will not be allowed use of their computer.

**Second Offense:** Three-day suspension from using their laptop

**Third Offense:** Three-week suspension from using their laptop

**Fourth Offense:** Suspension from using their laptop for the remainder of the semester

**Fifth Offense:** Suspension from using their laptop for the remainder of the year

**\*The HTRS administration has the final determination in the issuance of consequences for laptop violations.**



# HTRS LAPTOP HANDBOOK



**2020-2021  
SCHOOL YEAR**

**PLEASE NOTE:** Given the changing nature of technology use and applications, laptop handbook provisions are subject to change over the course of the school year. If such changes occur, students and parents will be notified via school publications.

## **Distribution of Laptops**

### **A. Laptop Initiative**

Laptops are distributed each fall to all 9-12 students following an operation orientation on the rules and regulations for the use of student laptops. The student and parent must sign a Laptop Usage Form before the student can check out a laptop or participate in the HTRS Laptop Initiative. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at HTRS. If a student/parent does not check the laptop back in before transferring to another school or as part of the end of the year checkin, the laptop will be considered stolen. Theft is a criminal set and will be dealt with accordingly. Administration may at any time revoke the laptop privilege or change the student usage options.

**High School Only:** If the student/parent chooses to participate in the HTRS High School Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00, refundable until the last day of the first quarter. For students enrolling during the school year the fee will be prorated by the quarter, Example: Quarter 2 fee = \$30, Quarter 3 fee = \$20, Quarter 4 fee = \$15.

It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs while a computer is in the possession of a student is that student's responsibility. The District may charge the responsible party repair costs based on the damage incurred. Bills must be paid in full by the end of the school year when students check the laptops back in.

### **B. Library Check Out**

Students/parents may prefer **NOT** to participate in the HTRS Take Home 1:1 Laptop Initiative. The student/parent may then choose to participate in the Checkout 1:1 Laptop Program. This program consists of checking out a 1:1 laptop to be used during the school day to complete assignments or educational projects requiring the use of a computer. The student will have a laptop assigned to them, but must ask permission from their teacher/librarian to check out the laptop. This laptop is not to go out of the building and must be checked back into the library by 3:15 or the end of the day. Students/parents will be held responsible for the care of the laptop, just as any other school used devices. Students will be required to sign the "Student Pledge for Laptop Use" on the last page of the laptop handbook to participate in this option.

HTRS students in grades K - 8 are 1:1 using the checkout program. These students are not allowed to take their laptops out of the building. Grades K - 5 students check out their laptops from the classroom teacher. Middle school students, grades 6 - 8, will check their laptops in and out from an appropriate location.

### **C. Care of Laptops**

Students are responsible for the general care of the laptop they have been issued by the school regardless of the program they are participating in. Laptops that are broken or fail to work properly must be taken to the library. The librarian will then notify the Technology HTRS Help Desk or Tech Office. If the student needs a loaner laptop, the Tech Office will contact the librarian, and the student will be allowed to check out a loaner laptop.

#### **General Precautions**

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the HTRS District.

4. Laptops must never be left in a car or any unsupervised area.
5. Students are responsible for having their laptop's battery fully charged for school each day.
6. ~~**High School Only:** Laptops must never be left in a car or any unsupervised area.~~

### ***Carrying Laptops***

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

1. Laptops should always be within the protective case when carried.
2. Do not place textbooks in the laptop carrying case. This puts too much pressure and weight on the screen.
3. The laptop must be put in sleep mode before placing it in the carrying case.

### ***Screen Care***

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not poke the screen.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

## **D. Using Your Laptop at School**

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules can be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. Students participating in the HTRS Laptop Initiative are encouraged to take laptops home for educational use.

### ***Laptops Left at Home***

If a student leaves their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. If there is a laptop available in the library, the student may ask permission from their teacher/librarian to check one out to use for that period. This loaner is not to go out of the building and must be checked back into the library at the end of the period or day according to the librarian check out procedures.

### ***Laptop Undergoing Repair***

Loaner laptops may be issued to students when they leave their laptops for repair in the library or the tech office. To get a loaner, the student must have a slip from the tech office or librarian so that they can check out a loaner laptop from the library. This laptop may not be a new machine. The expectations in this handbook are to be followed just as if it were the original laptop. When the original laptop is fixed, the student will be contacted and expected to turn in the loaner before they receive the fixed laptop.

When a laptop is in for repair, a student may use a loaner laptop until theirs has been returned or fixed. However, students will need to pay for their repairs or replacement within 10 days of the return of the said laptop. If in 10 days it has not been paid for or other arrangements made, the student will not have access to a laptop.

Students who have a bill for laptop repair or replacement that has not been paid by the beginning of the new school year, in August, will not be issued a laptop for the upcoming school year.

### ***Laptop Battery Issues***

Laptops must be brought to school each day in a fully charged condition. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class. Laptops should be shut down overnight.

### ***Laptops Left in Unsupervised Areas***

Laptops should not be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Additionally, laptops left in an unlocked area, hallway, or PE locker will be considered to have been left in an unsupervised area. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be taken to the Office. Disciplinary action may be taken for leaving your laptop in an unsupervised location.

### **E. Managing Files, Saving Files, Printing**

Students are responsible for backing up their data either by using an online location in the cloud, like Dropbox, or a device such as a USB drive.

Students may use network printers installed for student use. HTRS will not modify student laptops for home printing. Work completed at home will need to be saved and printed at school. We suggest that students email the document to themselves and then open and print it at school.

### **F. Laptop Software**

#### ***Applications Software***

The software originally installed by HTRS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Students are not allowed to add ANY software to school issued laptops or run applications from ANY foreign device (flash drive, DVD, CD, etc.). This means students are not to install software.

#### ***Virus Protection***

Antivirus protection software is installed. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.

#### ***Filtering Software***

Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate websites and record websites that students visit when using school laptops.

#### ***Inspection***

Computers remain the property of the HTRS District whether at school or home and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops.

### ***Procedures for Reloading Software***

If technical difficulties occur or illegal software is discovered, staff will reformat or reimage the laptop. If reimaging is necessitated due to student misuse, students/parents will be charged the cost of reimaging at the rate of \$20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The school does not accept responsibility for the loss of any software or student files deleted due to a reformat and reimage.

### ***Software Upgrades***

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades. The school does not accept responsibility for the loss of any software or student files deleted due to a reformat and reimage. Students are responsible for their data files.

## **G. Acceptable Use Policy**

### ***Educational Purpose***

The HTRS Acceptable Use Policy will extend to all students during their enrollment. The HTRS District is providing students in grades K - 12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework completion. Students are not to use their personal email or other communication applications or devices without the consent of authorized school personnel. Students are expected to follow appropriate rules for use, as outlined in the HTRS high school student handbook. All policies established by the HTRS District and those stated in this document will be enforced by teachers and administrators throughout the district.

### ***Privilege Statement***

The use of computers loaned or leased to students is a privilege. Students who do not use computers appropriately as outlined in this HTRS laptop handbook, high school handbook, or as directed by district personnel are subject to loss of laptops.

### ***Conditions and Rules for Use***

1. Students must have laptops with them, or ~~locked in their school locker.~~ in a secure location. Laptops should never be left unattended.
2. While transporting the laptop students must use the laptop case provided by the school.
3. Students will use the computer for school related educational activities only. Students are not to use their personal email or other personal communication applications or devices without the consent of authorized school personnel. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
4. Students are not to write on, use stickers on, or mark their laptop or bag in any form. The bag and laptop are labeled with checkout information prior to checkout. If any damage does occur immediately report damage to staff.
5. The HTRS District will maintain a filtering program to protect students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of 1:1 initiative computer privileges.
6. Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, bullying, obscene, derogatory, or vulgar communication will be subject to possible disciplinary action and loss of laptops. ~~used in the 1:1 initiative.~~

7. Students are NOT to use personal email accounts or other personal communication applications or devices at school without prior approval. Doing so will result in disciplinary action that may result in loss of laptop privileges.
8. Students are not to allow others to access their computer system by sharing account login and password information or other sharing systems.
9. Students will not attempt to gain unauthorized access to the school network system or any other computer system, or go beyond authorized access. This includes hacking, attempting to login through another account, or searching for ways to circumvent the network from home or school. This is illegal and will be subject to disciplinary action.

### ***Internet Safety***

1. Students shall not post personal contact information on the internet with their school devices. This includes name, age, gender, home address, and telephone number.
2. Students shall not share or post personal photos or photos of others.
3. Students shall not engage in chatting, instant messaging or use of social network sites such as Facebook or Twitter at any time during the school day except when such has been approved for classroom use.
4. Students should inform district personnel of any threatening, bullying, derogatory, or obscene communication immediately.

### ***Network Safety***

1. Students shall maintain a confidential password for access to the network.
2. Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
3. Students shall not take actions to intentionally disrupt the operation of the network in any way.

## **H. Repair or Replacement of Laptop Computers**

### ***Manufacturer's Warranty***

This coverage is purchased by the HTRS District for the laptops used in the 1:1 initiative. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the librarian or tech office.

### ***Damage Protecti***

Damaged laptops will be sent into the laptop company (ByteSpeed) which will assess the damage and repair cost. The student/parent will be held responsible for 40% of the damage or repair and the school will pay 60% of this cost. Keyboards missing keys that require a new keyboard will be paid for by the student/parent at the replacement cost. Missing or damaged power adapters will be replaced and paid for by the student/parent at the replacement cost. If the laptop carrying case is damaged, the student/parent will be responsible for replacement cost. This will be determined by the technology staff, librarian, and administration.

