

Board of Education Regular Meeting
Monday, June 10, 2024 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. **WELCOME PATRONS AND GUESTS**
3. **PATRON COMMENT**
4. **APPROVE CONSENT AGENDA**
 - 4.1. Meeting Minutes
 - 4.2. Bills for Payment
 - 4.3. Review Treasurer's report
5. **REPORTS**
 - 5.1. Assistant Principal Standerford
 - 5.2. NASB Report - Neal Kanel
 - 5.3. Committee Reports
6. **AGENDA ITEMS**
 - 6.1. Approve board member's leave of absence
 - 6.2. Strategic Plan Final Report
 - 6.3. Donation to the Cheer Activity Account
 - 6.4. Boxlight Board Purchase
 - 6.5. Handbooks
 - 6.5.1. PreK-5 Handbook (Second read only) No Action
 - 6.5.2. Draft 6-12 Student Handbook (First Read No Action)
 - 6.5.3. Staff Handbook (First Read No Action)
 - 6.5.4. Activity Handbook (First Read No Action)
 - 6.6. Baseball Co-op with Auburn
 - 6.7. Middle School Social Studies Textbook
 - 6.8. Personnel
 - 6.8.1. Reassignment
Mr. Lovercheck to WIN Program
 - 6.8.2.
Hires
Jenny Eickmann - Elementary Teacher
Joyce Strobel - Para
Rhiannon Koehler - Para
 - 6.8.3. Interim Principal
7. **SUPERINTENDENT GRIFFITH REPORT**
8. **BOARD MEMBER CONCERNS**
9. **ADJOURN**

Monday, May 13, 2024 7:00 PM

Music Room, Humboldt

Attendance Taken at 7:00 PM. Kyle Hilgenfeld: Present, Mike Kanel: Present, Neal Kanel: Present, Dave Mezger: Present, Scott Ogle: Present, Leah Reyes: Present.

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

2. WELCOME PATRONS AND GUESTS

3. PATRON COMMENT

4. APPROVE CONSENT AGENDA

Approval of agenda passed with a motion by Dave Mezger and a second by Mike Kanel. Yea: 6, Nay: 0

4.1. Meeting Minutes

4.2. Bills for Payment

4.3. Review Treasurer's report

5. REPORTS

5.1. Principal Lovercheck discussed current events and events that are being held this summer.

5.2. Assistant Principal Standerford discussed next year's curriculum, grades and upcoming schedules.

5.3. NASB Report - Neal Kanel

5.4. Committee Reports

6. AGENDA ITEMS

6.1. Approve board member's leave of absence

6.2. Strategic Plan Report

Motion to table going over the report until we have a representative present passed with a motion by Mike Kanel and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

6.3. Approve Adoption of Emergency Operations Plan for Richardson County

Motion to approve passed with a motion by Mike Kanel and a second by Leah Reyes. Yea: 6, Nay: 0

6.4. School Nutrition Program Prices required by the SNP

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

6.5. PRK-5 Student Handbook First Read

6.6. Personnel: Resignations:

Holly Hawley

Macie Coffey

Tim Blecha

Motion to approve all three resignations passed with a motion by Mike Kanel and a second by Dave Mezger. Yea: 6, Nay: 0

6.7. Personnel Hires

Maren DeJonge Ag/Industrial Arts/Workbased Learning

Kasey True PK

Chambre Blondo Elementary

Motion to approve all hires passed with a motion by Leah Reyes and a second by Kyle Hilgenfeld. Yea: 6, Nay: 0

6.8. Superintendent's Contract

Motion to go into executive session at 7:13pm passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

Motion to go out of executive session at 7:24pm passed with a motion by Neal Kanel and second by Mike Kanel. Yea: 6, Nay: 0

Motion to extend the Superintendent's contract at same % as certified passed with a motion by Neal Kanel and a second by Mike Kanel. Yea: 6, Nay: 0

7. SUPERINTENDENT GRIFFITH REPORT

8. BOARD MEMBER CONCERNS

9. ADJOURN

Motion to adjourn at 7:27pm

Respectfully submitted,

Chantel Farwell

Account Number	Detail Description	Amount
01 1100 610 002	PO 7943-8/9 PreACT	357.00
Total ACT		357.00
01 2630 340 000	Maintenance-Chemicals	100.75
Total AG PARTNERS COOPERATIVE, INC		100.75
01 1100 890 003	A/R Trip	792.00
Total Auburn State Theater		792.00
01 2620 610 000	Maintenance Supplies	596.16
Total BOOMGARN, RENEE		596.16
01 2310 890 000	Cupcakes - Retirement Party	90.00
Total Boring, Sandy		90.00
01 2620 610 000	Maintenance Supplies	66.67
01 1100 610 002	PO 77872 SEL	266.85
01 2230 643 000	PO 7881 Tech	682.13
01 1100 890 002	MS Teaching Supplies	318.67
01 2510 531 000	PO 7909 Postage, envelopes	3,512.84
01 1100 610 003	Heggerty auto renew	178.00
01 6200 650 003	PO 7907, Title	99.99
01 1100 610 003	PO 7908, Psych	637.50
01 2620 610 000	Outside Maintenance	411.29
01 2510 531 000	Postage	184.00
01 2620 733 000	Weather Radio	48.14
01 2320 580 000	Supt Meal	14.00
01 1100 610 001	Tiny House	62.87
01 1100 610 001	Tiny House	191.42
01 1200 610 002	SPED	87.78
01 2510 531 000	Postage	5.13
01 2620 610 000	PO 7998 Maintenance	101.04
01 2510 610 000	PO 7882 Office Supplies (lunch)	9.69
01 2230 610 000	PO 7910 tech	486.46
01 3541 610 003	POs: 7885.7886.7884.7895.7917.7938.7939	744.16
01 2310 540 000	PO 7900 Daycare Advertising	144.85
01 3300 610 000	PO 7865 Daycare Supplies	167.82
Total CARDMEMBER SERVICE		8,421.30
01 1100 610 003	Kind Roundup/3rd	29.25
01 1100 610 001	FCS	22.55
Total CLEANING COUSINS, LLC		51.80
01 1100 610 001	FL Trip Supplies Reimb	77.50
Total Coffey, Michael		77.50
01 1100 610 001	Music Supplies	180.60
Total DIETZE MUSIC HOUSE		180.60
01 2620 610 000	Tiny House Plumbing	504.45
Total DSTK PHILLIPS, INC		504.45
01 1100 440 000	EGoldfax Conract	38.99
01 2620 610 000	Maint Supplies	135.56
01 1100 440 000	Copier Contract/Copies	2,979.44
Total EAKES OFFICE SOLUTIONS		3,153.99
01 1100 610 001	alarm monitoring services	168.00
Total ELECTRONIC CONTRACTING CO.		168.00
01 2510 340 000	emplmt background screenings	161.80
Total ESSENTIAL SCREENS		161.80
01 1190 330 003	AB All Things Autism	25.00
01 1200 330 000	VM All Things Autism	25.00
Total ESU #3		50.00
01 6408 591 003	0-2 EC SPED Dir	199.26

Account Number	Detail Description	Amount
01 6408 591 003	3-5 EC SPED Dir	199.26
01 6408 591 003	0-2 EC Audiology	83.35
01 6408 591 003	3-5 EC Audiology	83.35
01 6408 591 003	0-2 EC	600.00
01 6408 591 003	0-2 EC Consultant	254.17
01 2230 643 000	SRS Fees	993.00
01 2130 320 000	Health Screenings	2,664.00
01 6408 591 003	3-5 EC Consultant	254.16
01 1200 591 003	EL SPED Dir	1,793.34
01 1200 591 001	Secondary SPED Dir	1,793.34
01 2151 591 000	EL Audiology	750.15
01 2151 591 000	Secondary Audiology	750.15
01 1200 591 003	EL Behavior	300.00
Total ESU #4		<u>10,717.53</u>
01 2230 643 000	tech hosting services	61.23
Total ESU #6		<u>61.23</u>
01 2213 330 000	Science of Reading+ Speech to Pr PO 7913	195.00
Total ESU 5		<u>195.00</u>
01 2230 643 000	Proofpoint Renewal	467.40
Total ESU COORDINATING COUNCIL		<u>467.40</u>
01 2220 640 000	Annual Library Subscription	50.00
Total FALLS CITY JOURNAL		<u>50.00</u>
01 3300 470 000	Daycare Food	11.56
Total FALLS CITY MERCANTILE CO.		<u>11.56</u>
01 2620 420 000	trash-utilities	561.70
Total FALLS CITY SANITATION		<u>561.70</u>
01 2620 610 000	Maintenance Supplies	171.99
01 2620 610 000	Maintenance Supplies	853.93
Total FARM & CITY SUPPLY		<u>1,025.92</u>
01 1100 382 001	distance learning	430.87
Total FIBER PLATFORM, LLC		<u>430.87</u>
01 2230 643 000	2024-25 Absence/Sub Mgmt	4,262.40
Total FRONTLINE TECHNOLOGIES GROUP LLC		<u>4,262.40</u>
01 1100 440 000	Staple Copier Lease	1,287.03
Total Hometown Leasing		<u>1,287.03</u>
01 102	payroll expenses	550,684.15
Total HTRS PAYROLL ACCT		<u>550,684.15</u>
01 2220 640 000	PO 7925-Yearly Subscription	45.00
Total HUMBOLDT STANDARD		<u>45.00</u>
01 2620 610 000	PO 7943 Maint Supplies	432.00
Total Jeanne's Distribution		<u>432.00</u>
01 1100 890 001	Diploma Covers	221.95
Total JOSTEN'S		<u>221.95</u>
01 2310 540 000	advertising-radio	100.00
Total KNZA INC		<u>100.00</u>
01 2330 317 000	legal services	1,860.00
Total KSB School Law		<u>1,860.00</u>
01 2620 350 000	water soft contract	492.48
Total KURITA AMERICA INC		<u>492.48</u>
01 6408 340 003	0-2 yo	348.76
01 6408 340 003	3-5 yo	843.08
01 2161 340 000	SA	650.16
Total MALCOLM, MARY		<u>1,842.00</u>
01 2620 610 000	Gym Floor Finish	1,213.00

Account Number	Detail Description	Amount
Total MID-AMERICAN RESEARCH		1,213.00
01 6408 340 003	0-2 YO	256.39
01 6408 340 003	3-5 YO	193.14
01 2171 340 000	SA	1,092.22
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		1,541.75
01 2220 640 000	Library Subscription	30.00
Total NEBRASKA LIFE		30.00
01 2610 621 000	43465	51.53
01 2610 621 000	43471	4,960.72
Total NPPD		5,012.25
01 2310 540 000	Advertising	103.50
01 2220 640 000	PO 7927 Library Books & Subscriptions	42.00
Total Pawnee Republican		145.50
01 6989 610 000	Summer STEAM PO 7878	5,462.68
Total PCS Edventures!		5,462.68
01 1100 643 000	PO 7874-Annual Subscription	1,000.00
Total PLATFORM ATHLETICS, LLC		1,000.00
01 2620 350 000	PO 7911 - Treadmill repairs	292.00
Total PUSH PEDAL PULL, INC		292.00
01 1100 610 003	PO 7899	414.80
Total QUILL		414.80
01 1100 610 003	PO 7890 EL Wkly Reader	975.12
Total SCHOLASTIC INC		975.12
01 2130 610 000	PO 7902 Nurse Supplies	2,008.95
Total SCHOOL NURSE SUPPLY		2,008.95
01 6989 610 000	PO 7845 STEAM	650.46
01 6988 610 000	PO 7845 STEAM	1,951.38
01 6989 610 000	PO 7842 STEAM	420.90
01 6988 610 000	PO 7842 STEAM	1,262.70
01 1200 733 002	PO 7861 SPED	1,630.24
Total SCHOOL SPECIALTY LLC		5,915.68
01 6988 610 000	PO 7831 STEAM	490.23
01 6989 610 000	PO 7831 STEAM	163.35
Total Squishy Circuits		653.58
01 1200 591 002	IEP Translation	45.00
01 1100 320 000	Graduation/MR.L	119.47
Total STEFFEN PINEDA, SARAH		164.47
01 2620 350 000	PO 7876 Cooler Repair	2,731.44
Total SYS-KOOL, LLC		2,731.44
01 2320 650 000	monthly contract or service	242.00
Total TIME MANAGEMENT SYSTEMS		242.00
01 2620 350 000	elevator maintenance	543.26
Total TK ELEVATOR CORPORATION		543.26
01 2510 530 000	long distance	81.58
Total VERIZON BUSINESS		81.58
01 2510 530 000	phone utilities	109.79
Total WINDSTREAM NEBRASKA		109.79
01 6988 610 000	PO 7843	2,246.25
01 6989 610 000	PO 7843	748.75
Total WONDER WORKSHOP INC		2,995.00
01 1100 610 003	PO 7921 Kind Curr.	340.01
Total ZANER-BLOSER, INC		340.01
Checking Account ID 1		621,326.43

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0099	2026	3,708.33	0.00	0.00	0.00	3,708.33
05 704 0100	Athletics - Miscellaneous	(24,040.23)	3,674.60	378.73	0.00	(27,336.10)
05 704 0102	2029	125.00	0.00	1,021.00	0.00	1,146.00
05 704 0122	2025	7,375.96	145.13	38.00	0.00	7,268.83
05 704 0123	2021	2,174.69	0.00	0.00	0.00	2,174.69
05 704 0124	2023	1,624.08	0.00	0.00	0.00	1,624.08
05 704 0125	2024	929.25	260.00	982.10	0.00	1,651.35
05 704 0132	2027	1,367.05	0.00	0.00	0.00	1,367.05
05 704 0133	2028	1,268.18	0.00	1,151.00	0.00	2,419.18
05 704 0135	Annual	344.89	107.35	1,795.00	0.00	2,032.54
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	(266.19)	54.97	0.00	0.00	(321.16)
05 704 0138	Concession	3,620.47	0.00	18.00	0.00	3,638.47
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	149.45	0.00	0.00	0.00	149.45
05 704 0142	Student Council - H S	670.39	0.00	0.00	0.00	670.39
05 704 0143	H.S. Youth Leadership	5,466.14	132.73	0.00	0.00	5,333.41
05 704 0144	H.S. Cheerleading	598.38	275.00	1,115.00	0.00	1,438.38
05 704 0145	Legion Scholarship	1,721.96	0.00	1,400.00	0.00	3,121.96
05 704 0146	Foundation Scholarship	275.00	0.00	0.00	0.00	275.00
05 704 0147	Donations	5,556.84	0.00	69.00	0.00	5,625.84
05 704 0148	Activities	(14,600.14)	640.68	200.00	0.00	(15,040.82)
05 704 0149	Library	5,371.95	0.00	1.60	0.00	5,373.55
05 704 0150	Wrestling	(1,104.77)	0.00	0.00	0.00	(1,104.77)
05 704 0151	Grants & Scholarships	3,773.10	626.12	0.00	0.00	3,146.98
05 704 0152	Elementary	671.21	0.00	0.00	0.00	671.21
05 704 0154	Music (new)	1,550.56	590.85	502.00	0.00	1,461.71
05 704 0155	Snack Cart	1,113.76	348.04	666.59	0.00	1,432.31
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,614.98	0.00	0.00	0.00	2,614.98
05 704 0160	Cheerleading-Mld School	65.00	0.00	0.00	0.00	65.00
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	149.39	0.00	0.00	0.00	149.39
05 704 0164	Golf Club	864.86	6.50	0.00	0.00	858.36

Activity Fund Balance Report - Summary - Exclude Encumbrances
05/2024 - 05/2024

Regular; Beginning Month 05/2024; Processing Month 05/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
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
05 704 0168	Speech	134.74	0.00	0.00	0.00	134.74
05 704 0169	MS Robotics	2,513.71	0.00	0.00	0.00	2,513.71
05 704 0171	Boys Basketball	3,108.36	475.00	0.00	0.00	2,633.36
05 704 0172	Girls Basketball	580.00	100.00	0.00	0.00	480.00
05 704 0173	Sport Posters	717.98	0.00	0.00	0.00	717.98
05 704 0174	Football Club	875.19	495.58	986.00	0.00	1,365.61
05 704 0175	FFA	(147.16)	0.00	234.50	0.00	87.34
05 704 0176	HS Robotics	241.15	186.57	23.00	0.00	77.58
05 704 0995	Interest	379.19	0.00	0.00	0.00	379.19
05 704 0996	Service Charge	(4,051.15)	0.00	0.00	0.00	(4,051.15)
Fund Total: 05		34,357.20	8,119.12	10,581.52	0.00	36,819.60

