

Board of Education Regular Meeting
Monday, June 12, 2023 7:00 PM
Music Room, Humboldt
810 Central Ave
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. **APPROVE CONSENT AGENDA**
 - 5.1. Meeting Minutes
 - 5.2. Bills for Payment
 - 5.3. Review Treasurer's report
6. **REPORTS**
 - 6.1. Principal Othmer
 - 6.2. Assistant Principal Lottman
 - 6.3. NASB Report - Neal Kanel
7. **DISCUSSION ITEMS**
 - 7.1. Committee Meetings
 - 7.2. Policy Updates First Read
8. **ACTION ITEMS**
 - 8.1. Approve board member's leave of absence
 - 8.2. SRO two-year contract
 - 8.3. Transfer \$45,000 to Activities Fund
 - 8.4. Purchase a 2023 Ten Passenger Transit Van for \$76,900
 - 8.5. Fifty-six WiFi access points with 5 year licenses. The total cost to the district is \$17,008.37 after e-rate.
 - 8.6. Personnel
 - 8.6.1. Kellie Workman Retirement/resignation
 - 8.6.2. Matt Helms Resignation
 - 8.6.3. New Staff
 - Vicki Muholland - Early Childhood SPED
 - Melanie Beemer - Cook
 - Mary Grace Thiltges - Daycare Director
 - 8.7. Approve the Staff, Student and Activity Handbooks.
9. **SUPERINTENDENT GRIFFITH REPORT**
10. **BOARD MEMBER CONCERNS**
11. **ADJOURN**

Humboldt Table Rock Steinauer
05/26/2023 11:16 AM

Board Report - Detail

Page: 1
User ID: CMF

Account Number	Detail Description	Amount
01 2710 890 000	2023 Chevy Suburban	53,745.00
Total MEYER-EARP AUTO CENTER		<u>53,745.00</u>
Checking Account ID 1		<u>53,745.00</u>

Account Number	Detail Description	Amount
01 1100 610 002	PreACT 8/9 Scoring	304.00
Total ACT		304.00
01 2710 890 000	Transp. Other Expense/DOT Check	150.00
Total AUBURN FAMILY HEALTH CENTER		150.00
01 2620 350 000	Diagnostics & Repair	163.00
Total BEATRICE MECHANICAL SERVICE		163.00
01 2620 610 000	Maintenance Supplies	82.10
Total BINDER BROTHERS		82.10
01 2620 610 000	Maintenance Supplies	26.87
Total Blecha's General Store		26.87
01 2310 890 000	cupcakes - retirement party	105.00
Total Boring, Sandy		105.00
01 1100 440 000	Rental	1,424.59
01 1100 440 000	Copies	0.24
Total CAPITAL BUSINESS SYSTEMS, INC		1,424.83
01 2710 626 000	Bus Fuel	192.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	43.03
01 2230 643 000	PO 7485 PDQ Software	525.00
01 2620 610 000	PO 7493	14.98
01 2620 610 000	PO 7493	169.95
01 2510 610 000	PO 7517	107.98
01 3541 610 003	Sixpence PO 7476	389.99
01 3541 733 003	Sixpence PO 7488	11.99
01 3541 733 003	Sixpence PO 7488	220.69
01 3541 580 003	Sixpence Travel Expenses	16.92
01 2320 890 000	Teacher Appreciation	781.06
01 1100 890 001	PO 7480 Choir Robes	5,169.20
01 1100 610 002	MS Teaching Supplies	42.98
01 2151 610 000	Speech Supplies PO 7481	109.75
01 2620 733 000	PO 7518	474.94
01 1100 640 002	PO 7519	99.99
01 6989 610 000	PO 7515 Summer STEAM supplies	175.00
01 6989 610 000	PO 7520 Summer STEAM supplies	95.88
01 2151 610 000	PO 7495 Speech	128.40
01 6989 610 000	PO 7508 Summer STEAM Supplies	65.88
01 2151 610 000	PO 7496 Speech	95.95
01 6989 610 000	PO 7503 Summer STEAM supplies	3,930.00
01 2710 626 000	PO 7499 FFA Fuel	92.44
01 2710 626 000	PO 7499 FFA Fuel	82.11
01 2710 626 000	PO 7499 FFA Fuel	77.23
01 2510 531 000	POSTAGE	148.36
01 2310 890 000	Retirement Party Supplies	5.50
01 6988 610 000	STEAM supplies for May	64.01
01 6988 610 000	PO 7514 STEAM supplies for May	243.50
01 6988 610 000	PO 7504 STEAM supplies for May	969.95
01 1190 610 003	PO 7478	564.64
01 1100 610 001	Credit	(131.44)
Total CARDMEMBER SERVICE		14,977.86
01 1100 610 001	Reimb - Menards & Tractor Supply	221.59
01 1100 333 000	Mileage	131.00
Total Catlin, Brad		352.59
01 1100 610 001	FCS	29.23
01 1100 610 003	BFreeman AR	66.15
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	15.28
01 1100 610 003	EL Teaching Supplies	24.65
01 2620 610 000	MAINT Supplies	5.09

Account Number	Detail Description	Amount
Total CLEANING COUSINS, LLC		140.40
01 2310 540 000	advertising	97.50
Total COURIER TRIBUNE, THE		97.50
01 2710 626 000	Fuel in Suburban	45.00
Total Cumro, Daniel		45.00
01 2230 650 000	tech / OCIO	238.13
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		238.13
01 2230 650 000	PO 7512: 23/24 Laptops	33,274.65
Total DELL INC		33,274.65
01 6989 610 000	PO 7506 STEAM Supplies	247.44
Total DISCOUNT SCHOOL SUPPLY		247.44
01 2230 650 000	Laptop Reimbursement - overpaid	180.19
Total Dreier, Joan		180.19
01 1100 440 000	Admin Fees for Lease Agreement	55.00
Total EAKES OFFICE SOLUTIONS		55.00
01 1100 610 001	Shop supplies	170.00
Total EGGERS BROS INC		170.00
01 2620 340 000	alarm monitoring services	168.00
Total ELECTRONIC CONTRACTING CO.		168.00
01 1100 333 000	Mileage Reimbursement	78.60
Total Engles, Kara		78.60
01 2510 340 000	emplmt background screenings	40.45
Total ESSENTIAL SCREENS		40.45
01 2230 643 000	SRS Fees	946.00
01 2410 330 000	NeMTSS-Oth/Lott/Howe/Stan/Frey/Kap	180.00
01 2130 320 000	2022-23 Student Health Care Screenings	2,556.00
01 6408 591 003	0-2 SPED Dir	179.82
01 6408 591 003	3-5 SPED Dir	179.82
01 6408 591 003	0-2 Audiology	83.35
01 6408 591 003	3-5 Audiology	83.35
01 6408 591 003	0-2 Speech	500.00
01 6408 591 003	3-5 Speech	1,000.00
01 6408 591 003	0-2 EC	122.00
01 6408 591 003	0-2 EC Consult	254.17
01 6408 591 003	3-5 EC Consult	254.16
01 1200 591 003	EL SPED Dir	1,618.38
01 1200 591 003	Secondary SPED Dir	1,618.38
01 2151 591 000	EC Audiology	750.15
01 2151 591 000	Secondary Audiology	750.15
01 2151 591 000	EC Speech	5,000.00
01 2151 591 000	Secondary Speech	3,500.00
01 1200 591 003	EC Behavior	200.00
Total ESU #4		19,775.73
01 2230 643 000	Tech Hosted Services	54.92
01 1200 330 000	EC MTSS Training	120.00
01 1190 330 003	Early Learn Connection Work	45.00
Total ESU #6		219.92
01 2310 540 000	advertising	465.58
Total FALLS CITY JOURNAL		465.58
01 2620 420 000	trash-utilities	561.70
Total FALLS CITY SANITATION		561.70
01 1100 111 000	Retirement Party	95.47
Total Farwell, Chantel		95.47
01 1100 382 001	distance learning	319.87

Account Number	Detail Description	Amount
Total FIBER PLATFORM, LLC		319.87
01 2230 643 000	2023-24 absence/sub mgmt	4,002.25
Total FRONTLINE TECHNOLOGIES GROUP LLC		4,002.25
01 6989 610 000	PO 7505 Summer STEAM	815.25
Total GOPHER		815.25
01 1100 440 000	June/July Copier Lease	2,574.06
Total Hometown Leasing		2,574.06
01 1100 640 002	PO 7522 MS Books	1,369.00
01 1100 640 001	PO 7522 HS Books	2,558.00
01 1100 640 001	PO 7522 HS books Intro to Lit	380.48
01 1100 640 001	PO 7522 HS books Intro to Lit	817.22
Total HOUGHTON MIFFLIN CO		5,124.70
01 2310 540 000	advertising messages	93.00
Total HTMC		93.00
01 102	payroll expenses	501,912.46
Total HTRS PAYROLL ACCT		501,912.46
01 2510 530 000	advertising	273.28
Total HUMBOLDT STANDARD		273.28
01 2230 650 000	PO 7487: TV installation	8,172.34
Total KANSAS CITY AUDIO-VISUAL, INC		8,172.34
01 2310 540 000	grad pkg billing	80.00
01 2310 540 000	Radio Ad-State Track/Graduation	180.00
Total KNZA INC		260.00
01 2330 317 000	legal services	1,932.50
Total KSB School Law		1,932.50
01 2620 350 000	water soft contract	475.83
Total KURITA AMERICA INC		475.83
01 2620 610 000	Maintenance Supplies	9.86
Total LEWIS IMPLEMENT COMPANY		9.86
01 6408 340 003	0-2 yo	134.38
01 6408 340 003	3-5 yo	521.75
01 2161 340 000	SA	905.13
Total MALCOLM, MARY		1,561.26
01 1200 643 000	PO 7539 SPED Unique Learn. System	934.98
Total N2Y		934.98
01 6408 340 003	3-5 yo	196.52
01 2171 340 000	SA	1,083.35
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,279.87
01 2320 330 000	Griffith Admin Days	308.00
01 2410 330 000	Lovercheck/Standerford Admin. Days	606.00
01 2410 310 000	Standerford NCSA Membership Fees	285.00
Total NCSA - NEBRASKA COUNCIL OF SCHOOL ADMIN		1,199.00
01 2213 330 000	BU #13480202.471100.MTSS23	125.00
Total NEBRASKA DEPT OF EDUCATION		125.00
01 2610 621 000	43471	4,763.82
01 2610 621 000	43465	58.42
01 2610 621 000	31711	31.58
Total NPPD		4,853.82
01 2620 610 000	MAINT Supplies	134.96
Total PAWNEE TRUE VALUE		134.96
01 2230 650 000	Door Phone Repair	135.00
01 2230 650 000	Phone Repair	135.00
01 2230 650 000	camera renewal	3,232.31

Account Number	Detail Description	Amount
Total PRIME COMMUNICATIONS, INC		3,502.31
01 2660 590 000	SRO MONTHLY CONTRACT	5,154.01
Total RICHARDSON COUNTY TREASURER		5,154.01
01 2310 540 000	Ad-Daycare Director	78.00
Total SABETHA HERALD, THE		78.00
01 2620 610 000	Maint Supplies Reimb	9.63
Total Sailors, Scott		9.63
01 2620 350 000	pest control-spraying	72.00
01 2620 350 000	pest control-spraying	72.00
Total SCHENDEL PEST CONTROL		144.00
01 1190 610 003	PO 7509 - EC books	5,722.50
Total SCHOLASTIC INC		5,722.50
01 6989 610 000	PO 7510 Summer STEAM Supplies	620.80
Total SCHOOL SPECIALTY LLC		620.80
01 2710 626 000	fuel/sped fuel	3,062.00
01 2712 626 000	SPED Fuel	133.50
01 2710 340 000	Oil Change	50.00
Total STATION SERVICE CENTER INC., THE		3,245.50
01 2310 540 000	advertising	37.50
01 2310 540 000	Advertising 5993	62.00
01 2310 540 000	Advertising 5982	62.00
01 2310 540 000	Advertising SPED Mtg 5960	15.93
01 2310 540 000	Advertising Mtg Notice 5937	7.28
01 2310 540 000	Advertising Minutes 5955	83.69
Total STERUP ENTERPRISES, LLC		268.40
01 1100 890 001	HS Class 2	200.00
01 1100 890 002	MS Class 2	100.00
01 1100 890 003	EL Class 2	146.40
01 1100 890 001	EL Class 1	273.75
01 1100 890 002	MS Class 1	100.00
Total STUDENT ASSURANCE SERVICES INC		820.15
01 2320 650 000	monthly contract or service	242.00
Total TIME MANAGEMENT SYSTEMS		242.00
01 2710 340 000	Bus Maintenance	280.50
01 2710 340 000	Bus Repairs	922.66
Total TRUCK CENTER COMPANIES		1,203.16
01 2130 610 000	Nurse Supplies	12.50
Total U-SAVE PHARMACY		12.50
01 2510 530 000	9335	107.47
01 2510 530 000	7215	745.96
Total WINDSTREAM NEBRASKA		853.43
Checking Account ID 1		631,370.69

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0099	2026	2,269.63	0.00	0.00	0.00	2,269.63
05 704 0100	Athletics - Miscellaneous	(25,211.97)	1,365.00	123.56	0.00	(26,453.41)
05 704 0122	2025	3,472.90	0.00	0.00	0.00	3,472.90
05 704 0123	2021	2,248.13	0.00	0.00	0.00	2,248.13
05 704 0124	2023	5,203.49	2,697.60	500.00	0.00	3,005.89
05 704 0125	2024	4,436.85	0.00	0.00	0.00	4,436.85
05 704 0132	2027	788.50	0.00	0.00	0.00	788.50
05 704 0133	2028	905.30	0.00	0.00	0.00	905.30
05 704 0135	Annual	(9,595.78)	0.00	1,305.00	0.00	(8,290.78)
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	674.70	320.00	0.00	0.00	354.70
05 704 0138	Concession	(2,809.20)	0.00	0.00	0.00	(2,809.20)
05 704 0139	FCS	429.76	0.00	0.00	0.00	429.76
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	836.55	0.00	0.00	0.00	836.55
05 704 0142	Student Council - H S	1,563.33	85.50	0.00	0.00	1,477.83
05 704 0143	H.S. Youth Leadership	5,570.36	174.06	100.00	0.00	5,496.30
05 704 0144	H.S. Cheerleading	421.57	85.00	440.00	0.00	776.57
05 704 0145	Legion Scholarship	2,721.96	0.00	200.00	0.00	2,921.96
05 704 0146	Foundation Scholarship	0.00	0.00	0.00	0.00	0.00
05 704 0147	Donations	6,624.17	180.00	1,179.49	0.00	7,623.66
05 704 0148	Activities	(1,653.63)	1,176.21	991.60	0.00	(1,838.24)
05 704 0149	Library	6,287.70	0.00	15.90	0.00	6,303.60
05 704 0150	Wrestling	368.30	0.00	0.00	0.00	368.30
05 704 0151	Grants & Scholarships	4,770.13	206.92	0.00	0.00	4,563.21
05 704 0152	Elementary	671.21	0.00	0.00	0.00	671.21
05 704 0154	Music (new)	1,120.74	0.00	0.00	0.00	1,120.74
05 704 0155	Snack Cart	503.68	286.38	472.65	0.00	689.95
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,604.98	0.00	10.00	0.00	2,614.98
05 704 0161	StuCo - Middle School	2,186.19	0.00	0.00	0.00	2,186.19
05 704 0162	Mock Trial	705.43	0.00	0.00	0.00	705.43
05 704 0163	Volleyball Club	3,478.15	0.00	1,685.00	0.00	5,163.15
05 704 0164	Golf Club	2,954.50	1,600.30	0.00	0.00	1,354.20
05 704 0165	Middle School-Youth Leadership	946.66	0.00	0.00	0.00	946.66
05 704 0166	Power Lifting	2,957.30	0.00	0.00	0.00	2,957.30

Activity Fund Balance Report - Summary - Exclude Encumbrances

05/2023 - 05/2023

Regular; Beginning Month 05/2023; Processing Month 05/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0168	Speech	(1,312.82)	0.00	361.66	0.00	(951.16)
05 704 0169	MS Robotics	2,513.71	0.00	0.00	0.00	2,513.71
05 704 0171	Boys Basketball	3,353.51	0.00	0.00	0.00	3,353.51
05 704 0172	Girls Basketball	611.88	432.00	0.00	0.00	179.88
05 704 0173	Sport Posters	13,481.23	0.00	0.00	0.00	13,481.23
05 704 0174	Football Club	809.44	475.96	600.00	0.00	933.48
05 704 0175	FFA	4,982.84	3,999.01	1,516.00	0.00	2,499.83
05 704 0176	HS Robotics	941.15	0.00	0.00	0.00	941.15
05 704 0995	Interest	341.09	0.00	0.00	0.00	341.09
05 704 0996	Service Charge	(185.06)	0.00	0.00	0.00	(185.06)
Fund Total: 05		63,628.87	13,083.94	9,500.86	0.00	60,045.79

**Humboldt Table Tock S Rock Steinauer School
Breakfast/Lunch Program**

May 31,2023

RECEIPTS

Lunches	\$5,070.81
State	\$9,759.67
Int.	\$3.45
TOTAL RECEIPTS	\$14,833.93

EXPENSES

Karla Cash	\$17.60
Sysco	\$1,159.55
US Foods	\$1,729.33
Falls City Mercantile	\$4,644.12
Niders	\$24.71
LuAnn Hunzeker	\$85.90
Crystal Hutton	\$52.00
Nicole Shubert	\$100.95
Alicia Manley	\$17.70
Sharon Joyner	\$6.30

TOTAL EXPESES	\$7,883.36
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BALANCE	\$84,458.08
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HTRS ACCOUNT BALANCES - Cash on Hand
05.31.2023

ACTIVITY ACCOUNT	x488	\$60,045.79
BREAKFAST/LUNCH	x462	\$84,458.08
BUILDING FUND	x0640	\$792,023.61
DEPRECIATION	x3541	\$629,430.58
EMPLOYEE BEN FUND MM	x7455	\$155,215.25
GENERAL FUND	x2567	\$2,214,482.45
OFFICE ACCOUNT	x3638	\$4,548.64
PAYROLL FUND	x2648	\$8,197.36
QCPUF	x2583	\$6,985.88
STUDENT FEES	x5156	\$13,520.14

INTERNAL TRANSFERS - Current FY

GENERAL to LUNCH FUND

GENERAL to Activity FUND

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	5,656,566.00	0.00	4,382,741.20	77.48	1,273,824.80
01 1115	Carline Tax	30,000.00	0.00	7,033.25	23.44	22,966.75
01 1120	Public Power Dist. Sales Tax	0.00	0.00	37,494.97	0.00	(37,494.97)
01 1125	Motor Vehicle Tax	420,000.00	0.00	205,285.74	48.88	214,714.26
01 1140	Penalties/Int on Taxes	26,000.00	0.00	14,345.98	55.18	11,654.02
01 1311	Tuition Drivers Education	6,000.00	0.00	7,097.73	118.30	(1,097.73)
01 1315	Tuition from other entities(early entry)	3,500.00	0.00	1,647.20	47.06	1,852.80
01 1370	Preschool tuition	30,000.00	0.00	10,562.61	35.21	19,437.39
01 1510	Interest earned	0.00	0.00	0.00	0.00	0.00
01 1800 1810	Fitness Center Dues	7,000.00	0.00	2,650.00	37.86	4,350.00
01 1800 1830	Laptop Fees	7,000.00	0.00	4,321.00	61.73	2,679.00
01 1800 1840	Industrial Arts Fees	1,500.00	0.00	601.25	40.08	898.75
01 1910	Rental Of School Facilities	5,000.00	0.00	0.00	0.00	5,000.00
01 1911	Local license fees	9,000.00	0.00	1,714.26	19.05	7,285.74
01 1920	Contributions/Donations	10,000.00	0.00	0.00	0.00	10,000.00
01 1925	Grant Receipts	50,000.00	0.00	255.00	0.51	49,745.00
01 1990	Misc local revenue (garn)	10,000.00	0.00	1,897.15	18.97	8,102.85
	Subtotal: LOCAL RECIEPTS	6,271,566.00	0.00	4,677,647.34	74.58	1,593,918.66
01 2110	County Fines & Lience Fees	112,000.00	0.00	38,051.10	33.97	73,948.90
01 2210	ESU Receipts	18,000.00	0.00	7,649.32	42.50	10,350.68
	Subtotal: COUNTY AND ESU RECEIPTS	130,000.00	0.00	45,700.42	35.15	84,299.58
01 3110	State Aid	48,000.00	0.00	41,144.94	85.72	6,855.06
01 3120	SPED School Age (SA)	625,500.00	0.00	303,905.00	48.59	321,595.00
01 3125	SPED Transportation (SA)	27,000.00	0.00	0.00	0.00	27,000.00
01 3130	Homestead Exemption	111,000.00	0.00	18,551.17	16.71	92,448.83
01 3131	Property tax credit	800,000.00	0.00	567,101.40	70.89	232,898.60
01 3133	Nameplate Capacity Tax (windmills)	200,000.00	0.00	87,906.04	43.95	112,093.96
01 3180	Pro Rate Motor Vehicle	30,000.00	0.00	11,147.30	37.16	18,852.70
01 3400	State apportionment	125,000.00	0.00	71,763.97	57.41	53,236.03
01 3535	High ability learners	6,500.00	0.00	4,125.00	63.46	2,375.00
01 3541	Sixpence Grant Receipts	91,000.00	0.00	87,423.00	96.07	3,577.00
01 3990	Other State Receipts	10,000.00	0.00	0.00	0.00	10,000.00
	Subtotal: STATE RECEIPTS	2,074,000.00	0.00	1,193,067.82	57.52	880,932.18
01 4310	REAP Grants	30,000.00	0.00	0.00	0.00	30,000.00
01 4505	Title I, Part A ESSA	110,000.00	0.00	0.00	0.00	110,000.00
01 4516	IDEA PreK Base (619) Age 3-5	5,000.00	0.00	0.00	0.00	5,000.00
01 4518	SPED - IDEA Base/Enr Pov	350,000.00	0.00	188,695.00	53.91	161,305.00
01 4521	IDEA Part B, Propt, Age 3-21	25,000.00	0.00	0.00	0.00	25,000.00
01 4705	Flood control	25,000.00	0.00	16,532.13	66.13	8,467.87
01 4709	Medicaid Admin Activities MAAPS	28,000.00	0.00	18,098.02	64.64	9,901.98
01 4969	TITLE IV (6969)	26,000.00	0.00	0.00	0.00	26,000.00
01 4988	ARP ESSER III AFTER school	0.00	0.00	29,176.00	0.00	(29,176.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	20,601.00	0.00	(20,601.00)
01 4996	CARES ACT - ESSERS 1	0.00	0.00	0.00	0.00	0.00
01 4997	Cares Act - ESSERS II	60,000.00	0.00	55,718.00	92.86	4,282.00
01 4998	ESSERS III ARP	285,000.00	0.00	231,996.00	81.40	53,004.00
	Subtotal: FEDERAL RECEIPTS	944,000.00	0.00	560,816.15	59.41	383,183.85
01 5200	Fund Transfers In (from other HTRS fund)	10,000.00	0.00	0.00	0.00	10,000.00
01 5300	Sale of Property	10,000.00	0.00	16,725.78	167.26	(6,725.78)
01 5301	Insurance refunds/adjustments	5,000.00	0.00	4,291.00	85.82	709.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	100,000.00	0.00	68,284.54	68.28	31,715.46
01 5690	Other Non-revenue Receipt	124,642.00	0.00	1,340.73	1.08	123,301.27
	Subtotal: NON-REVENUE RECEIPTS	249,642.00	0.00	90,642.05	36.31	158,999.95

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 9000	Non-programmed Receipts	50,000.00	0.00	0.00	0.00	50,000.00
	Subtotal: NON-PROGRAM RECEIPTS	50,000.00	0.00	0.00	0.00	50,000.00
	Fund Total:	9,719,208.00	0.00	6,567,873.78	67.58	3,151,334.22

Revenue Summary Report
Processing Month: 06/2023

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	9,719,208.00	0.00	6,567,873.78	67.58	3,151,334.22