### ***High School Only:***

~~If the laptop carrying case is damaged, the student/parent will be responsible for replacement cost. This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.~~

### ***Claims for Laptop Protection Fees Coverage***

Students/parents are responsible for loss of the computer due to theft or fire. If a police or fire report is filed by the student/parent and a copy of the report is submitted to the principal's office the responsibility for the loss or theft, will not exceed \$250. Payment will be required before a laptop lost due to theft or fire can be repaired or replaced. Fraudulent reporting of theft or accidental damage by fire will be turned over to law enforcement for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the **Student Handbook and District Policy**.

### ***Intentional Damage or Damage Due to Willful Neglect or Loss***

Students/parents are responsible for full payment of intentional damage to laptops or damage due to willful neglect or loss regardless of warranties or laptop protection coverage. Intentional damage of school property is a criminal act and students will be dealt with accordingly. **Intentional or Willful Neglect** are defined as but not limited to; defacing, destruction, misuse, intentional or frequent damage or cosmetic damage. Students/parents will be responsible for 100% of this damage. This could be the cost of replacing the laptop used in the 1:1 initiative which may be \$1000 or more.

## **I. Financial Responsibility for both 1:1 Programs (Home or Checkout)**

The HTRS laptops will be checked out to the student/parent with the understanding that the property belongs to the school and is loaned out in good working order. Students are expected to care for and be responsible for the laptops just like textbooks, activity equipment, and other class/district property. The care of the laptop is the responsibility of the student regardless if they are taken home or checked out for use during the school day as outlined in the student handbook.

### **Students/Parents are responsible for:**

1. Damage for any reason is the responsibility of the student/parent to contact the school.
2. The student/parent agrees that if there is a violation of copyright law or other illegal activities attributed to the student's use of the property, the district will be compensated, and the student will be subject to penalty under the law.

### **High School Only:**

- ~~3. A \$35.00 laptop usage fee for the use of the laptop for 1 year and will reoccur every year the student participates.~~
- ~~4. If the equipment is damaged intentionally or due to neglect, the student/parent is responsible for the replacement cost of up to 100% for the laptop, software, carrying bag, and any other fees incurred by the district.~~
- ~~5. If the laptop is lost due to a fire, it is the responsibility of the student/parent to compensate the district.~~

## **J. Consequences for a Laptop Infraction May Include:**

**Please note:** Students who receive a suspension from using their laptop will still be allowed to checkout an older laptop from the school to use during classes that require the use of computers. **be responsible for the completion of any classwork.** A student's grade will not be directly affected by the suspension of a laptop.

1. **First Offense:** A verbal warning will be given to the student and a written warning will be sent home to the parent requiring the parent's signature. The signed warning must be

returned to school before the student will be given their computer privileges back. If the signed warning is **not** returned, the student will not be allowed use of their computer.

2. **Second Offense:** Three-day suspension from using their laptop
3. **Third Offense:** Three-week suspension from using their laptop
4. **Fourth Offense:** Suspension from using their laptop for the remainder of the semester
5. **Fifth Offense:** Suspension from using their laptop for the remainder of the year

**\*The HTRS administration has the final determination in the issuance of consequences for laptop violations.**

### STUDENT PLEDGE FOR LAPTOP USE

1. I will never leave the laptop unattended or loan it out to others.
2. I will keep food and beverages away from my laptop as this may cause damage.
3. I will not disassemble any part of my laptop or attempt any repairs. I will not install any software or run any software that is not provided or approved by the school.
4. I will protect my laptop by carrying it in the case provided by the school.
5. I will use my laptop in ways that are appropriate and educational.
6. I understand that my laptop and school email is subject to inspection at any time without notice and remains the property of the HTRS School District.
7. I will follow the policies outlined in the student handbook both at school and outside of school in regards to not using personal email, social networking sites, applications, or devices.
8. I understand that the HTRS District reserves the right to change the usage policy at any time
9. I will be responsible for all damage or loss caused by neglect or abuse.
10. I agree to pay for the replacement of my power cord, battery, or laptop case in the event any of these items are lost, damaged, stolen or not returned in good working condition.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

### PARENT ACKNOWLEDGEMENT

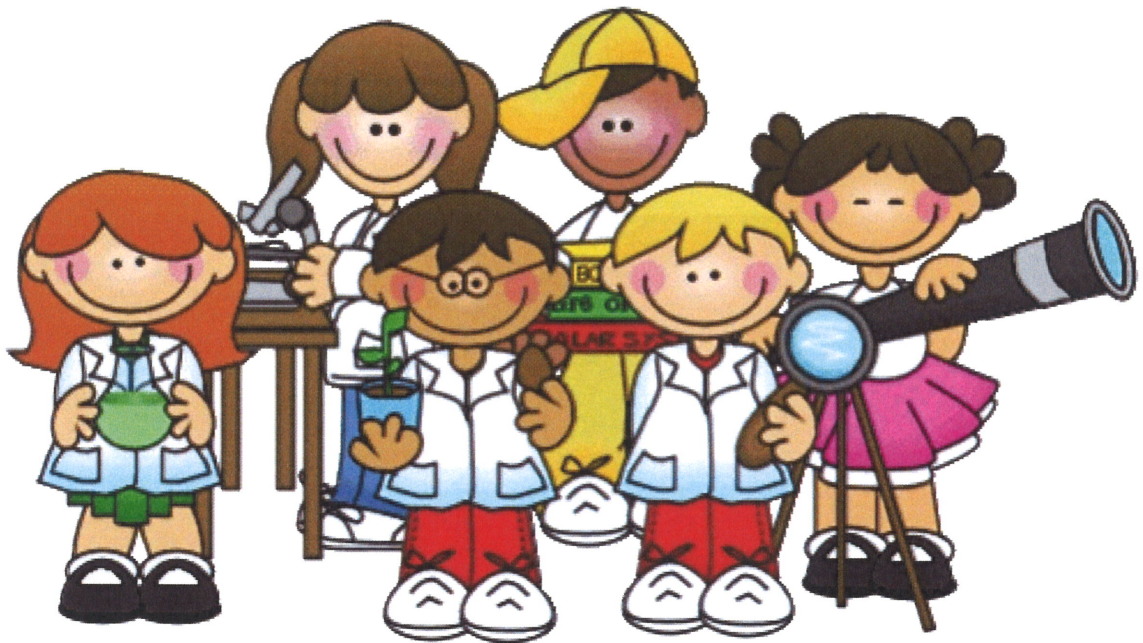
I have reviewed the school handbook and discussed it with my child and acknowledge that I am familiar with these usage guidelines and responsibilities. I have checked **all the necessary and appropriate boxes** below indicating participation choice. I understand that checking “**YES**” will obligate me to pay the laptop usage fee described in this handbook and that my student will be using the internet and resources found on the internet for educational usage.

- YES to High School Home Option:** I agree to pay the \$35 usage fee. My high school child may bring his/her laptop home for educational. I realize that if there are repairs that are not covered by warranty, I am responsible for 40% of those costs. I understand that if the keyboard or power adapter need replaced, I am responsible for that cost. I further agree to allow my child to use the internet.
- YES to Library Check-Out Option for students in grades 6-12:** My child **IS NOT** to bring his/her laptop home. I realize that if there are repairs that are not covered by warranty, I am responsible for 40% of those costs. I understand that if the keyboard or power adapter need replaced, I am responsible for that cost. I further agree to allow my child to use the internet.
- YES my child is enrolled in the HTRS Elementary School in grades K-5:** My child will be assigned a laptop. I realize that if there are repairs that are not covered by warranty, I am responsible for 40% of those costs. My child may use the internet for educational use.
- Yes:** I realize and agree that if my student does not abide by the acceptable use policy, necessary disciplinary actions will be taken according to the school handbook and policies.
- NO.** My child will **NOT** participate in either option. I understand that my child will use a laptop checked-out from the library a period at a time to complete academic assignments.

**NO:** I do not want my student to have internet access.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Humboldt Table Rock Steinauer Public School



**2021-2022**  
**Certified Staff Handbook**

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### **Humboldt Table Rock Steinauer #70**

810 Central Avenue  
Humboldt, NE 68376  
402-862-2151

Federal and State legislation guarantees a free public education for handicapped student,  
integrated with non-handicapped students whenever possible.

These laws place responsibilities on all school districts and on all teachers and staff.  
It's a challenge that requires understanding, compassion, patience and hard work from all  
concerned.