Fund: 01

General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	5,826,263.00	1,309,671.57	3,975,655.46	68.24	1,850,607.54
01 1115	Carline Tax	30,900.00	8,432.31	10,562.28	34.18	20,337.72
01 1120	Public Power Dist. Sales Tax	0.00	2.56	37,696.94	0.00	(37,696.94)
01 1125	Motor Vehicle Tax	432,600.00	22,926.94	220,149.57	50.89	212,450.43
01 1140	Penalties/Int on Taxes	26,780.00	17.26	15,612.92	58.30	11,167.08
01 1190	Other taxes levied	0.00	(2,625.26)	302,825.55	0.00	(302,825.55)
01 1311	Tuition Drivers Education	6,180.00	2,300.00	3,700.00	59.87	2,480.00
01 1315	Tuition from other entities(early entry)	3,605.00	2,579.20	4,416.48	122.51	(811.48)
01 1370	Preschool tuition	30,900.00	1,487.00	19,340.68	62.59	11,559.32
01 1800 1810	Fitness Center Dues	7,210.00	300.00	2,200.00	30.51	5,010.00
01 1800 1830	Laptop Fees	7,210.00	75.00	3,592.00	49.82	3,618.00
01 1800 1840	Industrial Arts Fees	1,545.00	217.00	951.00	61.55	594.00
01 1800 1850	Before/After School Program	0.00	0.00	699.00	0.00	(699.00)
01 1800 1860	For future use	0.00	0.00	300.00	0.00	(300.00)
01 1800 1870	Daycare Receipts	0.00	2,928.00	18,085.00	0.00	(18,085.00)
01 1910	Rental Of School Facilities	5,150.00	0.00	420.00	8.16	4,730.00
01 1911	Local license fees	9,270.00	1.21	4,053.30	43.72	5,216.70
01 1920	Contributions/Donations	10,300.00	0.00	24,538.35	238.24	(14,238.35)
01 1921	City-Police court fines	0.00	3,685.82	10,602.27	0.00	(10,602.27)
01 1925	Grant Receipts	51,500.00	0.00	270.00	0.52	51,230.00
01 1990	Misc local revenue (garn)	10,300.00	0.00	1,487.71	14.44	8,812.29
	Subtotal: LOCAL RECIEPTS	6,459,713.00	1,351,998.61	4,657,158.51	72.10	1,802,554.49
01 2110	County Fines & Lience Fees	115,360.00	(1,261.53)	21,330.59	18.49	94,029.41
01 2130	Other County Sources	0.00	0.00	3,931.39	0.00	(3,931.39)
01 2210	ESU Receipts	18,540.00	0.00	9,435.25	50.89	9,104.75
	Subtotal: COUNTY AND ESU RECEIPTS	133,900.00	(1,261.53)	34,697.23	25.91	99,202.77
01 3110	State Aid	49,440.00	44,159.00	353,272.00	714.55	(303,832.00)
01 3120	SPED School Age (SA)	644,265.00	130,778.00	824,861.00	128.03	(180,596.00)
01 3125	SPED Transportation (SA)	27,810.00	0.00	0.00	0.00	27,810.00
01 3130	Homestead Exemption	114,330.00	7,151.23	21,446.55	18.76	92,883.45
01 3131	Property tax credit	824,000.00	286,417.75	746,157.58	90.55	77,842.42
01 3133	Nameplate Capacity Tax (windmills)	206,000.00	27,652.86	83,567.33	40.57	122,432.67
01 3180	Pro Rate Motor Vehicle	30,900.00	0.00	10,537.63	34.10	20,362.37
01 3400	State apportionment	128,750.00	0.00	74,106.76	57.56	54,643.24
01 3535	High ability learners	6,695.00	0.00	4,280.00	63.93	2,415.00
01 3541	Sixpence Grant Receipts	93,730.00	0.00	71,568.00	76.36	22,162.00
01 3990	Other State Receipts	10,300.00	0.00	0.00	0.00	10,300.00
	Subtotal: STATE RECEIPTS	2,136,220.00	496,158.84	2,189,796.85	102.51	(53,576.85)
01 4310	REAP Grants	30,900.00	0.00	0.00	0.00	30,900.00
01 4421	IDEA Part B (611) ARP	0.00	0.00	12,600.00	0.00	(12,600.00)
01 4422	Prek (619) ARP Base Enrol. Poverty	0.00	0.00	1,083.00	0.00	(1,083.00)
01 4505	Title I, Part A ESSA	113,300.00	0.00	73,301.00	64.70	39,999.00
01 4516	IDEA PreK Base (619) Age 3-5	5,150.00	0.00	645.00	12.52	4,505.00
01 4518	SPED - IDEA Base/Enr Pov	360,500.00	0.00	120,140.00	33.33	240,360.00
01 4521	IDEA Part B, Propt, Age 3-21	25,750.00	0.00	2,719.00	10.56	23,031.00
01 4705	Flood control	25,750.00	0.00	15,585.52	60.53	10,164.48
01 4708	Medicaid in Public Schools MIPS	0.00	0.00	28,519.96	0.00	(28,519.96)
01 4709	Medicaid Admin Activities MAAAPS	28,840.00	0.00	5,284.43	18.32	23,555.57
01 4969	TITLE IV (6969)	26,780.00	0.00	10,000.00	37.34	16,780.00
01 4988	ARP ESSER III AFTER school	0.00	0.00	26,901.00	0.00	(26,901.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	40,789.00	0.00	(40,789.00)
01 4996	CARES ACT - ESSERS 1	0.00	0.00	0.00	0.00	0.00
01 4997	Cares Act - ESSERS II	61,800.00	0.00	0.00	0.00	61,800.00
01 4998	ESSERS III ARP	293,550.00	0.00	0.00	0.00	293,550.00

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>
	Subtotal: FEDERAL RECEIPTS	972,320.00	0.00	337,567.91	34.72	634,752.09
01 5200	Fund Transfers In (from other HTRS fund)	10,300.00	0.00	233,786.38	2,269.77	(223,486.38)
01 5300	Sale of Property	10,300.00	904.60	904.60	8.78	9,395.40
01 5301	Insurance refunds/adjustments	5,150.00	0.00	3,626.00	70.41	1,524.00
01 5500	TRANSFERS FROM FUNDS (INCOMING)	103,000.00	0.00	15,753.12	15.29	87,246.88
01 5690	Other Non-revenue Receipt	128,381.00	147.67	102,661.57	79.97	25,719.43
	Subtotal: NON-REVENUE RECEIPTS	257,131.00	1,052.27	356,731.67	138.74	(99,600.67)
01 9000	Non-programmed Receipts	51,500.00	25,015.10	69,974.45	135.87	(18,474.45)
	Subtotal: NON-PROGRAM RECEIPTS	51,500.00	25,015.10	69,974.45	135.87	(18,474.45)
	Fund Total:	10,010,784.00	1,872,963.29	7,645,926.62	76.38	2,364,857.38

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	DEPR INTEREST	0.00	334.28	5,199.16	0.00	(5,199.16)
	Subtotal: LOCAL RECIEPTS	0.00	334.28	5,199.16	0.00	(5,199.16)
	Fund Total:	0.00	334.28	5,199.16	0.00	(5,199.16)

Fund: 03 Employee Benefit Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	EE BEN INTEREST	0.00	129.32	1,146.76	0.00	(1,146.76)
	Subtotal: LOCAL RECIEPTS	0.00	129.32	1,146.76	0.00	(1,146.76)
	Fund Total:	0.00	129.32	1,146.76	0.00	(1,146.76)

Fund: 05 ACTIVITY FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1710 0099	2026 Revenue	0.00	0.00	4,887.30	0.00	(4,887.30)
05 1710 0100	Athletics - Miscellaneous Revenue	0.00	378.73	28,090.19	0.00	(28,090.19)
05 1710 0102	2029	0.00	1,021.00	1,146.00	0.00	(1,146.00)
05 1710 0122	2025	0.00	38.00	7,951.94	0.00	(7,951.94)
05 1710 0125	2024 Revenue	0.00	982.10	992.85	0.00	(992.85)
05 1710 0132	2027 Revenue	0.00	0.00	578.55	0.00	(578.55)
05 1710 0133	2028 Revenue	0.00	1,151.00	1,513.88	0.00	(1,513.88)
05 1710 0135	Annual Revenue	0.00	1,795.00	6,349.00	0.00	(6,349.00)
05 1710 0138	Concession	0.00	18.00	25,466.75	0.00	(25,466.75)
05 1710 0141	One Act Revenue	0.00	0.00	1,946.40	0.00	(1,946.40)
05 1710 0142	Student Council - H S Revenue	0.00	0.00	1,296.20	0.00	(1,296.20)
05 1710 0143	H.S Youth Leadership Revenue	0.00	0.00	929.44	0.00	(929.44)
05 1710 0144	H.S. Cheerleading Revenue	0.00	1,115.00	7,222.12	0.00	(7,222.12)
05 1710 0145	Legion Scholarship Revenue	0.00	1,400.00	1,400.00	0.00	(1,400.00)
05 1710 0146	Foundation Scholarship Revenue	0.00	0.00	10,700.00	0.00	(10,700.00)
05 1710 0147	Donations Revenue	0.00	69.00	1,019.00	0.00	(1,019.00)
05 1710 0148	Activities Revenue	0.00	200.00	13,153.46	0.00	(13,153.46)
05 1710 0149	Library Revenue	0.00	1.60	774.65	0.00	(774.65)
05 1710 0154	Music Revenue (new)	0.00	502.00	7,123.17	0.00	(7,123.17)
05 1710 0155	Snack Cart Revenue	0.00	666.59	6,485.20	0.00	(6,485.20)
05 1710 0160	Cheerleading-Mid School Revenue	0.00	0.00	65.00	0.00	(65.00)
05 1710 0163	Volleyball Club Revenue	0.00	0.00	3,647.25	0.00	(3,647.25)
05 1710 0164	Golf Club Revenue	0.00	0.00	90.00	0.00	(90.00)
05 1710 0168	Speech Revenue	0.00	0.00	1,212.14	0.00	(1,212.14)
05 1710 0171	Boys Basketball Revenue	0.00	0.00	247.26	0.00	(247.26)
05 1710 0173	Sport Posters Revenue	0.00	0.00	(9,763.25)	0.00	9,763.25
05 1710 0174	Football Club Revenue	0.00	986.00	1,676.40	0.00	(1,676.40)
05 1710 0175	FFA	0.00	234.50	9,141.50	0.00	(9,141.50)
05 1710 0176	High School Robotics	0.00	23.00	23.00	0.00	(23.00)
05 1710 0995	Interest Revenue	0.00	1.96	24.41	0.00	(24.41)
	Subtotal: LOCAL RECIEPTS	0.00	10,583.48	135,389.81	0.00	(135,389.81)
	Fund Total:	0.00	10,583.48	135,389.81	0.00	(135,389.81)

Fund: 06 School Nutrition

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	INTEREST	0.00	1.53	27.16	0.00	(27.16)
06 1611	SALE OF LUNCHES/MILK	0.00	5,099.92	69,589.94	0.00	(69,589.94)
	Subtotal: LOCAL RECIEPTS	0.00	5,101.45	69,617.10	0.00	(69,617.10)
06 3150	STATE REIMBURSEMENT(OF NUTRITION PROG)	0.00	13,096.82	106,010.28	0.00	(106,010.28)
	Subtotal: STATE RECEIPTS	0.00	13,096.82	106,010.28	0.00	(106,010.28)
	Fund Total:	0.00	18,198.27	175,627.38	0.00	(175,627.38)

Fund: 08 Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	BUILDING COUNTY RECEIPTS	0.00	56,227.51	181,348.94	0.00	(181,348.94)
08 1115	BLDG CARLINE TAXES	0.00	236.19	341.82	0.00	(341.82)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	1,545.51	0.00	(1,545.51)
08 1140	BLDG PEN/INT ON TAXES	0.00	(82.87)	369.31	0.00	(369.31)
08 1510	BLDG - INTEREST	0.00	1,486.06	11,554.79	0.00	(11,554.79)
Subtotal: LOCAL RECIEPTS		0.00	57,866.89	195,160.37	0.00	(195,160.37)
08 3130	BLDG HOMESTEAD EXEMPTION	0.00	312.52	936.32	0.00	(936.32)
08 3131	BLDG PROPERTY TAX CREDIT	0.00	4,720.01	16,684.05	0.00	(16,684.05)
08 3132	BLDG Personal property tax credit	0.00	8,806.45	30,448.43	0.00	(30,448.43)
08 3133	BLDG Nameplate Capacity	0.00	1,210.48	3,822.66	0.00	(3,822.66)
08 3180	BLDG PRO-RATE MV	0.00	132.93	622.56	0.00	(622.56)
Subtotal: STATE RECEIPTS		0.00	15,182.39	52,514.02	0.00	(52,514.02)
Fund Total:		0.00	73,049.28	247,674.39	0.00	(247,674.39)

Fund: 09 Qualified Capital Purpose Undtk 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>
09 1100	QCPUF COUNTY RECEIPTS	0.00	0.00	88.17	0.00	(88.17)
09 1115	QCPUF CARLINE TAXES	0.00	0.00	6.12	0.00	(6.12)
09 1140	QCPUF PEN/INT ON TAXES	0.00	0.00	111.39	0.00	(111.39)
09 1510	QCPUF INTEREST	0.00	6.52	48.01	0.00	(48.01)
Subtotal: LOCAL RECIEPTS		0.00	6.52	253.69	0.00	(253.69)
Fund Total:		0.00	6.52	253.69	0.00	(253.69)

Fund: 12 Student Fees Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1510	STU FEES INTEREST	0.00	4.41	36.82	0.00	(36.82)
	Subtotal: LOCAL RECIEPTS	0.00	4.41	36.82	0.00	(36.82)
	Fund Total:	0.00	4.41	36.82	0.00	(36.82)

Revenue Summary Report

Processing Month: 05/2024

User ID: CMF

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	10,010,784.00	1,975,268.85	8,211,254.63	82.02	1,799,529.37

HTRS ACCOUNT BALANCES - Cash on Hand

05.31.2024

Account		May	Previous Month
ACTIVITY ACCOUNT	x488	\$ 36,819.60	\$ 34,358.71
BREAKFAST/LUNCH	x462	\$ 27,463.71	\$ 48,431.28
BUILDING FUND	x0640	\$ 1,048,632.15	\$ 976,837.10
DEPRECIATION	x3541	\$ 241,751.96	\$ 299,922.68
EMPLOYEE BEN FUND MM	x7455	\$ 135,974.35	\$ 149,473.17
GENERAL FUND	x2567	\$ 2,220,790.08	\$ 1,005,252.23
OFFICE ACCOUNT	x3638	\$ 3,662.64	\$ 4,138.64
PAYROLL FUND	x2648	\$ 3,821.80	\$ 75,392.78
QCPUF	x2583	\$ 7,253.06	\$ 7,246.54
STUDENT FEES	x5156	\$ 13,568.43	\$ 13,564.02

INTERNAL TRANSFERS - Current FY
GENERAL to LUNCH FUND

GENERAL to Activity FUND

GENERAL to PAYROLL

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

06/07/2024 03:18 PM

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	175,100.00	17,137.34	101.58	(2,766.74)
01 1100 111 001	HS Teacher Salaries	1,004,250.00	52,982.70	52.03	481,734.76
01 1100 111 002	MS Teacher Salaries	235,847.00	27,661.84	112.44	(29,349.94)
01 1100 111 003	EL Teacher Salaries	569,590.00	40,261.00	66.06	193,338.01
111	SALARIES TCHR/PROF	1,984,787.00	138,042.88	67.61	642,956.09
01 1100 112 002	MS AIDE/PARA	0.00	438.01	0.00	(2,926.40)
01 1100 112 003	EL AIDE/PARA	40,000.00	3,562.77	65.12	13,952.87
112	SALARIES AIDE/PARA	40,000.00	4,000.78	72.43	11,026.47
01 1100 113 001	HS SUB TCHR	41,200.00	3,237.50	68.92	12,805.20
01 1100 113 002	MS SUB TCHR	6,511.00	4,095.00	424.22	(21,110.25)
01 1100 113 003	EL SUB TCHR	30,900.00	12,408.10	160.18	(18,596.22)
113	SALARIES SUB TCHR	78,611.00	19,740.60	134.22	(26,901.27)
01 1100 153 000	TEACH SUB/CLASS COVERAGE	5,150.00	0.00	34.32	3,382.50
01 1100 153 001	EXTRA DUTY / STIPENDS	15,450.00	894.80	92.99	1,082.75
01 1100 153 002	CERT Unused Leave Payouts	12,360.00	0.00	14.12	10,614.19
153	EXTRA DUTY / STIPENDS	32,960.00	894.80	54.25	15,079.44
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	30,900.00	2,913.43	81.86	5,606.34
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	262,650.00	16,077.11	58.47	109,080.08
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	87,550.00	7,205.77	77.09	20,061.88
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	175,100.00	13,207.81	70.71	51,285.57
211	GROUP INS TCHR/PROF	556,200.00	39,404.12	66.55	186,033.87
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	10,300.00	560.60	46.10	5,551.40
212	GROUP INSURANCE AIDE/PARA	10,300.00	560.60	46.10	5,551.40
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	3,000.00	286.94	86.71	398.78
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	250.00	0.00	103.43	(8.58)
213	CERTIFIED CLASS COVG-BCBS	3,250.00	286.94	87.99	390.20
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	15,450.00	1,306.09	87.77	1,889.46
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	66,950.00	4,009.37	59.05	27,418.24
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	20,600.00	2,111.30	98.07	397.24
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	41,200.00	3,069.80	69.49	12,570.36
221	SOCIAL SECURITY TCHR/PROF	144,200.00	10,496.56	70.68	42,275.30
01 1100 222 001	HS SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 222 002	MS SOCIAL SECURITY AIDE/PARA	250.00	33.65	89.92	25.21
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,060.00	267.91	94.72	108.83
222	SOCIAL SECURITY AIDE/PARA	2,310.00	301.56	94.20	134.04
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	1,030.00	0.00	13.13	894.75
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,120.00	315.35	79.23	855.69
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	2,000.00	313.99	112.67	(253.33)
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	3,000.00	949.23	126.22	(786.59)
223	SOCIAL SECURITY SUB TCHR	10,150.00	1,578.57	93.00	710.52
01 1100 231 000	D RETIREMENT TCHR/PROF	12,360.00	1,445.55	112.83	(1,585.55)
01 1100 231 001	HS RETIREMENT TCHR/PROF	62,830.00	5,232.26	80.59	12,195.34
01 1100 231 002	MS RETIREMENT TCHR/PROF	25,000.00	2,732.40	104.75	(1,186.88)
01 1100 231 003	EL RETIREMENT TCHR/PROF	36,050.00	3,976.89	103.09	(1,115.31)
231	RETIREMENT TCHR/PROF	136,240.00	13,387.10	93.90	8,307.60
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	43.27	0.00	(289.09)
01 1100 232 003	EL RETIREMENT AIDE/PARA	3,000.00	351.93	98.31	50.62
232	RETIREMENT AIDE/PARA	3,000.00	395.20	107.95	(238.47)
01 1100 233 000	RETIREMENT Tchr Class Covg	515.00	0.00	33.57	342.11
01 1100 233 001	HS RETIREMENT SUB TCHR	2,000.00	88.38	68.89	622.17
01 1100 233 002	MS RETIREMENT SUB TCHR	2,500.00	404.50	109.13	(228.36)
01 1100 233 003	EL RETIREMENT SUB TCHR	515.00	0.00	21.30	405.33
233	RETIREMENT SUB TCHR	5,530.00	492.88	79.36	1,141.25
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	0.00	0.00	0.00	0.00