**Expenditure Report by Function/Object -
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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	170,000.00	0.00	105.28	(8,982.11)
01 1100 111 001	HS Teacher Salaries	975,000.00	0.00	58.19	407,681.49
01 1100 111 002	MS Teacher Salaries	228,978.00	0.00	85.79	32,538.92
01 1100 111 003	EL Teacher Salaries	553,000.00	0.00	57.36	235,805.45
111	SALARIES TCHR/PROF	1,926,978.00	0.00	65.38	667,043.75
01 1100 112 002	MS AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 112 003	EL AIDE/PARA	25,000.00	0.00	86.42	3,395.65
112	SALARIES AIDE/PARA	25,000.00	0.00	86.42	3,395.65
01 1100 113 001	HS SUB TCHR	40,000.00	0.00	51.80	19,280.00
01 1100 113 002	MS SUB TCHR	0.00	0.00	0.00	0.00
01 1100 113 003	EL SUB TCHR	30,000.00	0.00	118.13	(5,439.14)
113	SALARIES SUB TCHR	70,000.00	0.00	80.23	13,840.86
01 1100 153 000	TEACH SUB/CLASS COVERAGE	5,000.00	0.00	11.55	4,422.50
01 1100 153 001	EXTRA DUTY / STIPENDS	15,000.00	0.00	44.00	8,400.42
01 1100 153 002	CERT Unused Leave Payouts	12,000.00	0.00	0.00	12,000.00
153	EXTRA DUTY / STIPENDS	32,000.00	0.00	22.43	24,822.92
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	30,000.00	0.00	99.68	95.00
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	255,000.00	0.00	67.18	83,697.37
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	85,000.00	0.00	62.30	32,044.81
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	170,000.00	0.00	72.19	47,285.17
211	GROUP INS TCHR/PROF	540,000.00	0.00	69.79	163,122.35
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	10,000.00	0.00	0.26	9,973.53
212	GROUP INSURANCE AIDE/PARA	10,000.00	0.00	0.26	9,973.53
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
213	CERTIFIED CLASS COVG-BCBS	0.00	0.00	0.00	0.00
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	15,000.00	0.00	90.92	1,362.71
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	65,000.00	0.00	66.09	22,042.92
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	20,000.00	0.00	75.24	4,952.53
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	40,000.00	0.00	60.59	15,763.98
221	SOCIAL SECURITY TCHR/PROF	140,000.00	0.00	68.48	44,122.14
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	2,000.00	0.00	82.61	347.86
222	SOCIAL SECURITY AIDE/PARA	2,000.00	0.00	82.61	347.86
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	1,000.00	0.00	4.42	955.84
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,000.00	0.00	52.24	1,910.26
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	800.00	0.00	0.00	800.00
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	2,000.00	0.00	135.63	(712.56)
223	SOCIAL SECURITY SUB TCHR	7,800.00	0.00	62.13	2,953.54
01 1100 231 000	D RETIREMENT TCHR/PROF	12,000.00	0.00	128.51	(3,420.97)
01 1100 231 001	HS RETIREMENT TCHR/PROF	61,000.00	0.00	86.79	8,056.01
01 1100 231 002	MS RETIREMENT TCHR/PROF	19,000.00	0.00	102.13	(403.81)
01 1100 231 003	EL RETIREMENT TCHR/PROF	35,000.00	0.00	85.82	4,962.25
231	RETIREMENT TCHR/PROF	127,000.00	0.00	92.76	9,193.48
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	1,800.00	0.00	117.97	(323.39)
232	RETIREMENT AIDE/PARA	1,800.00	0.00	117.97	(323.39)
01 1100 233 000	RETIREMENT Tchr Class Covg	500.00	0.00	11.41	442.96
01 1100 233 001	HS RETIREMENT SUB TCHR	1,100.00	0.00	57.95	462.56
01 1100 233 002	MS RETIREMENT SUB TCHR	0.00	0.00	0.00	0.00
01 1100 233 003	EL RETIREMENT SUB TCHR	500.00	0.00	79.04	104.80
233	RETIREMENT SUB TCHR	2,100.00	0.00	51.89	1,010.32
01 1100 237 000	D RETIREMENT TCHR/PROF	4,000.00	0.00	0.00	4,000.00
01 1100 237 001	Increased Retirement Contribution Rate	21,000.00	0.00	0.00	21,000.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	5,500.00	0.00	0.00	5,500.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	12,000.00	0.00	0.00	12,000.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	42,500.00	0.00	0.00	42,500.00
01 1100 260 000	D UNEMPLOYMENT PMTS	500.00	0.00	0.00	500.00
260	UNEMPLOYMENT PMTS	500.00	0.00	0.00	500.00
01 1100 281 000	D LTD/STD TCHR/PROF	400.00	0.00	110.66	(42.63)
01 1100 281 001	HS LTD/STD TCHR/PROF	6,000.00	0.00	59.35	2,439.25
01 1100 281 002	MS LTD/STD TCHR/PROF	1,500.00	0.00	88.40	174.02
01 1100 281 003	EL LTD/STD TCHR/PROF	3,500.00	0.00	60.03	1,399.04
281	LTD/STD TCHR/PROF	11,400.00	0.00	65.18	3,969.68
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	200.00	0.00	50.80	98.40
282	LTD/STD AIDE/PARA	200.00	0.00	50.80	98.40
01 1100 283 001	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1100 283 003	LTD/STD SUB TCHR	100.00	0.00	18.36	81.64
283	LTD/STD SUB TCHR	100.00	0.00	18.36	81.64
01 1100 320 000	PROF EDUC SERVICES	8,000.00	0.00	130.06	(2,404.40)
320	PROF EDUC SERVICES	8,000.00	0.00	130.06	(2,404.40)
01 1100 333 000	MILEAGE PAID TO STAFF	2,000.00	0.00	94.75	104.98
333	MILEAGE TO STAFF	2,000.00	0.00	94.75	104.98
01 1100 382 001	Tuition - Distance Learning	6,000.00	0.00	28.43	4,294.04
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	6,000.00	0.00	28.43	4,294.04
01 1100 440 000	DISTRICT RENTALS/LEASES	45,000.00	0.00	73.73	11,820.59
440	LEASE/RENTALS	45,000.00	0.00	73.73	11,820.59
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	0.00	0.00	0.00	251.88
580	TRAVEL EXPENSES	0.00	0.00	0.00	251.88
01 1100 610 001	HS Teaching Supplies	100,000.00	0.00	51.46	48,542.79
01 1100 610 002	MS Teaching Supplies	8,688.00	0.00	15.35	7,354.32
01 1100 610 003	EL Teaching Supplies	10,000.00	0.00	35.58	6,442.42
610	SUPPLIES	118,688.00	0.00	47.48	62,339.53
01 1100 640 001	HS Textbooks	11,000.00	0.00	63.98	3,961.74
01 1100 640 002	MS Textbooks	5,000.00	0.00	29.38	3,531.01
01 1100 640 003	EL Textbooks	5,000.00	0.00	8.23	4,588.32
640	BOOKS/PERIODICALS	21,000.00	0.00	42.47	12,081.07
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	35,000.00	0.00	0.00	35,000.00
643	WEB/CLOUD BASED SOFTWARE	35,000.00	0.00	0.00	35,000.00
01 1100 733 001	HS Furniture And Equipment	3,000.00	0.00	33.60	1,992.00
01 1100 733 002	MS Furniture And Equipment	1,000.00	0.00	196.80	(968.00)
01 1100 733 003	EL Furniture And Equipment	2,000.00	0.00	2.30	1,954.00
733	FURNITURE/FIXTURES	6,000.00	0.00	50.37	2,978.00
01 1100 890 001	HS Other Expense	10,000.00	0.00	95.41	459.37
01 1100 890 002	MS Other Expense	1,000.00	0.00	152.51	(525.10)
01 1100 890 003	EL Other Expense	3,000.00	0.00	78.74	637.86
890	MISC EXPENDITURES	14,000.00	0.00	95.91	572.13
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,195,066.00	0.00	65.14	1,113,690.55
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	5,200.00	0.00	0.00	5,200.00
111	SALARIES TCHR/PROF	5,200.00	0.00	0.00	5,200.00
01 1150 211 003	ELA GROUP INSURANCE TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 221 003	ELA SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 231 003	ELA RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1150 281 003	ELA LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS	5,200.00	0.00	0.00	5,200.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	195,000.00	0.00	71.48	55,611.33
111	SALARIES TCHR/PROF	195,000.00	0.00	71.48	55,611.33
01 1160 113 003	Substitute Salaries - Poverty	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
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 1160 211 003	Health Insurance - Poverty	38,000.00	0.00	101.67	(636.40)
211	GROUP INS TCHR/PROF	38,000.00	0.00	101.67	(636.40)
01 1160 221 003	Social Security - Poverty	15,000.00	0.00	69.73	4,540.80
221	SOCIAL SECURITY TCHR/PROF	15,000.00	0.00	69.73	4,540.80
01 1160 231 003	Retirement - Poverty	14,000.00	0.00	98.35	231.51
231	RETIREMENT TCHR/PROF	14,000.00	0.00	98.35	231.51
01 1160 237 003	Inc Ret Contribution Rate	5,000.00	0.00	0.00	5,000.00
237	Inc Ret Contribution Rate	5,000.00	0.00	0.00	5,000.00
01 1160 281 003	Long Term Disability - Poverty	1,200.00	0.00	73.98	312.26
281	LTD/STD TCHR/PROF	1,200.00	0.00	73.98	312.26
01 1160 610 003	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 1160 890 003	Other Expense - Poverty	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS	268,200.00	0.00	75.74	65,059.50
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	110,000.00	0.00	73.14	29,543.02
111	SALARIES TCHR/PROF	110,000.00	0.00	73.14	29,543.02
01 1190 112 003	EC Early Childhood Aide	8,500.00	0.00	0.00	8,500.00
112	SALARIES AIDE/PARA	8,500.00	0.00	0.00	8,500.00
01 1190 113 003	EC Substitute Salaries	1,000.00	0.00	28.00	720.00
113	SALARIES SUB TCHR	1,000.00	0.00	28.00	720.00
01 1190 211 003	EC Health Insurance	40,000.00	0.00	75.82	9,671.26
211	GROUP INS TCHR/PROF	40,000.00	0.00	75.82	9,671.26
01 1190 221 003	EC Social Security	8,600.00	0.00	70.86	2,506.02
221	SOCIAL SECURITY TCHR/PROF	8,600.00	0.00	70.86	2,506.02
01 1190 222 003	EC SOC SEC AIDE/PARA	900.00	0.00	0.00	900.00
222	SOCIAL SECURITY AIDE/PARA	900.00	0.00	0.00	900.00
01 1190 223 003	EC SOC SEC SUB TCHR	100.00	0.00	21.42	78.58
223	SOCIAL SECURITY SUB TCHR	100.00	0.00	21.42	78.58
01 1190 231 003	EC Retirement	9,000.00	0.00	88.30	1,052.62
231	RETIREMENT TCHR/PROF	9,000.00	0.00	88.30	1,052.62
01 1190 232 003	RETIREMENT AIDE/PARA	1,000.00	0.00	0.00	1,000.00
232	RETIREMENT AIDE/PARA	1,000.00	0.00	0.00	1,000.00
01 1190 237 003	Increased Retirement Contribution Rate	3,000.00	0.00	0.00	3,000.00
237	Inc Ret Contribution Rate	3,000.00	0.00	0.00	3,000.00
01 1190 281 003	EC LTD/STD TCHR/PROF	900.00	0.00	64.55	319.05
281	LTD/STD TCHR/PROF	900.00	0.00	64.55	319.05
01 1190 282 003	LTD/STD AIDE/PARA	100.00	0.00	0.00	100.00
282	LTD/STD AIDE/PARA	100.00	0.00	0.00	100.00
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
283	LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	400.00	0.00	547.49	(1,789.95)
330	STAFF DEVELOPMENT/TRAINING	400.00	0.00	547.49	(1,789.95)
01 1190 333 003	EC Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1190 610 003	EC Supplies	2,000.00	0.00	419.04	(6,380.77)
610	SUPPLIES	2,000.00	0.00	419.04	(6,380.77)
01 1190 733 003	EC Furniture & Equipment	3,000.00	0.00	0.00	3,000.00
733	FURNITURE/FIXTURES	3,000.00	0.00	0.00	3,000.00
1190	EARLY CHILDHOOD ED PROGRAMS	188,500.00	0.00	72.30	52,219.83
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	152,000.00	0.00	54.30	69,471.60
01 1200 111 002	MS SPED Teacher Salaries	72,000.00	0.00	106.85	(4,929.48)
01 1200 111 003	EL SPED Teacher Salaries	220,000.00	0.00	67.79	70,852.72
111	SALARIES TCHR/PROF	444,000.00	0.00	69.51	135,394.84
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	155,000.00	0.00	67.29	50,696.67

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
112	SALARIES AIDE/PARA	155,000.00	0.00	67.29	50,696.67
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	2,000.00	0.00	35.00	1,300.00
113	SALARIES SUB TCHR	2,000.00	0.00	35.00	1,300.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	55,000.00	0.00	60.36	21,800.09
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	21,000.00	0.00	148.08	(10,097.79)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	68,000.00	0.00	66.89	22,511.84
211	GROUP INS TCHR/PROF	144,000.00	0.00	76.24	34,214.14
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	300.00	0.00	1,616.77	(4,550.30)
212	GROUP INSURANCE AIDE/PARA	300.00	0.00	1,616.77	(4,550.30)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	13,000.00	0.00	48.20	6,734.10
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	7,000.00	0.00	82.94	1,194.40
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,000.00	0.00	59.66	7,664.56
221	SOCIAL SECURITY TCHR/PROF	39,000.00	0.00	60.02	15,593.06
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	13,000.00	0.00	61.39	5,019.01
222	SOCIAL SECURITY AIDE/PARA	13,000.00	0.00	61.39	5,019.01
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	100.00	0.00	53.54	46.46
223	SOCIAL SECURITY SUB TCHR	100.00	0.00	53.54	46.46
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	15,200.00	0.00	53.63	7,048.04
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	7,200.00	0.00	105.54	(398.94)
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	22,000.00	0.00	66.97	7,267.43
231	RETIREMENT TCHR/PROF	44,400.00	0.00	68.66	13,916.53
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	15,500.00	0.00	64.25	5,540.90
232	RETIREMENT AIDE/PARA	15,500.00	0.00	64.25	5,540.90
01 1200 237 001	Increased Retirement Contribution Rate	4,000.00	0.00	0.00	4,000.00
01 1200 237 002	Increased Retirement Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 1200 237 003	Increased Retirement Contribution Rate	9,000.00	0.00	0.00	9,000.00
237	Inc Ret Contribution Rate	15,000.00	0.00	0.00	15,000.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	1,500.00	0.00	38.10	928.54
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	800.00	0.00	64.08	287.33
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	1,800.00	0.00	56.40	784.73
281	LTD/STD TCHR/PROF	4,100.00	0.00	51.20	2,000.60
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,000.00	0.00	48.90	510.98
282	LTD/STD AIDE/PARA	1,000.00	0.00	48.90	510.98
01 1200 330 000	SPED STAFF DEV/TRAINING	8,000.00	0.00	43.40	4,528.38
330	STAFF DEVELOPMENT/TRAINING	8,000.00	0.00	43.40	4,528.38
01 1200 333 000	SPED Mileage to Staff	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 1200 340 003	Non-ESU OTHER PROF SERVICES	1,500.00	0.00	0.00	1,500.00
340	OTHER PROFESSIONAL SERVICES	1,500.00	0.00	0.00	1,500.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	(36,075.00)
431	NON-TECH REPAIRS/MAINT	0.00	0.00	0.00	(36,075.00)
01 1200 580 000	SPED TRAVEL EXPENSES	0.00	0.00	0.00	(3,626.07)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(3,626.07)
01 1200 591 001	HS PURCHASED SERVICES	45,000.00	0.00	19.57	36,195.42
01 1200 591 002	MS PURCHASED SERVICES	14,000.00	0.00	32.20	9,491.73
01 1200 591 003	EL PURCHASED SERVICES	100,000.00	0.00	17.12	82,883.64
591	PURCHASED SERVICES	159,000.00	0.00	19.14	128,570.79
01 1200 610 001	HS SPED Supplies	4,000.00	0.00	1.66	3,933.45
01 1200 610 002	MS SPED Supplies	1,000.00	0.00	118.50	(185.04)
01 1200 610 003	EL SPED Supplies	4,000.00	0.00	7.67	3,693.22
610	SUPPLIES	9,000.00	0.00	17.32	7,441.63
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	(190.88)
01 1200 640 002	MS SPED Textbooks	0.00	0.00	0.00	0.00
01 1200 640 003	EL SPED Textbooks	0.00	0.00	0.00	0.00

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640	BOOKS/PERIODICALS	0.00	0.00	0.00	(190.88)
01 1200 643 000	SPED Web/Cloud Based Software	15,000.00	0.00	7.99	13,801.27
643	WEB/CLOUD BASED SOFTWARE	15,000.00	0.00	7.99	13,801.27
01 1200 650 000	SPED Computer Hardware	13,000.00	0.00	108.43	(1,095.91)
650	TECH SUPPLIES	13,000.00	0.00	108.43	(1,095.91)
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	(3,363.89)
01 1200 733 003	EL SPED Furniture And Equipment	3,000.00	0.00	10.62	2,681.42
733	FURNITURE/FIXTURES	3,000.00	0.00	122.75	(682.47)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,085,900.00	0.00	64.19	388,854.63
1291	SPED 3-5 YO				
01 1291 111 003	SPED PREK SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	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
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 221 003	SPED BAF - Fica	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 231 003	SPED BAF - Retire	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 281 003	SPED BAF - LTD	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1291 591 003	SPED 3-5 YO PURCH SERVICES	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
1291	SPED 3-5 YO	1,000.00	0.00	0.00	1,000.00
1292	SPED DIRECTOR				
01 1292 591 003	EC SPED DIR 0-2 yo	2,000.00	0.00	0.00	2,000.00
591	PURCHASED SERVICES	2,000.00	0.00	0.00	2,000.00
1292	SPED DIRECTOR	2,000.00	0.00	0.00	2,000.00
1300	SUMMER SCHOOL				
01 1300 111 001	Driver's Education Salary	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 221 001	DrEd Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 231 001	DrEd Retirement	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret 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
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 1300 338 001	DrEd Repairs	0.00	0.00	0.00	0.00
338	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00
01 1300 580 001	DrEd GAS & OIL	1,000.00	0.00	0.00	1,000.00
580	TRAVEL EXPENSES	1,000.00	0.00	0.00	1,000.00
1300	SUMMER SCHOOL	1,000.00	0.00	0.00	1,000.00
2120	GUIDANCE SERVICES				
01 2120 111 001	HS Counselor's Salary	65,000.00	0.00	84.51	10,066.67
01 2120 111 002	MS Counselor's Salary	25,000.00	0.00	83.88	4,029.37
01 2120 111 003	EL Counselor's Salary	40,000.00	0.00	52.43	19,029.40
111	SALARIES TCHR/PROF	130,000.00	0.00	74.52	33,125.44
01 2120 211 001	HS Group Ins Counselor	19,000.00	0.00	100.67	(126.44)
01 2120 211 002	MS Group Ins Counselor	5,000.00	0.00	93.49	325.56
01 2120 211 003	EL Group Ins Counselor	8,000.00	0.00	60.64	3,149.06
211	GROUP INS TCHR/PROF	32,000.00	0.00	89.54	3,348.18
01 2120 221 001	HS Social Security	4,000.00	0.00	105.54	(221.57)
01 2120 221 002	MS Social Security	2,200.00	0.00	73.25	588.48
01 2120 221 003	EL Social Security	3,300.00	0.00	48.84	1,688.40
221	SOCIAL SECURITY TCHR/PROF	9,500.00	0.00	78.37	2,055.31
01 2120 231 001	HS Retirement COUNSELOR	6,500.00	0.00	82.03	1,168.22
01 2120 231 002	MS Retirement COUNSELOR	2,500.00	0.00	74.69	632.81
01 2120 231 003	EL Retirement COUNSELOR	4,000.00	0.00	46.49	2,140.48
231	RETIREMENT TCHR/PROF	13,000.00	0.00	69.68	3,941.51

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01 2120 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2120 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 2120 281 001	HS LTD/STD COUNSELOR	500.00	0.00	73.47	132.67
01 2120 281 002	MS LTD/STD COUNSELOR	200.00	0.00	68.50	63.01
01 2120 281 003	EL LTD/STD COUNSELOR	0.00	0.00	0.00	(138.72)
281 LTD/STD TCHR/PROF		700.00	0.00	91.86	56.96
01 2120 610 001	HS Guidance Supplies	5,000.00	0.00	1.90	4,904.80
01 2120 610 002	MS Guidance Supplies	0.00	0.00	0.00	0.00
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	(32.10)
610 SUPPLIES		5,000.00	0.00	2.55	4,872.70
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
890 MISC EXPENDITURES		0.00	0.00	0.00	0.00
2120 GUIDANCE SERVICES		190,200.00	0.00	75.08	47,400.10
2130 HEALTH SERVICES					
01 2130 116 000	SALARIES NURSE	47,000.00	0.00	89.47	4,950.05
116 SALARIES PROF CLASS		47,000.00	0.00	89.47	4,950.05
01 2130 216 000	GROUP INSURANCE NURSE	0.00	0.00	0.00	0.00
216 GROUP INSURANCE PROF CLASS		0.00	0.00	0.00	0.00
01 2130 226 000	SOCIAL SECURITY NURSE	3,800.00	0.00	84.98	570.72
226 SOCIAL SECURITY PROF CLASS		3,800.00	0.00	84.98	570.72
01 2130 236 000	RETIREMENT NURSE	4,700.00	0.00	88.37	546.39
236 RETIREMENT PROF CLASS		4,700.00	0.00	88.37	546.39
01 2130 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 2130 286 000	LTD/STD NURSE	200.00	0.00	81.35	37.31
286 LTD/STD PROF CLASS		200.00	0.00	81.35	37.31
01 2130 320 000	Student Health Screenings	2,500.00	0.00	102.24	(56.00)
320 PROF EDUC SERVICES		2,500.00	0.00	102.24	(56.00)
01 2130 610 000	Nurse Supplies	4,500.00	0.00	9.19	4,086.52
610 SUPPLIES		4,500.00	0.00	9.19	4,086.52
2130 HEALTH SERVICES		62,700.00	0.00	83.84	10,134.99
2141 SPED SA Psych Services					
01 2141 591 000	SPED SA Psych Services	140,000.00	0.00	72.62	38,334.80
591 PURCHASED SERVICES		140,000.00	0.00	72.62	38,334.80
2141 SPED SA Psych Services		140,000.00	0.00	72.62	38,334.80
2142 SPED 3-5 Pscyh Services					
01 2142 591 003	SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
591 PURCHASED 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	0.00	0.00	0.00	0.00
591 PURCHASED SERVICES		0.00	0.00	0.00	0.00
2143 SPED 0-2 Psych Services		0.00	0.00	0.00	0.00
2151 SPED SA Speech/Audiology					
01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	0.00	0.00	0.00	(6,333.32)
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	0.00	0.00	(5,000.00)
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	0.00	0.00	0.00	(11,666.68)
111 SALARIES TCHR/PROF		0.00	0.00	0.00	(23,000.00)
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	0.00	0.00	0.00	(1,560.92)
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	0.00	0.00	0.00	(1,232.32)
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	0.00	0.00	0.00	(2,875.40)
211 GROUP INS TCHR/PROF		0.00	0.00	0.00	(5,668.64)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	0.00	0.00	0.00	(485.58)
01 2151 221 002	Speech Path MS SOC SEC	0.00	0.00	0.00	(383.31)

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01 2151 221 003	TCHR/PROF Speech Path EL SOC SEC TCHR/PROF	0.00	0.00	0.00	(894.48)
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	(1,763.37)
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	0.00	0.00	0.00	(625.64)
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	0.00	0.00	(493.88)
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	0.00	0.00	0.00	(1,152.40)
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	(2,271.92)
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	0.00	0.00	0.00	(19.61)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	0.00	0.00	0.00	(15.51)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	0.00	0.00	0.00	(36.13)
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	(71.25)
01 2151 591 000	SPED SA Speech/Audiology	140,000.00	0.00	80.65	27,094.28
591	PURCHASED SERVICES	140,000.00	0.00	80.65	27,094.28
01 2151 610 000	SPED Speech Path SUPPLIES	2,000.00	0.00	16.71	1,665.90
610	SUPPLIES	2,000.00	0.00	16.71	1,665.90
2151	SPED SA Speech/Audiology	142,000.00	0.00	102.83	(4,015.00)
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2152 591 003	SPED 3-5 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
2152	SPED 3-5 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
2153	SPED 0-2 Speech/Audiology	1,000.00	0.00	0.00	1,000.00
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	55,000.00	0.00	69.65	16,693.67
340	OTHER PROFESSIONAL SERVICES	55,000.00	0.00	69.65	16,693.67
2161	SPED SA OccTherapy	55,000.00	0.00	69.65	16,693.67
2162	SPED 3-5 OccTherapy				
01 2162 340 003	SPED 3-5 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2162	SPED 3-5 OccTherapy	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy				
01 2163 340 003	SPED 0-2 OccTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2163	SPED 0-2 OccTherapy	0.00	0.00	0.00	0.00
2171	SPED SA PhysTherapy				
01 2171 340 000	SPED SA PhysTherapy (nonESU)	20,000.00	0.00	43.57	11,285.87
340	OTHER PROFESSIONAL SERVICES	20,000.00	0.00	43.57	11,285.87
2171	SPED SA PhysTherapy	20,000.00	0.00	43.57	11,285.87
2172	SPED 3-5 PhysTherapy				
01 2172 340 003	SPED 3-5 PhysTherapy (nonESU)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	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)	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2173	SPED 0-2 PhysTherapy	0.00	0.00	0.00	0.00
2181	SPED SA Vision Services				
01 2181 340 000	SPED SA-Vision Prof Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2181 591 000	SPED SA Vision Services	0.00	0.00	0.00	0.00
591	PURCHASED 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				

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01 2182 340 003	SPED 3-5YO Vision Serv	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	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
591	PURCHASED 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
340	OTHER PROFESSIONAL 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
591	PURCHASED 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
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 2211 333 000	School Impr - Travel	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	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	20,000.00	0.00	33.44	13,311.94
330	STAFF DEVELOPMENT/TRAINING	20,000.00	0.00	33.44	13,311.94
2213	SCHOOL IMPROVEMENT	20,000.00	0.00	33.44	13,311.94
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	64,000.00	0.00	71.23	18,412.03
111	SALARIES TCHR/PROF	64,000.00	0.00	71.23	18,412.03
01 2220 112 000	Library Aide Salary	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 113 000	L/M Substitute Salaries	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 2220 211 000	L/M Group Ins	18,000.00	0.00	73.39	4,790.31
211	GROUP INS TCHR/PROF	18,000.00	0.00	73.39	4,790.31
01 2220 221 000	L/M Social Security TCHR/PROF	4,500.00	0.00	72.00	1,260.08
221	SOCIAL SECURITY TCHR/PROF	4,500.00	0.00	72.00	1,260.08
01 2220 222 000	L/M Social Security AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 231 000	L/M Retirement TCHR/PROF	6,400.00	0.00	70.36	1,896.93
231	RETIREMENT TCHR/PROF	6,400.00	0.00	70.36	1,896.93
01 2220 232 000	L/M Retirement AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2220 281 000	L/M LTD/STD TCHR/PROF	500.00	0.00	62.16	189.20
281	LTD/STD TCHR/PROF	500.00	0.00	62.16	189.20
01 2220 282 000	L/M LTD/STD AIDE	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 2220 610 000	L/M Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2220 640 000	Library Books & Subscriptions	5,080.00	0.00	69.71	1,538.78
640	BOOKS/PERIODICALS	5,080.00	0.00	69.71	1,538.78
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 2220 733 000	L/M Furniture And Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2220 890 000	L/M Other Expense	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES	98,480.00	0.00	71.48	28,087.33
2224	EDUCATIONAL TELEVISION SERVICES				
01 2224 382 000	Distant Learning / Internet	8,000.00	0.00	105.00	(400.00)
382	DISTANCE LEARNING	8,000.00	0.00	105.00	(400.00)
2224	EDUCATIONAL TELEVISION SERVICES	8,000.00	0.00	105.00	(400.00)