# HTRS 2020-2021 Staff List

*need updated 7-2-20*

## CERTIFIED STAFF

Benjamin Billesbach	Elementary
Candy Blecha	Special Ed Coordinator
Amanda Bowen	English
Angie Bowers	Special Education
Brad Catlin	Industrial Arts
Emily Clark	Elementary
Macie Coffey	Special Education
Jason Cover	Special Education
Shari Drake	Third Grade
Joan Dreier	Business Education
Taylor Dunekacke	Sixth Grade
Taylor Eltiste	Music Education
Kara Engles	Elementary, AD
Carmen Eppens	Special Education
Billi Jo Freeman	Kindergarten
Jaime Frey	Third Grade
Brittney Gauthier	First Grade
Gabriel Gauthier	Social Studies
Alexandra Graf	El/HS Special Education
Alecia Gerdes	El Special Education
Holly Hawley	Preschool
Matthew Helms	MS/HS Math
Megan Howe	HS Math
Angie Hunzeker	Language Arts
Dan Ingwersen	K-8 Counselor
Paulette Joy	Kindergarten
Sharon Joyner	Art
Sara Kappel	Media Specialist
Caleb Lempka	Social Studies
Ashlee Meyer	Title I
Diana Platt	Speech Pathologist
Trent Platt	Ag Instructor, FFA
Donna Railsback	Science
Tami Robison	Science
Brittany Rogers	HS Guidance Counselor
Angela Schnacker	Physical Education
Dolly Schafer	Second Grade
Cindy Stalder	Computers, Technology
Kim Standerford	Fifth Grade
Karmen Tomek	Physical Education
Maggie Tomek	First Grade
Sarah Volker	Music
Darcy Weldon	Science
Amy Werts	Sixpence, Title I
Dennette Wheeler	Title I
Glena Withers	Technology
Lisa Wittrock	Fourth Grade
Mark Woolard	SENCAP Proctor
Destiny Worthey	Preschool

\*49 Teachers    3 Admin = 52 Certified

## ADMINISTRATION

Sherrri Edmundson	Superintendent
Lisa Othmer	Head Principal
Kari Lottman	Assistant Principal, Math

## CLASSIFIED STAFF

Kellie Workman	Business Manager
	Secretary
Lanette Speckmann	Secretary
Dan Cumro	Head Transportation
Rene Jones	Bus Driver
Carla Mayo	Bus Driver
Michael Slatten	Bus Driver
Joe Worthey	Bus Driver
Gary Ramer	Head Maintenance
Julie Buss	Custodian
Tina Gerdes	Custodian
Jaynie Karas	Custodian
Scott Sailors	Custodian
Shari Berglund	Paraeducator
Vicki Bursovsky	Paraeducator
Tiffini Cumro	Paraeducator
Stacy Fankhauser	Paraeducator
Teresa Gartner	Aide / Custodian
Angelyn Guenther	Paraeducator
Brandy James	Paraeducator
Elaine Kelley	Paraeducator
Pam Mendenhall	Aide
Ashley Laflin	Paraeducator
Bethany Platt	Paraeducator
Brittany McCullough	Paraeducator
Dawn Sherman	Paraeducator
Robin Thacker	Paraeducator

Sue Ann Tripp    Sixpence Home Visitor

Laura Leech    School Nurse

Jason Guenther    Technology

Brenda Frank    Head Cook

Sandy Boring    Cook

LuAnn Hunzeker    Cook

\*33 Classified

\*\*85 Total Staff

Grandparents:

Shirley Stevicks, Carol Jackson

*Mission Statement:  
Empowering all learners for the challenges of tomorrow.  
#TitanPride*

## **STATEMENT OF PHILOSOPHY AND OBJECTIVES**

### **PHILOSOPHY**

The fundamental concepts of American democracy should be the guidelines of a good school. The primary purpose is to provide the best possible educational program for our school and community. The school should cooperate with other agencies to provide further education.

The comprehensive high school recognizes the need for a reasonable balance between the academic and vocational offerings. The school needs to direct its educational program within the knowledge and limits of our school population. It must keep abreast with educational techniques in order to build on the knowledge of the students to open new real worlds of opportunities.

The teacher's role is to stimulate the students to want to achieve on their own. Teachers are dedicated persons who direct their knowledge to be a learning process for our school population, following the basic principles and fundamentals of our educational program. Teachers are to be respected by students and, at the same time, teachers are to be aware of the problems and needs of the students.

The school realizes that we must have a close relationship and a high level of communication between teachers, administration, school board and community in order to maintain a good school. The school's educational program shall provide a balance between the academic and extra-curricular activities. A sound educational program should be provided to meet the needs of the community. The school shall instill and develop a concept of positive self-worth through the academic program and extra-curricular activities.

### **OBJECTIVES**

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school Board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

## PROCEDURES FOR STUDENTS

### MORNING DUTY

Teachers may be assigned morning duty each day. Those teachers should be ready by **7:45 a.m.** to monitor students.

Students are to remain outside before 7:25 a.m. If the weather is bad, K-8 students may wait in the old gym until 7:55 a.m. High School students may wait in the commons area. Students are not to be in the hall before 7:25 a.m. unless they have a reason such as stage band, swing choir, speech practice, etc. If students are in the old gym or commons area, one staff member must supervise each area.

### BEGINNING OF THE SCHOOL DAY

Students will be expected to be ready to start the day at 7:55 a.m. Telephone calls and restroom visits are to be made before 7:55 a.m. unless there is an emergency.

### LUNCHROOM SUPERVISION

Our goal is to provide a pleasant and orderly lunch experience for all children. Elementary teachers will bring their classes to the lunchroom. **They will then assist their students until the children have received their trays and have commenced eating. The teachers can then leave for their lunch break and supervision responsibility will be with the aides and administrators.**

Responsible actions are expected of the children. Punishment, if needed, should be accomplished by isolation and/or loss of noon recess.

One aide will take the Kindergarten, 1st, 2nd and 3rd Grades to their designated recess area when the large majority have completed eating.

The students are to remain in the old gym.

### ELEMENTARY and JUNIOR HIGH PLAYGROUND SUPERVISION

At recess, the classroom teacher is directly responsible for the supervision of the students; at noon break, the aides and Site Principals are directly responsible.

Recesses are designed to give the students a physical break from the classroom routine and to afford an opportunity to informally socialize with their classmates. While rules are necessary, it is hoped they can be kept to a minimum with activities based upon good, common sense.

Obviously, play must be safe; this is paramount to all other considerations. Except in organized softball, no small missiles such as snowballs, baseballs, softballs, or other small, hard objects can be thrown. Roughhousing can lead to a student being hurt; therefore, no tackle football should be allowed. Kicking of balls other than soccer balls, playground balls, or footballs will lead to problems.

General physical considerations - Students are to stay away from the electrical transformer, the fire escape area between the 1930 building and the shop, and the bleachers in the new gym when they are folded up.

## **DIRECT SUPERVISION**

Students are not adults; they require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example. However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

## **INFORMATION FOR ALL TEACHERS**

### **BEGINNING THE DAY**

All teachers are to be on duty at 7:45 a.m. The period of time from 7:45 a.m. to the second bell (8:00) is designed to be used for preparation for the day. Tasks such as lesson plans, completing down slips, checking out library and audio-visual materials, turning in reports, using the copy machine and conferring with other teachers are included in the possible tasks. From time to time, teacher meetings will be held in this period. Unexcused absenteeism and tardiness will not be tolerated.

### **TEACHING SUPPLIES**

Classroom supplies are ordered through your ClassWallet account.

### **CARE OF ROOMS**

Teachers are expected to keep their room neat and orderly. When leaving in the evening, be sure the windows are closed, the lights turned off, and the door locked. The custodian will clean your room, but you have a responsibility to help. Pick up papers off the floor and have your students keep papers out of the desks.

### **STUDENT PUNISHMENT**

Discipline, class order and student punishments are topics all teachers are familiar with. When and how to apply them are difficult decisions. Discipline is a vital ingredient in successful teaching. Stress it in a positive way, not a negative way. However, it must be achieved.

Student punishment often results from the application of discipline. When a student needs punishment, it should be administered fairly and only after a student is informed exactly what it is for. This many times means a conference with the student and perhaps the parents.

Report all major incidents of student misbehavior and resulting punishment to the Principal or Superintendent.

### **PROGRESS REPORTS**

At the end of each five-week period, progress reports will be used in grades five through twelve to report poor performance in the classroom for the five weeks. A student need not be failing to receive a progress report. The progress report has three copies. Keep one copy for yourself and turn the other two into the office. One copy will be mailed to the parents.

## **LESSON PLANS**

Teachers are to keep their lesson plans up-to-date. If a substitute teacher is needed, your plans should be complete so that the substitute may proceed with the class. It is your responsibility to plan work when you are absent.

## **SEATING CHARTS**

Teachers are to have a seating chart for each of their classes. This chart should be available for substitute teachers. Teachers are encouraged to seat their students so as to encourage good discipline.

## **SUBSTITUTE TEACHER FOLDERS**

We are providing substitute teacher folders to all teachers to assist in organizing their daily schedules and important information. Please go through your folder and fill out all of the pages so that when a substitute teacher is needed all necessary information is readily available.

## **PARENT-TEACHER CONFERENCES/GRADING AND REPORT CARDS**

Parent-Teacher conferences will be held at the completion of the first nine weeks. A later date will be announced for the 2nd Parent-Teacher conference.

Report cards will be issued at the completion of each nine-week period. All student grades are to be reported on grade sheets issued for each class and then transferred to the report card. The grades on the grade sheets are to be numerical while the report card grade is a letter grade. Distribution of report cards will be made on the Wednesday following the end of the nine weeks period.

## **USE OF COPIER**

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper is running low, please report it to the custodian or the office. (Humboldt)
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

## **STUDENT USE OF TELEPHONE**

Students may use the 1st<sup>d</sup> floor Receptionist office telephone with permission for personal calls. Calls during the school day should be an exception and students should rarely use the telephone during class time.

## **CLOSING OF SCHOOL**

An automated calling system will call all staff and parents within minutes to inform them of schedule changes and school closings.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the following TV and radio stations in addition to the automated calling system:

TV: KOLN/KGIN-TV, KETV-TV, KMTV-TV, WOWT-TV, KWBT

Radio: KLZA, Sunny 101.3, KMZA 92.1, KGMT 1310, KNCY 103.1, KUTT 99.5, KWBE 1450

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

The automated calling program will be used to notify teachers and staff when school will be closed due to inclement weather.

### **FIRE DRILLS**

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

### **TORNADO DRILLS**

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

### **STUDENT ASSISTANCE TEAM**

The Problem Solving Team (PST) is designed to have teachers support teachers regarding a student or a student's program. The purpose of PST is to review a student's circumstances and make recommendations to the classroom teacher as to how to best accomplish the desired results.