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 1100 260 000	D UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 1100 281 000	D LTD/STD TCHR/PROF	412.00	43.17	98.42	6.51
01 1100 281 001	HS LTD/STD TCHR/PROF	6,180.00	353.69	54.38	2,819.55
01 1100 281 002	MS LTD/STD TCHR/PROF	1,545.00	188.94	116.00	(247.25)
01 1100 281 003	EL LTD/STD TCHR/PROF	3,605.00	270.12	69.48	1,100.32
281	LTD/STD TCHR/PROF	11,742.00	855.92	68.67	3,679.13
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	1.72	0.00	(12.19)
01 1100 282 003	EL LTD/STD AIDE/PARA	206.00	17.26	64.66	72.80
282	LTD/STD AIDE/PARA	206.00	18.98	70.58	60.61
01 1100 283 001	LTD/STD SUB TCHR	50.00	1.87	33.94	33.03
01 1100 283 002	LTD/STD SUB TCHR	100.00	9.47	88.27	11.73
01 1100 283 003	LTD/STD SUB TCHR	103.00	0.00	3.49	99.41
283	LTD/STD SUB TCHR	253.00	11.34	43.02	144.17
01 1100 320 000	PROF EDUC SERVICES	8,240.00	0.00	2.94	7,998.00
320	PROF EDUC SERVICES	8,240.00	0.00	2.94	7,998.00
01 1100 333 000	MILEAGE PAID TO STAFF	2,060.00	0.00	26.39	1,516.43
333	MILEAGE TO STAFF	2,060.00	0.00	26.39	1,516.43
01 1100 382 001	Tuition - Distance Learning	12,000.00	7,074.23	139.49	(4,738.58)
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382	DISTANCE LEARNING	12,000.00	7,074.23	139.49	(4,738.58)
01 1100 440 000	DISTRICT RENTALS/LEASES	46,350.00	1,326.02	32.78	31,154.48
440	LEASE/RENTALS	46,350.00	1,326.02	32.78	31,154.48
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	2,000.00	0.00	68.12	637.63
580	TRAVEL EXPENSES	2,000.00	0.00	68.12	637.63
01 1100 610 001	HS Teaching Supplies	103,000.00	1,686.21	22.90	79,414.26
01 1100 610 002	MS Teaching Supplies	8,949.00	0.00	63.27	3,287.01
01 1100 610 003	EL Teaching Supplies	10,300.00	157.88	25.72	7,650.51
610	SUPPLIES	122,249.00	1,844.09	26.09	90,351.78
01 1100 640 001	HS Textbooks	11,330.00	0.00	0.00	11,330.00
01 1100 640 002	MS Textbooks	5,150.00	0.00	0.00	5,150.00
01 1100 640 003	EL Textbooks	5,150.00	0.00	11.52	4,556.54
640	BOOKS/PERIODICALS	21,630.00	0.00	2.74	21,036.54
01 1100 643 000	WEB/CLOUD BASED SOFTWARE	36,050.00	0.00	12.91	31,395.12
643	WEB/CLOUD BASED SOFTWARE	36,050.00	0.00	12.91	31,395.12
01 1100 733 001	HS Furniture And Equipment	3,090.00	5,760.81	294.72	(6,016.93)
01 1100 733 002	MS Furniture And Equipment	1,030.00	0.00	94.25	59.22
01 1100 733 003	EL Furniture And Equipment	2,060.00	0.00	57.61	873.32
733	FURNITURE/FIXTURES	6,180.00	5,760.81	182.27	(5,084.39)
01 1100 890 001	HS Other Expense	10,300.00	2,713.28	61.48	3,967.69
01 1100 890 002	MS Other Expense	1,030.00	2,622.72	436.94	(3,470.47)
01 1100 890 003	EL Other Expense	3,090.00	4,000.00	178.01	(2,410.40)
890	MISC EXPENDITURES	14,420.00	9,336.00	113.27	(1,913.18)
1100	REGULAR INSTRUCTIONAL PROGRAMS	3,290,918.00	255,809.98	67.71	1,062,704.18
1150	LIMITED ENGLISH PROF PROGRAMS				
01 1150 111 003	LEP/ESL SALARIES TCHR/PROF	5,356.00	0.00	0.00	5,356.00
111	SALARIES TCHR/PROF	5,356.00	0.00	0.00	5,356.00
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	5,356.00	0.00	0.00	5,356.00
1160	POVERTY PROGRAMS				
01 1160 111 003	Teacher Salaries - Poverty	200,850.00	13,001.33	58.26	83,838.03
111	SALARIES TCHR/PROF	200,850.00	13,001.33	58.26	83,838.03
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	39,140.00	3,124.97	71.95	10,979.87
211	GROUP INS TCHR/PROF	39,140.00	3,124.97	71.95	10,979.87
01 1160 221 003	Social Security - Poverty	15,450.00	969.60	56.48	6,723.84
221	SOCIAL SECURITY TCHR/PROF	15,450.00	969.60	56.48	6,723.84
01 1160 231 003	Retirement - Poverty	14,420.00	1,284.25	80.15	2,861.75
231	RETIREMENT TCHR/PROF	14,420.00	1,284.25	80.15	2,861.75
01 1160 237 003	Inc Ret Contribution Rate	5,150.00	0.00	0.00	5,150.00
237	Inc Ret Contribution Rate	5,150.00	0.00	0.00	5,150.00
01 1160 281 003	Long Term Disability - Poverty	1,236.00	85.05	61.68	473.67
281	LTD/STD TCHR/PROF	1,236.00	85.05	61.68	473.67
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	276,246.00	18,465.20	60.17	110,027.16
1190	EARLY CHILDHOOD ED PROGRAMS				
01 1190 111 003	Early Childhood Salary	113,300.00	9,669.34	101.70	(1,920.73)
111	SALARIES TCHR/PROF	113,300.00	9,669.34	101.70	(1,920.73)
01 1190 112 003	EC Early Childhood Aide	8,755.00	0.00	13.90	7,538.24
112	SALARIES AIDE/PARA	8,755.00	0.00	13.90	7,538.24
01 1190 113 003	EC Substitute Salaries	1,030.00	15.32	18.48	839.68
113	SALARIES SUB TCHR	1,030.00	15.32	18.48	839.68
01 1190 211 003	EC Health Insurance	41,200.00	4,391.48	114.71	(6,059.64)
211	GROUP INS TCHR/PROF	41,200.00	4,391.48	114.71	(6,059.64)
01 1190 212 003	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	(190.99)
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	(190.99)
01 1190 221 003	EC Social Security	8,858.00	733.05	97.52	219.40
221	SOCIAL SECURITY TCHR/PROF	8,858.00	733.05	97.52	219.40
01 1190 222 003	EC SOC SEC AIDE/PARA	927.00	0.00	10.03	833.98
222	SOCIAL SECURITY AIDE/PARA	927.00	0.00	10.03	833.98
01 1190 223 003	EC SOC SEC SUB TCHR	103.00	1.17	14.14	88.44
223	SOCIAL SECURITY SUB TCHR	103.00	1.17	14.14	88.44
01 1190 231 003	EC Retirement	9,270.00	955.12	122.78	(2,111.28)
231	RETIREMENT TCHR/PROF	9,270.00	955.12	122.78	(2,111.28)
01 1190 232 003	RETIREMENT AIDE/PARA	1,030.00	0.00	6.20	966.11
232	RETIREMENT AIDE/PARA	1,030.00	0.00	6.20	966.11
01 1190 237 003	Increased Retirement Contribution Rate	3,090.00	0.00	0.00	3,090.00
237	Inc Ret Contribution Rate	3,090.00	0.00	0.00	3,090.00
01 1190 281 003	EC LTD/STD TCHR/PROF	927.00	68.02	84.59	142.89
281	LTD/STD TCHR/PROF	927.00	68.02	84.59	142.89
01 1190 282 003	LTD/STD AIDE/PARA	103.00	0.00	4.55	98.31
282	LTD/STD AIDE/PARA	103.00	0.00	4.55	98.31
01 1190 283 003	LTD/STD SUB TCHR	0.00	0.04	0.00	(0.04)
283	LTD/STD SUB TCHR	0.00	0.04	0.00	(0.04)
01 1190 330 003	EC STAFF DEVELOPMENT/TRAINING	412.00	0.00	65.53	142.00
330	STAFF DEVELOPMENT/TRAINING	412.00	0.00	65.53	142.00
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	2,060.00	0.00	134.75	(715.90)
610	SUPPLIES	2,060.00	0.00	134.75	(715.90)
01 1190 733 003	EC Furniture & Equipment	3,090.00	0.00	32.47	2,086.53
733	FURNITURE/FIXTURES	3,090.00	0.00	32.47	2,086.53
1190	EARLY CHILDHOOD ED PROGRAMS	194,155.00	15,833.54	97.40	5,047.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS				
01 1200 111 001	HS SPED Teacher Salaries	156,560.00	7,340.67	52.79	73,917.97
01 1200 111 002	MS SPED Teacher Salaries	74,160.00	8,918.00	108.49	(6,292.88)
01 1200 111 003	EL SPED Teacher Salaries	226,600.00	15,026.67	62.02	86,064.73
111	SALARIES TCHR/PROF	457,320.00	31,285.34	66.39	153,689.82
01 1200 112 001	HS SPED Teacher Aide	0.00	4,848.62	0.00	(29,906.51)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1200 112 002	MS SPED Teacher Aide	0.00	2,269.15	0.00	(9,790.32)
01 1200 112 003	EL SPED Teacher Aide	159,650.00	19,634.53	104.78	(7,629.67)
112 SALARIES AIDE/PARA		159,650.00	26,752.30	129.64	(47,326.50)
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	2,060.00	0.00	0.00	2,060.00
113 SALARIES SUB TCHR		2,060.00	0.00	0.00	2,060.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	56,650.00	2,891.03	55.23	25,359.74
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	21,630.00	3,598.07	152.16	(11,281.85)
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	70,040.00	5,942.17	76.95	16,146.31
211 GROUP INS TCHR/PROF		148,320.00	12,431.27	79.62	30,224.20
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	309.00	3,537.14	11,629.53	(35,626.26)
212 GROUP INSURANCE AIDE/PARA		309.00	3,537.14	11,629.53	(35,626.26)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	13,390.00	553.61	46.65	7,143.29
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	7,210.00	674.35	84.17	1,141.34
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,570.00	1,140.69	54.53	8,898.03
221 SOCIAL SECURITY TCHR/PROF		40,170.00	2,368.65	57.23	17,182.66
01 1200 222 001	SOCIAL SECURITY AIDE/PARA	0.00	372.39	0.00	(2,297.69)
01 1200 222 002	MS SPED SOCIAL SECURITY AIDE/PARA	0.00	174.30	0.00	(752.46)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	13,390.00	1,482.06	94.33	759.75
222 SOCIAL SECURITY AIDE/PARA		13,390.00	2,028.75	117.11	(2,290.40)
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	103.00	0.00	0.00	103.00
223 SOCIAL SECURITY SUB TCHR		103.00	0.00	0.00	103.00
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	15,656.00	725.10	48.93	7,996.18
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	7,416.00	880.90	106.91	(512.10)
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	22,660.00	1,484.31	61.26	8,778.25
231 RETIREMENT TCHR/PROF		45,732.00	3,090.31	64.44	16,262.33
01 1200 232 001	RETIREMENT AIDE/PARA	0.00	478.94	0.00	(2,954.13)
01 1200 232 002	MS RETIREMENT AIDE/PARA	0.00	224.14	0.00	(967.06)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	15,965.00	1,939.47	105.83	(930.51)
232 RETIREMENT AIDE/PARA		15,965.00	2,642.55	130.39	(4,851.70)
01 1200 237 001	Increased Retirement Contribution Rate	4,120.00	0.00	0.00	4,120.00
01 1200 237 002	Increased Retirement Contribution Rate	2,060.00	0.00	0.00	2,060.00
01 1200 237 003	Increased Retirement Contribution Rate	9,270.00	0.00	0.00	9,270.00
237 Inc Ret Contribution Rate		15,450.00	0.00	0.00	15,450.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	1,545.00	46.19	33.01	1,034.92
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	824.00	60.73	65.77	282.05
01 1200 281 003	HS SPED LTD/STD TCHR/PROF	1,854.00	117.99	59.23	755.91
281 LTD/STD TCHR/PROF		4,223.00	224.91	50.91	2,072.88
01 1200 282 001	LTD/STD AIDE/PARA	0.00	19.40	0.00	(128.83)
01 1200 282 002	LTD/STD AIDE/PARA	0.00	9.13	0.00	(45.53)
01 1200 282 003	EL SPED LTD/STD AIDE/PARA	1,030.00	91.23	94.91	52.45
282 LTD/STD AIDE/PARA		1,030.00	119.76	111.84	(121.91)
01 1200 330 000	SPED STAFF DEV/TRAINING	8,240.00	0.00	16.93	6,845.00
330 STAFF DEVELOPMENT/TRAINING		8,240.00	0.00	16.93	6,845.00
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	1,545.00	0.00	0.00	1,545.00
340 OTHER PROFESSIONAL SERVICES		1,545.00	0.00	0.00	1,545.00
01 1200 431 000	SPED NON-TECH BLDG REPAIRS/MAINT	0.00	0.00	0.00	0.00
431 NON-TECH REPAIRS/MAINT		0.00	0.00	0.00	0.00
01 1200 580 000	SPED TRAVEL EXPENSES	0.00	710.27	0.00	(710.27)
580 TRAVEL EXPENSES		0.00	710.27	0.00	(710.27)
01 1200 591 001	HS PURCHASED SERVICES	46,350.00	0.00	29.36	32,740.54
01 1200 591 002	MS PURCHASED SERVICES	14,420.00	0.00	0.81	14,303.77
01 1200 591 003	EL PURCHASED SERVICES	103,000.00	4,424.16	22.19	80,147.14

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591	PURCHASED SERVICES	163,770.00	4,424.16	22.34	127,191.45
01 1200 610 001	HS SPED Supplies	4,120.00	0.00	41.94	2,392.09
01 1200 610 002	MS SPED Supplies	1,030.00	0.00	178.90	(812.71)
01 1200 610 003	EL SPED Supplies	4,120.00	0.00	1.16	4,072.13
610	SUPPLIES	9,270.00	0.00	39.03	5,651.51
01 1200 640 001	HS SPED Textbooks	0.00	0.00	0.00	0.00
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
640	BOOKS/PERIODICALS	0.00	0.00	0.00	0.00
01 1200 643 000	SPED Web/Cloud Based Software	15,450.00	0.00	3.55	14,902.02
643	WEB/CLOUD BASED SOFTWARE	15,450.00	0.00	3.55	14,902.02
01 1200 650 000	SPED Computer Hardware	13,390.00	0.00	9.46	12,123.00
650	TECH SUPPLIES	13,390.00	0.00	9.46	12,123.00
01 1200 733 001	HS SPED Furniture And Equipment	0.00	0.00	0.00	(388.99)
01 1200 733 002	MS SPED Furniture And Equipment	0.00	0.00	0.00	(99.99)
01 1200 733 003	EL SPED Furniture And Equipment	3,090.00	0.00	0.00	3,090.00
733	FURNITURE/FIXTURES	3,090.00	0.00	15.82	2,601.02
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	1,118,477.00	89,615.41	71.66	316,976.85
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 211 001	Driver's Ed Summer School	0.00	0.00	0.00	0.00
211	GROUP INS 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	66,950.00	5,226.67	70.26	19,909.97
01 2120 111 002	MS Counselor's Salary	25,750.00	2,404.27	84.03	4,111.57
01 2120 111 003	EL Counselor's Salary	41,200.00	3,606.40	78.78	8,742.40
111	SALARIES TCHR/PROF	133,900.00	11,237.34	75.53	32,763.94
01 2120 211 001	HS Group Ins Counselor	19,570.00	2,171.31	92.83	1,403.61
01 2120 211 002	MS Group Ins Counselor	5,150.00	514.69	94.40	288.62

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01 2120 211 003	EL Group Ins Counselor	8,240.00	772.04	88.50	947.81
211 GROUP INS TCHR/PROF		32,960.00	3,458.04	91.99	2,640.04
01 2120 221 001	HS Social Security	4,120.00	401.67	87.74	505.18
01 2120 221 002	MS Social Security	2,266.00	184.76	73.38	603.17
01 2120 221 003	EL Social Security	3,399.00	277.14	73.38	904.74
221 SOCIAL SECURITY TCHR/PROF		9,785.00	863.57	79.43	2,013.09
01 2120 231 001	HS Retirement COUNSELOR	6,695.00	516.28	69.40	2,048.48
01 2120 231 002	MS Retirement COUNSELOR	2,575.00	237.49	81.50	476.45
01 2120 231 003	EL Retirement COUNSELOR	4,000.00	356.23	78.69	852.21
231 RETIREMENT TCHR/PROF		13,270.00	1,110.00	74.55	3,377.14
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	35.66	62.17	189.16
01 2120 281 002	MS LTD/STD COUNSELOR	200.00	15.25	69.23	61.54
01 2120 281 003	EL LTD/STD COUNSELOR	0.00	22.87	0.00	(207.63)
281 LTD/STD TCHR/PROF		700.00	73.78	93.85	43.07
01 2120 330 001	HS Counselor DEV/TRAINING	0.00	0.00	0.00	(249.90)
01 2120 330 002	MS Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
01 2120 330 003	EL Counselor DEV/TRAINING	0.00	0.00	0.00	0.00
330 STAFF DEVELOPMENT/TRAINING		0.00	0.00	0.00	(249.90)
01 2120 610 001	HS Guidance Supplies	5,000.00	0.00	0.00	5,000.00
01 2120 610 002	MS Guidance Supplies	0.00	0.00	0.00	(11.09)
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	0.00
610 SUPPLIES		5,000.00	0.00	0.22	4,988.91
01 2120 890 001	HS Other Expense	0.00	0.00	0.00	(180.00)
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	(180.00)
2120 GUIDANCE SERVICES		195,615.00	16,742.73	76.79	45,396.29
2130 HEALTH SERVICES					
01 2130 116 000	SALARIES NURSE	48,410.00	5,320.20	110.50	(5,081.13)
116 SALARIES PROF CLASS		48,410.00	5,320.20	110.50	(5,081.13)
01 2130 216 000	GROUP INSURANCE NURSE	0.00	2,306.93	0.00	(18,372.15)
216 GROUP INSURANCE PROF CLASS		0.00	2,306.93	0.00	(18,372.15)
01 2130 226 000	SOCIAL SECURITY NURSE	3,914.00	406.40	104.51	(176.52)
226 SOCIAL SECURITY PROF CLASS		3,914.00	406.40	104.51	(176.52)
01 2130 236 000	RETIREMENT NURSE	4,841.00	525.52	102.89	(139.92)
236 RETIREMENT PROF CLASS		4,841.00	525.52	102.89	(139.92)
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	206.00	26.09	121.86	(45.03)
286 LTD/STD PROF CLASS		206.00	26.09	121.86	(45.03)
01 2130 320 000	Student Health Screenings	2,575.00	0.00	0.00	2,575.00
320 PROF EDUC SERVICES		2,575.00	0.00	0.00	2,575.00
01 2130 610 000	Nurse Supplies	4,635.00	0.00	299.04	(9,225.69)
610 SUPPLIES		4,635.00	0.00	299.04	(9,225.69)
2130 HEALTH SERVICES		64,581.00	8,585.14	147.17	(30,465.44)
2141 SPED SA Psych Services					
01 2141 591 000	SPED SA Psych Services	144,200.00	0.00	51.26	70,280.00
591 PURCHASED SERVICES		144,200.00	0.00	51.26	70,280.00
2141 SPED SA Psych Services		144,200.00	0.00	51.26	70,280.00
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					