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2230	INSTRUCTION RELATED TECH				
01 2230 111 000	Technology Coordinator	68,000.00	0.00	46.26	36,544.10
111	SALARIES TCHR/PROF	68,000.00	0.00	46.26	36,544.10
01 2230 116 000	Technology Support Staff	59,000.00	0.00	88.11	7,012.80
116	SALARIES PROF CLASS	59,000.00	0.00	88.11	7,012.80
01 2230 211 000	Technology Group Ins TCHR/PROF	21,000.00	0.00	52.13	10,051.92
211	GROUP INS TCHR/PROF	21,000.00	0.00	52.13	10,051.92
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	19,000.00	0.00	111.61	(2,205.95)
216	GROUP INSURANCE PROF CLASS	19,000.00	0.00	111.61	(2,205.95)
01 2230 221 000	Technology Social Security TCHR/PROF	5,500.00	0.00	43.82	3,089.86
221	SOCIAL SECURITY TCHR/PROF	5,500.00	0.00	43.82	3,089.86
01 2230 226 000	Technology Social Security PROF CLASS	7,000.00	0.00	53.67	3,243.37
226	SOCIAL SECURITY PROF CLASS	7,000.00	0.00	53.67	3,243.37
01 2230 231 000	Technology Retirement TCHR/PROF	8,000.00	0.00	38.84	4,892.84
231	RETIREMENT TCHR/PROF	8,000.00	0.00	38.84	4,892.84
01 2230 236 000	Technology Retirement PROF CLASS	6,000.00	0.00	85.59	864.80
236	RETIREMENT PROF CLASS	6,000.00	0.00	85.59	864.80
01 2230 237 000	Increased Retirement Contribution Rate	2,000.00	0.00	0.00	2,000.00
237	Inc Ret Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	500.00	0.00	41.45	292.76
281	LTD/STD TCHR/PROF	500.00	0.00	41.45	292.76
01 2230 286 000	Technology LTD/STD PROF CLASS	400.00	0.00	66.89	132.46
286	LTD/STD PROF CLASS	400.00	0.00	66.89	132.46
01 2230 333 000	TECH Mileage	0.00	0.00	0.00	0.00
333	MILEAGE TO STAFF	0.00	0.00	0.00	0.00
01 2230 591 000	TECH PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
591	PURCHASED SERVICES	1,000.00	0.00	0.00	1,000.00
01 2230 643 000	TECH Web/Cloud Based Software	100,000.00	0.00	35.37	64,634.20
643	WEB/CLOUD BASED SOFTWARE	100,000.00	0.00	35.37	64,634.20
01 2230 650 000	TECH Supplies/Soft/Hardware	95,000.00	0.00	105.14	(4,883.65)
650	TECH SUPPLIES	95,000.00	0.00	105.14	(4,883.65)
01 2230 734 000	TECH Hardware Capital Outlay	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
01 2230 735 000	TECH Software Capital Outlay	0.00	0.00	0.00	0.00
735	TECH SOFTWARE	0.00	0.00	0.00	0.00
2230	INSTRUCTION RELATED TECH	392,400.00	0.00	67.72	126,669.51
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,500.00	0.00	32.53	1,012.00
330	STAFF DEVELOPMENT/TRAINING	1,500.00	0.00	32.53	1,012.00
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	(425.00)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(425.00)
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	140,000.00	0.00	0.00	140,000.00
520	PROPERTY/LIABILITY INSURANCE	140,000.00	0.00	0.00	140,000.00
01 2310 540 000	ADVERTISING	9,500.00	0.00	77.67	2,121.78
540	ADVERTISING	9,500.00	0.00	77.67	2,121.78
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	(33.13)
610	SUPPLIES	0.00	0.00	0.00	(33.13)
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	(449.24)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(449.24)
01 2310 810 000	BOE Dues & Fees	13,000.00	0.00	79.26	2,696.74
810	DUES & FEES	13,000.00	0.00	79.26	2,696.74
01 2310 890 000	BOE Misc Expense	1,500.00	0.00	18.84	1,217.38
890	MISC EXPENDITURES	1,500.00	0.00	18.84	1,217.38
2310	BOARD OF EDUCATION	165,500.00	0.00	11.70	146,140.53
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	132,000.00	0.00	75.00	33,000.00
105	SUPERINTENDENT SALARY	132,000.00	0.00	75.00	33,000.00
01 2320 155 000	SUPT ADDT'L COMP	0.00	0.00	0.00	0.00

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155	SUPT ADDTL COMP	0.00	0.00	0.00	0.00
01 2320 159 000	SUPT Cell Stipend	0.00	0.00	0.00	0.00
159	STIPENDS	0.00	0.00	0.00	0.00
01 2320 215 000	SUPT GROUP INS	20,000.00	0.00	69.07	6,185.72
215	GROUP INSURANCE SUPT	20,000.00	0.00	69.07	6,185.72
01 2320 221 000	SUPT SOCIAL SECURITY	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 2320 223 000	SOC SEC SUPT STIPEND	150.00	0.00	45.90	81.15
223	SOCIAL SECURITY SUB TCHR	150.00	0.00	45.90	81.15
01 2320 225 000	SUPT SOCIAL SECURITY	10,500.00	0.00	71.69	2,972.76
225	SOCIAL SECURITY SUPT	10,500.00	0.00	71.69	2,972.76
01 2320 233 000	RET SUPT STIPEND	20.00	0.00	444.60	(68.92)
233	RETIREMENT SUB TCHR	20.00	0.00	444.60	(68.92)
01 2320 235 000	SUPT RETIREMENT	13,500.00	0.00	72.44	3,720.96
235	RETIREMENT SUPT	13,500.00	0.00	72.44	3,720.96
01 2320 237 000	Increased Retirement Contribution Rate	3,500.00	0.00	0.00	3,500.00
237	Inc Ret Contribution Rate	3,500.00	0.00	0.00	3,500.00
01 2320 285 000	SUPT LTD/STD	600.00	0.00	67.35	195.90
285	LTD/STD SUPT	600.00	0.00	67.35	195.90
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	0.00	0.00	0.00	0.00
295	OTHER BENEFITS (CELL PHONE)	0.00	0.00	0.00	0.00
01 2320 310 000	SUPT DUES & FEES	1,500.00	0.00	41.33	880.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	41.33	880.00
01 2320 330 000	SUPT Staff Dev/Training	10,000.00	0.00	49.39	5,060.79
330	STAFF DEVELOPMENT/TRAINING	10,000.00	0.00	49.39	5,060.79
01 2320 333 000	SUPT Mileage	100.00	0.00	900.00	(800.00)
333	MILEAGE TO STAFF	100.00	0.00	900.00	(800.00)
01 2320 560 000	SUPT Computer Hardware	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 2320 580 000	SUPT TRAVEL EXPENSES	0.00	0.00	0.00	(1,587.68)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(1,587.68)
01 2320 610 000	SUPT Supplies	3,000.00	0.00	11.18	2,664.72
610	SUPPLIES	3,000.00	0.00	11.18	2,664.72
01 2320 650 000	SUPT Computer Software	50,000.00	0.00	5.08	47,460.60
650	TECH SUPPLIES	50,000.00	0.00	5.08	47,460.60
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2320 890 000	SUPT Other Expense	3,000.00	0.00	26.57	2,202.90
890	MISC EXPENDITURES	3,000.00	0.00	26.57	2,202.90
2320	EXECUTIVE ADMINISTRATION	247,870.00	0.00	57.45	105,468.90
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	15,000.00	0.00	111.92	(1,788.72)
317	CONTRACCTED LEGAL SERVICES	15,000.00	0.00	111.92	(1,788.72)
2330	District Legal Services	15,000.00	0.00	111.92	(1,788.72)
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	56,000.00	0.00	82.86	9,597.24
110	SALARIES NON-INSTR	56,000.00	0.00	82.86	9,597.24
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	65,000.00	0.00	70.20	19,367.12
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	40,000.00	0.00	112.25	(4,900.91)
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	0.00	75.88	14,470.35
111	SALARIES TCHR/PROF	165,000.00	0.00	82.46	28,936.56
01 2410 210 000	Clerical Group Insurance	42,000.00	0.00	77.67	9,377.25
210	GROUP INSURANCE NON-INSTR	42,000.00	0.00	77.67	9,377.25
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	15,000.00	0.00	58.84	6,173.43
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	9,000.00	0.00	96.52	313.47
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	14,000.00	0.00	62.93	5,190.08
211	GROUP INS TCHR/PROF	38,000.00	0.00	69.27	11,676.98

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01 2410 220 000	Clerical Social Security	5,000.00	0.00	70.96	1,451.77
220	SOCIAL SECURITY NON-INSTR	5,000.00	0.00	70.96	1,451.77
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	5,000.00	0.00	69.92	1,504.14
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	5,000.00	0.00	68.79	1,560.40
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	5,000.00	0.00	69.76	1,512.16
221	SOCIAL SECURITY TCHR/PROF	15,000.00	0.00	69.49	4,576.70
01 2410 230 000	Clerical Retirement	5,600.00	0.00	81.12	1,057.15
230	RETIREMENT NON-INSTR	5,600.00	0.00	81.12	1,057.15
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	6,500.00	0.00	69.35	1,992.53
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	4,200.00	0.00	105.60	(235.29)
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	6,000.00	0.00	74.96	1,502.70
231	RETIREMENT TCHR/PROF	16,700.00	0.00	80.48	3,259.94
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	1,700.00	0.00	0.00	1,700.00
01 2410 237 002	Increased Retirement Contribution Rate	1,200.00	0.00	0.00	1,200.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	2,900.00	0.00	0.00	2,900.00
01 2410 280 000	Clerical LTD/STD	500.00	0.00	76.78	116.11
280	LTD/STD NON-INSTR	500.00	0.00	76.78	116.11
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	400.00	0.00	66.86	132.57
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	300.00	0.00	87.73	36.80
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	400.00	0.00	66.84	132.66
281	LTD/STD TCHR/PROF	1,100.00	0.00	72.54	302.03
01 2410 310 000	PRINC OFFICE DUES/FEES	1,500.00	0.00	24.00	1,140.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	24.00	1,140.00
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	5,000.00	0.00	47.62	2,618.88
330	STAFF DEVELOPMENT/TRAINING	5,000.00	0.00	47.62	2,618.88
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,000.00	0.00	35.24	647.61
580	TRAVEL EXPENSES	1,000.00	0.00	35.24	647.61
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	2,000.00	0.00	282.53	(3,650.59)
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	(105.09)
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00
610	SUPPLIES	3,000.00	0.00	191.86	(2,755.68)
01 2410 733 000	PRIN OFFICE FURNITURE	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	0.00	0.00	0.00	(67.98)
890	MISC EXPENDITURES	0.00	0.00	0.00	(67.98)
2410	OFFICE OF THE PRINCIPAL	358,300.00	0.00	79.11	74,834.56
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	5,000.00	0.00	62.27	1,886.52
112	SALARIES AIDE/PARA	5,000.00	0.00	62.27	1,886.52
01 2510 116 000	FISCAL SERVICES SALARIES	75,000.00	0.00	57.67	31,746.59
116	SALARIES PROF CLASS	75,000.00	0.00	57.67	31,746.59
01 2510 210 000	Concession Mgr Group Ins	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 2510 212 000	CONCMGR GROUP INS AIDE/PARA	100.00	0.00	151.65	(51.65)
212	GROUP INSURANCE AIDE/PARA	100.00	0.00	151.65	(51.65)
01 2510 216 000	FISCAL SERVICES GROUP INS	40,000.00	0.00	67.75	12,900.94
216	GROUP INSURANCE PROF CLASS	40,000.00	0.00	67.75	12,900.94
01 2510 220 000	Concession Mgr Soc Sec	0.00	0.00	0.00	0.00
220	SOCIAL SECURITY NON-INSTR	0.00	0.00	0.00	0.00
01 2510 222 000	SOCIAL SECURITY CONC MGR	300.00	0.00	78.56	64.32
222	SOCIAL SECURITY AIDE/PARA	300.00	0.00	78.56	64.32
01 2510 226 000	SOCIAL SECURITY PROF CLASS	5,000.00	0.00	63.91	1,804.57
226	SOCIAL SECURITY PROF CLASS	5,000.00	0.00	63.91	1,804.57
01 2510 232 000	Concession Mgr Retirement	350.00	0.00	87.87	42.46
232	RETIREMENT AIDE/PARA	350.00	0.00	87.87	42.46

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01 2510 236 000	FISCAL SERVICES RETIREMENT	7,500.00	0.00	56.97	3,227.52
236 RETIREMENT PROF CLASS		7,500.00	0.00	56.97	3,227.52
01 2510 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	15.00	0.00	73.60	3.96
282 LTD/STD AIDE/PARA		15.00	0.00	73.60	3.96
01 2510 286 000	FISCAL SERVICES LTD/STD	600.00	0.00	66.48	201.14
286 LTD/STD PROF CLASS		600.00	0.00	66.48	201.14
01 2510 310 000	FISCAL SERV/BANK FEES	1,000.00	0.00	87.27	127.34
310 OFFICIAL ADMIN SERVICES		1,000.00	0.00	87.27	127.34
01 2510 315 000	AUDIT/BUDGET SERVICES	12,000.00	0.00	79.08	2,510.00
315 ACCOUNTING/AUDITING SERVICES		12,000.00	0.00	79.08	2,510.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	3,000.00	0.00	4.33	2,870.00
330 STAFF DEVELOPMENT/TRAINING		3,000.00	0.00	4.33	2,870.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,000.00	0.00	58.21	417.95
340 OTHER PROFESSIONAL SERVICES		1,000.00	0.00	58.21	417.95
01 2510 530 000	PHONE/INTERNET	15,000.00	0.00	71.08	4,337.73
530 PHONE/INTERNET		15,000.00	0.00	71.08	4,337.73
01 2510 531 000	POSTAGE	6,000.00	0.00	80.96	1,142.39
531 POSTAGE		6,000.00	0.00	80.96	1,142.39
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	500.00	0.00	71.55	142.27
580 TRAVEL EXPENSES		500.00	0.00	71.55	142.27
01 2510 610 000	FISCAL OFFICE SUPPLIES	2,000.00	0.00	41.55	1,169.03
610 SUPPLIES		2,000.00	0.00	41.55	1,169.03
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733 FURNITURE/FIXTURES		0.00	0.00	0.00	0.00
01 2510 890 000	FISCAL SERVICES MISC EXP	200.00	0.00	209.52	(219.04)
890 MISC EXPENDITURES		200.00	0.00	209.52	(219.04)
2510 FISCAL SERVICES		174,565.00	0.00	63.15	64,324.04
2570 PERSONNEL SERV-ESRP					
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	1,000.00	0.00	15.39	846.08
330 STAFF DEVELOPMENT/TRAINING		1,000.00	0.00	15.39	846.08
2570 PERSONNEL SERV-ESRP		1,000.00	0.00	15.39	846.08
2590 WORKERS COMP INS					
01 2590 270 000	WORKERS COMP NON-INSTR	52,000.00	0.00	0.00	52,000.00
270 WORKERS COMP NON-INSTR		52,000.00	0.00	0.00	52,000.00
01 2590 271 000	WORKERS COMP TCHR/PROF	45,000.00	0.00	0.00	45,000.00
271 WORKERS COMP TCHR/PROF		45,000.00	0.00	0.00	45,000.00
2590 WORKERS COMP INS		97,000.00	0.00	0.00	97,000.00
2610 OPERATION OF BUILDINGS					
01 2610 520 000	PROPERTY/LIABILITY INSURANCE	0.00	0.00	0.00	0.00
520 PROPERTY/LIABILITY INSURANCE		0.00	0.00	0.00	0.00
01 2610 621 000	UTILITIES NAT GAS/FUEL	140,000.00	0.00	80.28	27,608.26
621 NATURAL GAS		140,000.00	0.00	80.28	27,608.26
2610 OPERATION OF BUILDINGS		140,000.00	0.00	80.28	27,608.26
2620 MAINT OF BUILDINGS					
01 2620 110 000	MAINTENANCE STAFF SALARIES	160,000.00	0.00	71.99	44,822.00
110 SALARIES NON-INSTR		160,000.00	0.00	71.99	44,822.00
01 2620 210 000	MAINT GROUP INS	38,000.00	0.00	72.99	10,261.96
210 GROUP INSURANCE NON-INSTR		38,000.00	0.00	72.99	10,261.96
01 2620 220 000	MAINT SOCIAL SECURITY	13,000.00	0.00	67.65	4,205.08
220 SOCIAL SECURITY NON-INSTR		13,000.00	0.00	67.65	4,205.08
01 2620 230 000	MAINT RETIREMENT	16,000.00	0.00	68.23	5,082.63
230 RETIREMENT NON-INSTR		16,000.00	0.00	68.23	5,082.63
01 2620 237 000	Increased Retirement Contribution Rate	4,000.00	0.00	0.00	4,000.00
237 Inc Ret Contribution Rate		4,000.00	0.00	0.00	4,000.00
01 2620 280 000	MAINT LTD/STD	700.00	0.00	57.01	300.95
280 LTD/STD NON-INSTR		700.00	0.00	57.01	300.95
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00

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330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	23.86	5,330.00
340	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	23.86	5,330.00
01 2620 350 000	MAINT. REPAIRS	80,000.00	0.00	43.27	45,382.41
350	TECHNICAL SERVICES	80,000.00	0.00	43.27	45,382.41
01 2620 410 000	WATER & SEWER	14,000.00	0.00	83.40	2,323.72
410	WATER/SEWER	14,000.00	0.00	83.40	2,323.72
01 2620 420 000	TRASH SERVICE	6,000.00	0.00	101.36	(81.70)
420	TRASH SERVICE	6,000.00	0.00	101.36	(81.70)
01 2620 431 000	BLDG REPAIRS & MAINT	50,000.00	0.00	150.17	(25,086.39)
431	NON-TECH REPAIRS/MAINT	50,000.00	0.00	150.17	(25,086.39)
01 2620 450 000	CONSTRUCTION/REMODEL SERVICES	0.00	0.00	0.00	(4,051.21)
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	(4,051.21)
01 2620 610 000	MAINT Supplies	55,000.00	0.00	51.45	26,701.03
610	SUPPLIES	55,000.00	0.00	51.45	26,701.03
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	0.00	128.08	(1,403.95)
733	FURNITURE/FIXTURES	5,000.00	0.00	128.08	(1,403.95)
01 2620 890 000	MISC EXPENSE	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2620	MAINT OF BUILDINGS	448,700.00	0.00	73.75	117,786.53
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	5,000.00	0.00	55.22	2,238.83
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	55.22	2,238.83
2630	OUTSIDE MAINTENANCE	5,000.00	0.00	55.22	2,238.83
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)				
01 2650 732 000	Vehicle Aquisition (non-pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
2650	VEHICLE OPER/MAINT/PURCH (NON STUDENT)	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)				
01 2660 590 000	SCHOOL RESOURCE OFFICER	63,000.00	0.00	81.81	11,459.90
590	INTERAGENCY PURCH SERVICES	63,000.00	0.00	81.81	11,459.90
2660	SECURITY (CAMAERAS)	63,000.00	0.00	81.81	11,459.90
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	172,000.00	0.00	74.78	43,383.57
110	SALARIES NON-INSTR	172,000.00	0.00	74.78	43,383.57
01 2710 210 000	TRANSP GROUP INSURANCE	38,000.00	0.00	73.81	9,950.37
210	GROUP INSURANCE NON-INSTR	38,000.00	0.00	73.81	9,950.37
01 2710 220 000	TRANSP SOCIAL SECURITY	14,000.00	0.00	66.81	4,646.58
220	SOCIAL SECURITY NON-INSTR	14,000.00	0.00	66.81	4,646.58
01 2710 230 000	TRANSP RETIREMENT	17,200.00	0.00	72.67	4,700.46
230	RETIREMENT NON-INSTR	17,200.00	0.00	72.67	4,700.46
01 2710 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2710 260 000	Unemployment Payments	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2710 271 000	Workmen's Compensation	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
01 2710 280 000	TRANSP LTD/STD	600.00	0.00	72.51	164.94
280	LTD/STD NON-INSTR	600.00	0.00	72.51	164.94
01 2710 330 000	TRANSP STAFF DEV/TRN	500.00	0.00	100.00	0.00
330	STAFF DEVELOPMENT/TRAINING	500.00	0.00	100.00	0.00
01 2710 340 000	VEHICLE REPAIRS/MAINT	30,000.00	0.00	73.86	7,843.38
340	OTHER PROFESSIONAL SERVICES	30,000.00	0.00	73.86	7,843.38
01 2710 610 000	VEHICLE PARTS/SUPPLIES	10,000.00	0.00	101.26	(126.28)
610	SUPPLIES	10,000.00	0.00	101.26	(126.28)
01 2710 626 000	GAS & DIESEL	70,000.00	0.00	69.35	21,457.22
626	GAS/DIESEL FUEL	70,000.00	0.00	69.35	21,457.22
01 2710 732 000	Bus Acquisition (pupil)	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00

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01 2710 890 000	Transp. Other Expense	3,000.00	0.00	1,841.17	(52,235.00)
890	MISC EXPENDITURES	3,000.00	0.00	1,841.17	(52,235.00)
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	355,300.00	0.00	88.80	39,785.24
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	18,000.00	0.00	98.78	220.48
110	SALARIES NON-INSTR	18,000.00	0.00	98.78	220.48
01 2712 210 000	SPED TRANSP Group Ins	800.00	0.00	4.16	766.69
210	GROUP INSURANCE NON-INSTR	800.00	0.00	4.16	766.69
01 2712 220 000	SPED TRANSP Soc Sec	1,500.00	0.00	90.78	138.28
220	SOCIAL SECURITY NON-INSTR	1,500.00	0.00	90.78	138.28
01 2712 230 000	SPED TRANS Retirement	2,000.00	0.00	87.81	243.78
230	RETIREMENT NON-INSTR	2,000.00	0.00	87.81	243.78
01 2712 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2712 280 000	SPED TRANSP LTD/STD	50.00	0.00	111.74	(5.87)
280	LTD/STD NON-INSTR	50.00	0.00	111.74	(5.87)
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	(100.00)
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(100.00)
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	0.00
332	MILEAGE TO PARENTS	0.00	0.00	0.00	0.00
01 2712 626 000	SPED GAS/DIESEL FUEL	6,000.00	0.00	49.46	3,032.17
626	GAS/DIESEL FUEL	6,000.00	0.00	49.46	3,032.17
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	35,000.00	0.00	0.00	35,000.00
732	VEHICLES	35,000.00	0.00	0.00	35,000.00
2712	VEHICLE OPER/MAINT/PURCH (SPED)	63,350.00	0.00	37.97	39,295.53
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
430	OUTSIDE REPAIRS/MAINT	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
510	STUDENT TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 890 000	COMMUNITY SERVICE OP/MISC	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER	0.00	0.00	0.00	0.00
3400	FOUNDATION GRANT				
01 3400 610 000	Foundation Grant Expenditures	0.00	0.00	0.00	0.00
610	SUPPLIES	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	7,100.00	0.00	73.84	1,857.32
111	SALARIES TCHR/PROF	7,100.00	0.00	73.84	1,857.32
01 3535 211 003	HAL Group Insurance	2,200.00	0.00	82.94	375.34
211	GROUP INS TCHR/PROF	2,200.00	0.00	82.94	375.34
01 3535 221 003	HAL Social Security	350.00	0.00	114.76	(51.67)
221	SOCIAL SECURITY TCHR/PROF	350.00	0.00	114.76	(51.67)
01 3535 231 003	HAL Retirement	710.00	0.00	72.94	192.14
231	RETIREMENT TCHR/PROF	710.00	0.00	72.94	192.14
01 3535 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3535 281 003	HAL LTD/STD	40.00	0.00	86.10	5.56
281	LTD/STD TCHR/PROF	40.00	0.00	86.10	5.56
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	(15.00)

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330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(15.00)
01 3535 610 003	HAL Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 3535 650 003	High Ability Software	300.00	0.00	0.00	300.00
650	TECH SUPPLIES	300.00	0.00	0.00	300.00
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	(300.96)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(300.96)
3535	HIGH ABILITY LEARNERS	10,700.00	0.00	77.92	2,362.73
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	18,500.00	0.00	70.85	5,393.39
111	SALARIES TCHR/PROF	18,500.00	0.00	70.85	5,393.39
01 3541 112 003	SIXPENCE SALARIES AIDE	47,888.00	0.00	56.32	20,917.88
112	SALARIES AIDE/PARA	47,888.00	0.00	56.32	20,917.88
01 3541 211 003	Sixpence Coord Group Insurance	7,500.00	0.00	60.82	2,938.35
211	GROUP INS TCHR/PROF	7,500.00	0.00	60.82	2,938.35
01 3541 212 003	GROUP INSURANCE - AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 3541 221 003	Coord. Social Security	1,600.00	0.00	60.30	635.14
221	SOCIAL SECURITY TCHR/PROF	1,600.00	0.00	60.30	635.14
01 3541 222 003	SOCIAL SECURITY AIDE	3,400.00	0.00	60.97	1,327.16
222	SOCIAL SECURITY AIDE/PARA	3,400.00	0.00	60.97	1,327.16
01 3541 231 003	Coord. Retirement	1,900.00	0.00	68.14	605.35
231	RETIREMENT TCHR/PROF	1,900.00	0.00	68.14	605.35
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	4,800.00	0.00	55.50	2,135.94
232	RETIREMENT AIDE/PARA	4,800.00	0.00	55.50	2,135.94
01 3541 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 3541 256 003	SIXPENCE TUITION REIMB	0.00	0.00	0.00	0.00
256	PROF TUITION REIMB	0.00	0.00	0.00	0.00
01 3541 281 003	Coordinator LTD/STD	110.00	0.00	78.20	23.98
281	LTD/STD TCHR/PROF	110.00	0.00	78.20	23.98
01 3541 282 003	LTD/STD AIDE	170.00	0.00	74.18	43.90
282	LTD/STD AIDE/PARA	170.00	0.00	74.18	43.90
01 3541 330 003	Sixpence Travel/Staff Development	6,000.00	0.00	24.35	4,539.12
330	STAFF DEVELOPMENT/TRAINING	6,000.00	0.00	24.35	4,539.12
01 3541 333 003	Sixpence Mileage to Staff	0.00	0.00	0.00	0.00
333	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
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 3541 580 003	Sixpence Travel Expenses	0.00	0.00	0.00	(16.92)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(16.92)
01 3541 610 003	Sixpence Supplies/Family Inv	17,000.00	0.00	52.31	8,108.01
610	SUPPLIES	17,000.00	0.00	52.31	8,108.01
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	(232.68)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(232.68)
01 3541 890 000	SIXPENCE OTHER EXP	5,000.00	0.00	0.00	5,000.00
890	MISC EXPENDITURES	5,000.00	0.00	0.00	5,000.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	113,868.00	0.00	54.84	51,418.62
3570	Teacher Eval Grant				
01 3570 610 000	Teacher Eval Grant	0.00	0.00	0.00	0.00
610	SUPPLIES	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	5,000.00	0.00	60.64	1,968.14
340	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	60.64	1,968.14
4300	OTHER PROFESSIONAL SERVICES	5,000.00	0.00	60.64	1,968.14
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
610	SUPPLIES	0.00	0.00	0.00	0.00