## **DUTIES OF THE TEACHER**

Although instruction is the teacher's main responsibility, they have a varied program of duties throughout the school year.

### **CLASSROOM INSTRUCTION**

The major responsibility of a teacher in the Humboldt Table Rock-Steinauer Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation and planning, understanding and application of sound professional teaching methods and the developing and maintenance of effective pupil, parent, and community relationships.

### **FACULTY MEETINGS**

Teachers will attend all faculty meetings.

### **FAMILIARITY WITH POLICIES AND REGULATIONS**

Teachers shall keep themselves informed of the policies and regulations established by the Board and the administration and shall work in accordance therewith.

## **OTHER DUTIES**

In addition to the responsibilities outlined above, the teacher is charged with certain other duties as required by the statutes of the State of Nebraska and by School District #0070. These include, among other things, pupil registration and records, pupil discipline, reporting to parents, supervision of pupils, the requisitioning, care of, and accounting of instructional materials, and any other responsibilities as assigned by the administration.

## **REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT**

All certified staff members are required to report possible cases of child abuse or neglect directly to the Richardson or Pawnee County Sheriff's Office or to the Richardson or Pawnee County Department of Social Services within 24 hours of the observation. This will be followed up by a written report within 48 hours of the oral report.

## **CAREER EDUCATION**

Career education is a very vital part of the teaching process. Each member of the teaching staff is encouraged to include career education in their daily teaching.

All teachers, not just the guidance counselor, have a responsibility to expose their students to careers and opportunities in the world of work. Students need to be encouraged to relate their needs, their abilities and goals to careers. What better opportunity than the classroom and an understanding teacher to expose children to career opportunities.

## **MULTICULTURAL EDUCATION**

It shall be the policy of the Humboldt Table Rock-Steinauer Public Schools and its personnel to stress multi-cultural education in its curriculum and other aspects of school life. The following policy is in effect:

It is our belief that the worthiness of the human being and of all cultures and creeds is important and that an educated person should have an understanding of these fundamental beliefs.

To insure the teaching of these beliefs, the following shall be done on a continuing basis:

1. The textbooks and curriculum materials shall stress multi-cultural principles where applicable.
2. All instructional personnel shall emphasize multi-cultural education and in-service education shall be provided annually to enhance this instruction.
3. The guidance counselor shall strive to emphasize the worth of the human person regardless of the race or creed in counseling situations and in the total guidance program.
4. The total-direction of the multi-cultural education program in the Humboldt Table Rock-Steinauer Public Schools shall be the responsibility of the Superintendent.

## **EDUCATION FOR THE HANDICAPPED**

The Board of Education has adopted the following policy:

### **RIGHT OF EVERY CHILD TO BE EDUCATED**

The Humboldt Table Rock-Steinauer Public Schools recognizes that all children deserve the right to the best possible education. The handicapped individual is no exception. The Humboldt Table Rock-Steinauer Public Schools recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he/she needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

### **ADJUSTED CURRICULUM**

In most cases an adjusted curriculum will be needed for each handicapped student. Each student shall have a curriculum that is within the capability of the student. If the student works up to his/her ability, the teacher shall grade accordingly. Where appropriate, the permanent file and grade sheets shall indicate that the student was graded on an adjusted curriculum.

### **PERSONNEL**

The Guidance Counselors are available to support the special needs students and to assist the classroom teacher in meeting the needs of these children. They coordinate the services provided by ESU #4. They have background information on most students that can be of help in diagnosing and prescribing supportive activities.

Kari Lottman, Special Education Director and Assistant Principal, directs the educational programs for all special education students and staff, K-12. Close coordination between special education and the classroom program is required. The resource teacher or the classroom teacher may initiate either conference concerning special needs children.

### **TITLE I READING AND MATH**

Support is given to children who qualify for special help. Title I is a school wide program developed with the involvement of parents and community based on a comprehensive needs assessment with a description of strategies to be implemented to address student needs.

## **BOARD OF EDUCATION POLICIES FOR CERTIFICATED PERSONNEL**

1. All instructional personnel shall have a current teaching certificate, duly recorded with the Superintendent of Schools, that legally qualifies him/her for the work to which they are assigned.
2. Each teacher in the Humboldt Table Rock Steinauer Public School's system shall accept the responsibility for professional growth, for the wise use of time, and for the use of school facilities to the best advantage of the students. The betterment of education in the Humboldt Table Rock Steinauer Public Schools shall be paramount at all times. Each teacher and administrator shall act in accordance with strict professional ethics at all times.

3. The major responsibility of a teacher in the Humboldt Table Rock Steinauer Public Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation, planning, understanding and application of sound professional teaching methods, and the development and maintenance of effective pupil, parent and community relationships.
4. It is unlawful and, therefore, absolutely prohibited, for any employee of District #0070 to engage in the unlawful possession, use or distribution of illicit drugs and/or alcohol on school premises, or as a part of any school activity. The Superintendent will obtain on an annual basis from each employee a signed statement of his/her agreement of compliance with this drug free policy as a mandatory condition of employment.
5. All teachers will be on duty from **7:45 a.m. to 4:00 p.m. each day**. Teachers who wish to leave school early must receive permission from the Superintendent or Principal.
6. Payroll is issued monthly on a twelve-month basis. Paychecks are distributed via direct deposit on the 15th day of each month. When the 15th falls on a weekend or a holiday, payroll is distributed on the Friday prior to the 15th.
7. District #70 will provide the monthly premium of each certified staff member who qualifies and/or who elects to participate in the Blue Cross/Blue Shield of Nebraska group health insurance plan and single dental plan (employee can pay for full dental if desired). The certified employee pays long-term disability insurance on a monthly basis and the District shall pay the short term disability insurance.

### **PROFESSIONAL ETHICS**

It is expected that each teacher will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock-Steinauer Public Schools supports all policies, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Teachers are expected to promote a professional appearance and demeanor at all times. Each Friday will be considered a casual day.

### **LEAVE POLICIES FOR CERTIFICATED STAFF**

#### **LEAVE REQUEST PROCEDURES**

Leave shall be requested through the electronic platform (currently Aesop/Frontline) for approval from the Principal or Supervisor.

#### **PAID TIME OFF (PTO)**

Each teacher shall be allowed 12 days of PTO per year without a pay deduction and without giving any reason. Any additional days shall be subject to a pay deduction shall be made equal to 1/185 of the individual teachers' base salary. It is recommended that personal days should not be used one day before or after to extend a holiday or vacation.

Any teacher requesting personal leave shall submit the request in writing to the Superintendent of Schools at least three (3) school days in advance. The three day rule may be waived if an emergency arises necessitating using a personal leave day such as being detained by weather, funeral for friends, etc. No more than two teachers may be gone on any given day on personal leave. Personal leave may not be taken the day school starts and/or ends for the year or on the day immediately preceding or succeeding vacation days.

### **SICK LEAVE**

Each full-time certified may accumulate up to and including sixty (60) days. Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during school time. Each certified employee working less than full-time will receive the above benefits multiplied by the F.T.E. of their workday.

### **ILLNESS IN THE FAMILY**

Sick leave may be used for illness of immediate family: husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee.

### **PREGNANCY**

Pregnancy of an employee shall be considered an illness or temporary disability and shall be subject to the provisions for sick leave.

### **BEREAVEMENT LEAVE**

Each full-time certified employee will be allowed up to ten (10) days (not cumulative) without loss of pay for bereavement. Any days used for bereavement will come out of an employee's total sick leave days. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

### **EXTENDED LEAVE OF ABSENCE / REINSTATEMENT AFTER EXTENDED LEAVE OF ABSENCE / TENURE AFTER LEAVE / ADVANCEMENT DURING LEAVE / HEALTH INSURANCE DURING LEAVE OF ABSENCE /**

See HTRS Board of Education Policy # 4011 regarding Family Medical Leave Act (FMLA).

### **PROFESSIONAL LEAVE**

When approved by the administration, teachers will be granted paid professional leave to attend in-service activities on a regional, state or national level designed to improve the instructors' teaching abilities or knowledge of topics which may be applied to the classroom. Actual expenses will be paid by the school district provided no other arrangements have been made. Personnel will submit their request for professional leave in writing to the Superintendent. Notice should be at least one (1) week in advance. This professional leave does not include the meetings that the officers of the Humboldt Table Rock-Steinauer Education Association must attend.

### **JURY DUTY**

If a teacher is selected for jury duty, the teacher will receive full pay, less the payment for the jury duty. Mileage or the payment of meals for jury duty will not be considered in the deduction.

### **USE OF LEAVE**

Teachers are strongly encouraged to use one personal day in each semester instead of accumulating and using all of them at the end of the year. This allows the school to find substitutes more readily.

### **TELEPHONE USE FOR STAFF**

All staff members have a phone code to make long distance calls when necessary. (If you don't have a code, you can get one in the Superintendent's Office.) When you make a long-distance call, you must use your four-digit code. When phone statements arrive, you will get a copy of your code and you are liable to pay the Superintendent's office for your personal calls.

### **RESIGNATION OF CERTIFICATED PERSONNEL**

Any teacher requesting a release from his/her contract shall submit the request in writing to the Board, who shall judge such request on its merits. Resignations received by the administration on or before the date signed contracts for the next school year are to be returned shall be accepted by the Board. The resignation of an instructor's teaching contract will automatically apply to any and all extra-curricular duties included in the contract.