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01 2151 111 001	Speech Path HS SALARIES TCHR/PROF	0.00	1,583.33	0.00	(14,249.97)
01 2151 111 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	1,250.00	0.00	(11,250.00)
01 2151 111 003	Speech Path EL SALARIES TCHR/PROF	0.00	2,916.67	0.00	(26,250.03)
111	SALARIES TCHR/PROF	0.00	5,750.00	0.00	(51,750.00)
01 2151 211 001	Speech Path HS GROUP INS TCHR/PROF	0.00	310.70	0.00	(3,009.30)
01 2151 211 002	Speech Path MS GROUP INS TCHR/PROF	0.00	245.28	0.00	(2,375.69)
01 2151 211 003	Speech Path EL GROUP INS TCHR/PROF	0.00	572.33	0.00	(5,543.33)
211	GROUP INS TCHR/PROF	0.00	1,128.31	0.00	(10,928.32)
01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	0.00	121.35	0.00	(1,091.85)
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	0.00	95.79	0.00	(861.88)
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	0.00	223.53	0.00	(2,011.23)
221	SOCIAL SECURITY TCHR/PROF	0.00	440.67	0.00	(3,964.96)
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	0.00	156.41	0.00	(1,407.68)
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	0.00	123.47	0.00	(1,111.23)
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	0.00	288.10	0.00	(2,592.90)
231	RETIREMENT TCHR/PROF	0.00	567.98	0.00	(5,111.81)
01 2151 237 001	HS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 002	MS Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
01 2151 237 003	EL Speech Inc Ret Contr Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2151 281 001	Speech Path HS LTD/STD TCHR/PROF	0.00	8.52	0.00	(72.82)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	0.00	6.74	0.00	(57.62)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	0.00	15.72	0.00	(134.36)
281	LTD/STD TCHR/PROF	0.00	30.98	0.00	(264.80)
01 2151 591 000	SPED SA Speech/Audiology	144,200.00	1,575.32	10.81	128,609.52
591	PURCHASED SERVICES	144,200.00	1,575.32	10.81	128,609.52
01 2151 610 000	SPED Speech Path SUPPLIES	2,060.00	0.00	17.95	1,690.16
610	SUPPLIES	2,060.00	0.00	17.95	1,690.16
2151	SPED SA Speech/Audiology	146,260.00	9,493.26	60.15	58,279.79
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	1,030.00	0.00	0.00	1,030.00
591	PURCHASED SERVICES	1,030.00	0.00	0.00	1,030.00
2152	SPED 3-5 Speech/Audiology	1,030.00	0.00	0.00	1,030.00
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)	56,650.00	5,707.32	75.02	14,153.23
340	OTHER PROFESSIONAL SERVICES	56,650.00	5,707.32	75.02	14,153.23
2161	SPED SA OccTherapy	56,650.00	5,707.32	75.02	14,153.23
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)	20,600.00	589.45	37.83	12,807.81

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
340	OTHER PROFESSIONAL SERVICES	20,600.00	589.45	37.83	12,807.81
2171	SPED SA PhysTherapy	20,600.00	589.45	37.83	12,807.81
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				
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	20,600.00	0.00	31.33	14,145.40
330	STAFF DEVELOPMENT/TRAINING	20,600.00	0.00	31.33	14,145.40
2213	SCHOOL IMPROVEMENT	20,600.00	0.00	31.33	14,145.40
2220	LIBRARY/MEDIA SERVICES				
01 2220 111 000	Library/Media Tchr Salaries	65,920.00	5,226.67	71.36	18,879.97
111	SALARIES TCHR/PROF	65,920.00	5,226.67	71.36	18,879.97
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	18,540.00	1,593.40	77.35	4,199.40
211	GROUP INS TCHR/PROF	18,540.00	1,593.40	77.35	4,199.40
01 2220 221 000	L/M Social Security TCHR/PROF	4,635.00	371.10	72.06	1,295.18
221	SOCIAL SECURITY TCHR/PROF	4,635.00	371.10	72.06	1,295.18
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	6,592.00	516.28	70.49	1,945.48
231	RETIREMENT TCHR/PROF	6,592.00	516.28	70.49	1,945.48
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	515.00	35.49	61.74	197.03
281	LTD/STD TCHR/PROF	515.00	35.49	61.74	197.03

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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	5,232.00	0.00	9.97	4,710.36
640 BOOKS/PERIODICALS		5,232.00	0.00	9.97	4,710.36
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		101,434.00	7,742.94	69.21	31,227.42
2224 EDUCATIONAL TELEVISION SERVICES					
01 2224 382 000	Distant Learning / Internet	8,240.00	0.00	101.94	(160.00)
382 DISTANCE LEARNING		8,240.00	0.00	101.94	(160.00)
2224 EDUCATIONAL TELEVISION SERVICES		8,240.00	0.00	101.94	(160.00)
2230 INSTRUCTION RELATED TECH					
01 2230 111 000	Technology Coordinator	70,040.00	666.67	8.57	64,039.97
111 SALARIES TCHR/PROF		70,040.00	666.67	8.57	64,039.97
01 2230 116 000	Technology Support Staff	60,770.00	3,848.28	66.38	20,428.87
116 SALARIES PROF CLASS		60,770.00	3,848.28	66.38	20,428.87
01 2230 211 000	Technology Group Ins TCHR/PROF	21,630.00	221.23	9.16	19,648.24
211 GROUP INS TCHR/PROF		21,630.00	221.23	9.16	19,648.24
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	19,570.00	1,887.96	86.82	2,578.36
216 GROUP INSURANCE PROF CLASS		19,570.00	1,887.96	86.82	2,578.36
01 2230 221 000	Technology Social Security TCHR/PROF	5,665.00	51.09	8.12	5,205.26
221 SOCIAL SECURITY TCHR/PROF		5,665.00	51.09	8.12	5,205.26
01 2230 226 000	Technology Social Security PROF CLASS	7,210.00	270.74	39.85	4,337.10
226 SOCIAL SECURITY PROF CLASS		7,210.00	270.74	39.85	4,337.10
01 2230 231 000	Technology Retirement TCHR/PROF	8,240.00	65.85	7.19	7,647.35
231 RETIREMENT TCHR/PROF		8,240.00	65.85	7.19	7,647.35
01 2230 236 000	Technology Retirement PROF CLASS	6,180.00	380.13	64.48	2,195.18
236 RETIREMENT PROF CLASS		6,180.00	380.13	64.48	2,195.18
01 2230 237 000	Increased Retirement Contribution Rate	2,060.00	0.00	0.00	2,060.00
237 Inc Ret Contribution Rate		2,060.00	0.00	0.00	2,060.00
01 2230 281 000	Technology LTD/STD TCHR/PROF	515.00	4.20	7.16	478.13
281 LTD/STD TCHR/PROF		515.00	4.20	7.16	478.13
01 2230 286 000	Technology LTD/STD PROF CLASS	412.00	19.94	42.74	235.92
286 LTD/STD PROF CLASS		412.00	19.94	42.74	235.92
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	1,030.00	0.00	1.65	1,013.00
591 PURCHASED SERVICES		1,030.00	0.00	1.65	1,013.00
01 2230 610 000	Tech Supplies	0.00	501.98	0.00	(1,359.30)
610 SUPPLIES		0.00	501.98	0.00	(1,359.30)
01 2230 643 000	TECH Web/Cloud Based Software	103,000.00	61.23	44.51	57,151.23
643 WEB/CLOUD BASED SOFTWARE		103,000.00	61.23	44.51	57,151.23
01 2230 650 000	TECH Supplies/Soft/Hardware	97,850.00	3,361.11	27.24	71,195.61
650 TECH SUPPLIES		97,850.00	3,361.11	27.24	71,195.61
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		404,172.00	11,340.41	36.45	256,854.92
2310 BOARD OF EDUCATION					
01 2310 330 000	BOE DEV/TRAINING	1,545.00	0.00	51.91	743.00
330 STAFF DEVELOPMENT/TRAINING		1,545.00	0.00	51.91	743.00

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01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 2310 520 000	PROPERTY/LIABILITY INSURANCE	144,200.00	0.00	0.00	144,200.00
520	PROPERTY/LIABILITY INSURANCE	144,200.00	0.00	0.00	144,200.00
01 2310 540 000	ADVERTISING	9,785.00	1,000.60	87.46	1,226.77
540	ADVERTISING	9,785.00	1,000.60	87.46	1,226.77
01 2310 580 000	TRAVEL EXPENSES	0.00	0.00	0.00	(73.15)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(73.15)
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 2310 733 000	SUPT FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2310 810 000	BOE Dues & Fees	13,390.00	0.00	98.22	238.00
810	DUES & FEES	13,390.00	0.00	98.22	238.00
01 2310 890 000	BOE Misc Expense	1,545.00	171.83	30.54	1,073.17
890	MISC EXPENDITURES	1,545.00	171.83	30.54	1,073.17
2310	BOARD OF EDUCATION	170,465.00	1,172.43	13.53	147,407.79
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 000	SUPERINTENDENT SALARY	135,960.00	11,291.67	74.75	34,334.97
105	SUPERINTENDENT SALARY	135,960.00	11,291.67	74.75	34,334.97
01 2320 155 000	SUPT ADDT'L COMP	0.00	0.00	0.00	0.00
155	SUPT ADDT'L 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	20,600.00	1,625.62	71.02	5,969.42
215	GROUP INSURANCE SUPT	20,600.00	1,625.62	71.02	5,969.42
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	155.00	7.65	44.41	86.17
223	SOCIAL SECURITY SUB TCHR	155.00	7.65	44.41	86.17
01 2320 225 000	SUPT SOCIAL SECURITY	10,815.00	864.41	73.26	2,891.86
225	SOCIAL SECURITY SUPT	10,815.00	864.41	73.26	2,891.86
01 2320 233 000	RET SUPT STIPEND	80.00	9.88	111.15	(8.92)
233	RETIREMENT SUB TCHR	80.00	9.88	111.15	(8.92)
01 2320 235 000	SUPT RETIREMENT	13,905.00	1,122.77	72.51	3,822.27
235	RETIREMENT SUPT	13,905.00	1,122.77	72.51	3,822.27
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	44.90	67.35	195.90
285	LTD/STD SUPT	600.00	44.90	67.35	195.90
01 2320 295 000	OTHER BENEFITS (CELL PHONE/moving)	0.00	75.00	0.00	(2,550.00)
295	OTHER BENEFITS (CELL PHONE)	0.00	75.00	0.00	(2,550.00)
01 2320 310 000	SUPT DUES & FEES	1,500.00	0.00	14.67	1,280.00
310	OFFICIAL ADMIN SERVICES	1,500.00	0.00	14.67	1,280.00
01 2320 330 000	SUPT Staff Dev/Training	10,000.00	1,200.00	20.52	7,948.00
330	STAFF DEVELOPMENT/TRAINING	10,000.00	1,200.00	20.52	7,948.00
01 2320 333 000	SUPT Mileage	103.00	100.00	873.79	(797.00)
333	MILEAGE TO STAFF	103.00	100.00	873.79	(797.00)
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	298.18	0.00	(2,901.60)
580	TRAVEL EXPENSES	0.00	298.18	0.00	(2,901.60)
01 2320 610 000	SUPT Supplies	3,000.00	0.00	24.80	2,256.13
610	SUPPLIES	3,000.00	0.00	24.80	2,256.13
01 2320 650 000	SUPT Computer Software	50,000.00	242.00	4.65	47,675.75
650	TECH SUPPLIES	50,000.00	242.00	4.65	47,675.75
01 2320 733 000	SUPT Furniture & Equipment	0.00	0.00	0.00	(5,846.00)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(5,846.00)
01 2320 890 000	SUPT Other Expense	3,000.00	257.95	92.68	219.51

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
890	MISC EXPENDITURES	3,000.00	257.95	92.68	219.51
2320	EXECUTIVE ADMINISTRATION	253,218.00	17,140.03	61.27	98,076.46
2330	District Legal Services				
01 2330 317 000	LEGAL SERVICES	15,000.00	362.00	89.60	1,559.88
317	CONTRACCTED LEGAL SERVICES	15,000.00	362.00	89.60	1,559.88
2330	District Legal Services	15,000.00	362.00	89.60	1,559.88
2410	OFFICE OF THE PRINCIPAL				
01 2410 110 000	Clerical Salaries	56,000.00	6,488.24	97.45	1,428.83
110	SALARIES NON-INSTR	56,000.00	6,488.24	97.45	1,428.83
01 2410 111 001	HS PRINCIPAL HEAD&ASST SALARIES	65,000.00	4,408.33	61.04	25,325.03
01 2410 111 002	MS PRINCIPAL HEAD&ASST SALARIES	40,000.00	4,337.50	97.59	962.50
01 2410 111 003	EL PRINCIPAL HEAD&ASST SALARIES	60,000.00	4,337.50	65.06	20,962.50
111	SALARIES TCHR/PROF	165,000.00	13,083.33	71.36	47,250.03
01 2410 210 000	Clerical Group Insurance	42,000.00	3,854.03	81.97	7,572.31
210	GROUP INSURANCE NON-INSTR	42,000.00	3,854.03	81.97	7,572.31
01 2410 211 001	HS PRINCIPAL OFFICE GROUP INS	15,000.00	1,228.93	73.55	3,967.66
01 2410 211 002	MS PRINCIPAL OFFICE GROUP INS	9,000.00	1,212.30	120.92	(1,882.67)
01 2410 211 003	EL PRINCIPAL OFFICE GROUP INS	10,000.00	1,212.31	108.83	(882.76)
211	GROUP INS TCHR/PROF	34,000.00	3,653.54	96.46	1,202.23
01 2410 220 000	Clerical Social Security	5,000.00	497.10	83.62	819.06
220	SOCIAL SECURITY NON-INSTR	5,000.00	497.10	83.62	819.06
01 2410 221 001	HS PRINCIPAL OFFICE SOC SEC	5,000.00	338.67	60.94	1,952.77
01 2410 221 002	MS PRINCIPAL OFFICE SOC SEC	5,000.00	333.23	59.96	2,001.81
01 2410 221 003	EL PRINCIPAL OFFICE SOC SEC	5,000.00	333.20	59.96	2,001.93
221	SOCIAL SECURITY TCHR/PROF	15,000.00	1,005.10	60.29	5,956.51
01 2410 230 000	Clerical Retirement	5,000.00	633.42	107.27	(363.35)
230	RETIREMENT NON-INSTR	5,000.00	633.42	107.27	(363.35)
01 2410 231 001	HS PRINCIPAL OFFICE RETIREMENT	5,000.00	435.45	78.38	1,080.97
01 2410 231 002	MS PRINCIPAL OFFICE RETIREMENT	5,000.00	428.46	77.12	1,143.90
01 2410 231 003	EL PRINCIPAL OFFICE RETIREMENT	5,000.00	428.45	77.12	1,143.97
231	RETIREMENT TCHR/PROF	15,000.00	1,292.36	77.54	3,368.84
01 2410 237 000	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001	Increased Retirement Contribution Rate	1,000.00	0.00	0.00	1,000.00
01 2410 237 002	Increased Retirement Contribution Rate	1,000.00	0.00	0.00	1,000.00
01 2410 237 003	Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	2,000.00	0.00	0.00	2,000.00
01 2410 280 000	Clerical LTD/STD	500.00	45.09	79.50	102.50
280	LTD/STD NON-INSTR	500.00	45.09	79.50	102.50
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	400.00	27.67	59.44	162.23
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	300.00	27.21	77.96	66.13
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	400.00	27.22	58.50	166.02
281	LTD/STD TCHR/PROF	1,100.00	82.10	64.15	394.38
01 2410 310 000	PRINC OFFICE 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 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	5,000.00	0.00	4.00	4,800.00
330	STAFF DEVELOPMENT/TRAINING	5,000.00	0.00	4.00	4,800.00
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,000.00	0.00	133.22	(332.18)
580	TRAVEL EXPENSES	1,000.00	0.00	133.22	(332.18)
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	1,000.00	0.00	0.00	1,000.00
01 2410 733 000	PRIN OFFICE FURNITURE	3,000.00	0.00	106.70	(201.00)
733	FURNITURE/FIXTURES	3,000.00	0.00	106.70	(201.00)
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	600.00	0.00	88.34	69.95