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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
591	PURCHASED 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	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA				
01 6200 111 002	Title I SALARIES MS TCHR/PROF	42,000.00	0.00	72.72	11,456.07
01 6200 111 003	Title I, Part A ELEM SALARIES	85,000.00	0.00	74.15	21,974.35
111	SALARIES TCHR/PROF	127,000.00	0.00	73.68	33,430.42
01 6200 112 003	Title I - Aide Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6200 113 003	Title I Substitute Salaries	0.00	0.00	0.00	(700.00)
113	SALARIES SUB TCHR	0.00	0.00	0.00	(700.00)
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	5,500.00	0.00	78.68	1,172.62
01 6200 211 003	Title I Group Insurance	31,000.00	0.00	62.18	11,723.44
211	GROUP INS TCHR/PROF	36,500.00	0.00	64.67	12,896.06
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	2,500.00	0.00	90.10	247.59
01 6200 221 003	Title I Social Security TCHR	8,000.00	0.00	58.34	3,332.77
221	SOCIAL SECURITY TCHR/PROF	10,500.00	0.00	65.90	3,580.36
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	(53.55)
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	(53.55)
01 6200 231 002	Title I RET MS TCHR/PROF	4,200.00	0.00	71.84	1,182.93
01 6200 231 003	Title I Retirement EL	8,500.00	0.00	73.24	2,274.43
231	RETIREMENT TCHR/PROF	12,700.00	0.00	72.78	3,457.36
01 6200 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6200 281 002	Title I MS LTD/STD TCHR/PROF	300.00	0.00	70.07	89.80
01 6200 281 003	Title I LTD/STD	700.00	0.00	60.15	278.94
281	LTD/STD TCHR/PROF	1,000.00	0.00	63.13	368.74
01 6200 330 003	Title I Staff Dev/Training	400.00	0.00	366.50	(1,065.98)
330	STAFF DEVELOPMENT/TRAINING	400.00	0.00	366.50	(1,065.98)
01 6200 560 003	Title I Computer Hardware	0.00	0.00	0.00	0.00
560	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
580	TRAVEL EXPENSES	0.00	0.00	0.00	0.00
01 6200 610 003	Title I Supplies	0.00	0.00	0.00	(500.85)
610	SUPPLIES	0.00	0.00	0.00	(500.85)
01 6200 650 003	Title I Computer Software	500.00	0.00	438.16	(1,690.82)
650	TECH SUPPLIES	500.00	0.00	438.16	(1,690.82)
01 6200 733 003	Title I Furniture & Equipment	1,000.00	0.00	0.00	1,000.00
733	FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
01 6200 890 003	Title I Misc. Expenses	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6200	FEDERAL-TITLE I PART A ESSA	189,600.00	0.00	73.25	50,721.74
6210	FEDERAL-TITLE I PART A ACCTBLTY				
01 6210 330 003	Title I Acctbly TRAVEL/Training EXPENSE	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6210 610 003	Title I Acctbly SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6210 650 003	Title I Acctbly COMPUTER SOFTWARE	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
6210	FEDERAL-TITLE I PART A ACCTBLTY	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4				
01 6406 340 000	SPEED-IDEA- 3-5 other PROF SERV	700.00	0.00	0.00	700.00
340	OTHER PROFESSIONAL SERVICES	700.00	0.00	0.00	700.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	1,500.00	0.00	0.00	1,500.00

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591	PURCHASED SERVICES	1,500.00	0.00	0.00	1,500.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	2,200.00	0.00	0.00	2,200.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	15,000.00	0.00	46.67	8,000.00
111	SALARIES TCHR/PROF	15,000.00	0.00	46.67	8,000.00
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	20,000.00	0.00	276.01	(35,202.52)
112	SALARIES AIDE/PARA	20,000.00	0.00	276.01	(35,202.52)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	6,000.00	0.00	28.75	4,274.76
211	GROUP INS TCHR/PROF	6,000.00	0.00	28.75	4,274.76
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	1,500.00	0.00	35.78	963.32
221	SOCIAL SECURITY TCHR/PROF	1,500.00	0.00	35.78	963.32
01 6408 222 003	IDEA SOC SEC PARA	1,500.00	0.00	282.50	(2,737.57)
222	SOCIAL SECURITY AIDE/PARA	1,500.00	0.00	282.50	(2,737.57)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	1,400.00	0.00	49.39	708.56
231	RETIREMENT TCHR/PROF	1,400.00	0.00	49.39	708.56
01 6408 232 003	IDEA RETIREMT PARA	2,000.00	0.00	272.64	(3,452.82)
232	RETIREMENT AIDE/PARA	2,000.00	0.00	272.64	(3,452.82)
01 6408 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	80.00	0.00	27.13	58.30
281	LTD/STD TCHR/PROF	80.00	0.00	27.13	58.30
01 6408 282 003	IDEA LTD/STD PARA	100.00	0.00	191.95	(91.95)
282	LTD/STD AIDE/PARA	100.00	0.00	191.95	(91.95)
01 6408 340 003	IDEA 0-4 YO Prof Services	15,000.00	0.00	90.16	1,476.04
340	OTHER PROFESSIONAL SERVICES	15,000.00	0.00	90.16	1,476.04
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	62,000.00	0.00	44.51	34,402.32
591	PURCHASED SERVICES	62,000.00	0.00	44.51	34,402.32
01 6408 610 003	IDEA BAF SUPPLIES	1,000.00	0.00	48.84	511.56
610	SUPPLIES	1,000.00	0.00	48.84	511.56
01 6408 732 003	IDEA Part B - Vehicle Aq.	0.00	0.00	0.00	0.00
732	VEHICLES	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4	125,580.00	0.00	92.90	8,910.00
6410	FEDERAL-IDEA PART E/P (619				
01 6410 112 003	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6410 340 003	SPED IDEA E/P 619	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6410 560 003	Sped IDEA - Computer Hard.	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 6410 591 003	IDEA E/P 3-5 YO Contracted Services	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 6410 610 003	IDEA E/P Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6410	FEDERAL-IDEA PART E/P (619	0.00	0.00	0.00	0.00
6412	IDEA Non-Public				
01 6412 111 003	IDEA Non-Public SALARIES	6,500.00	0.00	51.28	3,166.68
111	SALARIES TCHR/PROF	6,500.00	0.00	51.28	3,166.68
01 6412 211 003	GROUP INSURANCE TCHR/PROF	2,500.00	0.00	32.86	1,678.44
211	GROUP INS TCHR/PROF	2,500.00	0.00	32.86	1,678.44
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	500.00	0.00	51.11	244.46
221	SOCIAL SECURITY TCHR/PROF	500.00	0.00	51.11	244.46
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	650.00	0.00	50.65	320.76
231	RETIREMENT TCHR/PROF	650.00	0.00	50.65	320.76
01 6412 281 003	IDEA LTD/STD TCHR/PROF	40.00	0.00	25.78	29.69
281	LTD/STD TCHR/PROF	40.00	0.00	25.78	29.69
6412	IDEA Non-Public	10,190.00	0.00	46.61	5,440.03
6969	Title IV ESSA/SSAE Grant				
01 6969 111 000	TITLE IV SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6969 211 000	TITLE IV GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211 GROUP INS TCHR/PROF		0.00	0.00	0.00	0.00
01 6969 221 000	TITLE IV SOCIAL SEC TCHR/PROF	0.00	0.00	0.00	0.00
221 SOCIAL SECURITY TCHR/PROF		0.00	0.00	0.00	0.00
01 6969 231 000	TITLE IV RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231 RETIREMENT TCHR/PROF		0.00	0.00	0.00	0.00
01 6969 281 000	TITLE IV LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281 LTD/STD TCHR/PROF		0.00	0.00	0.00	0.00
01 6969 340 000	Title IV ESSA/SSAE Grant	0.00	0.00	0.00	0.00
340 OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00
01 6969 490 000	Title IV SSAE Grant Other Materials	0.00	0.00	0.00	0.00
490 OTHER SUPPLIES AND 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
610 SUPPLIES		0.00	0.00	0.00	0.00
6969 Title IV ESSA/SSAE Grant		0.00	0.00	0.00	0.00
6988 ARP - ESSER III After School					
01 6988 111 000	ARP-ESSER III AFTERSchl Teacher Salaries	0.00	0.00	0.00	(18,792.40)
111 SALARIES TCHR/PROF		0.00	0.00	0.00	(18,792.40)
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	0.00	0.00	0.00	(3,968.60)
112 SALARIES AIDE/PARA		0.00	0.00	0.00	(3,968.60)
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211 GROUP INS TCHR/PROF		0.00	0.00	0.00	0.00
01 6988 212 000	ARP-ESSERIII AFTERSchl GROUP INS AIDE	0.00	0.00	0.00	0.00
212 GROUP INSURANCE AIDE/PARA		0.00	0.00	0.00	0.00
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	0.00	0.00	0.00	(1,437.45)
221 SOCIAL SECURITY TCHR/PROF		0.00	0.00	0.00	(1,437.45)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	0.00	0.00	0.00	(304.00)
222 SOCIAL SECURITY AIDE/PARA		0.00	0.00	0.00	(304.00)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	0.00	0.00	0.00	(1,451.23)
231 RETIREMENT TCHR/PROF		0.00	0.00	0.00	(1,451.23)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	0.00	0.00	0.00	(131.91)
232 RETIREMENT AIDE/PARA		0.00	0.00	0.00	(131.91)
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281 LTD/STD TCHR/PROF		0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	(4.62)
282 LTD/STD AIDE/PARA		0.00	0.00	0.00	(4.62)
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	0.00	0.00	0.00	(6,949.45)
330 STAFF DEVELOPMENT/TRAINING		0.00	0.00	0.00	(6,949.45)
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	0.00	0.00	0.00	(12,438.32)
610 SUPPLIES		0.00	0.00	0.00	(12,438.32)
6988 ARP - ESSER III After School		0.00	0.00	0.00	(45,477.98)
6989 ARP-ESSER III SUMMER SCHOOL					
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	0.00	0.00	0.00	0.00
111 SALARIES TCHR/PROF		0.00	0.00	0.00	0.00
01 6989 112 000	ARP-ESSER III ELC summer AIDE	0.00	0.00	0.00	0.00
112 SALARIES AIDE/PARA		0.00	0.00	0.00	0.00
01 6989 211 000	ARP-ESSER III summer GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211 GROUP INS TCHR/PROF		0.00	0.00	0.00	0.00
01 6989 212 000	ARP-ESSER III ELC summer GROUP INS AIDE	0.00	0.00	0.00	0.00
212 GROUP INSURANCE AIDE/PARA		0.00	0.00	0.00	0.00
01 6989 221 000	ARP-ESSER III ELC summer SOC SEC TCHR	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 281 000	ARP-ESSER III summer LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6989 282 000	ARP-ESSER III summer LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	0.00	0.00	0.00	(5,950.25)
610	SUPPLIES	0.00	0.00	0.00	(5,950.25)
6989	ARP-ESSER III SUMMER SCHOOL	0.00	0.00	0.00	(5,950.25)
6992	FEDERAL-REAP				
01 6992 610 003	REAP Grant Expend	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
6992	FEDERAL-REAP	0.00	0.00	0.00	0.00
6996	COVID / ESSER				
01 6996 111 000	ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 112 000	COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 132 000	COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
132	OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 210 000	COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR	0.00	0.00	0.00	0.00
01 6996 211 000	ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 221 000	ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 222 000	COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 231 000	ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 232 000	COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 281 000	ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6996 282 000	COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
01 6996 320 000	ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
320	PROF EDUC SERVICES	0.00	0.00	0.00	0.00
01 6996 610 000	COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6996 643 000	COVID WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
643	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 6996 733 000	ESSERS/CARES ACT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
6996	COVID / ESSER	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT				
01 6997 111 000	ESSERS II SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 211 000	ESSERS II GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6997 221 000	ESSERS II SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 231 000	ESSERS II RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 281 000	ESSERS II LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6997 330 000	ESSERS II -STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6997 610 000	ESSERS II SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6997 650 000	ESSERS II - TECH SUPPLIES	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
01 6997 733 000	ESSERS II (Cares Act)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6997 734 000	TECH HARDWARE / CAPITAL	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
6997	ESSER II - CARES ACT	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding				
01 6998 111 000	ARP-ESSER III TCHR	147,419.00	0.00	61.98	56,044.10
111	SALARIES TCHR/PROF	147,419.00	0.00	61.98	56,044.10
01 6998 112 000	ARP-ESSER III AIDE	72,000.00	0.00	1.90	70,629.45
112	SALARIES AIDE/PARA	72,000.00	0.00	1.90	70,629.45
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	0.00	0.00	0.00	(23,550.13)
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	(23,550.13)
01 6998 221 000	ARP-ESSER III TCHR SocSec	14,000.00	0.00	50.16	6,977.73
221	SOCIAL SECURITY TCHR/PROF	14,000.00	0.00	50.16	6,977.73
01 6998 222 000	ARP-ESSER III AIDE SocSec	5,760.00	0.00	1.82	5,654.99
222	SOCIAL SECURITY AIDE/PARA	5,760.00	0.00	1.82	5,654.99
01 6998 231 000	ARP-ESSER III TchrRET	14,800.00	0.00	60.99	5,774.22
231	RETIREMENT TCHR/PROF	14,800.00	0.00	60.99	5,774.22
01 6998 232 000	ARP-ESSER III AideRET	7,200.00	0.00	0.68	7,151.00
232	RETIREMENT AIDE/PARA	7,200.00	0.00	0.68	7,151.00
01 6998 281 000	ESSERS III LTD/STD TCHR/PROF	0.00	0.00	0.00	(706.08)
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	(706.08)
01 6998 282 000	ESSER III LTD/STD AIDE	0.00	0.00	0.00	(2.28)
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	(2.28)
01 6998 330 000	ESSERS III (Cares) Staff Developmt	1,000.00	0.00	0.00	1,000.00
330	STAFF DEVELOPMENT/TRAINING	1,000.00	0.00	0.00	1,000.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	149,528.00	0.00	17.17	123,853.00
490	OTHER SUPPLIES AND MATERIALS	149,528.00	0.00	17.17	123,853.00
01 6998 610 000	ARP-ESSER III Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6998 733 000	ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 6998 734 000	ESSERS III ARP TECH HARD/CAP ASSTS	4,532.00	0.00	811.23	(32,232.95)
734	TECH HARDWARE	4,532.00	0.00	811.23	(32,232.95)
01 6998 890 000	ESSER III MISC EXP	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
6998	ESSERS III Cares Act Funding	416,239.00	0.00	47.00	220,593.05
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	35,000.00	0.00	0.00	35,000.00
912	TRANSFER TO LUNCH FUND	35,000.00	0.00	0.00	35,000.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	80,000.00	0.00	0.00	80,000.00
913	TRANSFER TO ACTIVITY FUND	80,000.00	0.00	0.00	80,000.00
01 8000 917 000	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
917	TRANSFER TO EE BEN FUND	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	115,000.00	0.00	0.00	115,000.00

**Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	85,000.00	0.00	62.15	32,176.18
110	SALARIES NON-INSTR	85,000.00	0.00	62.15	32,176.18
01 9000 210 000	KITCHEN GROUP INS	16,000.00	0.00	61.24	6,202.33
210	GROUP INSURANCE NON-INSTR	16,000.00	0.00	61.24	6,202.33
01 9000 220 000	KITCHEN SOCIAL SECURITY	8,000.00	0.00	39.40	4,847.81
220	SOCIAL SECURITY NON-INSTR	8,000.00	0.00	39.40	4,847.81
01 9000 230 000	KITCHEN RETIREMENT	9,000.00	0.00	42.56	5,169.30
230	RETIREMENT NON-INSTR	9,000.00	0.00	42.56	5,169.30
01 9000 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 9000 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	600.00	0.00	34.77	391.37
280	LTD/STD NON-INSTR	600.00	0.00	34.77	391.37
01 9000 900 000	MISC EXP-expected carryover	600,000.00	0.00	0.00	600,000.00
900	OTHER	600,000.00	0.00	0.00	600,000.00
9000	NON-PROGRAM EXPENDITURES	718,600.00	0.00	9.72	648,786.99
9003	REPAYMENT OF INTERFUND LOAN FR BLDG				
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9003	REPAYMENT OF INTERFUND LOAN FR BLDG	0.00	0.00	0.00	0.00
01	General Fund	9,719,208.00	0.00	61.94	3,699,500.47

**Expenditure Report by Function/Object -
Detail_KW**

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,719,208.00	0.00	61.94	3,699,500.47



Collectively empowering students to realize their potential by providing a challenging and nurturing education.

Report to the Board of Education

June 2023

Kari Lottman
Assistant Principal

Data Retreat

ESU4 held their annual Data Retreat. We had a solid team attend this year. Along with looking at group and individual proficiencies, our focus was on collecting data for the School Improvement Process (year 1). Analyzing the data sparked some great conversations about where we are as a district and how we can get where we want to go.

Some of the celebrations include:

- Grades K-6 above 60%tile continued to grow in Geometry - Tier 1 improvements Math Acceleration
- Grades K-5 ELA Percentile at or above 60%tile who maintained or increased was strong
- Grades 4-6 less than 60%tile who met their projected growth was strong
- 4th Grade only had one student who did not meet or grow in Spring testing (great job with inclusion Mrs. Blecha and Ms. Wittrock)
- In both ELA and Math, the 11th grade showed the greatest percentage meeting their projected growth
- We chose the right School Improvement Goal for the HS!

The Data Team put together a very nice Action Plan for the next school year as well. Here is what is going to be accomplished by the end of next school year:

Action to be completed	Responsible People	Date to be completed
Realign Math Curriculum so that the Geometry Topic is taught prior to Spring Testing	All Staff (followed up by Admin)	March 2024
Identify what is happening now in interventions and determine if it is being implemented with fidelity Student Targeted CIP Academic Goal Data	MTSS Team	October 2023
Explore more interventions that target Foundations of Reading, Informational Text and/or Geometry	MTSS Team	October 2023
Revisit Non-negotiables List for K-12 ELA Non-negotiable Spreadsheet	ELA/Admin	August 2023
HS Intervention students take Spring MAPs for the subject they are below the 60th percentile	PST/Intervention Teachers	Spring 2024
Classroom teachers need to revisit the Student Targeted CIP Academic Goal Data and add to their plan to address the deficit	Classroom Teachers	August 2023
Add Tags in EduClimber	TST/SPED	Sept. 2023

Aesop-Frontline Report

I have included a summary of staff absences from this past school year that were entered into Frontline Aesop. This chart reflects only the absences entered by the teaching staff. The number of days taken for professional development increased by 24.14 days from 2021-2022 to 2022-2023. While the number of PTO days and Sick Days decreased from last year, Unpaid Leave increase nearly 2.5 times over the previous school year. Unpaid Leave is taken when the staff depletes their PTO and Sick Leave days allocated to them.

Taking the total number of absence days (866) divided by the 180 days we were in session means that the district averaged 4.8 teachers gone per day. This total does not include the long-term absences that we covered in house for 12 days and 33 days. Those two absences put the daily average of teachers gone per day at 5.1.

2022-2023 School Year Absence Totals

Absence Reason Type	% Needs Substitute	Absences Needing Substitute	% Does NOT Need Substitute	Absences NOT Needing Substitutes	% of Total Absences	Total Absences
Activity	57.15%	92.56	42.85%	69.4	16.95%	161.96
Civil	100.00%	1	0.00%	0	0.10%	1
Other	4.44%	1.44	95.56%	31	3.39%	32.44
Paid Time Off	53.48%	221.28	46.52%	192.5	43.30%	413.78
Professional Development	40.58%	56.19	59.42%	82.27	14.49%	138.46
Sick Day	41.95%	20.55	58.05%	28.44	5.13%	48.99
Unpaid Leave	17.73%	12.22	82.27%	56.69	7.21%	68.91
TOTALS	46.82%	405.24	53.18%	460.3	100.00%	865.54

2021-2022 School Year Absence Totals

Absence Reason Type	% Needs Substitute	Absences Needing Substitute	% Does NOT Need Substitute	Absences NOT Needing Substitutes	% of Total Absences	Total Absences
Activity	65.82%	111.57	34.18%	57.93	20.48%	169.5
Paid Time Off	62.46%	288.07	37.54%	173.11	55.74%	461.19
Professional Development	38.03%	43.48	61.97%	70.84	13.82%	114.32
Sick Day	42.23%	22.78	57.77%	31.16	6.52%	53.94
Unpaid Leave	87.82%	25.03	12.18%	3.47	3.44%	28.5
TOTALS	59.33%	490.93	40.67%	336.51	100.00%	827.44



NASB Monthly Update for Board Meeting Agenda Item

June 2023

Monthly Agenda Video Updates

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org - News & Resources – Video Library)

Latest 'Board Notes' – Monthly Newsletters

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

- *Never Doubt That a Small Group of Thoughtful Individuals Can Change The World*
- *At The Board Table*
- *An ALICAP Market Outlook*
- *Oh Christmas Trees ... A Legislative Update*
- *NASB Call for Legislative Proposals - Due July 1*
- *Join us in June!*
- *Transparency & Trust*
- *Your 2023 NASB Affiliates*
- *This Month In ... And Much More!*

Government Relations & Advocacy

<https://members.nasbonline.org/government-relations>

(www.NASBonline.org – Government Relations)

- The last day of the 108th Legislature, 1st Session was June 1, 2023
- NASB held its inaugural Legislative Advocacy Day on April 17 in Lincoln
- **843 Bills & Measures were introduced ... NASB followed roughly 120**
 - *See what passed, is still out there, and a list of Interim Studies and a number of other updates at NASB's Bills Page, which is always updated and sortable at*
 - <https://members.nasbonline.org/government-relations>
 - <https://nasb.envisiams.com/legislative-bills>

“NASB Update – Annual Board Calendar Summary”

View the full detailed calendar at: <https://members.nasbonline.org/board-leadership/resources>

(www.NASBonline.org – Board Leadership – Resources)

June Board Agenda Items

In addition to routine agenda items, time sensitive topics include:

- Policy Review
 - I. Parent and Family Engagement Policy on or before July 1 per § 79-532; § 79-533;
 - II. Bully Prevention Policy on or before July 1 per § 79-2,137;
 - III. Annual review of policy pertaining to Appropriate Relationships with Students;
- Student Accountability
 - I. Reports; filing requirements; contents. On or before July 20 in all school districts, the superintendent shall file with the State Department of Education a report showing the number of children from five through eighteen years of age belonging to the school district according to the census taken as provided in sections § 79-524 and 79-578. Neglect to report may result in penalty.
- Budget - Review staff Report for the 2023-24 School Year including:
 - I. Administrators – demographics, # of positions needed, # of tenured, # of non-tenured
 - II. Certificate Staff - demographics, # of positions needed by building/district, # of tenured, # of non-tenured, teaching assignments, # of positions open, etc.
 - III. Classified Staff – demographics, # of positions needed by building/district, # of positions open, etc.
- Advocacy – Submit Legislative Resolution or Standing Position to the NASB Legislation Committee
****Review the full June Agenda on page 25 of the 2023 NASB Board Meeting Guide & Annual Board Calendar.**

Board Retreat

To support our members who did not have the opportunity to participate in the New Board Member Workshops consider a Board Retreat to engage with your newly elected board members as they continue to transition into their new role. Please contact Marcia Herring, NASB Director of Board Leadership at mherring@NASBonline.org or 402-817-0296 to schedule a board retreat or private sessions through Microsoft Teams to review the board role and responsibilities.

Upcoming NASB Board Leadership Events

Board President Circle Team Meeting – Schedule for the remainder of 2023 to be determined. The lunch and learn time block for the Board President Circle will be sustained at 12:00 p.m. CST and 12:00 p.m. MT. However, I do anticipate offering an evening time block during the fall to engage with those who are not able to set aside time for a meeting during their day-time schedule.

NASB Leadership Workshop – June 7 and 8, 2023 – Join us in Lincoln for a working retreat to further develop the Superintendent/ESU Administrator, Board President, and Vice President leadership team. The day and a half agenda will include team building activities addressing a superintendent/ESU Administrator-board governance audit, healthy leadership working relationships, meeting protocols including the agenda and minutes, committee structure, Open Meetings Law, scenarios, goal planning, superintendent evaluation, policy, and more. Register now at <https://members.nasbonline.org/events/nasb-leadership-workshop>

NASB’s Video Resources

<https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org – News & Resources – Videos)

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

Networking & Events ... Register Now

<https://members.nasbonline.org/events>

(www.NASBonline.org – Events)

All Dates & Locations Tentative & Subject to Change

- **Leadership Workshop**
 - June 7-8 – Lincoln
 - <https://members.nasbonline.org/events/nasb-leadership-workshop>
- **NASB Member Golf Outing**
 - June 14 – Kearney
- **School Leaders & Law Conference**
 - June 14-15 – Kearney
 - <https://members.nasbonline.org/events/school-leaders-and-law-conference>
- **ALICAP Summer Safety Workshops**
 - July 10 - Gering
 - July 11 - Kearney
 - July 12 - Lincoln
- **AREA MEMBERSHIP MEETINGS BEGIN AUGUST 22**

NASB Member Virtuals

<https://members.nasbonline.org/events/nasb-member-virtuals>

(www.NASBonline.org – Events – NASB Member Virtuals)

- Previous Member Virtuals Available to Watch Include:
 - Gubernatorial Candidates Q&A w/ Blood & Pillen
 - 2022 Legislative Recap & Look Ahead
 - Tough Times & Tough Meetings: The Board’s Role in Navigating Hot Button Issues
 - NASB Member Virtuals w/ Commissioner Blomstedt & Dr. Jeffrey Gold of UNMC, Bryce Wilson of NDE on Cares Act Funds Q&A for School Boards, and More ...



Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB
and on Facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at <https://members.nasbonline.org/news-resources/video-library>

(www.NASBonline.org – 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:

<https://members.nasbonline.org/news-resources/board-notes-newsletter>

(www.NASBonline.org - News & Resources - Board Notes)

3001 Budget and Property Tax Request

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: ~~[Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].~~
<https://nep.education.ne.gov/>

In addition, the district must electronically publish this statement on the school district web site. Such electronic publication must be prominently displayed with an active link to the Internet address for the web site established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of

time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount

of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section ~~77-1601.02(4)~~ 77-1632(4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only

include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law.

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage to the extent allowed by law and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; ***and***
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be

certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

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

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

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

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the

bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner

providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

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

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

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

significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program

income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

c) Records will be destroyed in compliance with Schedule

10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1
Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

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

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

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

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.

2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be

supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

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

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be

accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;

- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

Buy American. ~~The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).~~

~~The District may deviate from this general requirement only if:~~

- ~~• The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or~~
- ~~• Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.~~

C. Record Keeping

1. Record Retention

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

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before

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

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

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

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and

State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3033

Lending Textbooks to Children Enrolled in Private Schools

Through June 30, 2024, the school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of

school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4045
Milk Expression

Except as otherwise provided by law, tThe district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The District will provide in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public ~~for one year after the child's birth.~~ These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

Adopted on: September 12, 2011

Reviewed on: March 10, 2014

Reviewed on: March 13, 2016

Revised on: August 10, 2020

Revised on: _____

4059

Suicide Prevention Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.

~~school nurses~~

~~teachers~~

~~counselors~~

~~school psychologists~~

~~administrators~~

~~school social workers~~

~~community coaches~~

~~paraeducators~~

~~bus drivers~~

~~kitchen staff~~

~~custodians~~

~~secretarial and clerical staff~~

These employees must complete the ~~online~~ training designated by the school district or superintendent provided by the Nebraska Department of Education no later than **October 31** of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training ~~shall constitute just cause for the termination or nonrenewal of an~~ may subject the employee to employment-related discipline ~~employee's contract~~.