Resignations for medical reasons or for the relocation of a spouse and/or other personal reasons will be judged individually and granted whenever possible. Resignations for professional advancement will be accepted whenever possible if received before the regular June Board meeting. After that time, a teacher resigning to take another teaching position will not be released unless a suitable replacement can be found. The search for a replacement will take place with all due haste. If an employee leaves without proper release, the Superintendent is directed to file a complaint with the Nebraska Professional Practices Commission.

### **SEXUAL HARASSMENT**

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

### **DEFINITION OF SEXUAL HARASSMENT**

Unwelcome sexual advanced, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or -condition of a person's employment or educational development; or

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
3. Such 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 or educational environment.

### **GRIEVANCE OFFICER**

The Board shall annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance to Board policies and rules and regulations of the State of Nebraska.

### **PROCEDURES RELATING TO THE INSTRUCTIONAL STAFF**

1. When a teacher is in charge of a night activity, it shall be the teacher's responsibility to see that all lights are turned off and all doors locked when the activity is concluded.
2. Wednesday is church night. The scheduling of school activities on this night is avoided if at all possible. If events are scheduled, such as play practice, athletic practice, music rehearsals, etc., the Principal must approve them in advance. In addition, no night activities are to be scheduled on Wednesday, Thursday or Friday during Holy Week.
3. If materials are purchased for school use, they must be ordered, requested or approved through the Site Principal or Superintendent. The District will not fund purchases made without prior administrative approval.
4. Teachers are expected to attend all faculty meetings.
5. Teachers wishing to schedule field trips are to schedule them through the Principal or Superintendent. Written permission must be secured from the parents of each child going on field trips outside the district. Permission is not needed for local trips. Permission for other trips is to be obtained in advance of preparations being made.
6. School equipment may be loaned out to teachers upon receiving permission from the Superintendent.
7. Each teacher must keep a complete record of all textbooks issued to students and record the condition of the book at the time it is issued.
8. Each teacher must strive to maintain good classroom discipline. Treat each child fairly and honestly. Feel free to confer with the child's parents; 95% of the parents will appreciate the opportunity to work with you to help their child. Teachers may initiate an SAT meeting to help with a reoccurring problem. If the student does not respond, report the matter to the Site Principal or Superintendent.
9. If it becomes necessary to detain a student after school, the period of detention should not exceed thirty (30) minutes.
10. Each teacher must strive to recognize individual differences. There is no justification for all students doing the same level of work in a class at the same time if there is a disparity in abilities.

11. All meetings, events, practices and activities are to be scheduled in advance through the Principal. Check with his office before listing events on the calendar.
12. Teachers should check the calendar weekly to facilitate their planning.
13. All filmstrips, records, transparencies, library books, etc., are to be cataloged and checked out by the librarian.
14. Teachers are to make every effort to keep school property secure. Lock your classroom when leaving in the evening.
15. Teachers are to make sure test materials and other similar educational materials are safeguarded.
16. Each teacher is to correct his/her own test materials. It is an important part of the evaluation process.
17. Students are not to be in the building unattended. If you are responsible for them, provide for their supervision.
18. Students are to use the telephone only if it is an emergency.
19. Teachers are not to schedule extra-curricular activities or practices on Sunday or Wednesday evenings. An exception is made to this rule only with advance permission from the Principal or Superintendent.
20. At noon, secondary students are to be in the Old Gym.
21. Teachers need to check their room before leaving for the night. Close all windows, pull the shades, turn off the lights and lock the door.
22. Be sure to turn off the lights and push locked doors closed when leaving the building at odd hours, such as on weekends, night activities and vacation times.

#### **POLICIES RELATING TO THE ELEMENTARY STAFF**

1. Student parties for elementary students shall be planned with care. A teacher may have parties on the following occasions: Halloween, Christmas, Valentine's Day and one day during the last week of school. All other parties must be approved by the Principal or Superintendent. Treats or favors will not be provided or paid for by School District #70.
2. The first priority for the students is the classroom learning. When students are to be taken out of the classroom for another activity, the classroom teachers involved are to be notified in advance.
3. Field trips are to be arranged in advance with the Principal or Superintendent. Permission slips must be obtained unless it is a short field trip of a local nature.
4. During the noon hour, elementary students are expected to be on the playground or in the gym. Only in certain instances, should students be permitted to remain in the classroom.
5. If an elementary student has an accident or becomes ill, report the situation to the office.

6. Excuses for absenteeism shall be required from all students. Report excessive absenteeism and suspected violations to the Principal.
7. All elementary teachers shall review the following rules with their students: (1) playground rules; (2) bicycle safety rules; (3) fire and tornado drill rules; and (4) lunchroom procedures.
8. Communication with parents is essential. An elementary teacher should take every opportunity to contact parents, both when the child is having difficulty and when the child does something of merit. Use the telephone, a written note or face-to-face communication to communicate.

### **POLICIES RELATING TO THE SECONDARY STAFF**

1. All teachers are to strive to maintain a classroom atmosphere where learning, respect for property and others, and seriousness of purpose is maintained.
2. Teachers are to insure that students conduct themselves properly in the classrooms and study halls. Shouting, careless use of school property, wearing of caps in the building, eating of candy, fruit and other similar items in the classroom, putting feet upon chairs, sitting on desks or tables, leaving the room without permission and other similar actions are not to be tolerated.
3. Teachers should begin their class on time. When the bell rings, the teacher shall bring the class to order. Continued talking and repeated tardiness shall not be tolerated.
4. The giving of passes is to be used wisely and carefully. Teachers are not to give passes to students to go to rooms where a teacher is not on duty. Passes are not to be given to students on a day after day basis or where abuse exists.
5. With the emphasis on individual student rights today, each teacher is to review with each of his/her classes and study halls the rules and procedures you wish them to follow. It is important that each student knows what is expected of him/her so that if a student is disciplined or punished he/she cannot say that he/she did not know it was against the rules.
6. Do not dismiss students or an entire class early unless you are directed to do so, or if the situation warrants it.
7. A school dance must be chaperoned by the sponsor and at least three (3) pairs of parents.
8. A student leaving the classroom to go to his/her locker is to have a pass from the classroom teacher.
9. Students are only to be sent downtown on an errand with permission by the Principal or Superintendent. The student shall report to the office before he/she leaves the building. A school vehicle will not be used.

## **CHRONIC INFECTIOUS DISEASE CONTROL FOR EMPLOYEES**

In order to protect the health of others, it is expected that employees will inform the Superintendent of Schools if they are diagnosed as having a chronic infectious disease.

If, in the absence of such voluntary notification, there is cause to believe that an employee has such a condition, the Superintendent may require the employee to submit to a physical examination to be performed by a physician selected by the school, the results of which will be reported to the Superintendent. Such examination shall be made at the Board's sole expense. A choice of two or more physicians shall be made available to the employee.

Employees diagnosed as having a chronic infectious disease will be given a paid leave of absence pending the recommendation of a Medical Advisory Panel which will include the employee's personal physician, a physician selected by the Board, and a third physician selected by the other two. Others who may be present as non-voting attendees include the employee and/or designee, or an appropriate staff member designated by the Superintendent.

The Panel will consider whether the employee's presence would pose any health risk to others in the school community, and whether the employee, from a medical standpoint, can carry out his/her customary duties. Factors to be considered by the Panel will include current medical condition and prognosis and the most recent information and advice from the Federal Center for Disease Control and the State Department of Health.

As soon as it is feasible, the Panel will make a written recommendation to the Superintendent. The report may include statements from the non-voting attendees.

The Superintendent of Schools will promptly make a recommendation to the Board of Education based on the recommendation of the Medical Advisory Panel and the Superintendent's educational judgment, made in consultation with other appropriate administrators, as to whether the individual can effectively carry out his/her customary duties. The Superintendent shall have the authority to suspend an employee.

The Board will make the final determination and the Superintendent will promptly notify the employee, by certified mail, of the Board's decision.

If the decision is that the employee's presence poses no health risk to others and that the employee can effectively discharge his/her duties, the employee will resume his/her duties.

If the decision is that the employee's condition precludes resumption of his/her customary assignment, the employee will be placed on medical leave by the Superintendent in accordance with his/her employee agreement, or, if feasible and medically appropriate, will be offered an alternate assignment until the employee's condition is such that he/she can effectively discharge regular and customary duties and/or poses no risk to others.

Employees have the right to appeal decisions of the Board in accordance with grievance procedures in the employee's contract and provision of State Law.

Any return to work of an employee formerly on medical leave or on an alternative assignment shall require medical documentation that the employee is able to discharge his/her customary duties and/or that the health risk to others no longer exists.

No employee shall be required to work with another employee with a chronic infectious disease unless it is determined that the latter employee poses no health risk to others.

The right of privacy of employees and their families will be respected. Confidentiality will be maintained at each step of the review procedure. Identification of the employee and information about the employee's condition will be restricted to the Superintendent of Schools and those present at the meeting of the Medical Advisory Panel.

When an employee accepts a position with the Humboldt Table Rock Steinauer Public Schools, he/she must agree to accept the terms and spirit of the above proposal and cooperate in carrying out the aforementioned procedures.

ADOPTED: April 1, 1988.

### **DISEASE CONTROL FOR STUDENTS**

In general, a student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

When a child is sent home because of a suspected reportable communicable disease, a report will be provided to the Board of Health without delay.