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
890	MISC EXPENDITURES	600.00	0.00	88.34	69.95
2410	OFFICE OF THE PRINCIPAL	352,700.00	30,634.31	78.47	75,948.11
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	5,000.00	0.00	38.63	3,068.67
112	SALARIES AIDE/PARA	5,000.00	0.00	38.63	3,068.67
01 2510 116 000	FISCAL SERVICES SALARIES	50,000.00	4,258.11	75.21	12,394.54
116	SALARIES PROF CLASS	50,000.00	4,258.11	75.21	12,394.54
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	175.00	0.00	0.00	175.00
212	GROUP INSURANCE AIDE/PARA	175.00	0.00	0.00	175.00
01 2510 216 000	FISCAL SERVICES GROUP INS	40,000.00	2,232.27	50.23	19,909.57
216	GROUP INSURANCE PROF CLASS	40,000.00	2,232.27	50.23	19,909.57
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	49.44	151.67
222	SOCIAL SECURITY AIDE/PARA	300.00	0.00	49.44	151.67
01 2510 226 000	SOCIAL SECURITY PROF CLASS	5,000.00	322.95	57.03	2,148.71
226	SOCIAL SECURITY PROF CLASS	5,000.00	322.95	57.03	2,148.71
01 2510 232 000	Concession Mgr Retirement	350.00	0.00	54.51	159.21
232	RETIREMENT AIDE/PARA	350.00	0.00	54.51	159.21
01 2510 236 000	FISCAL SERVICES RETIREMENT	7,500.00	420.61	49.53	3,785.42
236	RETIREMENT PROF CLASS	7,500.00	420.61	49.53	3,785.42
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	52.13	7.18
282	LTD/STD AIDE/PARA	15.00	0.00	52.13	7.18
01 2510 286 000	FISCAL SERVICES LTD/STD	400.00	28.46	62.77	148.93
286	LTD/STD PROF CLASS	400.00	28.46	62.77	148.93
01 2510 310 000	FISCAL SERV/BANK FEES	1,000.00	59.11	125.49	(254.94)
310	OFFICIAL ADMIN SERVICES	1,000.00	59.11	125.49	(254.94)
01 2510 315 000	AUDIT/BUDGET SERVICES	11,000.00	0.00	89.55	1,150.00
315	ACCOUNTING/AUDITING SERVICES	11,000.00	0.00	89.55	1,150.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	2,000.00	0.00	7.75	1,845.00
330	STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	7.75	1,845.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	1,500.00	0.00	95.50	67.50
340	OTHER PROFESSIONAL SERVICES	1,500.00	0.00	95.50	67.50
01 2510 530 000	PHONE/INTERNET	15,000.00	884.90	58.61	6,208.51
530	PHONE/INTERNET	15,000.00	884.90	58.61	6,208.51
01 2510 531 000	POSTAGE	6,000.00	228.93	25.01	4,499.69
531	POSTAGE	6,000.00	228.93	25.01	4,499.69
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	500.00	182.07	68.06	159.68
580	TRAVEL EXPENSES	500.00	182.07	68.06	159.68
01 2510 610 000	FISCAL OFFICE SUPPLIES	2,000.00	62.74	83.91	321.81
610	SUPPLIES	2,000.00	62.74	83.91	321.81
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	164.27	123.95	(47.90)
890	MISC EXPENDITURES	200.00	164.27	123.95	(47.90)
2510	FISCAL SERVICES	147,940.00	8,844.42	62.22	55,898.25
2570	PERSONNEL SERV-ESRP				
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	1,000.00	35.00	6.82	931.82
330	STAFF DEVELOPMENT/TRAINING	1,000.00	35.00	6.82	931.82
2570	PERSONNEL SERV-ESRP	1,000.00	35.00	6.82	931.82
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

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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	120,000.00	7,122.87	65.88	40,945.93
621	NATURAL GAS	120,000.00	7,122.87	65.88	40,945.93
2610	OPERATION OF BUILDINGS	120,000.00	7,122.87	65.88	40,945.93
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	150,000.00	16,029.82	87.17	19,239.88
110	SALARIES NON-INSTR	150,000.00	16,029.82	87.17	19,239.88
01 2620 210 000	MAINT GROUP INS	35,000.00	4,090.75	88.83	3,910.30
210	GROUP INSURANCE NON-INSTR	35,000.00	4,090.75	88.83	3,910.30
01 2620 220 000	MAINT SOCIAL SECURITY	10,000.00	1,225.89	99.93	7.46
220	SOCIAL SECURITY NON-INSTR	10,000.00	1,225.89	99.93	7.46
01 2620 230 000	MAINT RETIREMENT	15,000.00	1,583.39	86.11	2,083.79
230	RETIREMENT NON-INSTR	15,000.00	1,583.39	86.11	2,083.79
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	61.48	65.83	239.18
280	LTD/STD NON-INSTR	700.00	61.48	65.83	239.18
01 2620 330 000	MAINT STAFF DEV/TRN	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2620 340 000	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	41.37	4,104.20
340	OTHER PROFESSIONAL SERVICES	7,000.00	0.00	41.37	4,104.20
01 2620 350 000	MAINT. REPAIRS	80,000.00	2,386.04	30.10	55,919.23
350	TECHNICAL SERVICES	80,000.00	2,386.04	30.10	55,919.23
01 2620 410 000	WATER & SEWER	15,000.00	1,174.53	81.33	2,801.05
410	WATER/SEWER	15,000.00	1,174.53	81.33	2,801.05
01 2620 420 000	TRASH SERVICE	5,000.00	561.70	68.20	1,589.80
420	TRASH SERVICE	5,000.00	561.70	68.20	1,589.80
01 2620 431 000	BLDG REPAIRS & MAINT	60,000.00	180.00	207.32	(64,393.76)
431	NON-TECH REPAIRS/MAINT	60,000.00	180.00	207.32	(64,393.76)
01 2620 450 000	CONSTRUCTION/REMODEL SERVICES	65,000.00	0.00	97.32	1,741.00
450	CONSTRUCTION SERVICES	65,000.00	0.00	97.32	1,741.00
01 2620 610 000	MAINT Supplies	40,000.00	5,169.21	85.57	5,770.96
610	SUPPLIES	40,000.00	5,169.21	85.57	5,770.96
01 2620 733 000	MAINT Furniture & Equipment	5,000.00	0.00	11.29	4,435.39
733	FURNITURE/FIXTURES	5,000.00	0.00	11.29	4,435.39
01 2620 890 000	MISC EXPENSE	0.00	275.80	0.00	(275.80)
890	MISC EXPENDITURES	0.00	275.80	0.00	(275.80)
2620	MAINT OF BUILDINGS	491,700.00	32,738.61	91.63	41,172.68
2630	OUTSIDE MAINTENANCE				
01 2630 340 000	OUTSIDE REPAIRS/MAINT	10,000.00	0.00	360.35	(26,034.96)
340	OTHER PROFESSIONAL SERVICES	10,000.00	0.00	360.35	(26,034.96)
2630	OUTSIDE MAINTENANCE	10,000.00	0.00	360.35	(26,034.96)
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	0.00	0.00	0.00	0.00
590	INTERAGENCY PURCH SERVICES	0.00	0.00	0.00	0.00
2660	SECURITY (CAMAERAS)	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)				
01 2670 650 000	Safety Tech Supplies	1,500.00	0.00	100.00	0.00
650	TECH SUPPLIES	1,500.00	0.00	100.00	0.00
01 2670 734 000	Safety Tech Hardware	0.00	0.00	0.00	0.00
734	TECH HARDWARE	0.00	0.00	0.00	0.00
2670	SAFETY (FIRE ALARM)	1,500.00	0.00	100.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)				
01 2710 110 000	TRANSPORTATION Salaries	170,000.00	22,198.85	103.76	(6,388.67)
110	SALARIES NON-INSTR	170,000.00	22,198.85	103.76	(6,388.67)
01 2710 210 000	TRANSP GROUP INSURANCE	30,000.00	1,928.78	61.30	11,609.81
210	GROUP INSURANCE NON-INSTR	30,000.00	1,928.78	61.30	11,609.81
01 2710 220 000	TRANSP SOCIAL SECURITY	15,000.00	1,684.88	89.10	1,635.02
220	SOCIAL SECURITY NON-INSTR	15,000.00	1,684.88	89.10	1,635.02
01 2710 230 000	TRANSP RETIREMENT	17,000.00	2,192.75	102.14	(364.43)
230	RETIREMENT NON-INSTR	17,000.00	2,192.75	102.14	(364.43)
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	500.00	52.33	97.73	11.35
280	LTD/STD NON-INSTR	500.00	52.33	97.73	11.35
01 2710 330 000	TRANSP STAFF DEV/TRN	1,000.00	270.00	333.60	(2,336.00)
330	STAFF DEVELOPMENT/TRAINING	1,000.00	270.00	333.60	(2,336.00)
01 2710 340 000	VEHICLE REPAIRS/MAINT	30,000.00	0.00	101.07	(321.81)
340	OTHER PROFESSIONAL SERVICES	30,000.00	0.00	101.07	(321.81)
01 2710 610 000	VEHICLE PARTS/SUPPLIES	10,300.00	38.94	211.81	(11,516.63)
610	SUPPLIES	10,300.00	38.94	211.81	(11,516.63)
01 2710 626 000	GAS & DIESEL	60,000.00	8,372.37	60.67	23,596.13
626	GAS/DIESEL FUEL	60,000.00	8,372.37	60.67	23,596.13
01 2710 732 000	Bus Acquisition (pupil)	215,000.00	0.00	45.53	117,100.00
732	VEHICLES	215,000.00	0.00	45.53	117,100.00
01 2710 890 000	Transp. Other Expense	3,000.00	935.65	93.52	194.55
890	MISC EXPENDITURES	3,000.00	935.65	93.52	194.55
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)	551,800.00	37,674.55	75.86	133,219.32
2712	VEHICLE OPER/MAINT/PURCH (SPED)				
01 2712 110 000	Sped Transportation Salaries	20,000.00	2,157.60	87.56	2,489.00
110	SALARIES NON-INSTR	20,000.00	2,157.60	87.56	2,489.00
01 2712 210 000	SPED TRANSP Group Ins	1,000.00	271.32	158.79	(587.88)
210	GROUP INSURANCE NON-INSTR	1,000.00	271.32	158.79	(587.88)
01 2712 220 000	SPED TRANSP Soc Sec	1,500.00	164.35	89.01	164.91
220	SOCIAL SECURITY NON-INSTR	1,500.00	164.35	89.01	164.91
01 2712 230 000	SPED TRANS Retirement	2,000.00	213.11	86.48	270.34
230	RETIREMENT NON-INSTR	2,000.00	213.11	86.48	270.34
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	8.42	130.78	(15.39)
280	LTD/STD NON-INSTR	50.00	8.42	130.78	(15.39)
01 2712 330 000	SPED TRANSP STAFF DEV/TRAINING	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 2712 332 000	SPED Mileage to Parents	0.00	0.00	0.00	(696.01)
332	MILEAGE TO PARENTS	0.00	0.00	0.00	(696.01)
01 2712 626 000	SPED GAS/DIESEL FUEL	5,000.00	345.00	27.99	3,600.50
626	GAS/DIESEL FUEL	5,000.00	345.00	27.99	3,600.50
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	5,000.00	0.00	20.47	3,976.43
732	VEHICLES	5,000.00	0.00	20.47	3,976.43
2712	VEHICLE OPER/MAINT/PURCH (SPED)	34,550.00	3,159.80	73.37	9,201.90
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

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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 100 000	Daycare Salaries	150,000.00	6,899.20	32.20	101,705.60
100	SALARIES	150,000.00	6,899.20	32.20	101,705.60
01 3300 111 000	Daycare Teacher Salaries	15,000.00	0.00	15.50	12,674.63
111	SALARIES TCHR/PROF	15,000.00	0.00	15.50	12,674.63
01 3300 112 000	Daycare Aide Salaries	50,000.00	0.00	3.60	48,198.50
112	SALARIES AIDE/PARA	50,000.00	0.00	3.60	48,198.50
01 3300 210 000	DAYCARE GROUP INSURANCE NON-INSTR	10,000.00	832.47	58.27	4,172.71
210	GROUP INSURANCE NON-INSTR	10,000.00	832.47	58.27	4,172.71
01 3300 211 000	Daycare GROUP INS TCHR/PROF	200.00	0.00	46.76	106.48
211	GROUP INS TCHR/PROF	200.00	0.00	46.76	106.48
01 3300 212 000	Daycare GROUP INSURANCE AIDE/PARA	200.00	0.00	17.02	165.97
212	GROUP INSURANCE AIDE/PARA	200.00	0.00	17.02	165.97
01 3300 220 000	DAYCARE SOCIAL SECURITY NON-INSTR	5,000.00	528.43	73.98	1,300.99
220	SOCIAL SECURITY NON-INSTR	5,000.00	528.43	73.98	1,300.99
01 3300 221 000	Daycare SOCIAL SECURITY TCHR/PROF	200.00	0.00	88.80	22.40
221	SOCIAL SECURITY TCHR/PROF	200.00	0.00	88.80	22.40
01 3300 222 000	Daycare SOCIAL SECURITY AIDE/PARA	200.00	0.00	68.93	62.15
222	SOCIAL SECURITY AIDE/PARA	200.00	0.00	68.93	62.15
01 3300 230 000	DAYCARE RETIREMENT NON-INSTR	5,000.00	681.49	95.41	229.57
230	RETIREMENT NON-INSTR	5,000.00	681.49	95.41	229.57
01 3300 231 000	Daycare RETIREMENT TCHR/PROF	500.00	0.00	45.94	270.30
231	RETIREMENT TCHR/PROF	500.00	0.00	45.94	270.30
01 3300 232 000	Daycare RETIREMENT AIDE/PARA	500.00	0.00	35.59	322.06
232	RETIREMENT AIDE/PARA	500.00	0.00	35.59	322.06
01 3300 280 000	DAYCARE LTD/STD NON-INSTR	200.00	38.20	133.70	(67.40)
280	LTD/STD NON-INSTR	200.00	38.20	133.70	(67.40)
01 3300 281 000	Daycare LTD/STD Teacher	0.00	0.00	0.00	(1.53)
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	(1.53)
01 3300 282 000	Daycare LTD/STD Aide/Para	0.00	0.00	0.00	(0.87)
282	LTD/STD AIDE/PARA	0.00	0.00	0.00	(0.87)
01 3300 400 000	Daycare Supplies & Materials	0.00	0.00	0.00	0.00
400	SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
01 3300 470 000	Daycare Food	500.00	0.00	23.19	384.05
470	FOOD	500.00	0.00	23.19	384.05
01 3300 610 000	Daycare Supplies	3,500.00	1,876.32	126.83	(938.95)
610	SUPPLIES	3,500.00	1,876.32	126.83	(938.95)
01 3300 890 000	Daycare Misc Expenditures	500.00	0.00	42.00	290.00
890	MISC EXPENDITURES	500.00	0.00	42.00	290.00
3300	COMMUNITY SERV OPER	241,500.00	10,856.11	30.06	168,896.66
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	5,000.00	0.00	0.00	5,000.00
111	SALARIES TCHR/PROF	5,000.00	0.00	0.00	5,000.00
01 3535 211 003	HAL Group Insurance	2,000.00	0.00	0.00	2,000.00
211	GROUP INS TCHR/PROF	2,000.00	0.00	0.00	2,000.00
01 3535 221 003	HAL Social Security	500.00	0.00	0.00	500.00
221	SOCIAL SECURITY TCHR/PROF	500.00	0.00	0.00	500.00
01 3535 231 003	HAL Retirement	500.00	0.00	0.00	500.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
231	RETIREMENT TCHR/PROF	500.00	0.00	0.00	500.00
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	50.00	0.00	0.00	50.00
281	LTD/STD TCHR/PROF	50.00	0.00	0.00	50.00
01 3535 330 003	HAL STAFF DEV/TRNG	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
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	400.00	0.00	0.00	400.00
650	TECH SUPPLIES	400.00	0.00	0.00	400.00
01 3535 733 003	HAL Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS	8,450.00	0.00	0.00	8,450.00
3541	EARLY CHILDHOOD ENDOWMENT GRANTS				
01 3541 111 003	Sixpence Coordinator Salaries	20,000.00	1,502.67	67.62	6,475.97
111	SALARIES TCHR/PROF	20,000.00	1,502.67	67.62	6,475.97
01 3541 112 003	SIXPENCE SALARIES AIDE	80,000.00	5,801.60	66.68	26,652.19
112	SALARIES AIDE/PARA	80,000.00	5,801.60	66.68	26,652.19
01 3541 211 003	Sixpence Coord Group Insurance	15,000.00	548.93	32.94	10,059.63
211	GROUP INS TCHR/PROF	15,000.00	548.93	32.94	10,059.63
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	1,500.00	110.52	66.31	505.36
221	SOCIAL SECURITY TCHR/PROF	1,500.00	110.52	66.31	505.36
01 3541 222 003	SOCIAL SECURITY AIDE	3,500.00	445.87	117.06	(596.97)
222	SOCIAL SECURITY AIDE/PARA	3,500.00	445.87	117.06	(596.97)
01 3541 231 003	Coord. Retirement	2,000.00	148.43	66.79	664.13
231	RETIREMENT TCHR/PROF	2,000.00	148.43	66.79	664.13
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	500.00	573.07	1,053.92	(4,769.59)
232	RETIREMENT AIDE/PARA	500.00	573.07	1,053.92	(4,769.59)
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	150.00	9.85	58.82	61.77
281	LTD/STD TCHR/PROF	150.00	9.85	58.82	61.77
01 3541 282 003	LTD/STD AIDE	150.00	26.76	138.21	(57.32)
282	LTD/STD AIDE/PARA	150.00	26.76	138.21	(57.32)
01 3541 330 003	Sixpence Travel/Staff Development	5,000.00	0.00	14.89	4,255.66
330	STAFF DEVELOPMENT/TRAINING	5,000.00	0.00	14.89	4,255.66
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	500.00	0.00	103.61	(18.07)
580	TRAVEL EXPENSES	500.00	0.00	103.61	(18.07)
01 3541 610 003	Sixpence Supplies/Family Inv	15,000.00	102.48	24.34	11,348.62
610	SUPPLIES	15,000.00	102.48	24.34	11,348.62
01 3541 733 003	Sixpence Furniture and Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 3541 890 000	SIXPENCE OTHER EXP	5,000.00	68.08	6.61	4,669.35
890	MISC EXPENDITURES	5,000.00	68.08	6.61	4,669.35
3541	EARLY CHILDHOOD ENDOWMENT GRANTS	148,300.00	9,338.26	60.05	59,250.73
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				

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01 4300 340 000	PROFESSIONAL SERVICES-ARCHIT/ENGINEER	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4300	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 610 003	IDEA Part B-Early Interven. (Rtl)	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
4411	IDEA PART B EARLY INTERVENING SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 591 003	IDEA Prof. Services	0.00	0.00	0.00	0.00
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	40,000.00	3,501.87	43.77	22,490.65
01 6200 111 003	Title I, Part A ELEM SALARIES	60,000.00	7,225.87	89.83	6,099.97
111	SALARIES TCHR/PROF	100,000.00	10,727.74	71.41	28,590.62
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	0.00
113	SALARIES SUB TCHR	0.00	0.00	0.00	0.00
01 6200 211 002	Title I GROUP INS MS TCHR/PROF	5,500.00	521.74	47.43	2,891.30
01 6200 211 003	Title I Group Insurance	25,000.00	2,320.99	69.48	7,629.94
211	GROUP INS TCHR/PROF	30,500.00	2,842.73	65.50	10,521.24
01 6200 221 002	Title I MS SOC SEC TCHR/PROF	3,000.00	258.38	43.06	1,708.10
01 6200 221 003	Title I Social Security TCHR	8,000.00	534.86	50.22	3,982.41
221	SOCIAL SECURITY TCHR/PROF	11,000.00	793.24	48.27	5,690.51
01 6200 223 003	Title I SOC SEC SUB TCHR	0.00	0.00	0.00	0.00
223	SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
01 6200 231 002	Title I RET MS TCHR/PROF	4,000.00	345.91	43.24	2,270.45
01 6200 231 003	Title I Retirement EL	8,000.00	713.75	66.55	2,675.91
231	RETIREMENT TCHR/PROF	12,000.00	1,059.66	58.78	4,946.36
01 6200 237 002	MS Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
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	23.49	39.15	182.55
01 6200 281 003	Title I LTD/STD	700.00	47.92	51.32	340.78
281	LTD/STD TCHR/PROF	1,000.00	71.41	47.67	523.33
01 6200 330 003	Title I Staff Dev/Training	400.00	0.00	0.00	400.00
330	STAFF DEVELOPMENT/TRAINING	400.00	0.00	0.00	400.00
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	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
01 6200 650 003	Title I Computer Software	500.00	0.00	0.00	500.00
650	TECH SUPPLIES	500.00	0.00	0.00	500.00
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	156,400.00	15,494.78	66.64	52,172.06
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