Adopted on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: _____

5003

Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, ~~resides in~~ is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district no later than two weeks before the beginning of the year of enrollment. For second semester high school courses, the application must be filed no later than two weeks before the beginning of the second semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 10-5 credit hours per semester of enrollment in the public school district. ~~Exempt school students who are not enrolled in at least 10-credit hours may not participate in extracurricular sports and activities.~~—All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

~~Exempt school students who transfer into the district will be considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring.~~

~~The school district will determine whether credits awarded to exempt transfer students will be accepted for the purpose of eligibility for extracurricular sports and activities pursuant to the board's policy on Grade Placement and Academic Credits of Transfer Students.~~

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class

attendance purposes, unless required by law. by virtue of their status as part-time students. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: July 13, 2009

Reviewed on: May 12, 2014

Reviewed on: March 13, 2016

Revised on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for insuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. **Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. **Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. **Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's

designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

a.b. Numeric Capacity. The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements, ~~and availability of appropriate special education programs~~. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.

b.c. Programmatic Capacity. In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.

c.d. Other Standards for Acceptance or Rejection of Option Enrollment Applications. In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:

- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
- ii. Would require the procurement of new equipment, technology, or furnishings;
- iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;

- v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

~~d. The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.~~

e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.

f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:

- i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;

- ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.

g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

5. **False or Misleading Option Applications.** If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

6. **Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district,

and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7. Information Regarding Schools, Programs, Policies and Procedures. The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. Procedure for Students Optioning Into or Out of the School District.

a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.

b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:

i. When the district has already entered into contracts with teaching staff for the following school year;

ii. When the district has already contracted for the performance of specific services for the student;

iii. When the release of the student would have a negative financial impact or loss of revenue for the district.

b. The board of education will approve late applications to option into the district under the following conditions:

- i. When the resident district has released the student;
- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

~~b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.~~

- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: July 13, 2009
Revised on: August 12, 2013
Reviewed on: May 12, 2014
Reviewed on: March 13, 2016
Revised on: June 13, 2016
Reviewed on: August 10, 2020
Revised on: _____

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$35.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The

maximum dollar amount of this insurance coverage facilitated by the district will be the replacement cost of the device.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities.

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

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

- Student Activity Card: \$____
 - Covers admission to all extracurricular events
- Student Participation Fee: \$____
 - Required of all students who participate in athletics and/or other extracurricular activities
- Future Business Leaders of America: \$____
- DECA: \$____
- National Honor Society: \$____
- Cheerleading, Drill Team, Flag Corps: \$____
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the school district for these items will be: \$____
- Football: \$ ____
 - Students must provide their own football shoes, undergarments, and mouthguards
- Golf: \$____
 - Students must provide their own golf shoes, undergarments, and clubs
- Softball and Baseball: \$____

- Students must provide their own shoes, gloves, and undergarments
- Track, Volleyball, and Wrestling: \$____
 - Students must provide their own shoes and undergarments
- Future Farmers of America: \$____
 - Students must purchase their own jackets and pay dues
- Rifle and Trap Teams: \$____
 - Students must provide their own weapons and ammunition
- Science Club: \$____
- FCCLA: \$____
- Spanish Club: \$____

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

8. Transportation Costs.

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

9. Copies of Student Files or Records.

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

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

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

11. Participation in Summer School or Night School.

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

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-8
 - Regular Price \$2.50
 - Reduced Price \$0.30
- Breakfast Program – Grades 9-12
 - Regular Price \$2.50
 - Reduced Price \$0.30
- Lunch Program – Grades K-8
 - Regular Price \$2.80
 - Reduced Price \$0.40
- Lunch Program – Grades 9-12
 - Regular Price \$3.10
 - Reduced Price \$0.40

13. Charges for Musical Extracurricular Activities.

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar

amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$____
 - Students must provide their own instruments and marching band shoes, which must be white, rubber-soled sneakers
- Swing Choir: \$____
 - Students must purchase outfits and shoes selected by the sponsor and/or student group. The maximum dollar amount charged by the district for these materials will be \$____

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

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

G. Student Fee Fund.

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

5049 Firearms and Weapons

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy.

Definition of Weapon. The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or

5. A handgun carried as a concealed handgun by a nonstudent adult ~~who holds a valid permit issued under the Concealed Handgun Permit Act~~ in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term “encased” means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second

semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

Adopted on: _____

Revised on: _____

Reviewed on: _____

NOTE TO BE DELETED: This policy satisfies the minimum requirements of the *Healthy, Hunger-Free Kids Act of 2010* and its final rule. Schools that wish to adopt a more “aggressive” policy with higher standards may do so and should contact KSB for policy language that is in-line with their goals.

5052 School Wellness Policy

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

1. Goals for Nutrition Promotion and Education

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

2. Goals for Physical Activity

- a. The school district’s curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

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

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

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

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:

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

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

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

6. Food and Beverage Marketing

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

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

advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

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

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

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

bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation’s Model Wellness Policy (Updated ~~9/2016~~June 2020 to Reflect the USDA Final Rule) ~~found at~~
~~https://www.healthiergeneration.org/_asset/wtqdwu/14-6372-ModelWellnessPolicy.doc~~ found ~~at~~
~~<https://api.healthiergeneration.org/resource/2>~~.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5062 Lice and Nits

Option A

~~Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.~~

~~Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.~~

~~The student cannot ride the school bus until the district has cleared the student to return to school.~~

Option B

~~Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of live lice or louse eggs, the school will notify the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately. The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.~~

~~Students By Nebraska DHHS regulation, students will are not be permitted to return to school until the student is treated such that the district finds that no live lice or louse eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.~~

~~The student cannot ride the school bus until the district has cleared the student to return to school.~~

Adopted on: _____

Revised on: _____

Reviewed on: _____

5064

Title I, Title II, or Title IV Supplement, Not Supplant

The district will use Title I, Title II, and Title IV, and any other funds subject to ~~to~~ Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of Title I, Title II, and Title IV such funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, _____ for middle school and high school students, _____ for elementary students, and _____ for kindergarten students, exclusive of lunchtime. ==

[NOTE TO BE DELETED: The hours shown above are the minimum number of instructional hours for each corresponding grade as required by Nebraska law and NDE regulation. They may be, but are not required to be, adjusted upward at the board's discretion.]

1.2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.

2.3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.

3.4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.

4.5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6004 Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The District will review curriculum and adopt associated textbooks on the following schedule.

Subject Area	K-12 REVIEW	TEXTBOOK ADOPTION
Foreign Language Fine Arts/Music		
K-12 Language Arts		
Math		
Technology		
Science		
Physical Ed/Health		
Vocational		
Social Studies		
Financial Literacy		
Computer Science and Technology		

Adopted on: _____

Revised on: _____

Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices
(USE AT SCHOOL OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6038 Artificial Intelligence

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

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

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

50633059

Audio and Video Recording

Students, ~~staff, and their~~ parents/~~or~~ guardians, ~~and patrons~~ should assume that any class ~~in which students are enrolled~~ or ~~activities~~ in the school may be recorded by the school district ~~or other students~~ for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings ~~without a specific purpose or for a specific purpose~~ when such recordings are deemed necessary or appropriate by ~~the administration~~ an authorized representative of the district. The district will not maintain ~~the~~ recordings unless the recording is purposefully copied and saved. Any recording not copied and maintained separately, and the recordings will may only be available accessible by the administration authorized representative for review for a limited time, based on the district's then-current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time. Recordings made by the district may be destroyed by an authorized representative at any time unless retention is required by law.

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

Classroom Recordings Made by Staff. Staff members may make ~~audio and video~~ recordings of classroom instruction, ~~student behavior or performance,~~ and school activities ~~only upon authorization of~~ without prior administrative approval only for legitimate educational purposes the superintendent or supervising administrator administration or to comply with a student's education plan, as described below. Staff members may not make ~~secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws.~~ Staff members who violate this provision ~~may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.~~

Prohibited Recordings Made by Students. ~~This policy applies to students~~ Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration., unless the recording is made in a manner permitted by the school ~~this policy for other members of the public. In such an instance, the s~~ Students remain subject to the district's appropriate use and student discipline ~~all other district policies and rules. For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.~~

~~However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.~~

Permitted Classroom Recordings Made by Students. ~~Students may make audio or video recordings of classroom lectures or discussions:~~

- ~~(1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;~~
- ~~(2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;~~
- ~~(3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.~~

~~Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.~~

~~**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.~~

~~**Use of Smart Devices.** This policy generally prohibits anyone (including staff or students) from using smart speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices, without the permission of the administration or as permitted by law.~~

Adopted on: _____
Revised on: _____
Reviewed on: _____

5064

Title I, Title II, or Title IV Supplement, Not Supplant

The district will use Title I, Title II, and Title IV, and any other funds subject to ~~to~~ Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of ~~Title I, Title II, and Title IV~~ such funds, be spent on Title I programs. The district will ensure that Title I funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title I funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title I programs. Title I professional development will not duplicate that which the district provides for non-Title I purposes which, in the absence of Title I funds, would be provided to all staff.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6003
Instructional Program

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, _____ for middle school and high school students, _____ for elementary students, and _____ for kindergarten students, exclusive of lunchtime. ==

[NOTE TO BE DELETED: The hours shown above are the minimum number of instructional hours for each corresponding grade as required by Nebraska law and NDE regulation. They may be, but are not required to be, adjusted upward at the board's discretion.]

1.2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.

2.3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.

3.4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.

4.5. The board intends to strike a sensible balance between the time spent on academics and time spent on extra-curricular activities, acknowledging that both work and play are important in each student's total development and education.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6004 Curriculum Development

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The District will review curriculum and adopt associated textbooks on the following schedule.

Subject Area	K-12 REVIEW	TEXTBOOK ADOPTION
Foreign Language Fine Arts/Music		
K-12 Language Arts		
Math		
Technology		
Science		
Physical Ed/Health		
Vocational		
Social Studies		
Financial Literacy		
Computer Science and Technology		

Adopted on: _____

Revised on: _____

Reviewed on: _____

6025
Student Cell Phone and Other Electronic Devices
(USE AT SCHOOL OPTION)

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6038 Artificial Intelligence

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

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

1. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
 - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
 - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not

necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.

- c. In no instance may the output from one or more AI Tools be copied and placed within a student's work as if the student wrote such section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.
4. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.
5. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Adopted on: _____

Revised on: _____

Reviewed on: _____

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement is made, this 9th day of June, 2023, by and between HUMBOLDT TABLE ROCK STEINAUER (hereinafter "HTRS"), and the RICHARDSON COUNTY SHERIFF'S OFFICE (hereinafter "RCSO:") as follows:

W I T N E S S E T H:

WHEREAS, RCSO agrees to provide HTRS a School Resources Officer (SRO) Program in the School District; and

WHEREAS, HTRS and RCSO desire to set forth in this SRO Agreement the specific terms and conditions of the services to be performed and provided by the SROs in the School District;

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Cost of the SRO Program.

- A. The cost of the SRO Program shall be paid by HTRS to Richardson County in the sum of \$55,651.82 for the 2023/2024 school year, and \$58,791.07 for the 2024/2025 school year.

2. Employment of School Resource Officers.

- A. The SRO shall be employed by the RCSO and shall be subject to the administration, supervision, and control of the RCSO.
- B. The SRO shall be subject to all personnel policies and practices of RCSO except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The RCSO, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of RCSO and HTRS shall make recommendations for the SRO positions to the Sheriff who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to the school, then that principal may request that the Sheriff assign a different officer as the SRO for HTRS.
- E. One SRO shall be assigned to each school of the HTRS.

3. Duty Hours.

- A. SRO duty hours shall be determined by the provisions of the labor agreement between the RCSO and the HTRS. Whenever possible, the parties intend for the SRO's duty hours to conform to the school day.
- B. It is understood and agreed that time spent by the SRO attending municipal court, juvenile court, and/or criminal cases arising from and/or out of their employment as an SRO shall be considered as hours worked under this Agreement.
- C. In the event of an emergency, if the SRO is ordered by the RCSO to leave their school during normal duty hours as described above and to perform other services for the RCSO, then the time spent shall not be considered hours worked under this Agreement. In such an event, the compensation paid by HTRS to the RCSO shall be reduced by the number of hours of SRO service not provided to HTRS or the hours shall be made up in a manner determined by mutual agreement of the parties.
- D. In the event an SRO is absent from work, the SRO shall notify his or her supervisor at RCSO and the principal of the school to which the SRO is assigned. RCSO will assign another Law Enforcement Officer, to substitute for the SRO who is absent.

4. Term of Agreement.

The initial term of this Agreement is TWO YEARS commencing on the 15th day of August, 2023, and ending on the 20th day of May, 2025, however, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty days notice to the other. This request will be made in writing.

5. Duties of School Resource Officers.

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment for law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers, and other public school

property. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.

- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure and role model in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. To document activities of all SROs on and off campus and as a compiler of a monthly report to be provided to RCSO and to the principal of the assigned school.
- I. The SRO will be involved in school discipline, when it pertains to preventing a disruption that would, if ignored, place students, faculty, and staff at risk of harm, the SRO will resolve the problem to preserve the school climate. As to school code violations, the SRO will take the student to the principal's office for discipline to be meted out by school officials.
- J. IN ALL OTHER CASES, disciplining students is a School District responsibility, and the SRO will take students who violate the code of conduct to the principal where school discipline can be meted out.
- K. It will be the responsibility of the SRO to report all crimes originating on campus. Information on cases that are worked off-campus by RCSO or other agencies involving students on a campus served by an SRO will be provided to the SRO, but the SRO will not normally be actively involved in off-campus investigation(s).
- L. The SRO will share information with the administrator about persons and conditions that pertain to campus safety concerns.
- M. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency- and delinquency-prone youths and their families. Referrals will be made when necessary.
- N. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.

- O. The SRO will coordinate all of his/her activities with the principal and staff members concerned and will seek permission, guidance, and advice prior to enacting any programs within the school.
- P. The SRO may be asked to provide community-wide crime prevention presentations that include, but are not limited to:
- Q. The SROs will wear approved department uniform, formal business attire, or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Sheriff and the principal shall jointly set expectations and resolve any disputes in this area.
- R. The SROs will wear their department-authorized duty weapons in accordance with department policy.

6. Chain of Command.

- A. As employees of the RCSO, SROs will be subject to the chain of command of the RCSO.
- B. In the performance of their duties, SROs shall coordinate and communicate with the principal or the principal's designee of the school to which they are assigned.

7. Transporting Students

- A. SROs shall not transport students in RCSO vehicles except:
 - (1) When the students are victims of a crime, under arrest, or some other emergency circumstances exist; and
 - (2) When students are suspended and/or sent home from school pursuant to school disciplinary actions if the student's parent or guardian has refused or is unable to pick up the child within a reasonable time period and the student is disruptive/disorderly and his/her continued presence on campus is a threat to the safety and welfare of other students and school personnel.
- B. Students shall not be transported to any location unless it is determined that the student's parent, guardian, or custodian is at the destination to which the student is being transported. SROs shall not transport students in their personal vehicles.
- C. SROs shall notify school personnel upon removing a student from campus.

8. **Access to Education Records.**

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the SRO that information which is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation and the extent to which time is of the essence.
- C. If confidential student record information is needed by an SRO, but no emergency situation exists, the information may be released only as allowed by law.

Reciprocal Indemnification. To the extent permitted by Nebraska law, the RCSO will save and hold harmless the HTRS and its individual officers and employees from any and all claims, and liabilities of whatever nature which may arise from its respective operations, activities, and obligations, including the acts or omissions of its Board, officers, employees, agents or other representatives. To the extent permitted HTRS will save and hold harmless the RCSO and its individual officers and employees from any and all claims and liabilities of whatever nature may arise out of the HTRS operations, activities, and obligations, including the acts or omissions of its Board. Officers, employees, agents, or other representatives. The provisions of this section shall survive expiration or termination of the Agreement. The indemnification provisions are not intended to waive a Party's sovereign immunity. A Party's liability is governed by and limited to the extent provided by the Nebraska Political Subdivision Tort Claims Act, or other applicable provisions of law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first written above.

By: _____

By: _____

By: _____

Fund: 05 ACTIVITY FUND

<u>Chart of Account</u>	<u>Chart of Account Description</u>		<u>2023 Gen Fund</u>	<u>Transfers</u>	<u>Est Rev</u>	<u>Budgeted Exp</u>	<u>Projected</u>
			<u>Transfer</u>		<u>2023-2024</u>	<u>2023-2024</u>	<u>Bal 2024</u>
		Current Balance					
05 704 0100	Athletics - Miscellaneous	\$	(26,426.97)	\$ 45,000	\$ 40,000		\$ 7,239.47
		Fooball				\$ 10,000	
		VB				\$ 5,000	
		BB				\$ 10,000	
		Golf				\$ 1,200	
		Wrestling				\$ 5,000	
		Track				\$ 3,500	
		Misc Exp/membership fees/Streaming				\$ 1,000	
		Transfers to Zero Accts				\$ 15,633.56	
			TO: Annual	\$ 8,390.78			
			TO: Non-Athletic Act	\$ 1,835.90			
			TO: Speech	\$ 1,212.62			
			TO: Service Charge	\$ 185.06			
		To bring Starting Bal to \$1,200 Concession		\$ 4,009.20			
						\$ 51,333.56	
05 704 0123	2021	\$	2,248.13				
05 704 0124	2023	\$	2,555.89				
05 704 0125	2024	\$	4,436.85				
05 704 0122	2025	\$	3,472.90				
05 704 0099	2026	\$	2,269.63				
05 704 0132	2027	\$	788.50				
05 704 0133	2028	\$	905.30				
05 704 0135	Annual	\$	-				
05 704 0136	Drill Team	\$	1,100.19				
05 704 0137	Track	\$	674.70				
05 704 0138	Concession	\$	1,200.00				
05 704 0139	FCS	\$	429.76				
05 704 0140	Industrial Arts	\$	3,976.12				
05 704 0141	One Act	\$	836.55				
05 704 0142	Student Council - H S	\$	1,477.83				

05 704 0143	H.S. Youth Leadership	\$	5,396.30
05 704 0144	H.S. Cheerleading	\$	251.57
05 704 0145	Legion Scholarship	\$	2,921.96
05 704 0146	Foundation Scholarship	\$	-
05 704 0147	Donations	\$	7,600.19
05 704 0148	Non-Athletic Activities	\$	-
05 704 0149	Library	\$	6,300.60
05 704 0150	Wrestling	\$	368.30
05 704 0151	Grants & Scholarships	\$	4,563.21
05 704 0152	Elementary	\$	671.21
05 704 0154	Music (new)	\$	1,120.74
05 704 0155	Snack Cart	\$	217.30
05 704 0156	Leap Program	\$	4,564.00
05 704 0157	COF	\$	2,604.98
05 704 0161	StuCo - Middle School	\$	2,186.19
05 704 0162	Mock Trial	\$	705.43
05 704 0163	Volleyball Club	\$	3,478.15
05 704 0164	Golf Club	\$	1,354.20
05 704 0165	Middle School-Youth Leadership	\$	946.66
05 704 0166	Power Lifting	\$	2,957.30
05 704 0168	Speech	\$	-
05 704 0169	MS Robotics	\$	2,513.71
05 704 0171	Boys Basketball	\$	3,353.51
05 704 0172	Girls Basketball	\$	179.88
05 704 0173	Sport Posters	\$	13,481.23
05 704 0174	Football Club	\$	333.48
05 704 0175	FFA	\$	2,114.95
05 704 0176	HS Robotics	\$	941.15
05 704 0995	Interest	\$	341.09
05 704 0996	Service Charge	\$	-
		\$	97,839.64

FUND 05 2023-24

Total Budget

\$ 156,412.67



Master's Transportation Inc.

Sales Order/Bill of Sale

800 Quik Trip Way • Belton, MO 64012 • (816) 318-9988 • Fax (816) 318-9998
 5535 Arbor Rd • Lincoln, NE 68514 • (402) 465-4372
 171 Shady Oak Road • Ozark, MO 65721 • (417) 443-2207 • Fax (816) 318-9998
 4364 Malvern Rd • Hot Springs, AR 71901 • (501) 262-9714 • Fax (501) 262-9715

3710 Central Ave Suite 5 • Kearney, NE 68847 • (308) 236-6363 • Fax (816) 318-9998
 1011 South Huron St • Denver, CO 80223 • (303) 627-4100 • Fax (303) 627-4137
 3840 Valley View Lane • Irving, TX 75062 • (800) 783-3613 • Fax (816) 318-9998
 5492 Newark Mall Rd • Newark, CA 94560 • (800) 783-3613

Date: _____
 Sold To Buyer: _____ Phone: _____
 Address: _____ Email: _____
 City/State/Zip: _____

CODE	YEAR	MAKE/BODY	SIZE	MILEAGE	VIN	AMOUNT
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____	\$ _____

REBATES:

Amount	Amount	Amount	Amount	TOTAL REBATES
_____	_____	_____	_____	\$ _____

TOTAL SELLING PRICE: \$ _____

TRADE-UNIT(S): _____ \$ _____
 Year/Make _____ VIN Number _____

CREDIT DESIRED -	YES	NO
INSURANCE DESIRED -	YES	NO
(See contract conditions on reverse side)		

DELIVERY
 Del Date: _____
 FOB: _____

OPTIONAL ITEMS: \$ _____
 TAX: \$ _____
 SUBTOTAL: \$ _____
 DOWN PAYMENT: \$ _____
TOTAL DUE \$ _____

OPTIONAL ITEMS/SERVICE TO BE PERFORMED:

BUYERS CERTIFICATION

I hereby certify that:

- (1) The face and reverse sides of this contract sets forth all of the terms and conditions of the Sales Contract; there are no other contracts or provisions, oral or written, supplementary or in addition to the provisions expressly set forth in this contract; this contract cancels and supersedes all other understandings and agreements of the parties prior to the signing hereof and as of the date hereof, when signed by the dealer, comprises the complete agreement of the parties, AND
- (2) I have read the terms and conditions of this contract and have received a true copy thereof; AND
- (3) I guarantee that the title of my trade-in-vehicle(s) is not and never has been a salvage title. If a salvage title is delivered, the selling dealer may elect to void this sale and/or elect to collect damages- (including but not limited to dealer's expenses and lost profits) from me for the difference in value had my title not been salvage and/or branded _____ Signed

Notice to Buyer:

Do not sign this instrument before you read it, or, if it contains blank spaces. You are entitled to a copy of this signed contract. Buyer acknowledges that the amounts shown on the instrument were quoted to him/her before he/she agreed to the sale. BUYER KNOWS THAT THE VEHICLE IS BEING SOLD "AS IS" BY THE SELLING DEALER. SHOULD THE MANUFACTURER'S WARRANTY APPLY TO THIS VEHICLE, IT IS DIRECTLY OFFERED BY THE MANUFACTURER TO THE BUYER. THE SELLING DEALER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. DEALER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THIS VEHICLE. BUYER SHALL NOT BE ENTITLED TO RECOVER FROM THE SELLING DEALER ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFITS, OR INCOME, OR ANY OTHER INCIDENTAL DAMAGES.

CONTRACTUAL DISCLOSURE STATEMENT:

The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.

SPECIAL TERMS: _____

WARRANTY AS IS/OTHER: _____

IS/OTHER: DEALER, _____ DATE: _____
 MASTER'S TRANSPORTATION, INC. _____

BUYER SIGNATURE: _____

PRINTED NAME: _____ DATE: _____

CONTRACT CONDITIONS

NOTICE TO CUSTOMER/BUYER

THIS IS AN OFFER TO BUY A VEHICLE MADE BY A CUSTOMER/BUYER TO THE DEALER. IF THE OFFER IS ACCEPTED BY THE DEALER IT BECOMES THE COMPLETE CONTRACT OF SALE. THE DEALER HAS NO OBLIGATIONS OR RESPONSIBILITIES NOT EXPRESSLY SET FORTH IN THE OFFER. THE OFFER STATES THE TERMS AND CONDITIONS ADOPTED BY THE DEALER AS THE TERMS AND CONDITIONS UNDER WHICH THE DEALER WILL MAKE THE SALE. BEFORE YOU SIGN THE OFFER TO BUY READ IT CAREFULLY

1. CREDIT OR INSURANCE:

Should credit or insurance as indicated on the front of this order, be part of this contract, all required information is a part of this instrument and is contained on the attached sheets.

2. BINDING EFFECT:

This Sales Order shall be binding on both parties upon the Buyer and Dealer signing and accepting this contract, subject to a price increase by Manufacturer and appraised value of trade-in.

3. DEPOSIT:

The Buyer agrees that the deposit as set forth herein, shall be retained by the Dealer as liquidated damages in the event that, the Buyer fails to complete the purchase of the vehicle pursuant to the terms offered and accepted.

4. MANUFACTURER'S INCREASE:

It is noted that the manufacturer has reserved the right to change the list price without notice. The cash delivered price would thus be subject to an increase because of the manufacturer's increase in price. All price increases by the Manufacturer will be added to the purchase price. The Buyer may, if dissatisfied with the increased price cancel this order.

5. TRADE-IN-VEHICLE:

If the trade-in has not been delivered to dealer at the time of executing this contract, the trade-in shall be appraised at the time of delivery and the amount of the appraised value shall be substituted for the estimated value indicated under the heading "trade allowance" on the front of the Sales Order. The Buyer may, if dissatisfied with the appraised value, cancel this order.

6. TRADE-IN-VEHICLE BUYER'S CERTIFICATION:

The Buyer represents and warrants that the only existing material defects known to me on the motor vehicle that is being traded in to the dealer are:

(if none, so state)

_____ Initial of Buyer

Funding Commitment Decision Letter

Funding Year 2023

Contact Information:

Natalie Coffin
HTRS PUBLIC SCHOOL DISTRICT
810 Central Ave
Humboldt, NE 68376
natalie.brauer@esu5.org

FCC Form 471: 231033474

BEN: 138392

Wave: 3

Application Nickname: Cat2.2023 HTRS Public School District (wireless)

Totals

Total Committed	\$24,116.98
------------------------	--------------------

What is in this letter?

Thank you for submitting your application for Funding Year 2023 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider** must request an extension on or before the last date to invoice. **If you anticipate, for any reason, that invoices cannot be filed on time**, USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

Note: The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC**, visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules**, please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System \(ECFS\)](#). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

Funding Commitment Decision Overview

Funding Year 2023

Application Comments for FCC Form 471: #231033474

The applicant did not submit any RAL corrections.

Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2399049571	CDW Government LLC	\$24,116.98	\$24,116.98	Funded

FRN 2399049571	Service Type Internal Connections	Status Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$0.00	Total Eligible One Time Charges	\$40,194.96
Total Pre-discount Charges		\$40,194.96	
Discount Rate		60.00%	
Committed Amount		\$24,116.98	

Dates	
Service Start Date	7/1/2023
Contract Expiration Date	6/30/2024
Contract Award Date	3/24/2023
Service Delivery Deadline	9/30/2024
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	CDW Government LLC
SPIN (498ID)	143005588
Contract Number	Quote #NGJG436
Account Number	
Establishing FCC Form 470	230022288

Consultant Information	
Consultant Name	
Consultant's Employer	ESU 5 Erate Services
CRN	17000014

Funding Commitment Decision Comments

MR1: Approved as submitted.

E-RATE PURCHASE AGREEMENT

Seller will invoice Customer, upon Product shipment, for the total purchase price without regard to any SLP funding applied to that purchase price for the Products. Customer shall pay the invoiced amount within thirty (30) days from the date of invoice.

- ii. Seller accepts BEAR orders beginning April 1 before the beginning of the Funding Year. Seller accepts SPI orders beginning July 1 of the Funding Year when Customer has received its FCDL. Seller DOES NOT accept SPI orders before July 1 of the Funding Year.
- iii. All payments, regardless of method, shall be submitted to "Accounts Receivable" at the Seller's address listed above.
- iv. CUSTOMER MAY EITHER WAIT TO PLACE AN ORDER PRIOR TO OR AFTER RECEIPT OF ITS FCDL. IN THE EVENT THAT CUSTOMER PLACES AN ORDER PRIOR TO RECEIPT OF THE FCDL, CUSTOMER SHALL BE RESPONSIBLE FOR PAYMENT OF THE ENTIRE PURCHASE PRICE WITHOUT REGARD TO SLP FUNDING.