Administrative regulations are:

1. The Superintendent of Schools will function as the liaison with the student's physician as necessary and will coordinate the health management procedures within the school building.
2. Decision regarding the type of educational setting for a student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.
3. The privacy of the student and his/her family must be protected. The knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, those persons will be provided with information concerning precautions and confidentiality requirements.
4. Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with some, or all of the student's physicians, the student's parent/guardian and/or their representative and medical advisors.
5. A student might be considered at high risk if he/she exhibits behavior that may spread the disease, i.e., biting, lacks toilet training or is incontinent, or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

6. During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long term cases should be medically reviewed monthly at a minimum.
7. All staff should use the following routine and standing procedures to clean up after a child has an accident or injury at school: blood or other body fluids emanating from any child should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood-soaked items should be placed in leak-proof bags for washing or further disposition. Similar procedures are recommended for incontinence in any child. Hand washing is routinely recommended if physical contact has been made with the child's blood or body fluids, including saliva.

## **TEACHER EVALUATION**

### **PHILOSOPHY**

The Board of Education's philosophy is that the key to successful classroom instruction is the classroom teacher. The Board believes that every teacher is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the teaching staff in writing.

### **PURPOSES**

1. Bring about improvement of teacher performance and, as a result, provide improved educational services for students.
2. Insure the best possible teaching staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.
3. Provide for accurate and effective documentation of the performance of the teaching staff for use in making decisions about retention or dismissal.
4. Permit collection of group data about teachers to identify staff development and in-service training needs.

### **CRITERIA**

The evaluation of teachers shall be based upon the following Marzano evaluation criteria:

1. Classroom Strategies and Behaviors
2. Planning and Preparation
3. Reflecting on Teaching
4. Collegiality and Professionalism

### **FORMS TO BE USED**

The Marzano evaluation tool forms to be used include:

1. Marzano Teaching Evaluation Model
2. Teacher Scales for Reflective Practice
3. Personal Profile Forms
4. Goal Setting Template
5. Comprehensive Observation Pre-Conference Questions
6. Comprehensive Observation Record
7. Comprehensive Observation Post-Conference Questions
8. Informal Observation Record
9. Student Surveys for Reflective Practice
10. Goals – Reflections and Revisions
11. Mid-Year Formative Feedback Form
12. Goal Summary
13. Summative Feedback Form

### **EVALUATION INFORMATION BOOKLET**

A booklet of evaluation procedures, policies and forms to be distributed to every teacher each school year.

HTRS is an Equal Opportunity Employer.



**2021-2022**  
**Classified Staff Handbook**

**Humboldt Table Rock Steinauer  
Public School**

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### **Humboldt Table Rock Steinauer #70**

810 Central Avenue  
Humboldt, NE 68376  
402-862-2151

Federal and State legislation guarantees a free public education for handicapped student,  
integrated with non-handicapped students whenever possible.

These laws place responsibilities on all school districts and on all teachers and staff.  
It's a challenge that requires understanding, compassion, patience and hard work from all  
concerned.

# HTRS 2020-2021 Staff List

needs updated

## CERTIFIED STAFF

Benjamin Billesbach	Elementary
Candy Blecha	Special Ed Coordinator
Amanda Bowen	English
Angie Bowers	Special Education
Brad Catlin	Industrial Arts
Emily Clark	Elementary
Macie Coffey	Special Education
Jason Cover	Special Education
Shari Drake	Third Grade
Joan Dreier	Business Education
Taylor Dunekacke	Sixth Grade
Taylor Eltiste	Music Education
Kara Engles	Elementary, AD
Carmen Eppens	Special Education
Billi Jo Freeman	Kindergarten
Jaime Frey	Third Grade
Brittney Gauthier	First Grade
Gabriel Gauthier	Social Studies
Alexandra Graf	El/HS Special Education
Alecia Gerdes	El Special Education
Holly Hawley	Preschool
Matthew Helms	MS/HS Math
Megan Howe	HS Math
Angie Hunzeker	Language Arts
Dan Ingwersen	K-8 Counselor
Paulette Joy	Kindergarten
Sharon Joyner	Art
Sara Kappel	Media Specialist
Caleb Lempka	Social Studies
Ashlee Meyer	Title I
Diana Platt	Speech Pathologist
Trent Platt	Ag Instructor, FFA
Donna Railsback	Science
Tami Robison	Science
Brittany Rogers	HS Guidance Counselor
Angela Schnacker	Physical Education
Dolly Schafer	Second Grade
Cindy Stalder	Computers, Technology
Kim Standerford	Fifth Grade
Karmen Tomek	Physical Education
Maggie Tomek	First Grade
Sarah Volker	Music
Darcy Weldon	Science
Amy Werts	Sixpence, Title I
Dennette Wheeler	Title I
Glena Withers	Technology
Lisa Wittrock	Fourth Grade
Mark Woolard	SENCAP Proctor
Destiny Worthey	Preschool

## ADMINISTRATION

Sherri Edmundson	Superintendent
Lisa Othmer	Head Principal
Kari Lottman	Assistant Principal, Math

## CLASSIFIED STAFF

Kellie Workman	Business Manager
	Secretary
Lanette Speckmann	Secretary
<hr/>	
Dan Cumro	Head Transportation
Rene Jones	Bus Driver
Carla Mayo	Bus Driver
Michael Slatten	Bus Driver
Joe Worthey	Bus Driver
Gary Ramer	Head Maintenance
Julie Buss	Custodian
Tina Gerdes	Custodian
Jaynie Karas	Custodian
Scott Sailors	Custodian
Shari Berglund	Paraeducator
Vicki Bursovsky	Paraeducator
Tiffini Cumro	Paraeducator
Stacy Fankhauser	Paraeducator
Teresa Gartner	Aide / Custodian
Angelyn Guenther	Paraeducator
Brandy James	Paraeducator
Elaine Kelley	Paraeducator
Pam Mendenhall	Aide
Ashley Laflin	Paraeducator
Bethany Platt	Paraeducator
Brittany McCullough	Paraeducator
Dawn Sherman	Paraeducator
Robin Thacker	Paraeducator
Sue Ann Tripp	Sixpence Home Visitor
Laura Leech	School Nurse
Jason Guenther	Technology
Brenda Frank	Head Cook
Sandy Boring	Cook
LuAnn Hunzeker	Cook
*33 Classified	
*85 Total Staff	
Grandparents:	
Shirley Stevicks, Carol Jackson	



# HTRS TITANS

## 21-22 School Calendar

### August 2021

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

### October 2021

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

### December 2021

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

### February 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### April 2022

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

### September 2021

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

### November 2021

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

### January 2022

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

### March 2022

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

### May 2022

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

### August 2021

9	Teacher Work Day
10	Teacher In-service
10	Open House
11	Teacher In-service
12	First Day of School

### September 2021

6	No School - Labor Day
16	No School - County Fair
17	No School - County Fair

### October 2021

1	1:30 dismissal
15	End of 1st Quarter (44 days)
15	1:30 dismissal - Work day
21	1:30 dismissal - P/T Conferences 2:00-7:00
22	No School - Teacher In-service

### November 2021

24	No School - Thanksgiving Break
25	No School - Thanksgiving Day
26	No School - Thanksgiving Break

### December 2021

21	End of 2nd Quarter/1st Semester (43 days)
22-31	No School - Christmas Break

### January 2022

3	No School - Christmas Break
4	No School - Teacher Work Day
5	School Resumes
17	No School - Teacher In-service

### February 2022

10	P/T Conferences - 1:30 dismissal
11	No School - Inservice

### March 2022

9	End of 3rd Quarter (44 days)
9	Teacher Work Day - 1:30 dismissal
10	No School - Spring Break
11	No School - Spring Break

### April 2022

15	No School - Good Friday
18	No School - Easter Monday

### May 2022

14	Graduation
17	Projected End of 4th Quarter/2nd Semester (45 days)
17	Projected Teacher Work Day - 1:30 dismissal
18	Projected Teacher Work Day

\*\*Final day of school for staff & students will be determined on April 1, 2022 based on inclement weather days

<span style="background-color: #0056b3; color: white; padding: 2px;"> </span>	No School - Teacher In-service
<span style="background-color: #cccccc; color: black; padding: 2px;"> </span>	No School - Teacher Work Day
<span style="background-color: #8b4513; color: white; padding: 2px;"> </span>	1:30 dismissal/work day/in-service
<span style="background-color: #4b0082; color: white; padding: 2px;"> </span>	No School - Holiday

\*BOE Approved: February 8, 2021

\*P/T conferences in evenings on Oct. 21 p open house on Aug. 10 together = 1 teacher contract day

*Mission Statement:  
Empowering all learners for the challenges of tomorrow.  
#TitanPride*

**Objectives:**

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

**PROFESSIONAL ETHICS**

It is expected that each staff member will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock-Steinauer Public Schools supports all polices, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Staff members are expected to promote a professional appearance and demeanor at all times.

Each Friday will be considered a casual day.

## **PROCEDURES FOR STUDENTS and STAFF**

### **DIRECT SUPERVISION**

Students are not adults; they require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example. However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

### **Use of Copier**

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper, please put paper in the machine.
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

### **Student Use of Telephone**

Students may use the phone in the 1<sup>st</sup> floor Receptionist office during the day with permission.

### **Closing of School**

An automated calling system will call all staff and parents to inform them of schedule changes and school closings.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the several local TV and radio stations in addition to the automated call.

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

### **Fire Drills**

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

### **Tornado Drills**

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

## LEAVE POLICIES FOR CLASSIFIED STAFF

### Personal Leave

If the contract stipulates the receipt of personal days, they may be used following the leave request procedure. It is recommended that any staff member requesting personal leave shall submit the request to the employee's supervisor at least three (3) school days in advance. The three day rule may be waived if an emergency arises necessitating using a personal leave day such as being detained by weather, funeral for friends, etc. Personal leave may not be taken the day school starts or ends for the year.