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01 6210 650 003	Title I Acctblty 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	SPED-IDEA- 3-5 other PROF SERV	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
01 6406 591 003	IDEA Preschool 3-5 Prf Serv	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6406	FEDERAL-IDEA PART B (611) BASE AGE 3-4	0.00	0.00	0.00	0.00
6408	FEDERAL-IDEA PART B (611) BASE AGE 0-4				
01 6408 111 003	IDEA Part B Base Salary (prek BAF)	15,000.00	1,750.00	105.00	(750.00)
111	SALARIES TCHR/PROF	15,000.00	1,750.00	105.00	(750.00)
01 6408 112 003	IDEA Part B Base Aide (prek BAF)	50,000.00	8,009.39	120.80	(10,398.13)
112	SALARIES AIDE/PARA	50,000.00	8,009.39	120.80	(10,398.13)
01 6408 211 003	IDEA Part B Base Ins. (prek BAF)	6,000.00	343.40	55.43	2,674.01
211	GROUP INS TCHR/PROF	6,000.00	343.40	55.43	2,674.01
01 6408 212 003	GROUP INSURANCE AIDE/PARA	3,000.00	29.54	98.78	36.61
212	GROUP INSURANCE AIDE/PARA	3,000.00	29.54	98.78	36.61
01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	1,000.00	134.12	120.68	(206.77)
221	SOCIAL SECURITY TCHR/PROF	1,000.00	134.12	120.68	(206.77)
01 6408 222 003	IDEA SOC SEC PARA	4,000.00	614.34	115.82	(632.84)
222	SOCIAL SECURITY AIDE/PARA	4,000.00	614.34	115.82	(632.84)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	2,000.00	172.86	77.79	444.26
231	RETIREMENT TCHR/PROF	2,000.00	172.86	77.79	444.26
01 6408 232 003	IDEA RETIREMT PARA	5,000.00	791.15	118.87	(943.30)
232	RETIREMENT AIDE/PARA	5,000.00	791.15	118.87	(943.30)
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)	100.00	9.43	80.61	19.39
281	LTD/STD TCHR/PROF	100.00	9.43	80.61	19.39
01 6408 282 003	IDEA LTD/STD PARA	100.00	26.88	249.49	(149.49)
282	LTD/STD AIDE/PARA	100.00	26.88	249.49	(149.49)
01 6408 340 003	IDEA 0-4 YO Prof Services	15,000.00	2,101.71	107.70	(1,154.85)
340	OTHER PROFESSIONAL SERVICES	15,000.00	2,101.71	107.70	(1,154.85)
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	40,000.00	1,691.60	27.21	29,115.29
591	PURCHASED SERVICES	40,000.00	1,691.60	27.21	29,115.29
01 6408 610 003	IDEA BAF SUPPLIES	1,000.00	0.00	0.00	1,000.00
610	SUPPLIES	1,000.00	0.00	0.00	1,000.00
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	142,200.00	15,674.42	86.60	19,054.18
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	833.33	115.38	(999.97)
111	SALARIES TCHR/PROF	6,500.00	833.33	115.38	(999.97)
01 6412 211 003	GROUP INSURANCE TCHR/PROF	2,500.00	163.52	63.35	916.22
211	GROUP INS TCHR/PROF	2,500.00	163.52	63.35	916.22
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	500.00	63.86	114.92	(74.58)

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221	SOCIAL SECURITY TCHR/PROF	500.00	63.86	114.92	(74.58)
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	650.00	82.31	113.97	(90.80)
231	RETIREMENT TCHR/PROF	650.00	82.31	113.97	(90.80)
01 6412 237 003	IDEA Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6412 281 003	IDEA LTD/STD TCHR/PROF	40.00	4.49	95.93	1.63
281	LTD/STD TCHR/PROF	40.00	4.49	95.93	1.63
6412	IDEA Non-Public	10,190.00	1,147.51	102.43	(247.50)
6421	IDEA Part-B (611) ARP Birth-21				
01 6421 591 000	IDEA Part-B SA Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
6421	IDEA Part-B (611) ARP Birth-21	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP				
01 6422 340 003	IDEA 0-4 Prof Services	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
6422	IDEA Preschool (619) ARP	0.00	0.00	0.00	0.00
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
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	25,000.00	2,595.00	102.42	(605.00)
111	SALARIES TCHR/PROF	25,000.00	2,595.00	102.42	(605.00)
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	2,000.00	240.00	63.01	739.75
112	SALARIES AIDE/PARA	2,000.00	240.00	63.01	739.75
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-ESSER III 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	1,500.00	198.56	130.60	(459.02)
221	SOCIAL SECURITY TCHR/PROF	1,500.00	198.56	130.60	(459.02)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	0.00	18.36	0.00	(96.42)
222	SOCIAL SECURITY AIDE/PARA	0.00	18.36	0.00	(96.42)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	2,000.00	256.33	120.53	(410.68)
231	RETIREMENT TCHR/PROF	2,000.00	256.33	120.53	(410.68)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	0.00	0.00	0.00	(23.73)
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	(23.73)
01 6988 237 000	ESSERS III Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00

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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	0.00
282 LTD/STD AIDE/PARA		0.00	0.00	0.00	0.00
01 6988 330 000	ARP-ESSERIII AFTERSchl STAFF DEV/TRNG	2,500.00	0.00	75.12	622.00
330 STAFF DEVELOPMENT/TRAINING		2,500.00	0.00	75.12	622.00
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	30,000.00	15,119.71	142.00	(12,599.71)
610 SUPPLIES		30,000.00	15,119.71	142.00	(12,599.71)
6988 ARP - ESSER III After School		63,000.00	18,427.96	120.37	(12,832.81)
6989 ARP-ESSER III SUMMER SCHOOL					
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	6,000.00	165.00	57.75	2,535.00
111 SALARIES TCHR/PROF		6,000.00	165.00	57.75	2,535.00
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	500.00	12.62	53.02	234.92
221 SOCIAL SECURITY TCHR/PROF		500.00	12.62	53.02	234.92
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	500.00	16.30	68.45	157.73
231 RETIREMENT TCHR/PROF		500.00	16.30	68.45	157.73
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 237 000	ESSER III Summer Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237 Inc Ret Contribution Rate		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 330 000	ESSER III Summer Staff Dev/Training	500.00	0.00	100.00	0.00
330 STAFF DEVELOPMENT/TRAINING		500.00	0.00	100.00	0.00
01 6989 610 000	ARP ESSER III ELC summer SUPPLIES	3,000.00	3,389.55	479.75	(11,392.50)
610 SUPPLIES		3,000.00	3,389.55	479.75	(11,392.50)
6989 ARP-ESSER III SUMMER SCHOOL		10,500.00	3,583.47	180.62	(8,464.85)
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

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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 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
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 237 000	ESSER II Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	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	10,000.00	7,186.66	597.67	(49,766.85)
111	SALARIES TCHR/PROF	10,000.00	7,186.66	597.67	(49,766.85)
01 6998 112 000	ARP-ESSER III AIDE	40,000.00	0.00	0.00	40,000.00
112	SALARIES AIDE/PARA	40,000.00	0.00	0.00	40,000.00
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	20,000.00	2,897.10	107.52	(1,504.26)
211	GROUP INS TCHR/PROF	20,000.00	2,897.10	107.52	(1,504.26)
01 6998 221 000	ARP-ESSER III TCHR SocSec	15,000.00	544.65	30.21	10,469.09
221	SOCIAL SECURITY TCHR/PROF	15,000.00	544.65	30.21	10,469.09
01 6998 222 000	ARP-ESSER III AIDE SocSec	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 231 000	ARP-ESSER III TchrRET	15,000.00	709.88	39.36	9,096.38
231	RETIREMENT TCHR/PROF	15,000.00	709.88	39.36	9,096.38

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01 6998 232 000	ARP-ESSER III AideRET	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 237 000	ESSERS III Care Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 6998 281 000	ESSERS III LTD/STD TCHR/PROF	1,000.00	55.81	43.75	562.52
281	LTD/STD TCHR/PROF	1,000.00	55.81	43.75	562.52
01 6998 282 000	ESSERIII 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 6998 330 000	ESSERS III (Cares) Staff Developmnt	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	0.00
01 6998 490 000	ESSERS III CONSTRUCTION SERV.	20,000.00	0.00	0.00	20,000.00
490	OTHER SUPPLIES AND MATERIALS	20,000.00	0.00	0.00	20,000.00
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	5,000.00	0.00	0.00	5,000.00
734	TECH HARDWARE	5,000.00	0.00	0.00	5,000.00
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	126,000.00	11,394.10	73.13	33,856.88
8000	TRANSFERS (OUTGOING)				
01 8000 912 000	TRANSFER TO HOT LUNCH	0.00	0.00	0.00	0.00
912	TRANSFER TO LUNCH FUND	0.00	0.00	0.00	0.00
01 8000 913 000	TRANSFER TO ACTIVITY ACCT	0.00	0.00	0.00	0.00
913	TRANSFER TO ACTIVITY FUND	0.00	0.00	0.00	0.00
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)	0.00	0.00	0.00	0.00
9000	NON-PROGRAM EXPENDITURES				
01 9000 110 000	Kitchen Payroll	70,000.00	8,827.48	100.79	(555.00)
110	SALARIES NON-INSTR	70,000.00	8,827.48	100.79	(555.00)
01 9000 210 000	KITCHEN GROUP INS	25,000.00	3,100.75	104.43	(1,106.99)
210	GROUP INSURANCE NON-INSTR	25,000.00	3,100.75	104.43	(1,106.99)
01 9000 220 000	KITCHEN SOCIAL SECURITY	8,000.00	589.83	58.82	3,294.71
220	SOCIAL SECURITY NON-INSTR	8,000.00	589.83	58.82	3,294.71
01 9000 230 000	KITCHEN RETIREMENT	9,000.00	871.96	76.33	2,130.65
230	RETIREMENT NON-INSTR	9,000.00	871.96	76.33	2,130.65
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	500.00	33.12	60.06	199.72
280	LTD/STD NON-INSTR	500.00	33.12	60.06	199.72
01 9000 900 000	MISC EXP-expected carryover	85,000.00	0.00	0.00	85,000.00
900	OTHER	85,000.00	0.00	0.00	85,000.00
9000	NON-PROGRAM EXPENDITURES	197,500.00	13,423.14	54.96	88,963.09
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	9,404,447.00	678,149.15	67.43	3,063,086.23

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
02	Depreciation Fund				
2900	OTHER SUPPORT SERVICES				
02 2900 450 000	DEPRECIATION-Facility Maint.	0.00	0.00	0.00	(122,815.60)
450	CONSTRUCTION SERVICES	0.00	0.00	0.00	(122,815.60)
02 2900 650 000	DEPRECIATION-Technology	0.00	0.00	0.00	0.00
650	TECH SUPPLIES	0.00	0.00	0.00	0.00
02 2900 732 000	PURCHASE VEHICLES/BUSES	0.00	58,505.00	0.00	(272,155.00)
732	VEHICLES	0.00	58,505.00	0.00	(272,155.00)
2900	OTHER SUPPORT SERVICES	0.00	58,505.00	0.00	(394,970.60)
02	Depreciation Fund	0.00	58,505.00	0.00	(394,970.60)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
03	Employee Benefit Fund				
2900	OTHER SUPPORT SERVICES				
03 2900 281 000	EE Benefit Fund Pmts to EE	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
03 2900 890 000	EE BENEFIT FUND-ESRP PMT	0.00	13,628.14	0.00	(20,733.07)
890	MISC EXPENDITURES	0.00	13,628.14	0.00	(20,733.07)
2900	OTHER SUPPORT SERVICES	0.00	13,628.14	0.00	(20,733.07)
8000	TRANSFERS (OUTGOING)				
03 8000 911 000	EE BEN FUND-xfer to General Fund	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
03	Employee Benefit Fund	0.00	13,628.14	0.00	(20,733.07)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
05	ACTIVITY FUND				
2900	OTHER SUPPORT SERVICES				
05 2900 610 000 099	2026 Expense	0.00	0.00	0.00	(3,448.60)
05 2900 610 000 100	Athletics - Miscellaneous Expense	0.00	4,034.60	0.00	(55,699.79)
05 2900 610 000 102	2029	0.00	0.00	0.00	0.00
05 2900 610 001 122	2025 Expense	0.00	145.13	0.00	(4,156.01)
05 2900 610 001 123	2021 Expense	0.00	0.00	0.00	(73.44)
05 2900 610 001 124	2023 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 125	2024 Expense	0.00	260.00	0.00	(3,850.10)
05 2900 610 001 126	2022 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 128	2020 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 132	2027 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 133	2028 Expense	0.00	0.00	0.00	0.00
05 2900 610 001 135	Annual Expense	0.00	107.35	0.00	(4,441.46)
05 2900 610 001 136	Drill Team Expense	0.00	0.00	0.00	0.00
05 2900 610 000 137	Track Expense	0.00	0.00	0.00	(1,445.42)
05 2900 610 001 137	Track Expense	0.00	0.00	0.00	0.00
05 2900 610 002 137	Track Expense	0.00	54.97	0.00	(54.97)
05 2900 610 000 138	Concession	0.00	0.00	0.00	(19,055.59)
05 2900 610 001 138	Concession	0.00	0.00	0.00	(3,437.89)
05 2900 610 001 139	FCS Expense	0.00	0.00	0.00	0.00
05 2900 610 001 140	Industrial Arts Expense	0.00	0.00	0.00	0.00
05 2900 610 001 141	One Act Expense	0.00	0.00	0.00	(2,508.50)
05 2900 610 001 142	Student Council - H S Expense	0.00	0.00	0.00	(2,103.64)
05 2900 610 001 143	H.S. Youth Leadership Expense	0.00	132.73	0.00	(607.73)
05 2900 610 001 144	H.S. Cheerleading Expense	0.00	275.00	0.00	(3,213.25)
05 2900 610 001 145	Legion Scholarship Expense	0.00	0.00	0.00	0.00
05 2900 610 001 146	Foundation Scholarship Expense	0.00	0.00	0.00	(10,925.00)
05 2900 610 000 147	Donations Expense	0.00	0.00	0.00	0.00
05 2900 610 000 148	Activities Expense	0.00	640.68	0.00	(28,205.84)
05 2900 610 000 149	Library Expense	0.00	0.00	0.00	(1,704.70)
05 2900 610 000 150	Wrestling Expense	0.00	0.00	0.00	(1,283.12)
05 2900 610 001 150	Wrestling Expense	0.00	0.00	0.00	(189.95)
05 2900 610 002 150	Wrestling Expense	0.00	0.00	0.00	0.00
05 2900 610 001 151	Grants & Scholarships	0.00	626.12	0.00	(941.23)
05 2900 610 003 152	Elementary Expense	0.00	0.00	0.00	0.00
05 2900 610 000 154	Music Expense (new)	0.00	590.85	0.00	(6,504.70)
05 2900 610 001 155	Snack Cart Expense	0.00	348.04	0.00	(5,698.50)
05 2900 610 000 156	Leap Program	0.00	0.00	0.00	0.00
05 2900 610 000 157	COF Expense	0.00	0.00	0.00	0.00
05 2900 610 002 160	Cheerleading-Mid School Expense	0.00	0.00	0.00	0.00
05 2900 610 002 161	StuCo - Middle School Expense	0.00	0.00	0.00	0.00
05 2900 610 001 162	Mock Trial Expense	0.00	0.00	0.00	0.00
05 2900 610 000 163	Volleyball Club Expense	0.00	0.00	0.00	(1,829.47)
05 2900 610 001 163	Volleyball Club Expense	0.00	1,110.00	0.00	(1,110.00)
05 2900 610 002 163	Volleyball Club Expense	0.00	0.00	0.00	(824.20)
05 2900 610 001 164	Golf Club Expense	0.00	6.50	0.00	(265.50)
05 2900 610 002 165	Middle School-Youth Leadership Expense	0.00	0.00	0.00	0.00
05 2900 610 001 166	Power Lifting Expense	0.00	0.00	0.00	0.00
05 2900 610 001 168	Speech Expense	0.00	0.00	0.00	(1,077.40)
05 2900 610 002 169	mid. school robotics	0.00	0.00	0.00	0.00
05 2900 610 001 170	Flags Account Expense	0.00	0.00	0.00	0.00
05 2900 610 000 171	Boys Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 001 171	Boys Basketball Expense	0.00	475.00	0.00	(967.41)
05 2900 610 002 171	Boys Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 000 172	Girls Basketball Expense	0.00	0.00	0.00	0.00
05 2900 610 002 172	Girls Basketball Expense	0.00	100.00	0.00	(580.00)
05 2900 610 001 173	Sport Posters Expense	0.00	0.00	0.00	0.00
05 2900 610 000 174	Football Club Expense	0.00	127.75	0.00	(714.45)
05 2900 610 001 174	Football Club Expense	0.00	367.83	0.00	(387.58)
05 2900 610 002 174	Football Club Expense	0.00	0.00	0.00	0.00
05 2900 610 001 175	FFA	0.00	0.00	0.00	(11,680.83)
05 2900 610 001 176	HS Robotics	0.00	186.57	0.00	(886.57)
05 2900 610 000 995	Int. expense	0.00	0.00	0.00	0.00
05 2900 610 000 996	Service Charge Expense	0.00	1.35	0.00	(46.05)
610	SUPPLIES	0.00	9,590.47	0.00	(179,918.89)
2900	OTHER SUPPORT SERVICES	0.00	9,590.47	0.00	(179,918.89)
05	ACTIVITY FUND	0.00	9,590.47	0.00	(179,918.89)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
06	School Nutrition				
3100	Food Service Operations				
06 3100 110 000	Lunch Salaries	0.00	8,827.48	0.00	(61,637.85)
110	SALARIES NON-INSTR	0.00	8,827.48	0.00	(61,637.85)
06 3100 210 000	Lunch GROUP INSURANCE NON-INSTR	0.00	3,100.75	0.00	(23,006.24)
210	GROUP INSURANCE NON-INSTR	0.00	3,100.75	0.00	(23,006.24)
06 3100 220 000	Lunch SOCIAL SECURITY NON-INSTR	0.00	589.83	0.00	(4,108.62)
220	SOCIAL SECURITY NON-INSTR	0.00	589.83	0.00	(4,108.62)
06 3100 230 000	Lunch RETIREMENT NON-INSTR	0.00	871.96	0.00	(5,988.53)
230	RETIREMENT NON-INSTR	0.00	871.96	0.00	(5,988.53)
06 3100 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
06 3100 260 000	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
06 3100 280 000	Lunch LTD/STD NON-INSTR	0.00	33.12	0.00	(267.16)
280	LTD/STD NON-INSTR	0.00	33.12	0.00	(267.16)
06 3100 610 000	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	0.00
06 3100 630 000	FOOD	0.00	13,980.04	0.00	(118,531.08)
630	DUES AND FEES	0.00	13,980.04	0.00	(118,531.08)
06 3100 890 000	OTHER MISC EXPENSES	0.00	264.17	0.00	(1,593.49)
890	MISC EXPENDITURES	0.00	264.17	0.00	(1,593.49)
3100	Food Service Operations	0.00	27,667.35	0.00	(215,132.97)
8000	TRANSFERS (OUTGOING)				
06 8000 911 000	transfers to general acct.	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
06	School Nutrition	0.00	27,667.35	0.00	(215,132.97)