6. NON-ASSIGNABILITY AGREEMENT

Customer shall not assign or otherwise transfer its rights or delegate its obligations under this Agreement without Seller's advance written consent. Any attempted assignment, transfer or delegation without such consent shall be void.

- i. The term of this Agreement shall commence on April 1, 2023 ("Effective Date") and be valid through the later of the Funding Year 2023 or 9/30/2024.
- ii. Seller may terminate this Agreement at any time for any reason upon thirty (30) days prior written notice to the Customer.

Customer may terminate this Agreement or withdraw an order upon written notice to Seller if: (a) funds are not appropriated to Customer under this program, or (b) Customer's School Board rejects this Agreement ("Termination Notice"). In the event that Customer terminates this Agreement due to non-appropriation of funds, or termination for convenience, then Seller may immediately cease performance. However, the Customer shall remain liable for any Products that have shipped or services, already provided, or have been subscribed or purchased prior to Seller's receipt of the Termination Notice. Customer shall also be responsible for any of Seller's out-of-pocket costs arising as a result of any such termination.

- iii. In the event Customer receives an extension of funding from SLP, Customer will notify Seller in writing and the parties may agree to execute an amendment to extend this Agreement.

7. NOTICES

All notices and other communications required or permitted under this Agreement shall be served in person or sent by U.S. mail, Federal Express, or equivalent carrier to the party's address listed above.

8. GENERAL

If any term or provision herein is determined to be illegal or unenforceable, the validity or enforceability of the remainder of the terms or provisions herein will remain in full force and effect.

9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between Seller and Customer and supersedes and replaces any and all previous and contemporaneous communications, representations or agreements between the parties, whether oral or written, regarding transactions hereunder. No provision of this Agreement may be waived or modified except by an amendment signed by an authorized representative of each party.

10. GOVERNING LAW

This Agreement will be governed by the laws of NE, without regard to conflicts of law rules. Any litigation will be brought exclusively in a federal or state court located in the state or commonwealth where Customer's location identified above, and the parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof. The parties further consent to the exercise of personal jurisdiction.

11. DOCUMENT RETENTION

All documents related to this Agreement will be kept on file by both parties for a period of ten (10) years after the project completion in accordance with the rules of the SLP.

E-RATE PURCHASE AGREEMENT

CDW Government LLC
Attn: E-Rate Sales
230 N. Milwaukee Avenue
Vernon Hills, IL 60061
Phone: 800-328-4239
Facsimile: Please fax Purchase Orders to your Account Manager

B. Other Requirements

- i. All purchase orders shall include 1) a contact name; 2) phone number; 3) purchase order number; 4) part number; 5) Product description; 6) original and discounted Product price 7) percentage Customer owes and percentage SLP owes (if applicable) 8) ship to location; 9) bill to location; and 10) FRN number for each part number. SEPARATE PURCHASE ORDERS SHALL BE SUBMITTED FOR PRODUCTS THAT ARE NOT ELIGIBLE FOR E-RATE FUNDING. ALL ORDERS SHALL BE SUBJECT TO ACCEPTANCE BY SELLER.
- ii. If the Customer is unable to commit the full purchase order amount, any balance remaining that was not funded or approved for payment by USAC will be the responsibility of the Customer. The Customer must add the following language to its purchase order:

“The total cost of this purchase order is \$_____. The E-Rate portion is \$_____, and is committed by USAC. If there is any issue with the E-Rate portion, HTRS Public School District accepts full responsibility for the cost of this purchase, \$_____.”

C. Assistance with Order

- i. Customer may call 1-800-328-4239 to get assistance on any purchase order. Any terms or conditions stated in or on the Customer's purchase order which are inconsistent with or in addition to the terms and conditions in this Agreement or the Product Sales Terms and Conditions shall not be valid, are considered null and void and shall not be applicable to or binding on Seller.
- ii. FOR PRODUCTS WHICH ARE DISCONTINUED AFTER A CUSTOMER ORDER HAS BEEN ACCEPTED BY SELLER BUT BEFORE THE PRODUCT HAS SHIPPED, SELLER WILL MAKE REASONABLE EFFORTS TO OFFER A COMPARABLE OR BETTER PRODUCT AT THE SAME OR LESSER PRICE, IF AVAILABLE, UPON SLP'S APPROVAL OF THE PRODUCT SUBSTITUTION.

5. PRICE AND PAYMENT TERMS

- i. Payment terms are subject to continuing credit approval by Seller. Seller may change credit or payment terms at any time when, in Seller's opinion, Customer's financial condition, previous payment record, or the nature of Customer's relationship with Seller so warrants.
- ii. Seller may discontinue performance under this Agreement (i) if Customer fails to pay any sum when due under this Agreement or any other agreement with Seller until payment is received or (ii) if Customer is in violation of applicable laws and regulations.

A. Price

The Price shall be as set forth on the Customer's quote from Seller and which is in the form attached hereto as Exhibit I, and as amended from time to time. All prices are exclusive of federal, state, local, or other taxes, which shall be the responsibility of the Customer.

B. Payment Terms

- i. Customer must choose one of the following payment methods. However, Customers that choose to order Products prior to receiving their FCDL must follow the BEAR payment method.
 - Form 474 Service Provider Invoice (SPI) Method**
Seller will invoice the Customer for the Product price, as set forth on the Product quote, net of the FCDL amount. Customer shall be responsible for making payment within thirty (30) days from date of invoice.
 - Form 472 Billed Entity Applicant Reimbursement (BEAR) Method**

E-RATE PURCHASE AGREEMENT

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

CDW Government LLC

HTRS Public School District

(Authorized Signature)



(Authorized Signature)

Printed Name

George Griffith

Printed Name

Title: _____

Title: Superintendent

Date: _____

Date: 3/24/23

Appendix A

Required Form for RFP Response.

TABLE 2.1: HTRS PUBLIC SCHOOL DISTRICT			
Erate Eligible Services			
Description	Qty	Unit	Total
Meraki MR44 access point	49	\$472.58	\$23,156.42
Meraki MR56 access point	7	\$696.59	\$4,876.13
One of the two options below will be chosen; both options are required to be included.			
Meraki MR Enterprise License, 3 YR	56	\$144.23	\$8,076.88
Meraki MR Enterprise License, 5 YR	56	\$233.80	\$13,092.80

I acknowledge Section 2.1 Pricing and Payment; HTRS Public School District will only accept discount on invoices; therefore, the winning vendor will file a Form 474 (Service Provider Invoice Form) to request payment of the discount amount for eligible services after billing the applicant for the non-discount share of the cost of the equipment and/or services.

Vendor Name: CDW Government LLC

Erate Form 498 ID (SPIN): 143005588

Printed Name: Justin Schwier

Signature: 

Date Submitted: 3/21/2023

June 2, 2023

Dear Dr. George Griffith and HTRS Board of Education,

Please accept this letter of retirement from my position as Business Manager for HTRS School. After over 20 years of service this was a very difficult decision. My family and I have decided that due to health reasons it is not feasible to continue working.

I have been on medical leave and am not able to return so this will be effective immediately.

Thank you for the opportunities I have been given. I wish HTRS and all the staff the best in the future.

Sincerely,

A handwritten signature in blue ink that reads "Kellie Workman". The signature is written in a cursive style with a large initial "K".

Kellie Workman

06/09/2023

Dr. George Griffith
Superintendent
HTRS Public School

Dear Dr. Griffith,

I am writing to inform you that I am resigning my position as math teacher and boys and girls golf coach at HTRS public school effective 08/31/2023. I will continue to finish my job teaching summer school until the end of June. I am resigning my position because after signing my letter of intent to return, I was told that I was losing out on my coaching positions which would cause a pay cut that I was not anticipating, and would reduce me to a wage where I did not feel I could effectively support my family. I have been offered a position that will allow me the opportunity to not only make more money to support my family, but to set my own schedule so I can be there for my children's activities and be in a position to get them where they need to go on a more regular basis. I appreciate the opportunities that were provided to me at HTRS and I truly enjoyed working here. If possible, I would still like the opportunity to come back and sub over the winter months when things at the new job slow down, as I know it could be a great help to the school.

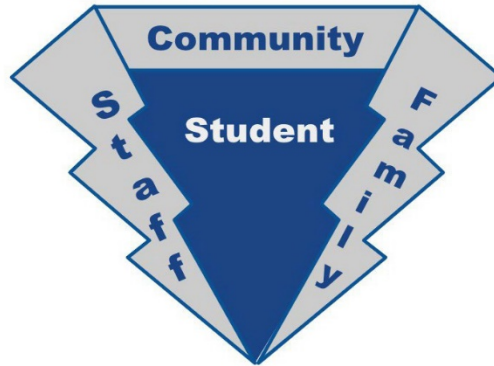
Sincerely,

Matthew Helms

HTRS PUBLIC SCHOOL
STUDENT HANDBOOK

HTRS VISION STATEMENT

HTRS TITANS



**Collectively empowering
students to realize their potential
by providing a challenging and
nurturing education.**

2023-2024 Edition

810 Central Ave.
Humboldt, NE 68376
Phone: (402) 862-2151
Fax: (402) 862-2152

Website: <https://www.htrstitans.com/>



Superintendent, Dr. George Griffith
P 402-862-2235 F 402-862-3135
Principal, Lisa Othmer
Assistant Principal, Kari Lottman
P 402-862-2151 F 402-862-2152
810 Central Ave, Humboldt, NE 68376

WELCOME

Dear Students and Parents:

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

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

Required forms, including one indicating your receipt and understanding of the handbook are made available in the Power School Parent/Student Portal.

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

Sincerely,

Dr. George Griffith,
Superintendent

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INTENT OF HANDBOOK

This handbook meets the requirements of HTRS Board Policy 5034 and is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

NOTICE OF NONDISCRIMINATION

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

Name: Dr. George Griffith
Title: Superintendent
Address: 810 Central Ave., Humboldt, NE 68376
Telephone: 402-862-2235
E-mail: georgegriffith@htrstitans.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

MISSION STATEMENT

Empowering all learners for the challenges of tomorrow.

BELIEF STATEMENTS

We Believe...

- in a welcoming, supportive, and accepting school environment.
- a positive mindset will create an inspiring school culture.
- school spirit is strengthened by involving students, community and staff.

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

“School success is 90 percent showing up; the other half is mental.” Yogi Berra

Required Attendance

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

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 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 HTRS; and
 - e. Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to HTRS.
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.

Excessive Absenteeism

First Stage Response to Excessive 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. Parents/Guardians will be notified by letter after 4 absences per quarter. 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. This meeting shall be documented.
- c. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.

Second Stage Response to Excessive 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).

Mandatory Attendance Age

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

Exceptions

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

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 and to the superintendent using the form which is attached to this policy. HTRS may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. HTRS 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 dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests for disenrollment.

Only children dis-enrolling 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.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to HTRS Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Bulletin Boards

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths

who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform [Safe2Help](#) to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones & Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Prior to going to the first class of the day, students must place cell phones and smartwatches in their Yondr Bag.

Yondr Bag Guidelines

Phones are not to be used during school. Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student’s responsibility to bring their Pouch with them to school every day and keep it in good working condition.

DAILY PROCESS

As students **Arrive to School**, they will:

1. Turn their phone and / or smartwatch off.
2. Place their phone and / or smartwatch inside their Pouch and secure it in front of school staff.
3. Store their Pouch in their backpack for the day. Backpacks are to remain in student lockers.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

*Students arriving late or leaving early will pouch/un-pouch their devices in the main office.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone during School

If a student damages their Pouch or is caught on their phone, Administration will collect the phone/pouch and call home for a parent pickup. The student will no longer be allowed to have their phone in the school building between the hours of 7:45 a.m.-3:30 p.m.

Forgotten/Lost Pouch

If a student forgets their Pouch, their phone will be collected and Admin will call home to remind the Parent of the policy. The phone will be returned to the student at dismissal. If a student consistently forgets their Pouch, it is considered Lost and the student will be responsible to pay for the cost of replacement.

Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class.

Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. HTRS is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, & Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.

- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse & Neglect

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

Class Dismissal

Classes are in session from the ringing of the tardy bell until the **teacher** dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus

The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.

Coats & Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. HTRS uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a "best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call 402-862-2151.

Communicating With Parents

Effective communication between home and school is crucial to students' educational success. Both teachers and parents must work to communicate frequently about students' progress. Methods of communication include, but are not limited to, parent-teacher conferences, e-mail, telephone contact, school visitation by parents and home visitation by teachers. Teachers must notify parents about unsatisfactory student work promptly and prior to the end of a grading period.

The school calendar will provide opportunities for formal parent-teacher conferences. The conferences need not be limited to these days; they should be scheduled at times that will allow adequate time for an effective conference.

Complaint Procedure

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

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

Complaint & Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of HTRS or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to HTRS's Title IX/504 coordinator. Complaints involving

discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

- a. Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b. Strongly encourage the complainant to reduce his or her concerns to writing.
- c. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
- d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation

HTRS prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services & Related Services To Students With Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by HTRS. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to HTRS's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to HTRS's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to HTRS's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings

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

Computer Network Use by Students

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

- I. Student Expectations in the Use of the Internet
 - A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent HTRS or the work of students at HTRS without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by HTRS, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not falsify electronic mail messages or web pages.

II. Enforcement

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by HTRS. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. HTRS uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of HTRS. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the

- technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. HTRS staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
- B. Consequences for Violation of this Policy
1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
 2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.
- III. Protection of Students
- A. Children's Online Privacy Protection Act (COPPA)
1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
 2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
- B. Education About Appropriate On-Line Behavior
1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
 2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
 3. HTRS's technology director shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Academic P/T Conferences

Students' academic success has been closely linked to parental involvement in school. HTRS has formal parent-teacher conferences at the end of the first quarter and during the third quarter. Beginning with the class of 2029, spring conferences will be scheduled and student led for the development of the student's Personal Learning Plan (PLP).

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright & Fair Use

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult

with their teacher or building principal, review HTRS's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by HTRS. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

HTRS shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination & Harassment

HTRS prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Kari Lottman at 402-862-2151, by email: karylottman@htrstitans.org or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Mrs. Kari Lottman at 402-862-2151, by email: karylottman@htrstitans.org or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dr. George Griffith at 402-862-2235, by email: georgegriffith@htrstitans.org or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code

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 HTRS.

The HTRS dress code is as follows:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans.
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance.
3. Caps, hats and bandannas during the school day or at school-sponsored
4. Bare feet (some type of footwear must be worn)
5. Any clothing that could cause damage to others or school property
6. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.
7. Costumes and/or those clothes intended only for leisure, entertaining or special occasions.
8. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops (unless under a shirt), thin-strapped tops (spaghetti straps) or displaying bra straps.
9. Pants and shorts worn below the waist so as to expose undergarments or that drag on the floor.
10. The above may be altered on a school-wide basis for specific situations.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving & Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students who drive to school are required to park their vehicles and leave them unoccupied until it is time to drive home. The speed limit on school property is five miles per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.
2. Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.
3. By driving a vehicle to school and parking on school grounds, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

HTRS will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Food Service Program

HTRS provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. HTRS charges students \$2.50 and adults \$2.60 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.80. Lunch for 7-12 lunch is \$3.10 for students and \$3.15 for adults.

Milk Break

The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$0.35 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

It is the student and parent's responsibility to pay for the student's meals in advanced. 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. The parent will be notified weekly by 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 who bring their own lunches are to eat in the lunchroom. Students may not bring drink or pop (soda) in the lunchroom. Food/drink s will not be allowed in the small gym, locker rooms or elsewhere on school grounds during noon hour unless staff have scheduled a working lunch.

Collection of Delinquent Meal Charge Debt

HTRS is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, HTRS may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact HTRS. 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.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students

must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Eye Exams

All students enrolling in kindergarten or transferring into HTRS from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Head Lice

Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Immunizations

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 birth certificate document.

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 birth certificate document, and 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.

Provisional Enrollment.

Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are exempted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

HTRS may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Dr. George Griffith, who may be contacted at 402-862-2235.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Initiations & Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Lockers & Other School Property

HTRS owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost & Found

All lost and found articles are to be taken to office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, HTRS will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription Medication.

Students may, with written parental or guardian permission, carry and self-administer a medically necessary inhaler but students may NOT carry or use any other medication including over-the-counter medications.

(1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication.

(1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

No staff members other than the school nurse or designated trained staff may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, carry and self-administer a medically necessary inhaler but students may NOT carry or use any other medication including over-the-counter medication.

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would

eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

Parental Involvement

HTRS recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by HTRS, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community

- programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

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.

Physical Education

HTRS requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to have wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

Pictures

HTRS arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, HTRS does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. HTRS shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of HTRS staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). HTRS Policy 5015 is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial & Non-Custodial Parents

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

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

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

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

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

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

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 7:55 a.m. and ends at 3:25 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 15 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

Self-Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, HTRS will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Laura Leech, 402-862-2151.

Smoking and Tobacco

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

MAPS Testing is administered annually in grades 3-11 to determine the students' growth toward individual success. Tests are administered in fall, winter and the results are sent home.

Student Problem Solving Team (PST)

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by HTRS should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

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

Definitions.

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

Listing of Fees Charged by this District*Clothing Required for Specified Courses & Activities*

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

Safety Equipment & Attire

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

Personal or Consumable Items

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

Materials Required for Course Projects

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

*Technological Devices***A. Laptop Initiative:**

If the student/parent chooses to participate in the HTRS 6 - 12 Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00. It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs is the 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. The student will not be able to check out a laptop the following year until this bill is paid in full.

B. Library Checkout:

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 like any other school-used device. Students will be required to sign the “Student Pledge for Laptop Use” located in the PowerSchool Forms in their student account to participate in this option.

Financial Responsibility

The HTRS laptops will be checked out to the student 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 of whether 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 a penalty under the law.
- C. Consequences for a Laptop Infraction:
1. First Offense: A verbal warning
 2. Second Offense: Letter sent to the parents
 3. Third or more Offenses: Detention

* The HTRS administration has the final decision in the issuance of consequences for laptop violations

Extracurricular Activities

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

School Dances

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.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student’s classroom teacher for the teacher’s rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

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

Student activity card	Students K-6	\$15.00
<i>Covers admission to all extracurricular events</i>	Students 7-12	\$25.00
	*Maximum per family of \$50.00	
Laptop Fee	\$35.00	

Required of all 7-12 students who choose to retain possession of their laptop during the school year. Students who do not pay this fee are not allowed access to their laptops outside of normal school hours.	
National Honor Society	\$0
Cheerleading, Drill Team, Flag Corps	Students must purchase uniforms and shoes selected by the sponsor and/or student group.
Football	Students must provide their own football shoes, undergarments, and mouth guards.
Golf	Students must provide their own golf shoes, undergarments, and clubs.
Softball and Baseball	Students must provide their own shoes, gloves, and undergarments.
Track, Volleyball and Wrestling	Students must provide their own shoes, gloves and undergarments.
Future Farmers of America	Students must purchase half of the cost of their own jackets.

Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district’s high school. As a general rule, students must pay all costs associated with such post-secondary courses. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

Transportation Costs

The district may charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

Copies of Student Files or Records

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

Participation in Before-&-After-School or Pre-Kindergarten Services.

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. Please refer to LEAP (Learn, Explore and Play) Handbook.

Participation in Summer School or Night School

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

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

Band	Students must provide their own instruments and marching band shoes.
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Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group.
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Contributions for Junior and Senior Class Extracurricular Activities

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district may ask each student to make a contribution to their class’s fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities.

Voluntary Contributions to Defray Costs.

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

Waiver Policy

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

Fund-Raising Activities

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

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student’s plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student’s IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child’s parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child’s parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician’s statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district. "Student records" also shall not include any records created and maintained by the district's law enforcement unit for a law enforcement purpose.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

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

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by HTRS no later than August 31 each year or within 10 school days for students who enroll during the school year.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in HTRS's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

HTRS will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

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.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of office staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

Definitions

1. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - a. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - b. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - c. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
2. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - a. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.

- b. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from HTRS. HTRS will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

Threat Assessment Team

The threat assessment team (team) shall consist of at a minimum: this superintendent of schools, building principal(s), guidance counselor and local law enforcement. It also could include information technology staff, the school nurse, members of the mental health profession who would be willing to work with the school (it should not include parents or board members). The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response.

Threat Assessment Investigation and Response

All reports of violent, threatening, stalking or other behavior or statements which could be interpreted as posing a threat to school safety will immediately be forwarded to a member of the team. Upon receipt of an initial report of any threat, the team will take steps to verify the information, make an initial assessment, and document any decision involving further action. This investigation may include interviews with the person who made the statement(s) or engaged in the behavior of concern, interviews with teachers and other staff members who may have information about the individual of concern, interviews with the target(s) of the threatening statements or behavior, interviews of family members, physical searches of the individual of concern's person, possessions, and home (as allowed by law and in cooperation with law enforcement), and any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles:

1. Students must obey the driver promptly.
2. Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
3. Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
4. Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students are prohibited from throwing or passing objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
11. Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
12. Student must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

Consequences

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

HTRS provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. 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. School closings will also be announced on radio station KLZA 101.3, KMZA 92.9, KTNC (1230), KNZA (103.9), KNCY (1260), KUTT (99.5) and television station broadcasted on radio and T.V. stations:, and KOLN/KGIN-TV (Channel 10), KETV-TV (Channel 7), KMTV-TV (Channel 3), WOWT-TV (Channel 6).. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning HTRS. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who

do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal from School

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.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

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 9th hour for academic aid. 9th 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 9th hour until the teacher signs him/her out. If the student fails to report for 9th hour a 30-

minute detention will be issued in addition to the 9th 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
Government/Econ	10 semester hours
World History	10 semester hours
Computer Science	10 semester hours
General Business	10 semester hours
Physical Education	6 semester hours
Health	4 semester hours
Fine Arts	5 semester hours
<u>Personal Finance</u>	<u>5 semester hours</u>
Electives	65 semester hours
<u>Starting with the Class of 2027: Volunteer Public Service</u>	<u>5 clock hours per year = 20 hours</u>

Class designation is determined by the number of years a student has been enrolled in high school. It is not an indicator of progress towards graduation.

Grade Nine (freshman) = 1st Year of high school Grade Ten (sophomore) = 2nd Year of high school Grade Eleven (Junior) = 3rd Year of high school Grade Twelve (Senior) = 4th Year of high school

Class standing is determined by number of credits earned. A course carried five days per week is designed for five credit hours per semester. Students at or above the targets will be considered to be “In Good Standing” and those below the targets will be considered to be “Not in Good Standing.”

Freshman Target = 0-62 credits; Sophomore Target = 63-125 credits; Junior Target = 126-188 credits; and Senior Target = 189-260 credits (260 credits required for graduation)

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

Work-Based Learning 5 hours per semester

Financial Literacy Requirements

The graduation requirement for the Financial Literacy Act is required for all public *and* non- public schools (Nebraska Revised Statute 79-729).

The class of 2024 (current sophomores in public and non-public schools) must complete a course in personal finance or financial literacy (as defined by Nebraska State Statute 79-3002) or personal finance as a graduation requirement.

Financial literacy instruction in grades K-8 applies only to public schools and must be included in the instructional programs of elementary and middle schools as appropriate.

Each school district shall provide a financial literacy status report annually to its local board of education.

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.

SECTION THREE: STUDENT DISCIPLINE

Building Expectations

The students at HTRS will...

- Be Safe
- Be Respectful
- Be Responsible

General Discipline Philosophy

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

HTRS's discipline is guided by the following principles:

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

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

HTRS reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations. Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions, after-school assignments, or other disciplinary measures are assigned; the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The

student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

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

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

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

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at

the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: It is the responsibility of the student to turn in class work that is missed upon return from a suspension.

Weapons/Firearms

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

Long-Term Suspension

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

Expulsion

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

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by

a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

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

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and

- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

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

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

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

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

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

Infractions of Student Code of Conduct	Warning	Detention	Double Detention Time	1-3 DAYS ISS	3-5 DAYS ISS	OSS	LTS	Expulsion
Excessive/Offensive/ Inappropriate Emotional Display	1	2	3	4+				
Electronic Device Violation		1	2	3+				
Unsafe Acts That Disrupts School	To Be Determined by Administration							
Cheating, Academic Misconduct, Plagiarism			1	2	3+			
Obscene, Profane Or Inappropriate Language/Gestures		1	2	3+				
Unexcused Absence	Make up time							
Dress Code	To Be Determined by Administration							
Insubordination			1	2	3+			
Forgery			1	2	3+			
Leaving Without Permission				1	2	3+		
Disrespect, Intimidation, Threats To Students/Staff Harassment Bullying				1	2	3+		
Fighting/Physical Aggression				1	2	3+		
Theft/Stealing					1	2	3+	
Vandalism					1	2	3	
Possession, Use, Under Influence or Distribution of Tobacco, Alcohol or Controlled Substance, or any Delivery Device (ex: Vape pen)						1	2	3
Fireworks, Bombs, Fire Alarm Or False Alarms							1	2
Weapons, Possession Or Use Of								1
Other Acts Deemed Inappropriate by Administration	Administrative discretion based on the severity of the infraction. Items above marked with a "+" after the number of infractions may have additional consequences or more severe consequences.							

SECTION FOUR TITLE IX POLICY

It is the policy of HTRS that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of HTRS's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. *Designation.* The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions

As used in this policy, the following terms are defined as follows:

- 2.1 *Actual knowledge* means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.
- 2.2 *Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- 2.3 *Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

- 2.4 *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- 2.5 *Consent* for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- 2.6 *Sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1 An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
 - 2.6.2 Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
 - 2.6.3 *Sexual assault*, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - 2.6.3.1 Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - 2.6.3.1.1 Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - 2.6.3.1.2 Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.3 Sexual Assault With an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.4 Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.2 Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - 2.6.3.2.1 Incest - Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - 2.6.3.2.2 Statutory Rape - Non-Forcible sexual intercourse with a person who is under the statutory age of consent
 - 2.6.4 *Dating violence*, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person:

- 2.6.4.1 who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2.6.4.2 where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1 The length of the relationship.
 - 2.6.4.2.2 The type of relationship.
 - 2.6.4.2.3 The frequency of interaction between the persons involved in the relationship.
- 2.6.5 *Domestic violence*, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1 is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2 is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3 shares a child in common with the victim; or
 - 2.6.5.4 commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6 *Stalking*, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1 fear for his or her safety or the safety of others; or
 - 2.6.6.2 suffer substantial emotional distress.
- 2.7 *Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district’s educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment

- 3.1 *General Prohibition:* Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
- 3.2 *Specific Prohibitions:* Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1 Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 - 3.2.1.1 Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 - 3.2.1.2 Deny any person any such aid, benefit, or service;
 - 3.2.1.3 Subject any person to separate or different rules of behavior, sanctions, or other treatment;
 - 3.2.1.4 Apply any rule concerning the domicile or residence of a student or applicant;\Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
 - 3.2.1.5 Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
- 3.3 *Complaint Procedure:* All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, HTRS Board Policy 2006.