### Paid Time Off (PTO)

If contract stipulates the receipt of PTO days, they may be used following the leave request procedure.

### Sick Leave

Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during school time. Each employee working less than full-time will receive the above benefits multiplied by the F.T.E. of their workday.

### *~~ Grandfather Clause ~~*

#### *Employees who had a sick leave balance at the end of the work day July 31, 2013*

Sick leave balances for employees accumulated prior to August 1, 2013 will now be referred to as the employees' personal SICK BANK. No time can ever be added to the SICK BANK. The annual sick leave the employee receives each year must be exhausted before the SICK BANK can be accessed. Once the employees' SICK BANK is depleted it will be permanently removed.

### Illness in the Family

Sick leave may be used for illness of immediate family (husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee).

### Pregnancy

Pregnancy of an employee shall be considered an illness or temporary disability and shall be subject to the provisions for sick leave or PTO.

### Bereavement Leave

Any days used for bereavement will come out of an employee's total sick leave days or PTO. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

**All paid leave (including personal, sick or PTO time) that a classified staff member is offered on his/her contract may be used during the contract year. If not all days are used, that time will be paid to the employee at the conclusion of the contract year at their hourly wage.**

**Leave Request Procedures**

Leave is requested online through Time Management System and approved by your supervisor. Your paid leave is automatically added to your time card through TMS.

**Paid Holidays**

If contract stipulates the receipt of paid holidays, the following days will be paid for the school year:

**8 Holiday Contracts:**

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
- Christmas Day

**5 Holiday Contracts:**

- \* New Year's Day
- \* Labor Day
- \* Thanksgiving Day
- \* Christmas Day
- \* Good Friday

The number of hours paid for the holiday will be the number of hours the employee is contracted to work in their agreement. If a holiday falls on a weekend day, the following Monday shall be the paid holiday.

**Jury Duty**

If a staff member is selected for jury duty, the staff member will receive pay for a regular days' work, less the payment of jury duty. Mileage or the payment of meals for jury duty will not be considered in the deduction.

Hours for holidays and paid leave are paid for the same number of hours in a regular day for the employee. For example, if an employees' regular day is seven (7) hours a day, then a holiday or day of paid leave is for seven (7) hours.

## **REPORTING OF HOURS**

Classified staff are required to clock in and out on the electronic platform provided.

Payroll checks are issued by direct deposit on the 15<sup>th</sup> of each month (or the Friday before if the 15<sup>th</sup> falls on a weekend or holiday).

### **Overtime**

Overtime is incurred only when an employee works over forty (40) hours per week. The work week starts at 12:00 AM Sunday and ends 11:59 PM Saturday.

## **RESIGNATION OF NON-CERTIFICATED PERSONNEL**

Non-certified personnel have signed an at-will contract. This means that at any time, the staff member or the Superintendent have the right to cancel the contract upon giving two (2) weeks notice.

## **SEXUAL HARASSMENT**

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

## **STAFF EVALUATION**

### **Philosophy**

The Board believes that every person is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the staff.

### **Purposes**

1. Bring about improvement of performance and, as a result, provide improved educational services for students.
2. Insure the best possible staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.
3. Provide for accurate and effective documentation of the performance of the staff for use in making decisions about retention or dismissal.

### **Some criteria may include:**

\*personal qualities, student management, professional preparation and commitment, effort toward improvement, administration-staff relationships, community-school relations

HTRS is an Equal Opportunity Employer.



Lisa Othmer HTRS Schools  
Principal  
Humboldt-Tbl Rck-Steinauer SD  
810 Central Ave  
Humboldt, NE 68376-6111  
United States

**Quote Number:** 148965-1  
**Quote Creation Date:** 05-04-2021  
**Quote Expiration Date:** 09-30-2021  
**Quote Release:** 1

Math K-6 enVision Humboldt-Tbl Rck-Steinauer SD

Price Quote Summary

Solution	Base Amount	Free Amount	Total
enVision Math	\$ 25,966.87	\$ 4,582.61	\$ 25,966.87
enVisionmath 6-8	\$ 4,712.04	\$ 576.97	\$ 4,712.04
<b>Solution Subtotal</b>	<b>\$ 30,678.91</b>	<b>\$ 5,159.58</b>	<b>\$ 30,678.91</b>
	<b>Shipping &amp; Handling</b>		<b>\$ 2,515.53</b>
		<b>Total</b>	<b>\$ 33,194.44</b>

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>enVision Math</b>						
<b>enVision Mathematics 2020 - Grade K</b>						
9780134961408	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE K	\$96.97	0	23	\$0.00	\$2,230.31
9780134959672	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE K	\$174.97	1	0	\$174.97	\$0.00
9780134959849	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE K	\$562.97	1	3	\$562.97	\$1,688.91
9780134954592	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE K	\$124.97	0	1	\$0.00	\$124.97
9780134961804	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE K	\$53.97	0	1	\$0.00	\$53.97

Humboldt-Tbl Rck-Steinauer SD

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134959917	ENVISION MATHEMATICS 2020 NATIONAL MATH DIAGNOSIS & INTERVENTION SYSTEM PART 1 GRADE K/3	\$154.97	1	0	\$154.97	\$0.00
9780134959580	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE K	\$201.97	0	1	\$0.00	\$201.97
9780134959528	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE K	\$135.97	0	1	\$0.00	\$135.97
<b>enVision Mathematics 2020 - Grade K Subtotal</b>					<b>\$ 892.91</b>	<b>\$ 4,436.10</b>

**enVision Mathematics 2020 - Grade 1**

9780134961415	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE 1	\$96.97	0	21	\$0.00	\$2,036.37
9780134959689	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE 1	\$174.97	1	0	\$174.97	\$0.00
9780134959856	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE 1	\$562.97	1	3	\$562.97	\$1,688.91
9780134954608	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE 1	\$124.97	0	1	\$0.00	\$124.97
9780134961811	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE 1	\$53.97	0	1	\$0.00	\$53.97
9780134959597	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 1	\$201.97	0	1	\$0.00	\$201.97
9780134959597	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 1	\$201.97	0	1	\$0.00	\$201.97
9780134959535	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE 1	\$145.97	0	1	\$0.00	\$145.97
<b>enVision Mathematics 2020 - Grade 1 Subtotal</b>					<b>\$ 737.94</b>	<b>\$ 4,454.13</b>

**enVision Mathematics 2020 - Grade 2**

Humboldt-Tbl Rck-Steinauer SD

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134961439	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE 2	\$96.97	0	31	\$0.00	\$3,006.07
9780134959696	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE 2	\$174.97	1	0	\$174.97	\$0.00
9780134959863	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE 2	\$562.97	1	3	\$562.97	\$1,688.91
9780134954615	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE 2	\$124.97	0	1	\$0.00	\$124.97
9780134961828	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE 2	\$53.97	0	1	\$0.00	\$53.97
9780134959610	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 2	\$201.97	0	1	\$0.00	\$201.97
9780134959542	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE 2	\$165.97	0	1	\$0.00	\$165.97
<b>enVision Mathematics 2020 - Grade 2 Subtotal</b>					<b>\$ 737.94</b>	<b>\$ 5,241.86</b>

**enVision Mathematics 2020 - Grade 3**

9780134961446	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE 3	\$96.97	0	21	\$0.00	\$2,036.37
9780134959702	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE 3	\$174.97	1	0	\$174.97	\$0.00
9780134959887	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE 3	\$562.97	1	3	\$562.97	\$1,688.91
9780134954622	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE 3	\$124.97	0	1	\$0.00	\$124.97
9780134961842	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE 3	\$53.97	0	1	\$0.00	\$53.97

Humboldt-Tbl Rck-Steinauer SD

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134959627	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 3	\$201.97	0	1	\$0.00	\$201.97
9780134959559	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE 3	\$145.97	0	1	\$0.00	\$145.97
<b>enVision Mathematics 2020 - Grade 3 Subtotal</b>					<b>\$ 737.94</b>	<b>\$ 4,252.16</b>

**enVision Mathematics 2020 - Grade 4**

9780134961453	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE 4	\$96.97	0	18	\$0.00	\$1,745.46
9780134959719	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE 4	\$174.97	1	0	\$174.97	\$0.00
9780134959894	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE 4	\$562.97	1	3	\$562.97	\$1,688.91
9780134954639	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE 4	\$124.97	0	1	\$0.00	\$124.97
9780134961859	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE 4	\$53.97	0	1	\$0.00	\$53.97
9780134959924	ENVISION MATHEMATICS 2020 NATIONAL MATH DIAGNOSIS & INTERVENTION SYSTEM PART 2 GRADE 4/6	\$154.97	0	1	\$0.00	\$154.97
9780134959634	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 4	\$201.97	0	1	\$0.00	\$201.97
9780134959566	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE 4	\$145.97	0	1	\$0.00	\$145.97
<b>enVision Mathematics 2020 - Grade 4 Subtotal</b>					<b>\$ 737.94</b>	<b>\$ 4,116.22</b>

**enVision Mathematics 2020 - Grade 5**

9780134961460	ENVISION MATHEMATICS 2020 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +6-YEAR DIGITAL COURSEWARE LICENSE GRADE 5	\$96.97	0	13	\$0.00	\$1,260.61
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Humboldt-Tbl Rck-Steinauer SD