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
07	Bond Fund				
8000	TRANSFERS (OUTGOING)				
07 8000 911 000	Transfer To The General Fund	0.00	0.00	0.00	0.00
911	Transfer To The General Fund	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	0.00	0.00
07	Bond Fund	0.00	0.00	0.00	0.00

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
08	Building Fund				
2515	BUILDINGS & SITES				
08 2515 340 000	BLDG CONTRACTED OR SECURED SERVICES	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00
2515	BUILDINGS & SITES	0.00	0.00	0.00	0.00
2610	OPERATION OF BUILDINGS				
08 2610 890 000	BLDG-MAINT OF BLDGS	0.00	1,254.23	0.00	(27,132.50)
890	MISC EXPENDITURES	0.00	1,254.23	0.00	(27,132.50)
2610	OPERATION OF BUILDINGS	0.00	1,254.23	0.00	(27,132.50)
4500	BLDG AQUISITION/CONSTRUCTION				
08 4500 490 000	BLDG-PURCH PROPERTY SERV	0.00	0.00	0.00	0.00
490	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	0.00
08 4500 720 000	ACQUIRE/CONSTRUCT BUILDINGS	0.00	0.00	0.00	0.00
720	ACQUIRE/CONSTRUCT BUILDINGS	0.00	0.00	0.00	0.00
4500	BLDG AQUISITION/CONSTRUCTION	0.00	0.00	0.00	0.00
9001	QCPUF LOAN to General Fund				
08 9001 001 000	LOAN from BUILDING to GEN	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9001	QCPUF LOAN to General Fund	0.00	0.00	0.00	0.00
9004	LOAN from BLDG to QCPUF				
08 9004 001 000	LOAN from BUILDING to QCPUF	0.00	0.00	0.00	0.00
001	InterFund LOANS	0.00	0.00	0.00	0.00
9004	LOAN from BLDG to QCPUF	0.00	0.00	0.00	0.00
08	Building Fund	0.00	1,254.23	0.00	(27,132.50)

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
09	Qualified Capital Purpose Undtk Fund				
5000	DEBT SERVICES				
09 5000 830 000	QCPUF DUES & FEES	0.00	0.00	0.00	(1.25)
830	QCPUF OTHER EXPENDITURES	0.00	0.00	0.00	(1.25)
09 5000 831 000	PRINCIPAL ON LONG TERM DEBT	0.00	0.00	0.00	0.00
831	PRINCIPAL ON LONG TERM DEBT	0.00	0.00	0.00	0.00
09 5000 832 000	INTEREST ON LONG TERM DEBT	0.00	0.00	0.00	0.00
832	INTEREST ON LONG TERM DEBT	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	(1.25)
09	Qualified Capital Purpose Undtk Fund	0.00	0.00	0.00	(1.25)

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
12	Student Fees Fund				
2900	OTHER SUPPORT SERVICES				
12 2900 810 000	StuFees-Student Support Serv	0.00	0.00	0.00	0.00
810	DUES & FEES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
12	Student Fees Fund	0.00	0.00	0.00	0.00

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

06/07/2024 03:18 PM

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,404,447.00	788,794.34	76.34	2,225,196.95

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

May-24

RECEIPTS

Lunches	\$	5,099.92
State	\$	13,096.82
Int.	\$	1.53
TOTAL RECEIPTS	\$	18,198.27

EXPENSES

Midwest	\$	153.00
Sysco	\$	2,407.58
Niders	\$	33.31
US Foods	\$	1,605.11
HTRS Gen. Acct.	\$	13,423.14
Falls City Merc.	\$	5,134.10
Cash-Wa	\$	4,646.94
Lois Bender	\$	31.25
Todd Dierberger	\$	16.40
Megan Howe	\$	40.92
Amber Newman	\$	50.60
Olivia Reuter	\$	7.10
Jamie Koch	\$	14.90
Canide McNealy	\$	16.75
Alicia Manley	\$	19.15

TOTAL EXPENSE **\$ 27,600.25**

BALANCE **\$ 39,029.30**



Kim Standerford
Assistant Principal
HTRS Public School
402 862-2151

June Board Report

Assessments

- Embargoed scores for NSCAS math
 - Completing verification of roster for the state
-

Data Retreat

- 8 members (Megan Howe, Alecia Gerdes, Brittany Rogers, Darin Lovercheck, Ashlee Meyer, Haime Frey, Candy Blecha, and I)
 - Great conversations about secondary interventions
 - Need to strength our tier 1 instruction and interventions
 - Students met the overall ELA benchmark scores, but when we looked at the subtests, a greater percentage did not met the benchmark score in informational text.
 - Same was true for math
-

Textbooks/Curriculum Platforms

- Most of the curriculum platforms have been renewed
 - Textbooks - sorted and ready to be moved into the rooms
-

PowerSchool

- Reports are being pulled for audit reports in the fall
 - Rollover to the new year is July 3
-

Schedule

- High School and Middle School Schedule has been finished. (Hopefully, no more changes)
 - Elementary Schedule is falling into place
-

#TitanPride

Kim Standerford

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

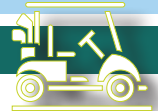
Events & Networking - <https://members.nasbonline.org/events>



NASB Leadership Workshop - June 5-6 - Lincoln

NASB Member Golf Outing - June 12 - Kearney

Email sendorf@NASBonline.org to sign up



School Leaders & Law Conference - June 12-13 - Kearney



Call for Legislative Proposals - Due July 1

Legislative Proposals for 2025 can be submitted at any time between now and July 1 at <https://members.nasbonline.org/government-relations/legislative-proposals>

Board Candidate Workshop - July 9 - Ogallala

Board Candidate Workshop - July 10 - Hastings

Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Continued on Page 2



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Engagement

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NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



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Area Membership Meetings - August & September



North Platte, Gering, Valentine, Kearney, York, Norfolk, Nebraska City, Omaha & Fremont

Learn more and see specific dates at:
<https://members.nasbonline.org/events>

State Education Conference - November 20-22 - Omaha

YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

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HTRS PUBLIC SCHOOLS STRATEGIC
OVERVIEW COMMITTEE FINAL
REPORT 2024

HTRS PUBLIC SCHOOLS
STRATEGIC OVERVIEW COMMITTEE
FINAL REPORT 2024

We would like to thank the Strategic Overview Committee for their contributions and recommendations to the SOAR Analysis and the Mission Statement.

Administrators

Dr. George Griffith
Darin Lovercheck
Kim Standerford

Board Members

Scott Ogle
Mike Kanel
Leah Reyes
Kyle Hilgenfeld
Neil Kanel
Dave Mezger

Other Members:

Laramie Glather, Student	Kenadi McClarnen, Student	Kylee Cooper, Student
Megan Howe, Teacher	Alecia Gerdes, Teacher	Holly Hawley, Teacher
Scott Freeman, Staff	LuAnn Hunzeker, Staff	Dennis Schaaradt, Community Member
Gina Bittner, Parent	Madison Bredimeier, Student	Jessica Strauch, Staff
Mark Joy, Community Member	Schuyler, Kulhman, Teacher	Maren DeJonge, Parent
Bill Koch, Community Member	Harlee Hardesty, Student	Jason Glathar, Community Member
Brenner Vaughan, Student	Mandy Bowen, Teacher	Shawna Richey, Student
Tami Robinson, Teacher	Ronnie Schifferbauer, Staff	Tuttle Grant, Teacher
Sammi Wamsley, Staff	Chasity Davis, Parent	Dawn Sherman, Staff
Macy Vrtiska, Student	Eric Schmit, Community Member	William Neidfeldt, Community Member
Caleb Holley, Student	Grayson Sherman, Student	Cole Hunzeker, Student
Michelle Glather, Teacher	Michael Coffey, Teacher	Amy Werts, Teacher
Jason Guenther, Staff	Koalton Taiclet, Staff	Carol Schaaradt, Community Member
Trent Phillips, Parent	Axton Wamsley, Student	Alan Fankhauser, Community Member
Deb Lewis, Community Member	Taylor Dunekacke, Teacher	

At the conclusion of the Strategic Overview Committee meetings, these are the proposals for the Board and Administration to consider as we move forward in the Strategic Planning Process. There were 4 groups within the SOC that brainstormed Strengths, Opportunities, Aspirations, and Results for HTRS Public Schools. A summary of the findings follows.



STRENGTHS

(What is the HTRS doing *well* that we can build upon? What are we *proud* of most? What makes our HTRS *unique* and different from others?)

Summary of Findings:

- Good Facilities/Updating/Maintained – (4)
- Good/Dedicated Staff/Cares about Students/Coming Together – (4)
- Unique/Drawing Communities Together/Collaboration – (4)
- Wide Variety of Support/Assistance for Students/Dyslexia Program/Intervention Groups – (4)
- Financially Sound/Budget – (3)
- Welcoming/Caring – (3)
- Wide Variety of Program Offerings/Extracurricular/Looking for New/STEAM – (3)
- Small Class Size – (3)
- In House Nurse – (3)
- SRO – (3)
- One Site – (2)
- Diversity/Diversity of Districts – (2)
- Meeting Community Needs – Daycare – (2)
- MTSS/PBIS – (2)
- Greenhouse/FFA/Ag Classes – (2)
- Good Curriculum/Budget All Aspects – (2)
- Good Student/Staff Relationships/Knows Students Well – (2)
- Scholarship Support – (2)
- After School/Summer Programs – (2)
- Tiny House Project – (2)
- Opportunities to Collaborate/Work as a Group/Late Start/ Access to Professional Development – (2)
- School Rating of Excellent/Great/Good
- Communication between School and Public/Different Types
- Care about Safety
- Good Board Members
- Community Wide Support
- Math and Science Scores High
- Phone Policy
- Proactive Dealing with Situations
- Good Education System

OPPORTUNITIES

(What *external* opportunities exist? What are the most significant opportunities we should focus our efforts on? What are our students, employees, and community asking for?)

Summary of Findings:

- JAG – (4)
- Poverty Seminar/Simulation/SENCA – (4)
- More College/Dual Credit Classes Offered – (3)
- Job Shadowing/Internships – (3)
 - FAST Global
 - Make it Known
 - OPPD – Show other Jobs
- Life Skills – (3)
- Backpack Program – (3)
- Work Study Program/Work Release – (2)
- Care Closet – (2)
- Food Bank – (2)
- Blood Mobile – (2)
- Daycare – (2)
- Grants/Donations – (2)
- College Visits – (2)
- Connect the Dots – (2)
- CNA Program – (2)
- UNL Extension
- Scholarships
- Local Business Visits
- Housing
- Communication
- Penmanship

- Community Service
- Work Experience
- SCC Work Experience
- Donations
- History and Science Curriculum
- Job Fair
- Start Talking about Jobs to Younger Students
- Farm Safety Day or Event
- Job Safety
- Career Exploration

ASPIRATIONS

(What do we **care** about deeply? What do we want to **accomplish** in the future? And what is needed to reach our aspirations?)

Summary of Findings:

- Required Life Skills/Hands on Class/ Prepare for Life/Reality/Based on skills not taught in school – balance check book, etc. – (4)
- Need TeamMates Mentoring Program/ Relationships/Mentoring with Local Community Members – (2)
- Build Positive Climate and Culture – (2)
- Safety – Protocols/Procedures/Consistent Discipline – (2)
- Building Relationships – (2)
- High Expectations
- Teacher-Student Communication
- Post Secondary
- Function, Self-Sustaining, Contributing to Society with Hopes and Dreams of becoming What They Want.
- Retaining/Recruiting Staff and Students – (2)
- Students
- Stricter Cell Phone Enforcement
- Resources – how to apply for jobs, college prep, have mentors, experience.
- Counseling for Future/Job Counselor
- Teaching for the Future – Teaching Skills/People Skills
- Knowing the Needs of the Community
- Keep up with Technology
- Know about Opportunities and How to Make Choices
- Stay Locally
- Need Housing, Jobs – Entrepreneurships
- Leading in Curriculum
- Citizenship

RESULTS

(What **outcomes** will demonstrate we are achieving success? What **results** for students and/or the HTRS do we want to see in the future? What does a **future ready** student look like?)

Summary of Findings:

Outcomes of Success:

- Graduation Rate/Plan/Graduating Students – Then Getting a Job after Graduating – (3)
- ACT Scores/Test Scores – (2)
- NDE Ranking/Keeping Our Ratings Great/Excellent – (2)
- Higher Rate of Kids Succeeding
- Grades
- Continuing Education/College
- Students Contributing to Community
- Employed
- Functioning Adults to Their Abilities
- Respectful Adults

Results for Future:

- Students Involved in Postsecondary Path/Work/Career/College
- Expanded/Recruiting More Students and Teachers

- Self-Sufficient
- Students Developing Entrepreneurship/Businesses
- Stronger Community
- More Businesses
- Life Skills
- Schoolwide Leadership Opportunities
- Student Involvement
- Parent Support
- Student Retention
- Positive Net Retention
- Fewer Behavior Results

Future Ready Student:

- Ready for Real World – Social Skills to be Productive Member of Society – (3)
- Handle Adversity Well/Not Afraid of Failure – (2)
- Future is in Place in 2-3 Years/Knowing Where They are Going – (2)
- Communicating Skills/Well with Others – (2)
- Respectful and Responsible – (2)
- Someone Who Asks Questions
- Work Ethic/Self-Driven
- Time Management
- Knowledge of Community
- Ready, Willing, and Able to Work
- Resilient
- Retain a Job/Career
- Balance Bank Account
- Cursive/Signature/Writing Skills

The final charge that the Strategic Overview Committee was given was to review HTRS Public Schools’ Mission Statement, Vision Statement, and Value Statements. Following are the recommended changes to each statement along with a summary of comments and suggestions.

MISSION (PURPOSE) STATEMENT (*Who are we? What is our purpose? Focuses on Today.*)

Final Proposed Mission Statement –

No proposed changes

CURRENT - Empowering all learners for the challenges of tomorrow.

Summary of Comments:

Four Critical Elements:

▪ Definitive (<i>Who, What, and Why</i>)			
➤ Does the current mission statement clearly state our purpose?	Yes – (20)	Middle – (2)	No – (4)
▪ Concise (<i>Fits on a business card.</i>)			
➤ Is the current mission statement brief?	Yes- (27)	Middle – (0)	No – (1)
▪ Memorable (<i>Engaging Community – Empowering Students.</i>)			
➤ Is the current mission statement easy to remember?	Yes – (25)	Middle – (2)	No – (0)
▪ Measurable (<i>Outcome focused.</i>)			
➤ Does the current mission statement state action?	Yes – (14)	Middle – (1)	No – (11)



Words that were circled:

- Entire Statement – (7)
- Empowering – (10)
- All – (2)
- Empowering all – (2)
- Empowering all learners – (3)
- All learners – (5)
- Challenges – (6)
- Tomorrow
- Challenges of tomorrow – (4)

Words that were crossed out:

- Learners – (2)
- Tomorrow

Words that were added:

- Replace learners for students
- Replace tomorrow with the future
- By implementing _____ skills

Other Comments Written:

- It doesn't need improving.
- Measurable?
- All – Stay?
- Challenges of tomorrow - ?
- Empowering is good.
- Pretty good overall.

Proposed Mission Statements:

- Empowering all students for the challenges of tomorrow.

VISION (DIRECTION) STATEMENTS REVIEW (*What do we aspire to be? Where are we headed?*)

Final Proposed Vision Statement –

Collectively empowering all learners to envision their potential by nurturing a positive growth mindset and rewarding experience.

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

Summary of Comments:

Words that were circled:

- Collectively empowering students
- Empowering – (2)
- Empowering students – (5)
- Potential
- Providing
- Challenging – (2)
- Nurturing education – (2)

Words that were crossed out:

- Collectively – (6)
- Students – (2)

- Realize – (3)
- Potential
- Challenging

Words that were added:

- All – (5)
- Replace students with all - (2)
- Replace realize with discover
- Replace realize with envision – (6)
- To prepare for future careers – at the end
- To create lifelong learners – at the end
- For life - at the end
- Replace challenging with growth mindset – (3)
- Replace potential with ability – (2)

Other Comments Written:

- Positive culture
- Relationships
- Citizenship

Proposed Vision Statements:

- Empowering students to envision their potential. – (5)
- Empowering students to envision their potential for...
- Empowering students to envision their potential by providing a growth mindset.
- Empowering students to envision their potential by providing a growth mindset towards education. – (2)
- Empowering all students to provide a positive society.
- Empowering all with a positive culture with nurturing relationships.
- Positive culture – Relationships-Citizenship for All
- Our vision is to maximize the resources of our school, homes, and communities in a shared and collaborative effort to provide a strong foundation that nurtures every student’s academic and personal growth in their journey toward becoming a successful, confident, competent, and self-respecting young person.