4. **Response to Sexual Harassment**

- 4.1 *Reporting Sexual Harassment:* Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.
- 4.2 *General Response to Sexual Harassment:* When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- 4.3 *Emergency Removal:* Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

- 4.4 *Administrative Leave:* Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
- 4.5 *General Response Not Conditioned on Formal Complaint:* With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. **Grievance Process for Formal Complaints of Sexual Harassment**

5.1 *General Requirements*

- 5.1.1 Equitable Treatment: The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2 Objective Evaluation: This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3 Absence of Conflicts of Interest or Bias: The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4 Training: The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1 **All District Employees and Board Members:** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2 **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators:** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.3 The definition of sexual harassment in subsection 2.6;
 - 5.1.4.3.1 The scope of the district’s education program or activity;
 - 5.1.4.3.2 How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.3.3 How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
 - 5.1.4.4 **Decision-Makers:** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

- 5.1.4.5 Investigators: The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.4.6 Presumption: It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.4.7 Reasonably Prompt Time Frames: This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.5 Range of Possible Sanctions and Remedies: Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.6 Range of Supportive Measures: The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.7 Respect for Privileged Information: The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2 *Notice of Allegations*

- 5.2.1 Initial Notice: Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1 A copy of this policy.
 - 5.2.1.2 Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
- 5.2.2 Supplemental Notice: If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

- 5.3 *Dismissal of Formal Complaint*
- 5.3.1 The district will investigate the allegations in a formal complaint.
- 5.3.2 Mandatory Dismissals: The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
- 5.3.2.1 Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
- 5.3.2.2 Did not occur in the district’s education program or activity; or
- 5.3.2.3 Did not occur against a person in the United States.
- 5.3.3 Discretionary Dismissals: The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
- 5.3.3.1 The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- 5.3.3.2 The respondent is no longer enrolled in or employed by the district; or
- 5.3.3.3 Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4 Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5 Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district’s code of conduct or pursuant to another district policy.
- 5.4 Consolidation of Formal Complaints: The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.
- 5.5 Investigation of Formal Complaint: When investigating a formal complaint and throughout the grievance process, the district will:
- 5.5.1 Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;
- 5.5.2 Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);
- 5.5.3 Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 5.5.4 Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5 Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required

- to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6 Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 - 5.5.7 Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
 - 5.5.8 Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

5.6 Determination Regarding Responsibility

- 5.6.1 Decision-Maker(s): The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2 Exchange of Written Questions: After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3 Written Determination: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
 - 5.6.3.1 Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
 - 5.6.3.2 A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - 5.6.3.3 Findings of fact supporting the determination;
 - 5.6.3.4 Conclusions regarding the application of the district's code of conduct to the facts;

- 5.6.3.5 A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.6.3.6 The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4 The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- 5.6.5 The Title IX Coordinator is responsible for effective implementation of any remedies.
- 5.7 *Appeals*: The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.
 - 5.7.1 Time for Appeal: Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.
 - 5.7.2 Grounds for Appeal: Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:
 - 5.7.2.1 Procedural irregularity that affected the outcome of the matter;
 - 5.7.2.2 New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 5.7.2.3 The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
 - 5.7.3 As to all appeals, the district will:
 - 5.7.3.1 Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
 - 5.7.3.2 Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - 5.7.3.3 Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.
 - 5.7.3.4 Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
 - 5.7.3.5 Issue a written decision describing the result of the appeal and the rationale for the result; and
 - 5.7.3.6 Provide the written decision simultaneously to both parties.
- 5.8 *Informal Resolution*: The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment

consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

- 5.8.1 Provides to the parties a written notice disclosing:
 - 5.8.1.1 The allegations;
 - 5.8.1.2 The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3 That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.8.1.4 Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- 5.8.2 Obtains the parties' voluntary, written consent to the informal resolution process; and
- 5.8.3 Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9 *Recordkeeping*

- 5.9.1 The district will maintain for a period of seven years records of:
- 5.9.2 Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
- 5.9.3 Any appeal and the result therefrom;
 - 5.9.3.1 Any informal resolution and the result therefrom; and
 - 5.9.3.2 All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.4 For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract**

The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

- 7.1 General Standard: Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities

separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

- 7.1.1 Contact sports in physical education classes: This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
 - 7.1.2 Ability grouping in physical education classes: This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.
 - 7.1.3 Human sexuality classes: Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
 - 7.1.4 Choruses: The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
- 7.2 Classes and Extracurricular Activities. The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics:**

It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

- 8.1 *Separate Teams:* Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
- 8.2 *Equal opportunity:* The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted**

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited**

Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1 Specific Circumstances.

- 10.1.1 The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

- 10.1.2 Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. Notification of Policy

The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. Publication of Policy

The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

13. Application Outside the United States.

The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

14. Scope of Policy

Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

SECTION FIVE: SCHOOL WELLNESS POLICY

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

1. Goals for Nutrition Promotion and Education
 - a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
 - b. The health curriculum will include information on good nutrition and healthy living habits.
 - c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
 - d. The district will collaborate with public and private entities to promote student wellness.
 - e. Water will be made available to students throughout the school day.
2. Goals for Physical Activity
 - a. HTRS's curriculums shall include instruction on physical activity and habits for healthy living.
 - b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.
3. Goals for Other School-Based Activities Designed to Promote Student Wellness
 - a. The district will participate in state and federal child nutrition programs as appropriate.
 - b. The district will provide professional development, support, and resources for staff about student wellness.
 - c. Students will be provided sufficient time in which to eat school-provided meals.
 - d. The district's lunchrooms will be attractive and well-lighted.
 - e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
 - f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
 - g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
 - h. The district will use evidence-based strategies to develop, structure, and support student wellness.
 4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day
 - a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
 - b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.
 5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

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

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

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

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

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

9. Triennial Assessment

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

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

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

10. Public Notice

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

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

11. Recordkeeping

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

12. Operational Responsibility

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

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

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

Adopted on: July 13, 2009

Reviewed on: June 9, 2014

Revised on: March 14, 2016

Revised on: August 14, 2017

Reviewed on: August 10, 2020

STAFF DIRECTORY

ADMINISTRATION	
Dr. George Griffith	Superintendent
Darin Lovercheck	Principal
Kim Standerford	Asst. Principal/Tech/Title IX Coordinator
Kara Engles	Activities Director
Candy Blecha	Special Education Coordinator
OFFICE PERSONNEL	
Chantel Farwell	Assistant Business Manager
Lanette Speckmann	Administrative Assistant
Samantha Wamsley	Administrative Assistant
CUSTODIAL STAFF	
Gary Ramer	Head Custodian
Julie Bus	Custodian
Tina Gerdes	Custodian
Jayne Karas	Custodian
Emily Sailors	Custodian
Scott Sailors	Custodian
KITCHEN	
LuAnn Hunzeker	Head Cook
Kim Slama	Cook
Melanie Beemer	Cook
TRANSPORTATION	
Dan Cumro	Head Transportation/Grounds
Tiffini Cumro	Bus Driver
Rene Jones	Bus Driver
Mike Slatten	Bus Driver
PK-ELEMENTARY	
Dan Ingwersen	K-8 Guidance
Jaime Frey	3 Year Old Preschool/ Elementary STEM
Amber Hower	4 Year Old Preschool
BJ Freeman	Kindergarten
Macie Coffey	Kindergarten
Zadie Smith	1 st Grade

Holly Hawley	2 nd Grade
Megan Engel	2 nd Grade
Heather Clements	3 rd Grade
Lisa Wittrock	4 th Grade
Schuyler Kuhlmann	4 th Grade
Grant Tuttle	5 th /6 th ELA
Taylor Dunekacke	5 th /6 th Math
Angie Schnacker	Physical Education
Amy Werts	Title I/Sixpence Coordinator
Ashlee Meyer	Title I
Diana Platt	Speech Language
Vicki Mulholland	Special Education
Tim Blecha	Special Education
Sheila Snodgrass	Special Education
Vicki Mulholland	Special Education
Carmen Eppens	Life Skills
Shari Drake	SEL Interventionist
Dennette Wheeler	Title I/Barton Interventionist
Chelsey Sullivan	Sixpence

SECONDARY

SECONDARY	
Brittany Rogers	Secondary Guidance Counselor
Kim Standerford	Technology Integrationist/PowerSchool
Michael Coffey	K-12 Instrumental Music
Katie Umland	K-12 Vocal Music
Amanda Bowen	7-9 English
Matt Helms	Math
Megan Howe	Math
Carl Linnerson	9-12 Social Science
Heath Finke	7-8 Social Science
Darcy Weldon	Science
Tami Robison	Science
Donna Railsback	Science
Brad Catlin	Industrial Arts
Scott Burger	Business Ed.
Allie Graf	Special Education
Sharon Joyner	Elementary/Secondary Art
Sara Kappel	Media Specialist

Caleb Lempka	Physical Education
Trent Platt	Ag. Ed/FFA
Tanner Merwin	Spanish Proctor/College Class Proctor
Tin Blecha	Learning Center
Mark Woolard	Learning Center

HTRS TITANS



2023-2024 Titan School Calendar

Approved 4-10-2023

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 5 Teacher Workday
- 5 Teacher In-service
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

- 5 10:00 Start - Teacher In-service 8-10

174 Student Days - 185 Teacher
 P/T Conferences in evenings on Oct 26 & Feb 8 plus
 Open House Aug 15 together = 1 teacher contract day

August 2023 (13 Student / 16 Teacher)

- 7 Fall Sports Pract Start
- 10-11 Teacher In-service
- 14 Teacher Workday
- 15 First Day K - 12
- 21 First Day PreK

September 2023 (18 Student / 18 Teacher)

- 4 No-School / Labor Day
- 5 10:00 am Start / Morn In-service
- 13 1:30 Dismissal / Fair
- 14-15 No-School / Fair

October 2023 (21 Student / 22 Teacher)

- 2 10:00 am Start / Morn In-service
- 20 End of 1st Quarter (46 Days)
- 26 1:30 Dismissal / P/T Conf 1:30 - 7:00
- 27 No-School / Workday

November 2023 (19 Student / 19 Teacher)

- 13 First Day of Winter Practice
- 15 No School / Workday PC Play Production
- 22-24 No-School Thanksgiving
- 27 10:00 am Start / Morn In-service

December 2023 (16 Student / 16 Teacher)

- 22 1:30 Dismissal / End 2nd Quarter (41 Days)
- 23-27 5 Day Practice/Competition Moratorium
- 25-29 No-School / Christmas Break

January 2024 (19 Student / 21 Teacher)

- 1-2 No-School / Christmas Break
- 3 No-School / Teacher Workday
- 4 Start of 2nd Semester
- 15 No-School / Teacher In-Service
- 16 10:00 am Start / Morn In-service

February 2024 (19 Student / 21 Teacher)

- 2 No School/ Teacher In-service
- 12 10:00 am Start / Morn In-service
- 15 1:30 Dismissal / P/T Conferences 1:30 - 7:00
- 16 No-School / Teacher Workday
- 26 Spring Sport Practice Starts

March 2024 (18 Student / 18 Teacher)

- 6 1:30 Dismissal / End 3rd Quarter (42 Days)
- 7-8 No-School / Spring Break
- 11 10:00 am Start / Morn In-service
- 29 Good Friday/No School

April 2024 (21 Student / 21 Teacher)

- 1 No School / Easter Monday

May 2024 (12 Student / 3 Seniors / 13 Teacher)

- 3 Senior's Last Day
- 9 PreK Last Day
- 11 Graduation 2:00 pm
- 16 1:30 Dismissal / Last Day / End 4th Quarter (47 Days)
- 17 Teacher Workday

HTRS
LAPTOP HANDBOOK

2023-2024
SCHOOL



YEAR

Distribution of Laptops

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.

A. Laptop Initiative

Laptops are distributed each fall to all K - 12 students. 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 laptops 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 check-in, the laptop will be considered stolen. Theft is a criminal set and will be dealt with accordingly. The administration may at any time revoke the laptop privilege or change the student usage options.

If the student/parent chooses to participate in the HTRS 6 - 12 Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00. It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs is the 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. The student will not be able to check out a laptop the following year until this bill is paid in full.

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 like any other school-used device. Students will be required to sign the “Student Pledge for Laptop Use” located in the PowerSchool Forms in their student account to participate in this option.

HTRS students in grades K - 5 are 1:1 using the checkout program. These students are not allowed to take their laptops out of the building.

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 must never be left in a car or any unsupervised area.**
4. Students are responsible for having their laptop’s battery fully charged for school each day.

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 **zipped 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 or punch.
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

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 laptops to all classes unless specifically advised not to do so by their teacher. Students participating in the HTRS Laptop Initiative are allowed 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 tech department to check one out to use for that day. This loaner is not to go out of the building and must be checked back into the library at the end of the 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 with the tech department. To get a loaner, the student must have a slip from the tech department 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 repaired. However, students will need to pay for their repairs or replacement within 10 days of the return of the said 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 by using an online location in the cloud.

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 the software.

Virus Protection

Antivirus protection software is installed. This software will scan the hard 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.

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 in a secure location. Laptops should never be left unattended.
2. While transporting the laptop students must use the **zipped** 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.
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 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

1. Students shall not post personal contact information on the internet with their school devices. This includes name, age, gender, home address, email 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 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 action 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 damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the librarian or tech office.

Damage

Damaged laptops will be sent to the laptop company or repair facility 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 the replacement cost. This will be determined by the technology staff, librarian, and administration.

Claims for Laptop Protection Fees Coverage

Students/parents are responsible for the loss of the computer due to theft or fire not on school premises.

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 warranty. Intentional damage to school property is a criminal act and students will be dealt with accordingly. **Intentional or Willful Neglect is defined as but is 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 which could be \$1000 or more.

I. Financial Responsibility

The HTRS laptops will be checked out to the student 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 of whether 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 a penalty under the law.

J. Consequences for a Laptop Infraction:

1. **First Offense:** A verbal warning
2. **Second Offense:** Letter sent to the parents
3. **Third or more Offenses:** Detention

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

HTRS Public School
Activities Handbook



Rules and Regulations 2023 - 2024

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DRAFT 5-26-23

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. Humboldt-Table Rock Steinauer (HTRS) Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a “contract” with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Dr. George Griffith
Title: Superintendent
Address: 810 Central Ave, Humboldt NE 68376
Telephone: 402-862-2235
E-mail: georgegriffith@htrstitans.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review HTRS Board Policy 3053–Nondiscrimination

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school’s activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility (see Section Three of this Handbook), (2) be registered for 10 credit hours per semester and be in regular attendance, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school for any part of the day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The HTRS School colors are Blue/White

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <https://www.htrstitans.com/>

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:

1. Heads UP Concussions in Youth Sports
2. Concussion in Sports—What You Need to Know
3. Sports Safety International
4. ConcussionWise
5. ACTive™ Athletic Concussion Training for Coaches; and

On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:

1. The signs and symptoms of a concussion;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school.

The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

1. the date and approximate time of the injury suffered by the student,
2. the signs and symptoms of a concussion or brain injury that were observed, and
3. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

School Dances/Homecoming & Prom

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.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see policy 4043, 4051 and Rule 27 of the Nebraska Department of Education.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

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.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining students' eligibility for lettering:

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.

Instrumental and Vocal Music

1. Participants must have a current average of 94% or better, and have had a 94% or better for the previous 3 quarters. Criteria for earning an "A" are posted in the music room and/or are available from the instructor.
2. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills.
3. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.
4. Participants who have one "B" in any one of the previous 3 quarters may, at the discretion of the director, be allowed to make up for the "B" by earning 20 points in the fourth quarter. A list of approved activities and corresponding point values is available from the director.
5. Participants with any quarter of a "C" or more than one quarter with a "B" will not be eligible to letter in the activity.

Speech

The criteria for receiving a letter for Speech Competition is Medaling in a Speech meet.

Mock Trial

The criteria for receiving a letter for Mock Trial team members who win a round of competition in the Mock Trial Project.

Practices

The individual head coach or sponsor, in cooperation with the high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and Activities Code that verifies that a physical examination has been completed and that the student and parent(s) understand the school's position regarding the use or possession of alcohol, tobacco, and other related drugs.
2. Furnish the high school principal with proof of insurance.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted the principal prior to the activity and the adult personally contacts the sponsor at the activity prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams

Basketball (boys and girls)

Cross County

Football

Golf

Track (boys and girls)

Volleyball

Wrestling

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all home and selected away athletic contests.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Student members shall be selected from the junior and senior classes by the high school faculty. Ten percent of the Junior and Senior classes will be selected each year. The results of the selection will be announced at an honors convocation.

[Include any other information regarding your specific Honor Society chapter/program as you deem appropriate. The National Association recommends several details be included about your program in the [National Honor Society Handbook](#).]

Student Government

The purpose of student government is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student government shall be administered by the Superintendent or designee.

Speech & Debate Team

Students compete in 12 different categories of competition. These include debate, current events speaking, and several theatre-type acting events.

Student Publications

The yearbook is published by the Journalism class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

SECTION THREE: NEBRASKA STATE ACTIVITY ASSOCIATION RULES

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. Student eligibility related to domicile can be attained in the following manners:

- a. If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b. If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.
 - c. If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.
 - d. If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.
10. Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 11. Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-21 school year prior to May 1, 2020; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.
 12. Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
 13. During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exception in Swimming and Diving.)
 14. A student shall not participate on an all-star team while a high school undergraduate.
 15. A student must maintain his/her amateur status.

NSAA Sportsmanship Rules

Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at http://www.nsaahome.org/nsaaforms/pdf/_manualsp.pdf. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.

If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/ or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.

SECTION FOUR: CODE OF CONDUCT

All students associated with Humboldt-Table Rock-Steinauer Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve

the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct

Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach & Sponsor Rules

Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct

Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc. (Note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).
6. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent.
7. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public;

consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault.

8. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums; posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages, or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target.
9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means that period commencing on the first day of an activity practice through the last day of the school or scheduled event.

Discipline

Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremony and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;
10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment: Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's, coach's and or sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident: Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures: Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision: A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance: Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

What is a Concussion?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

Concussion Facts

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.

- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

What Are The Signs And Symptoms Of A Concussion?

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
<ul style="list-style-type: none"> • Appears dazed or stunned • Is confused about assignment or position • Forgets an instruction • Is unsure of game, score, or opponent • Moves clumsily • Answers questions slowly • Loses consciousness (even briefly) • Shows behavior or personality changes • Can't recall events prior to hit or fall • Can't recall events after hit or fall 	<ul style="list-style-type: none"> • Headache or "pressure" in head • Nausea or vomiting • Balance problems or dizziness • Double or blurry vision • Sensitivity to light or noise • Feeling sluggish, hazy, foggy, or groggy • Concentration or memory problems • Confusion • Does not "feel right"

What Should I Do If I Think My Child Has Had A Concussion?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to "diagnose" a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

When In Doubt – Sit Them Out!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child's physician, explain what has happened, and follow the physician's instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent's doctor or emergency room immediately.

When May An Athlete Return To Play Following A Concussion?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

How Can A Concussion Affect Schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

What Can You Do?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

Other Frequently Asked Questions:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion? The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent’s Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC’s “Heads Up: Concussion in High School Sports” materials by the NFHS’s Sports Medicine Advisory Committee. Please go to [www.cdc.gov/ncipc/tbi/Coaches Tool Kit.htm](http://www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm) for more information.

SECTION FIVE TITLE IX POLICY

It is the policy of HTRS that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of HTRS’s programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. *Designation.* The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions

As used in this policy, the following terms are defined as follows:

2.1 *Actual knowledge* means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

- 2.2 *Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- 2.3 *Formal complaint* means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).
- 2.4 *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- 2.5 *Consent* for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.
- 2.6 *Sexual harassment* means conduct on the basis of sex that satisfies one or more of the following:
- 2.6.1 An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2 Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3 *Sexual assault*, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
- 2.6.3.1 Sex Offenses, Forcible—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
- 2.6.3.1.1 Rape—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- 2.6.3.1.2 Sodomy - Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- 2.6.3.1.3 Sexual Assault With an Object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.1.4 Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2 Sex Offenses, Non-forcible—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - 2.6.3.2.1 Incest - Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - 2.6.3.2.2 Statutory Rape - Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4 *Dating violence*, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person:
 - 2.6.4.1 who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2 where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1 The length of the relationship.
 - 2.6.4.2.2 The type of relationship.
 - 2.6.4.2.3 The frequency of interaction between the persons involved in the relationship.
- 2.6.5 *Domestic violence*, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1 is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2 is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3 shares a child in common with the victim; or
 - 2.6.5.4 commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
- 2.6.6 *Stalking*, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1 fear for his or her safety or the safety of others; or

2.6.6.2 suffer substantial emotional distress.

2.7 *Supportive measures* means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment

1.1 *General Prohibition:* Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

1.2 *Specific Prohibitions:* Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1 Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

1.2.1.1 Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

1.2.1.2 Deny any person any such aid, benefit, or service;

1.2.1.3 Subject any person to separate or different rules of behavior, sanctions, or other treatment;

1.2.1.4 Apply any rule concerning the domicile or residence of a student or applicant; Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

1.2.1.5 Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

1.3 *Complaint Procedure:* All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district's general complaint procedure, HTRS Board Policy 2006.

2. Response to Sexual Harassment

2.1 *Reporting Sexual Harassment:* Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District's Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

2.2 *General Response to Sexual Harassment:* When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

2.3 *Emergency Removal:* Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

2.4 *Administrative Leave:* Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

2.5 *General Response Not Conditioned on Formal Complaint:* With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

3. Grievance Process for Formal Complaints of Sexual Harassment

5.1 *General Requirements*

3.1.1 Equitable Treatment: The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

3.1.2 Objective Evaluation: This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.

3.1.3 Absence of Conflicts of Interest or Bias: The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

3.1.4 Training: The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not

rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

3.1.4.1 All District Employees and Board Members: All district employees and board members will be trained on how to identify and report sexual harassment.

3.1.4.2 Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators: The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

3.1.4.3 The definition of sexual harassment in subsection 2.6;

3.1.4.3.1 The scope of the district's education program or activity;

3.1.4.3.2 How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

3.1.4.3.3 How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

3.1.4.4 Decision-Makers: The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

3.1.4.5 Investigators: The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

3.1.4.6 Presumption: It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

3.1.4.7 Reasonably Prompt Time Frames: This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

3.1.5 Range of Possible Sanctions and Remedies: Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

3.1.6 Range of Supportive Measures: The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

3.1.7 Respect for Privileged Information: The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

3.2 Notice of Allegations

5.2.1 Initial Notice: Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

3.2.1.1 A copy of this policy.

3.2.1.2 Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

3.2.2 Supplemental Notice: If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

3.3 *Dismissal of Formal Complaint*

3.3.1 The district will investigate the allegations in a formal complaint.

3.3.2 Mandatory Dismissals: The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:

3.3.2.1 Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

3.3.2.2 Did not occur in the district's education program or activity; or

3.3.2.3 Did not occur against a person in the United States.

3.3.3 Discretionary Dismissals: The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

3.3.3.1 The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

3.3.3.2 The respondent is no longer enrolled in or employed by the district; or

3.3.3.3 Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

3.3.4 Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

3.3.5 Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

3.4 Consolidation of Formal Complaints: The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one

complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

3.5 Investigation of Formal Complaint: When investigating a formal complaint and throughout the grievance process, the district will:

- 3.5.1 Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;
- 3.5.2 Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);
- 3.5.3 Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- 3.5.4 Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 3.5.5 Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 3.5.6 Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 3.5.7 Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 3.5.8 Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

3.6 *Determination Regarding Responsibility*

- 3.6.1 Decision-Maker(s): The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

3.6.2 Exchange of Written Questions: After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

3.6.3 Written Determination: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

- 3.6.3.1 Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 3.6.3.2 A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 3.6.3.3 Findings of fact supporting the determination;
- 3.6.3.4 Conclusions regarding the application of the district's code of conduct to the facts;
- 3.6.3.5 A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 3.6.3.6 The district's procedures and permissible bases for the complainant and respondent to appeal.

3.6.4 The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

3.6.5 The Title IX Coordinator is responsible for effective implementation of any remedies.

3.7 *Appeals*: The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

3.7.1 Time for Appeal: Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

3.7.2 Grounds for Appeal: Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

3.7.2.1 Procedural irregularity that affected the outcome of the matter;

3.7.2.2 New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3.7.2.3 The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

3.7.3 As to all appeals, the district will:

3.7.3.1 Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

3.7.3.2 Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

3.7.3.3 Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

3.7.3.4 Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

3.7.3.5 Issue a written decision describing the result of the appeal and the rationale for the result; and

3.7.3.6 Provide the written decision simultaneously to both parties.

3.8 *Informal Resolution:* The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

3.8.1 Provides to the parties a written notice disclosing:

3.8.1.1 The allegations;

3.8.1.2 The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

3.8.1.3 That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

3.8.1.4 Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

3.8.2 Obtains the parties' voluntary, written consent to the informal resolution process; and

3.8.3 Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

3.9 *Recordkeeping*

3.9.1 The district will maintain for a period of seven years records of:

3.9.2 Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

3.9.3 Any appeal and the result therefrom;

3.9.3.1 Any informal resolution and the result therefrom; and

3.9.3.2 All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

3.9.4 For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

4. Superintendent Authorized to Contract

The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

5. Access to Classes and Schools.

5.1 General Standard: Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

5.1.1 Contact sports in physical education classes: This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

5.1.2 Ability grouping in physical education classes: This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

5.1.3 Human sexuality classes: Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

5.1.4 Chorus: The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

5.2 Classes and Extracurricular Activities. The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

6. Athletics:

It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

6.1 *Separate Teams*: Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

6.2 *Equal opportunity*: The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

7. Certain Different Treatment on the Basis of Sex Permitted

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

8. Retaliation Prohibited

Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

8.1 Specific Circumstances.

8.1.1 The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

8.1.2 Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

9. Notification of Policy

The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

10. Publication of Policy

The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

11. Application outside the United States.

The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

12. Scope of Policy

Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

DRAFT 5-26-23

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

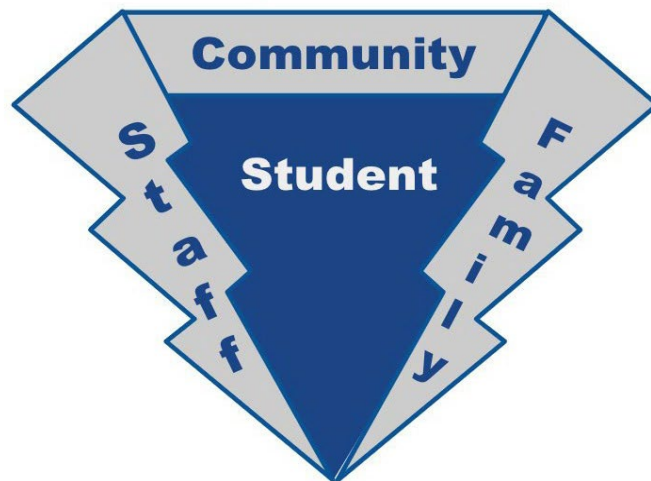
Date

2023-2024

HTRS Staff Handbook

HTRS VISION STATEMENT

HTRS TITANS



Collectively empowering students to realize their potential by providing a challenging and nurturing education.