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780134959726	ENVISION MATHEMATICS 2020 TEACHER RESOURCE MASTERS PACKAGE GRADE 5	\$174.97	1	0	\$174.97	\$0.00
9780134959900	ENVISION MATHEMATICS 2020 NATIONAL TEACHER EDITION PACKAGE GRADE 5	\$562.97	1	3	\$562.97	\$1,688.91
9780134954646	ENVISION MATHEMATICS 2020 LANGUAGE SUPPORT HANDBOOK GRADE 5	\$124.97	0	1	\$0.00	\$124.97
9780134961866	ENVISION MATHEMATICS 2020 TODAY'S CHALLENGE TEACHER GUIDE GRADE 5	\$53.97	0	1	\$0.00	\$53.97
9780134959641	ENVISION MATHEMATICS 2020 QUICK & EASY CENTER KIT GRADE 5	\$201.97	0	1	\$0.00	\$201.97
9780134959573	ENVISION MATHEMATICS 2020 CLASSROOM MANIPULATIVE KIT GRADE 5	\$135.97	0	1	\$0.00	\$135.97
<b>enVision Mathematics 2020 - Grade 5 Subtotal</b>					<b>\$ 737.94</b>	<b>\$ 3,466.40</b>
<b>enVision Math Subtotal</b>					<b>\$ 4,582.61</b>	<b>\$ 25,966.87</b>

**enVisionmath 6-8**

**enVision Mathematics ©2021 Grades 6-8 - Grade 6**

9780768581614	ENVISION MATHEMATICS 2021 NATIONAL STUDENT EDITION 6-YEAR SUBSCRIPTION +DIGITAL COURSEWARE 6-YEAR LICENSE GRADE 6	\$98.97	0	27	\$0.00	\$2,672.19
9780768581737	ENVISION MATHEMATICS 2021 NATIONAL TEACHER'S EDITION PACKAGE GRADE 6	\$576.97	1	3	\$576.97	\$1,730.91
9780768565782	ENVISION MATHEMATICS 2021 LANGUAGE SUPPORT HANDBOOK GRADE 6	\$128.97	0	1	\$0.00	\$128.97
9780768583182	ENVISION MATHEMATICS 2021 TEACHER'S RESOURCE MASTERS PACKAGE GRADE 6	\$179.97	0	1	\$0.00	\$179.97
<b>enVision Mathematics ©2021 Grades 6-8 - Grade 6 Subtotal</b>					<b>\$ 576.97</b>	<b>\$ 4,712.04</b>
<b>enVisionmath 6-8 Subtotal</b>					<b>\$ 576.97</b>	<b>\$ 4,712.04</b>

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
<b>Solution Subtotal</b>					<b>\$ 5,159.58</b>	<b>\$ 30,678.91</b>
<b>Shipping and Handling</b>						<b>\$ 2,515.53</b>
<b>Total</b>						<b>\$ 33,194.44</b>

**Optional Section**

ISBN	Solution	UOM	Term	List Price	Quantity	Base Amount	Total
1							
9780134953748	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE K	EA	1	\$13.97	23	\$321.31	\$321.31
2							
9780134953762	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE 1	EA	1	\$13.97	21	\$293.37	\$293.37
3							
9780134953779	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE 2	EA	1	\$13.97	31	\$433.07	\$433.07
4							
9780134953786	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE 3	EA	1	\$13.97	21	\$293.37	\$293.37
5							
9780134953793	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE 4	EA	1	\$13.97	18	\$251.46	\$251.46
6							
9780134953809	ENVISION MATHEMATICS 2020 ADDITIONAL PRACTICE WORKBOOK GRADE 5	EA	1	\$13.97	13	\$181.61	\$181.61

## Savvas Learning Company LLC Terms and Conditions

**To place your order** please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

**e-Form:** <http://support.savvas.com/support/s/contactsupport>

**Mail:** PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500 .

**Price quote:** This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

**Shipping & handling** charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

**Taxes:** All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

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I would like to propose that we remove Geography from our graduation requirements and only require 30 hours of social sciences to graduate. I do not make this proposal lightly- I have several reasons for doing so:

1. Mr. Linnerson examined the standards for Geography and is certain that he covers all of them through the other three classes.
2. Incoming transfers- we have had four students in 10<sup>th</sup> grade or above who have transferred in this year. Each one of them is having to make up the credits on our credit recovery program.
3. Freshman schedule- the incoming 9<sup>th</sup> graders have a pretty full schedule that is predetermined for them. They only have two periods per day for electives; if we want to give them the chance for more vocational training if that is the path they want to take, this would be a good way to free up another period.
4. In the extra period, Mr. Linnerson could teach an elective. He mentioned an Intro to Psychology/Sociology class, and in the past he taught History of War.

A couple of options—

1. Just remove Geography as an offering
2. Offer Geography and World History rotating- would have to double check the standards but it could be a possibility.

Counselor/other input:

**Lori Broady, ESU 4 Teaching and Learning Team Specialist and former JB Social Studies teacher:**

Currently, Personal Finance in the Economics portion of the Social Studies standards (SS 12.2.5), the NDE is trying to figure out if this will be taught by a high school Social Studies teacher or Business teacher.

I am aware that most schools across the state only require 3 full years of Social Studies, but offer World History or Geography as an elective. The Rule 10 requirement, which will be changed within the year to be called something else, requires that all of the Social Studies standards are taught. So the teacher will still need to make sure that the Geography standards are picked up in the other classes. (I did this all of the time, by ensuring that they were covered in either World History or American History.)

**Addie Huesman, Sterling:**

We have 3 course requirements (30 credits)

American History

World History

American Government

Civics requirements are the test and a public meeting and report.

We have our 8th graders take World Geography.

**Olivia Reuter, JCC:**

JCC requires 3 social studies classes. World History or Geography freshman or sophomore year, American History junior year, and American Government senior year

**Kristin Kudrna, Auburn:**

Auburn has 3 course requirements (30 credits)

American History

World Cultures--which includes geography

American Government 5 credit

Seniors choose 1- for 5 credits: Current Issues, Criminal Justice or Psych

**Lisa Whitten, Nebraska City Lourdes CC**

We require 4 years of social sciences and Geography is one of them. We also require World History, American Government and American History

**Sara Barker, Falls City High**

Geography is included in our year of World Studies (that's why we don't call it World History) that all freshmen have to take for one of their 3 required social studies classes.

**Michele Houston, Lewiston:**

We require 35 hours to graduate:

American History

Geography

World History

Government (5 cr)

**Jacqueline Mohr, Syracuse:**

Syracuse requires 30 credits in Social Studies:

10 World Cultures (10th Grade)

10 American History (11th Grade)

5 American Government (12th Grade)

The last 5 credits can come from the following:

5 Geography (can be taken 9-12th grade)

5 Economics (can be taken 9-12th grade)

5 American History 2 (12th grade)

5 American History 3 (12th grade)

5 Introduction to Behavioral Science (12th grade)

**Michael Chaffee, Palmyra:**

Here is what we offer as required SS:

Geography (SS 9)

World History

American History

Government





2020-21 for 21-22

Subject	Curriculum	Supplies	Library Books/Subscriptions	Computer Software/Applications	Furniture/Equipment	Additional \$'s	Totals
Pre-School							0
Kindergarten	327	365.2					692.2
1st Grade							0
2nd Grade							0
4th Grade							0
K-12 Music	2520						2520
K-12 Art	179.8	610.6					790.4
K-12 PE/Fitness Center		340					340
7-12 Math							0
7-12 English	3129.46						3129.46
9-12 Business	819.78						819.78
9-12 Science		2608.59					2608.59
AG/College	1997.5						1997.5
9-12 Robotics		500					500
9-12 Social Studies		1793.36					1793.36
7-12 IT							0
Library		1000		6000	3000	849.05	10849.05
Nurse		6452.35					6452.35
<b>Assessment</b>							
Acadience				162			162
NWEA				2325			2325
Teaching Strategies				798.75			798.75
<b>Online Curriculum Classes</b>							
John Baylor	2200						2200
Spanish	8000						8000
Intervention Edmentum	2715.14						2715.14
Planbook				400			400
Evaluation Platform				3250			3250
Scholastic	1712.95						1712.95
Microsoft Online Services				576			576
<b>Total</b>	23274.63	13670.1	13511.75	3000	849.05		54632.53

## 2021 - 2022 HTRS Coaches – updated 5/7/21

AD – Kara Engles

### ➤ Fall Sports

#### HS Football

H – Caleb Lempka  
Koalton Taiclet  
Grant Tuttle

#### HS Volleyball

H – Kara Engles  
Brittany Rogers  
Nic Sikora

#### HS Girls Golf

H – Matthew Helms

#### JH Football

H – Dan Ingwerson  
Taylor Dunekacke

#### JH Volleyball

Nic Sikora  
Macie Coffey  
Angie Bowers

### ➤ Winter Sports

#### HS Boys Basketball

H – Mike Schaardt  
Schuyler Kuhlmann

#### HS Girls Basketball

H – Karmen Tomek  
Macie Coffey

#### Wrestling

H – Shane Maloley  
Koalton Taiclet

#### JH Boys Basketball

H – Matthew Helms  
Taylor Dunekacke

#### JH Girls Basketball

H – Matthew Helms  
Angie Bowers

#### JH Wrestling

H – Joe Worthey

### ➤ Spring Sports

#### HS Track

H – Kara Engles  
Donna Railsback  
Karmen Tomek

#### HS Boys Golf

H – Matthew Helms

#### Powerlifting

H – Caleb Lempka

#### JH Track

H – Kara Engles  
Caleb Lempka

#### HS Cheerleading

Kara Engles  
Unless someone else is found!

#### Drill Team

Jamie Frey

#### Student Council

???

#### Play Production

Megan Howe

#### Speech

H - Jamie Frey  
Carl Linnerson

#### Mock Trial

Carl Linnerson