Approved by Board of Education: DRAFT

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DRAFT 5-26-23

BELL SCHEDULE



HTRS BELL SCHEDULES



REGULAR DISMISSAL		1:30 DISMISSAL		10:00 LATE START	
Period	Time	Period	Time	Period	Time
First Bell	7:55	First Bell	7:55	First Bell	9:55
Advisory	8:00-8:15	1st Period	8:00-8:32	1st Period	10:00-10:29
1st Period	8:18-9:05	2nd Period	8:35-9:07	2nd Period	10:32-11:00
2nd Period	9:08-9:55	3rd Period	9:10-9:42	3rd Period	11:03-11:35
3rd Period	9:58-10:45	4th Period	9:45-10:17	4A Period	11:35-12:05 (6-8 Lunch)
4th Period	10:48-11:35	5th Period	10:20-10:52	4B Period	12:25-12:55 (9-12 Lunch)
5A Period	11:35-12:05 (6-8 Lunch)	6th Period	10:55-11:35	5th Period	12:58-1:34
5B Period	12:25-12:55 (9-12Lunch)	7A Period	11:35-12:05 (6-8 Lunch)	6th Period	1:37-2:13
6th Period	12:58-1:45	7B Period	12:25-12:55 (9-12 Lunch)	7th Period	2:16-2:52
7th Period	1:48-2:35	8th Period	12:58-1:30	8th Period	2:54-3:25
8th Period	2:38-3:25	All Grades will run their regular lunch schedules.		All Grades will run their regular lunch schedules.	

INTRODUCTION

This handbook provides information to persons who are employed by HTRS Public School and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a “contract” of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

The provisions in this handbook are subject to change at the sole discretion of the Superintendent and the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that all procedures can be kept up to date. If you have any questions regarding this handbook, please ask your supervisor or the Superintendent for assistance.

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

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

Name: Dr. George Griffith

Title: Superintendent

Address: 810 Central Ave., Humboldt, NE 68376

Telephone: 402-862-2235

E-mail: georgegriffith@htrstitans.org

For further information on notice of nondiscrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review HTRS Public School Policy 3053 – Nondiscrimination

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 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.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents & Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts & Fundraising

Activity accounts are handled through the superintendent's office. No student or sponsor may make any purchase without a signed purchase order from the superintendent. **Purchases made without prior permission are the personal obligation and responsibility of the purchaser.**

The superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. Activity tickets will be issued to staff through the building offices.

Agents, Salesmen & Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements & Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of HTRS Public School. A complete policy manual is available on the district's website or in the main administrative office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Staff Handbook, and Activity Handbook, respectively. Each of these handbooks are available on the district's website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Complaint Procedure

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

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

Complaint and Appeal Process

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the

- first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b. Complaints about the operations of HTRS Public Schools or a building principal should be submitted in writing to the superintendent of schools.
 - c. Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d. Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to HTRS Public Schools' Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
 3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b. Strongly encourage the complainant to reduce his or her concerns to writing.
 - c. Interview the complainant to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
 4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
 - a. This appeal must be in writing.
 - b. This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c. The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.

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

No Retaliation

HTRS Public School prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by HTRS Public School. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to HTRS Public Schools' Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to HTRS Public School's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to HTRS Public School's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for

possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

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

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that no employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright & Fair Use

HTRS Public School complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review HTRS Public Schools' copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the HTRS Public Schools' local education association. Short-Term

Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

HTRS Public School prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Mrs. Kim Standerford at 402-862-2151, kimstanderford@htrstitans.org or in person at school. Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Dr. George Griffith at 402-862-2235, georgegriffith@htrstitan.org, 810 Central Ave. Humboldt, NE 68376, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Dr. George Griffith at 402-862-2235, georgegriffith@htrstitan.org, or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow HTRS Public Schools policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see HTRS Public Schools' policy on school vehicle use for further information.

Drivers for HTRS Public School must be free from drug and alcohol use or abuse. The HTRS Public School will test drivers as permitted under state and federal law and in accordance with board policy.

Dress Code

The attire worn by staff members projects an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community.

General Expectations in Dress and Appearance

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
 - Shorts, except when teaching physical education class or at athletic or other activity practices.

- Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats, except when worn outside for sun coverage.
- Rubber soled ‘flip flop’ thong sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

Drug Free Workplace

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires HTRS Public Schools, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Drug & Alcohol Testing

HTRS Public School administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district's drug-free workplace policy and other policies, HTRS Public School reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so. The school also reserves the right to search any

employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are HTRS Public School property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

Duty to Report

School personnel shall self-report any of the following to the District’s Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation against the Substitute for child abuse and/or neglect;
- Any complaint or other administrative filing against the Substitute that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the Substitute’s driver’s license or ability or authority to operate a motor vehicle if the Substitute’s job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees’ duties and responsibilities.

Expenses

Teacher’s expenses on trips in connection with the school or school activities will be paid by the district upon securing prior approval from the Superintendent and presentation of itemized expenses upon return.

Meals:

Meals will be covered up to the per diem rate and need to be requested prior to attending the trip.

Standard maximum meal reimbursement rates effective August 1,2023:

Breakfast: \$9.00	Lunch: \$13.00	Dinner: \$17.00
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Douglas County, NE or out-of-state maximum meal reimbursement rates effective August 1,2023:

Breakfast: \$10.00	Lunch: \$14.00	Dinner: \$18.00
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- Reimbursement for meals purchased on day trips are prohibited by IRS Regulations; however, meals for these trips are permitted to be paid by the district at the time of purchase using a school credit card or check.
- Meal expenses over the per diem rate using the district's credit card shall be reimbursed to the district by the employee.
- Meals purchased with the school credit card that are less than the per diem rate do not entitle the employee to the balance of the per diem amount.
- Deductions to per diem will be made for:
 - Breakfast when included by hotel.
 - Any meal included in the registration costs.

Transportation:

Transportation will be provided by the district for trips in connection with the professional development, required meetings or other school activities.

- School vehicles must be used when available or provided by district.
 - With approval from superintendent, personal transportation may be used when school vehicles are not available and transportation is not provided.
 - Mileage for use of personal vehicle shall be reimbursed at the IRS rate of \$0.625/mile and calculated using google maps.
 - If personal vehicle use is approved, the mileage will not include the miles for a round trip between your residence and the district.

Legal Reference: Neb. Rev. Stat. §79-808

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness

fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase lunches from the school cafeteria for \$3.15 per day or \$15.75 per week. The lunch price includes one carton of milk. Extra cartons cost 40 cents. Staff members must deposit funds in their lunch accounts before purchasing meals. Staff members will not be allowed to run a deficit in their lunch accounts.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

Positive media coverage of the HTRS Public School and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes

positive aspects of the district's mission.

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to HTRS Public School.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The HTRS Public School encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. HTRS Public School employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board

policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

All employees must complete 60 hour every six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has issued a printed purchase order. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 5063 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through

the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. HTRS Public School employees, board members, and other elected or appointed HTRS Public School officials who are not transporting children are authorized to use a HTRS Public School vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a HTRS Public School purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone

during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time.

Threat Assessment & Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from HTRS Public Schools. HTRS Public School will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of the superintendent, building principal(s), guidance counselor(s), local law enforcement, a member of the technology staff, school nurse, and school psychologist. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education

services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

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 Class Wallet account. All other purchases must be preapproved by the superintendent or the superintendent's designee prior to purchase. Purchases made without prior approval may be the responsibility of the individual placing the order.

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.

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. A copy will be mailed to the parents.

Lesson Plans

Teachers are to keep their lesson plans up-to-date and use Plan Book for curriculum development. 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 to encourage good discipline.

Substitute Teacher Folders

Substitute teacher folders with your daily schedules and essential information must be kept up-to-date on a regular basis. Please go through your folder so that when a substitute teacher is needed all necessary information is readily available.

Parent-Teacher Conferences, Grading & 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. Distribution of report cards will be made on the Wednesday following the end of the nine weeks' period.

Use of Copier

Copy machines are 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.
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

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.

Problem Solving 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 related to academics, social-emotional support and/or behavior 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 including but not limited to.

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.

Understanding of and Adherence to District 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.

Mandatory 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 and integrating it into the curriculum. Students need to be encouraged to relate their needs, their abilities and goals to careers and be exposed to career opportunities in the classroom.

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:

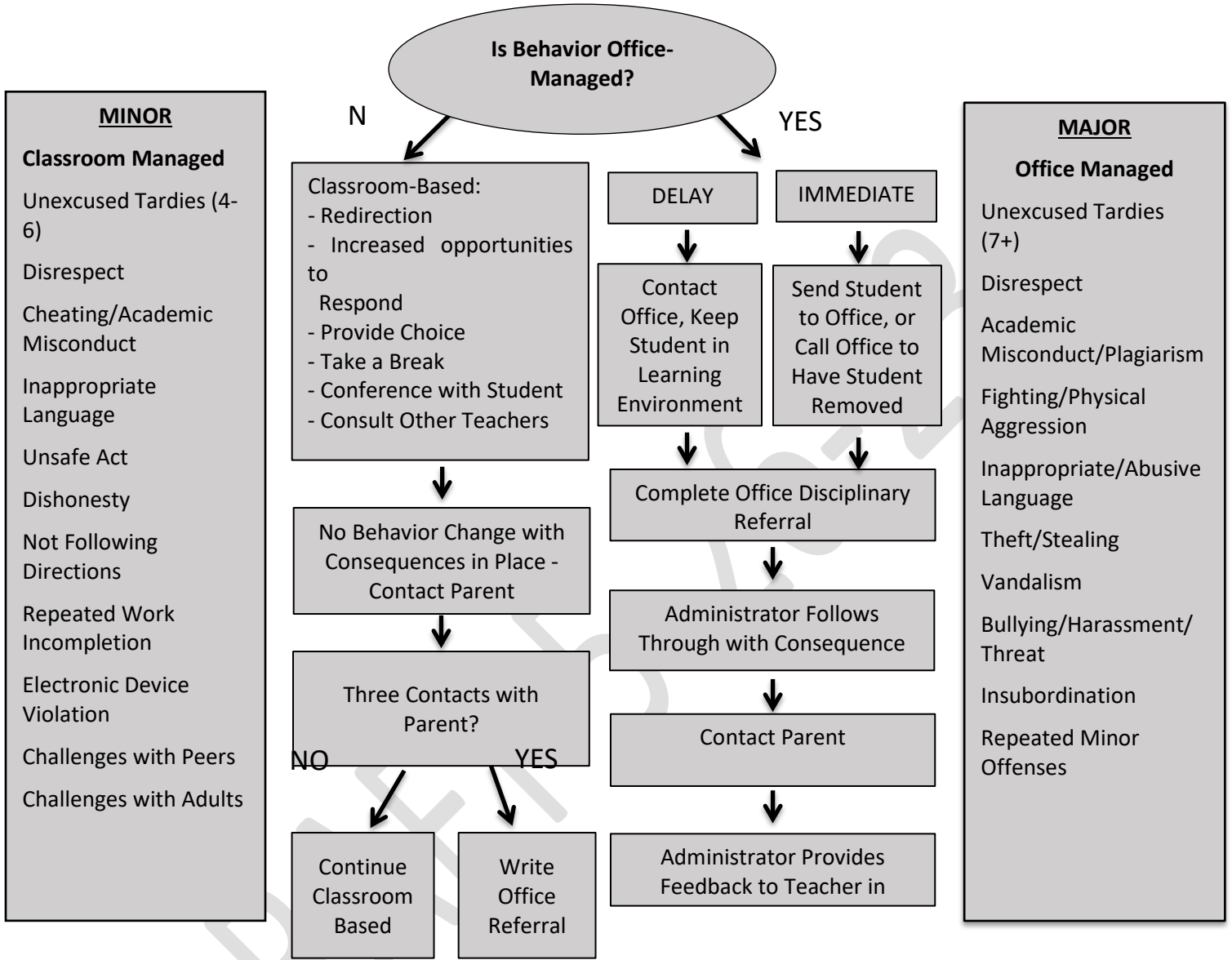
It is our belief that the worthiness of the human being and of all cultures and creeds is important and that an educated person should understand these fundamental beliefs.

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.

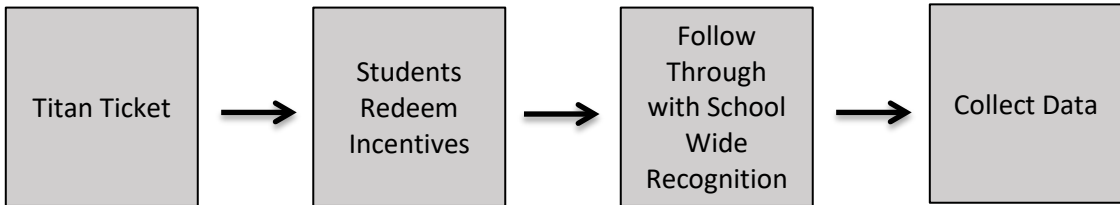
DRAFT 5-26-23

OBSERVED PROBLEM BEHAVIOR FLOWCHART



******* DOCUMENT ALL STEPS AND NOTIFY PARENTS AT THE TIME OF INCIDENT *******

OBSERVED POSITIVE BEHAVIOR



EDUCATION FOR STUDENTS WITH DISABILITIES

The Board of Education has adopted the following policy:

The 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.

Modified Curriculum

In most cases a modified curriculum will be needed for each student with a disability or 504. 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.

Special Services 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.

Candy Blecha, Special Education Director, directs the educational programs for all special education students and staff, K-12. Close coordination between special education staff 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 under Title I. 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.

Grade Scale

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the following symbols for each subject area:

Grade / Percentage	REGULAR GRADE SCALE	WEIGHTED GRADE SCALE
A+ = 98-100	A+ = 4.0	A+ = 5.0
A = 95-97	A = 4.0	A+ = 5.0
A- = 93-94	A- = 4.0	A- = 5.0
B+ = 91-92	B+ = 3.75	B+ = 4.75
B = 88-90	B = 3.5	B = 4.5
B- = 86-87	B- = 3.0	B- = 3.0
C+ = 84-85	C+ = 2.75	C+ = 3.75
C = 80-83	C = 2.5	C = 3.5
C- = 78-79	C- = 2.0	C- = 3.0
D+ = 76-77	D+ = 1.75	D+ = 2.75
D = 72-75	D = 1.5	D = 2.5
D- = 70-71	D- = 1.0	D- = 2.0
F = 0-69	F = 0.0	F = 0.0

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The

guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Paraprofessionals

Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the teacher aide in a supportive role. Paraprofessionals may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades. Paraprofessionals are to work only on and within their assigned work days. If the classroom teacher desires the paraprofessional to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with

personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

1. Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
2. Certified staff are not to provide private tutoring in a school building.
3. Certified staff are not to provide private tutoring during duty time.
4. Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Pupils' Records

Each classroom teacher must keep a set of records in Power Teacher including class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades.

Report cards will be issued within one week following the end of the quarter unless otherwise announced.

1. Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
2. Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
3. Each classroom teacher is responsible for distribution of class cards on time.
4. Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

Teachers will report for school no later than 15 minutes before the beginning of the school day for students and leave no earlier than 30 minutes after the end of the school day for students. Exceptions can be made by administration.

Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent as class and club sponsors. Sponsors must be

present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved by the Superintendent.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the certified staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher duty hours.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse or designated trained staff may dispense medications

(prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, carry and self-administer a medically necessary inhaler but students may NOT carry or use any other medication including over-the-counter medication.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Teaching during Planning Period

For each planning period Certified staff may be required teacher substitutes upon request by the Administration to cover another teacher's class they will be paid at a rate of 1/8 of the daily substitute pay per class period. This will be paid in December and July payrolls.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

1. The issues discussed must be relevant to the curriculum and be part of a planned educational program.
2. Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
3. The teacher must encourage students to consider and discuss a variety of viewpoints.
4. The topic and materials used must be within the range, knowledge, maturity, and competence of the students.
5. The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
6. The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
7. Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

At-Will Employment

Classified staff members are employed “at-will.” Either you or HTRS Public Schools may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

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 should 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 the 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 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 workday 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' SICKBANK 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 timecard through TMS.

Paid Holidays

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

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

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 day's 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 on a regular day for the employee. For example, if an employee's 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 15th of each month (or the Friday before if the 15th 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 always conduct themselves 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.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

New employees will not be entitled to any vacation leave for the first six months of employment. After the completion of the last day of the sixth month of employment, new employees will be awarded one-half of the total vacation days provided for their job assignment. After the completion of the last day of the ninth month of employment, new employees will receive the remaining days of vacation provided for their job assignment.

STAFF DIRECTORY

Members of the Board of Education:

- Scott Ogle..... President
- Mike Kanel..... Vice-President
- Leah Reyes..... Treasurer
- Kyle Hilgenfeld..... Member

Neal Kanel Member

Dave Mezger Member

Administrative Staff:

Dr. George Griffith Superintendent

Darin Lovercheck School Principal

Kim Standerford Assistant Principal/Tech Integration

Kara Engels Athletic Director

Specialists

Jason Guenther Technology Director

Diana Platt Speech Pathologist

Laura Leech Nurse

Candy Blecha Special Education Director

Teaching Staff:

Jaime Frey Preschool/STEM

Amber Hower Preschool

Billi Jo Freeman Kindergarten

Macie Coffey Kindergarten

Zadie Smith 1st Grade

Megan Engel 2nd Grade

Holly Hawley 2nd Grade

Shari Drake Social Emotional Learning

Heather Clements 3rd Grade

Schuyler Kuhlmann 4th Grade

Lisa Wittrock 4th Grade

Taylor Dunekacke 5th /6th Math

Grant Tuttle 5th /6th ELA

Michael Coffey Instrumental Music

Angela Schnacker Physical Education

Heath Finke Social Studies

Ashlee Meyer Title I/Interventionist

Amy Werts Title I/Sixpence

Dennette Wheeler Title I

Sheila Snodgrass Special Education

Vicki Mulholland Special Education

Carmen Eppens..... Special Education
 Alecia Gerdes..... Special Education
 Dan Ingwersen..... K-8 Guidance

SECONDARY

Jennifer Bates..... English Language Arts
 Amanda Bowen..... English Language Arts
 Brad Catlin..... Industrial Arts
 Brad Clements..... Business Robotics/Info Tech
 Michael Coffey..... Instrumental Music
 Scott Burger..... Business Education
 Allie Graf..... Special Education
 Matt Helms..... Math
 Megan Howe..... Math
 Sharon Joyner..... Art
 Sara Kappel..... Media Specialist
 Caleb Lempka..... Physical Education
 Carl Linnerson..... Social Studies
 Tanner Merwin..... Learning Center
 Tami Robison..... Science
 Brittany Rogers..... 9-12 Guidance
 Trent Platt..... VoAg/FFA
 Donna Railsback..... Science
 Katie Umland..... Vocal Music
 Darcy Weldon..... Science
 Dennette Wheeler..... Title I/Intervention
 Mark Woolard..... Learning Center

Office Staff:

Kelli Workman..... Business Manager
 Chantel Farwell..... Assistant Business Manager
 Lanette Speckman..... Principal’s Secretary
 Samantha Wamsley..... Administrative Assistant

Child Nutrition Program:

LuAnn Hunzeker..... Cafeteria Manager
 Kim Slama..... Assistant Cook
 Melanie Beemer..... Assistant Cook

Custodians:

Gary Ramer Head Maintenance/Custodian
 Julie Buss Custodian
 Tina Gerdes Custodian
 Jaynie Karas Custodian
 Emily Sailors Custodian
 Scott Sailors Custodian

Transportation Department:

Dan Cumro Head Transportation /Grounds
 Tiffini Cumro Route Driver
 Mike Slatten Route Driver
 Rene Jones Route Driver
 TBD Route Driver

Staff Internet & Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff. Staff should also refer to the district’s policy on Staff and District Social Media Use.

Staff Expectations in Use of the Internet

- A. *Acceptable Use While on Duty or on School Property*
 - 1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
 - 2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
 - 3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
 - 4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.
- B. *Unacceptable Use While on Duty or on School Property*
 - 1. Staff shall not access obscene or pornographic material.
 - 2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
 - 3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member’s ability to perform their assigned duties.
 - 4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
 - 5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

C. *School Affiliated Websites*

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

D. *Enforcement*

Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

E. *Any violation of school policy and rules may result in that staff member facing:*

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Staff & District Social Media Use

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts

belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage.

Personal versus School-Affiliated Social Media Use

Personal Social Media Use

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

School-Affiliated Social Media Use

1. Any social media account which purports to be "the official" account of the school district (e.g., "Titan Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

Staff Expectations in Use of Social Media Applicable to both Personal and School-Affiliated Use

General Use & Conditions

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.

Acceptable Use

1. Staff may use social media for instructional purposes.
2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into

the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

Unacceptable Use

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

School-Affiliated Digital Content

General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Title IX Policy and Grievance Procedures

It is the policy of HTRS Public School that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the HTRS Public Schools' programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

2. Definitions. As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity.

Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.2. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.3. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.4. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.5. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.6. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.6.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.6.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons

involved in the relationship.

- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—
 - 2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;
 - 2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
 - 2.6.5.3. shares a child in common with the victim; or
 - 2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
 - 2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - 2.6.6.1. fear for his or her safety or the safety of others; or
 - 2.6.6.2. suffer substantial emotional distress.
 - 2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
3. **Discrimination Not Involving Sexual Harassment.**
- 3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.
 - 3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:
 - 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
 - 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
 - 3.2.3. Deny any person any such aid, benefit, or service;

- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
 - 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
 - 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
 - 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.
 - 3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006
4. **Response to Sexual Harassment**
 - 4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.
 - 4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
 - 4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.
 - 4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.
 - 4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

5. Grievance Process for Formal Complaints of Sexual Harassment.

5.1. General Requirements.

- 5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district’s education program or activity. Remedies may include the same individualized services described in subsection 2.7 as “supportive measures”; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person’s status as a complainant, respondent, or witness.
- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
- 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
- 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
- 5.1.4.2.1. The definition of sexual harassment in subsection 2.6;
- 5.1.4.2.2. The scope of the district’s education program or activity;
- 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
- 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if

the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.
- 5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.
- 5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- 5.2. Notice of Allegations.
 - 5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:
 - 5.2.1.1. A copy of this policy.
 - 5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - 5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.
- 5.3. Dismissal of Formal Complaint.
 - 5.3.1. The district will investigate the allegations in a formal complaint.
 - 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
 - 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

- 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
- 5.3.3.3. specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.
- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.
- 5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.
- 5.5. **Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:
 - 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
 - 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
 - 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
 - 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
 - 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
 - 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
 - 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal

- complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- 5.6. Determination Regarding Responsibility
- 5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).
- 5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.
- 5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:
- 5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;
- 5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- 5.6.3.3. Findings of fact supporting the determination;
- 5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;
- 5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and
- 5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.
- 5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district

provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. **Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

- 5.8.1.1. The allegations;
 - 5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
 - 5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - 5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
 - 5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and
 - 5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- 5.9. Recordkeeping.
- 5.9.1. The district will maintain for a period of seven years records of:
 - 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
 - 5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.
6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.
7. **Access to Classes and School.**
- 7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.
 - 7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.
 - 7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping

of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

- 7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.
- 7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.
- 7.2. **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.
8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.
 - 8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.
 - 8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.
9. **Certain Different Treatment on the Basis of Sex Permitted.** Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.
10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).
 - 10.1. Specific Circumstances.
 - 10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.
 - 10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the

Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).
13. **Application Outside the United States.** The requirements of this policy apply only to sex discrimination occurring against a person in the United States.
14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

DRAFT 5-26-23

SCHOOL CALENDAR 2023-2024

HTRS TITANS



2023-2024 Titan School Calendar

Approved 4-10-2023

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August 2023 (13 Student / 16 Teacher)

7	Fall Sports Pract Start
10-11	Teacher In-service
14	Teacher Workday
15	First Day K - 12
21	First Day PreK

September 2023 (18 Student / 18 Teacher)

4	No-School / Labor Day
5	10:00 am Start / Morn In-service
13	1:30 Dismissal / Fair
14-15	No-School / Fair

October 2023 (21 Student / 22 Teacher)

2	10:00 am Start / Morn In-service
20	End of 1st Quarter (46 Days)
26	1:30 Dismissal / P/T Conf 1:30 - 7:00
27	No-School / Workday

November 2023 (19 Student / 19 Teacher)

13	First Day of Winter Practice
15	No School / Workday PC Play Production
22-24	No-School Thanksgiving
27	10:00 am Start / Morn In-service

December 2023 (16 Student / 16 Teacher)

22	1:30 Dismissal / End 2nd Quarter (41 Days)
23-27	5 Day Practice/Competition Moratorium
25-29	No-School / Christmas Break

January 2024 (19 Student / 21 Teacher)

1-2	No-School / Christmas Break
3	No-School / Teacher Workday
4	Start of 2nd Semester
15	No-School / Teacher In-Service
16	10:00 am Start / Morn In-service

February 2024 (19 Student / 21 Teacher)

2	No School/ Teacher In-service
12	10:00 am Start / Morn In-service
15	1:30 Dismissal / P/T Conferences 1:30 - 7:00
16	No-School / Teacher Workday
26	Spring Sport Practice Starts

March 2024 (18 Student / 18 Teacher)

6	1:30 Dismissal / End 3rd Quarter (42 Days)
7-8	No-School / Spring Break
11	10:00 am Start / Morn In-service
29	Good Friday/No School

April 2024 (21 Student / 21 Teacher)

1	No School / Easter Monday
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May 2024 (12 Student / 3 Seniors / 13 Teacher)

9	Senior's Last Day
9	PreK Last Day
11	Graduation 2:00 pm
16	1:30 Dismissal /Last Day / End 4th Quarter (47 Days)
17	Teacher Workday

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
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19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
Su	M	Tu	W	Th	F	Sa
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18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 5 Teacher Workday
- 5 Teacher In-service
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

- 5 10:00 Start - Teacher In-service 8-10

174 Student Days - 185 Teacher

P/T Conferences in evenings on Oct 26 & Feb 8 plus Open House Aug 15 together = 1 teacher contract day

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of HTRS Public School Staff Handbook, which includes the district’s drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal.

Signature

Date

DRAFT 5-26-23



Dr. George Griffith, Superintendent

Superintendent's Report for June 2023

I received the updated state aid certification for the 2023-2024 budget and we are receiving \$391,794 in foundation aid that is about a \$0.0445 cut in the draft budget I have been working on.

I am still waiting back from the landscape person but I may work on a design if I get the chance. I know we use a program in the Ag class.

The counselor's office is coming along and other summer projects are moving forward. I am getting a quote on security film for our entrances and first floor windows. I have a quote and design for a replacement sign at the front of the school and waiting on a second. I will need to meet with the building committee sometime in the next week or two.

Mrs. Standerford and I will be interviewing JAG candidates along with Shauna the JAG representative this week. There are three candidates Katherine Jacobitz, Auburn; Trisha M. Babbel, Dunbar and Angela Rovetto from Nebraska City.

Dr. G