BELIEF (CORE PRIORITIES) STATEMENTS

Proposed Changes to Belief Statements -

We believe...

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

CURRENT -

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.*

Summary of Comments:

Statements/Words that were crossed out:

- Statement #2 – (2)
- School spirit

Words that were added:

- | | |
|--|-------------------------------------|
| • #1 – safe – (9) | • #3 – all culture |
| • #1 – replace welcoming with safe | • Replace spirit with culture – (7) |
| • #1 – safe and secure – replace accepting | • Replace spirit with pride – (2) |
| • #3 – parents and family | • Replace accepting with safe |
| • #3 – families – (4) | |

Other Comments Written:

- All different working on all 3 statements – school environment, culture, spirit.
- Safety education – developing safety with education?
- #2 – don’t like wording

Proposed Belief Statements:

- In fostering the development of social, emotional, and academic development of all students.
- In fostering the development of the student academically, emotionally, and socially. – (3)
- Development of individuals

VALUE STATEMENT REVIEW

Proposed Changes to Value Statement -

Respect

Honest

Trustworthy

Responsible

Safe

CURRENT -

Respect

Summary of Comments:

Words that were added:

- Responsibility – (2)
- Lead by example
- Student success – (7)
- Citizenship – (6)
- Honesty – (5)
- Integrity – (4)
- Trust – (10)
- Communication – (5)
- Development – (2)
- Development of stakeholders
- Continuous learning
- Well-rounded citizen – (2)
- PBIS Expectations
- Expectations – (2)
- Consistency – (2)
- Consistency in enforcement of protocol
- Respect
- Always respect others
- Relationships
- Accountability

SCHOOL MOTTO:

Final Proposed Motto –

No proposed changes

CURRENT -

Titan Pride



create engaging spaces

HTRS - 75MP4X8+DT+Mobile+Install - 5-24-24

Proposal No. 43806

05-29-2024

Prepared for:

Humboldt - Table Rock - Steinauer Public Schools
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At KCAV, we help our clients succeed by providing audio-visual solutions that deliver results. We look forward to partnering with you to create engaging spaces to learn, work and share!

COMPANY HISTORY

Kansas City Audio-Visual (KCAV) was founded in 1953 by Mickey Adler, who offered his clients innovative solutions of the time - dictating machines, opaque projectors, and overhead projectors. Today, KCAV remains family-owned and run by Jerry & Lisa Bernard, Mickey's son-in-law and daughter. And while technology has definitely changed since 1953, KCAV's commitment to the customer has not.

At KCAV, we are committed to:

- Integrity at the core of everything we do.
- Innovative, reliable solutions that help our customers succeed.
- Long-term relationships based on trust, proactive communication, and high-quality service.

In 2018, KCAV acquired Engaging Technologies, a family-owned audio-visual technology company based in Omaha, further expanding KCAV's footprint into Nebraska and Iowa. Now, over sixty-five years later, KCAV is one of the largest suppliers of audio-visual technologies in the Midwest.

THE KCAV TEAM

We believe that people choose to do business with people. Our business model is based on offering our clients personal service from AV professionals at every stage of your experience. The KCAV Sales Team is distributed throughout Kansas, Nebraska and Missouri, allowing us to offer local, personalized service. Our Sales Team will partner with you, investing the time and resources to understand your needs, goals and realities. With that understanding, the KCAV Team will design, install, and support solutions that will transform your learning, working and sharing spaces - including meeting and collaboration spaces, classrooms and training rooms, and larger venues such as auditoriums, gymnasiums, and more.

Our full-time, industry-certified Design and Engineering Team takes pride in providing cost-effective systems that provide quality, worry-free operation. Big or small, each project receives individual attention from experienced professionals. In addition, our strong relationships with hundreds of manufacturers allow us to offer the latest technology at a cost you will appreciate.

Our KCAV Operations Team includes full-time engineers, project managers, and technical staff that hold industry-recognized certifications and strive to provide you with an exceptional client experience. In addition to providing thorough, quality, on-site installation, we place great value on providing you with proactive communication so that there are no surprises throughout the process.

After installation is complete, you'll receive on-site training in the operation of your installed systems. In addition, we offer optional high-quality professional development delivered by our Implementation Specialist, a trained educator experienced in helping users of all levels better utilize your technology investment.

Finally, the KCAV Service Team will provide you with "peace-of-mind" support, offering both telephone-based support with after-hours paging service, as well as on-site service to maximize the utilization of your new audio-visual system.

We look forward to welcoming you to the KCAV family of clients.

SCOPE OF WORK

KCAV will install eight 75" Boxlight MimioPro4 IFP's, six with flush wall mount provided, one on a mobile cart and one using DiversiTrack system. HTRS is responsible for moving any dry erase boards necessary in two rooms that are mounted flush wall. HTRS is also responsible for there being electrical provided within 6 feet of the install location.

This install has no cable runs as connectivity will be via the native casting app or the provided cabling with the MimiPro units.

Exact location and rooms will be defined upon official install walkthrough.

****Customer approval of this Scope of Work will be confirmed in the Signature section of this proposal.****

MATERIALS & SERVICES

MANUFACTURER	PART NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Boxlight	MimioPro754	75" UHD/4K includes wifi and wall mount	8.00	\$2,638.00	\$21,104.00
Track Technology	DT-TV-12	Diversitrack TV for LED/LCD Screens, VESA Compliant, 180 lb capacity, 12 ft system, Includes #DT-PWR	1.00	\$649.00	\$649.00
Clear Touch	CTI-STAND-ADJM-M1	Adjustable Mobile Stand - Curve-Shaped Open Base with Manual (hand-crank) Height Adjustment	1.00	\$899.10	\$899.10
KCAV	SHIP-HANDLING	Shipping & Handling of all above items	1.00	\$1,011.35	\$1,011.35
TOTAL PURCHASED EQUIPMENT					\$23,663.45

INSTALLATION SERVICES	
DESCRIPTION	TOTAL PRICE
Commissioning	
Installation - IFP - 1-10 Rooms - No Wiring	
Installation of IFP and Diversitrak (qty 1-10)	
Installation - IFP+Mobile Cart Assembly	
Installation - IE Travel Fee	
Project Management	
TOTAL INSTALLATION SERVICES	
\$4,643.73	

SERVICE COVERAGE					
PART NUMBER	MANUFACTURER	PART DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
SRV-S1	KCAV	Edge Silver Level Service Agreement; 1-year	1.00	\$0.00	\$0.00
	KCAV	Workmanship Warranty (90 days)	1.00	\$0.00	\$0.00
TOTAL SERVICE COVERAGE					\$0.00

Subtotal:	\$28,307.18
Tax:	\$0.00
TOTAL:	\$28,307.18

GENERAL TERMS AND CONDITIONS

These Terms & Conditions are by and between Kansas City Audio-Visual, Inc. (the "Company") and the undersigned Customer (the "Customer").

- 1. GRANT OF SECURITY INTEREST:** By signing below, Customer acknowledges that this contract serves as a security agreement within the meaning of the Uniform Commercial Code (UCC), and Customer agrees that Company may file such UCC financing statements as are appropriate to perfect Company's security interest in the equipment.
- 2. INSTALLATION:** Customer hereby grants to Company or its agent the right to install the equipment, to the extent such installation is specified above. Customer represents and warrants that all necessary governmental and third-party approvals for installation of the equipment have been obtained, unless otherwise specified. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, pandemics, strikes or other union bargaining, and all acts not directly attributable to Company, shall not in any way affect the obligations of Customer, and Company's obligations with respect to such installation shall be suspended during the event causing the delay. Company shall not be responsible for damages from any such delay.
- 3. TAXES, FEES, AND PERMITS:** Customer agrees to pay Company all applicable Federal, State, and local taxes, excises, permits, and fees. All dollars in this Agreement are pre-tax, unless otherwise stipulated.
- 4. SHIPPING:** All shipments of equipment are FOB Company's distribution facilities.
- 5. RESPONSIBILITY:** Until balance is paid, Customer agrees to take proper care of the equipment on premises and to be responsible for any damage or loss by fire, theft, casualty, or any other cause whatsoever, and will not permit or suffer same to be removed from the place of its location at address of Customer, without written consent of Company or assigns.
- 6. GENERAL:** This Agreement constitutes the sole and entire understanding between the parties with respect to the subject matter hereof and supersedes all prior conversations, agreements, representations and promises, whether verbal or written. No modification of this Agreement shall be valid, unless made in writing and properly signed by each party. The provisions of this Agreement are severable; if any clause or provision shall be held invalid or unenforceable, in whole or in part, then such invalidity shall attach only to such clause or provision. Customer shall pay all attorneys' fees and other costs and charges incurred by Company in the collection of debt.
- 7. INFRASTRUCTURE:** In the event that Company is installing equipment or systems that require connectivity to the Customer's network including, but not limited to, VOIP connectivity, internet access, wireless network access, firewall traversal, and/or port forwarding, Company may advise Customer as to the network requirements, but any responsibility for infrastructure on the part of Company stops at the installed equipment's network jack or wireless connection and configuration of the network settings on the device sold by Company. Company is not responsible for updating network settings in the event the Customer's network changes. If the Customer's network is not "Plug and Play," then any custom network settings must be supplied by Customer to Company before the start of installation.
- 8. INSTALLATION AND SITE PREPARATION:** Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the Company's trained technical employees. The Company shall be entitled to employ subcontractors and/or agents to assist in or carry out, in whole or in part, the installation. In the event installation by Company employees is prevented by trade unions, Customer shall arrange with the trade unions at its own expense to complete installation. The Company is thereafter liable only for supervision of installation.

Company agrees to coordinate with other trades to facilitate satisfactory work progress. If Company's work in progress is impeded by other trades and/or contractors (excluding Company's own subcontractors) or by scheduling delays due to Customer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.

Customer shall be responsible for preparing, at its own expense, the installation site in accordance with the Company's instructions, including the requirements specified in the proposal. Company shall not be responsible for any high-voltage electrical work, ceiling modifications, structural modifications, or mechanical systems modifications.

Unless otherwise specified, Customer shall provide the Company with source code for any non-Company programmed remote control system required to be modified under the terms of this Agreement.

Customer shall provide the Company with reasonable access to the installation site before delivery, based upon a mutually agreed upon project schedule, for purposes of determining site readiness for installation. Customer will designate an individual on Customer's staff to serve as a contact person for all site preparation and installation issues. Customer shall indemnify the

Company against any loss, damage or claim arising out of the condition of the storage and installation premises.

Customer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required for the installation and/or use of the equipment and the premises where the equipment shall be situated.

9. LIMITATIONS OF WARRANTY - PRODUCTS OF OTHERS: Unless otherwise specified, no warranty is provided for "consumables," including batteries, lamps, glassware and evacuated devices.

Company's sole obligation with respect to any material or part identified in the quotation, literature, or specifications furnished to the Customer as manufactured or supplied by others, shall be to pass on to Customer the applicable manufacturer's warranties, if any.

10. CHOICE OF LAW AND SEVERABILITY: This agreement shall be interpreted in accordance with and governed in all respects by the law of Missouri. Venue shall be Kansas City, Missouri. Should any provision of this Agreement be found invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other provision contained herein.

11. PROJECT/ORDER CANCELLATION: Customer must notify Company via both orders@kcav.com and sales representative in writing to cancel a project or order. Upon receipt of the notice, Company will acknowledge in writing Customer's order cancellation and provide the official date of cancellation. Customer agrees to pay Company for any labor expended or scheduled up to the order cancellation date, including but not limited to engineer time, design time, labor and travel completed, shipping costs, and other expenses related to the order. Assuming the equipment can be returned to the vendor, Customer agrees to pay a 25% restocking fee in addition to any applicable shipping charges. If the vendor will no longer accept the return of the equipment, Customer agrees to be responsible for the full cost of the equipment. Custom items may be noncancellable and are not returnable.

12. RESTOCKING FEES: In the event Customer wishes to return any equipment, Customer agrees to pay restocking fees of 25% of the sale price in addition to any applicable shipping charges.

13. CHANGE ORDERS: Any changes of scope made to the design of the system or the contractual agreements in implementation or functionality will require a mutually agreed upon "Change Order" form signed by an authorized representative for the Customer.

14. TARIFFS: If any products included in the proposal are impacted by international tariff changes, the Company reserves the right to adjust or cancel the proposal.

15. PROFESSIONAL DEVELOPMENT SERVICES: Unless specified otherwise, any purchased training or professional development services must be conducted within 12 months of placement of the sales order, unless mutually agreed upon otherwise in writing. Company will consider any contract to deliver professional development services fulfilled on the date 12 months after placement of sales order.

16. DESIGN SERVICES: All designs are the property of the Company. If Customer contracts with the Company to implement the design, the design shall become the property of Customer. If Customer wants to use the Company's design for an RFP, bid or any other purposes without implementation by the Company, the Company will advise Customer of the fee to purchase the design. Upon payment of the fee, the design becomes the property of Customer.

17. CONFIDENTIALITY: This Agreement and all drawings, specifications, and designs are the property of the Company. Proprietary information provided to Customer (or its agents) is for the sole purpose of demonstrating the Company's capabilities and shall be held in confidence. These materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of the Company. Any effort to do so will be considered a violation of copyright law.

18. PARAGRAPH HEADINGS: The paragraph headings contained herein are for the convenience of reference only and shall not be construed to affect the interpretation or construction of any substantive provision of this Agreement.

KCAV PROJECT WARRANTY

KCAV offers a 90-day warranty on labor and workmanship, beginning on the date of substantial completion of your project. In the event there is a service issue, and it is determined that the issue is due to project workmanship, KCAV will rectify the issue at no cost to the client. KCAV offers a 90-day warranty on any manufacturer's components included in the project and purchased directly from KCAV. KCAV will work with the manufacturer and client to remove, replace, and reinstall the defective equipment at no charge to the client. KCAV supports the manufacturer's warranty on all hardware. Manufacturer warranties range in time and may be as long as five years. Most manufacturer warranties are based upon depot service. As such, the manufacturer warranty does not cover such items as travel and labor to remove defective equipment, or to reinstall replacement equipment. In the event of a service call which turns out to be related to issues outside of warranty (act of God, user-error, etc.), KCAV will submit an invoice for travel, time, and materials related to the service call. KCAV can provide more information regarding handling of hardware-based warranty situations upon request. KCAV is not responsible for warranty or support of existing Owner Furnished Equipment (OFE).

Maintenance and service agreements are available for extended periods of time. If you have interest in learning more, please contact KCAV at (service@k cav.com) for more information.

KCAV SERVICE OPTIONS

KCAV offers three levels of hourly service, in order to address a full range of situations that require timely, high-quality service of our clients' AV system.

Standard-Level Service

Standard-level service takes place between the hours of 8:00am - 5:00pm, Monday-Friday. Standard-level services requires a minimum of two business days' advance notice for scheduling purposes. While KCAV will make every effort to perform standard service sooner than two days from the client's request, this will not always be possible.

Priority-Level Service

Priority-level service takes place between the hours of 8:00am - 5:00pm, Monday-Friday. Priority-level service will be performed with less than two business days' advance notice. Priority-level service is designed for time-sensitive service needs which do not allow for two or more business days' advance notice.

After-Hours Service

After-hours service takes place outside of 8:00am - 5:00pm, Monday-Friday, and also takes place on federal holidays. After-hours service is designed for service needs which cannot be addressed during standard business hours.

Please note the following which apply to all levels of service provided by KCAV:

- Service time is portal-portal. The time is calculated from the time the service technician departs the KCAV office until the time the service technician returns to the KCAV office.
- A two-hour minimum will be charged for all service calls.
- A dispatch fee is added to each service call to account for the costs of operating the service vehicle.

1. **DELAYS:** All orders are subject to the Company's ability to make delivery at the time specified, and the Company shall not be liable for damages for failure to make partial or complete delivery. The Company shall not be liable for delays in delivery caused by forces not reasonably within Company's control (including but not limited to delays or defaults by carriers, extreme cold weather, floods, fires, storms, or other acts of God, war or act of public enemy or civil disturbance, strikes, lock-outs, shortages of labor or raw materials and supplies, action of any governmental authority, or any other force majeure event). Customer shall be liable for any added expenses incurred by the Company because of, including but not limited to, Customer's delay furnishing requested information to the Company; delays resulting from order changes by Customer; delays related to Customer's network configuration or other systems issues; or conditions affecting installation duration, off-hours or continuous workdays of 8 am to 5 pm.

2. **EQUIPMENT AND MATERIALS PRICE INCREASE:** Company shall be entitled to additional compensation from Customer in the event there is a significant increase in price of any specific item of equipment or materials of seven percent (7%) or more between the date the Agreement is signed and the date that equipment and materials are purchased for the work to be performed on the project.

3. **DELIVERY COSTS & CLAIMS:** Customer agrees to pay for all shipping or transportation costs of the equipment as and if stated on Company's proposal and/or the invoice. Company shall not be liable to Customer for any damage to or loss of equipment in transit. Company's only recourse as to such damage or loss shall be with or against carrier, and all claims must be filed with the carrier. Upon delivery, Customer must inspect and verify that contents match the packing list and are without damage. If there are any discrepancies or damages, Customer must notify Company in writing within three (3) business days, or such claims shall be waived.

4. **HARDWARE-ONLY ORDERS:** Orders over \$50,000 consisting of hardware only require a 50% deposit.

5. **INSTALLATION PROJECTS:** In keeping with industry standards, payment terms for projects over \$50,000 that involve installation are as follows:

- 50% deposit in advance of start of project
- 40% invoiced following delivery of hardware
- 10% remaining invoiced following completion of project

6. **PAYMENT & PAST DUE ACCOUNTS:** All payments are due within thirty (30) days of the invoice date unless an advance deposit is required on Company's quote. A finance charge of the lesser of 1.5% per month (18% - APR) or the highest rate permitted by law will be assessed on all past due accounts. Interest charged on a past due invoice will be assessed from the date of the invoice. Customer agrees to reimburse Company for all attorneys' fees and court costs in connection with default of these payment terms by Customer.

7. **CREDIT & CREDIT CARD PURCHASES:** Credit payment terms must have the prior approval of Company. Company reserves the right to stop delivery of equipment or provision of services if Customer's financial condition becomes impaired or unsatisfactory to the Company. Additionally, Company may require payment in advance or other security, and, in the absence thereof, may cancel, without liability, the unfilled portion of an order. Credit card purchases shall be subject to a four percent (4%) convenience fee where allowed.

PROPOSAL SUMMARY

BILL TO:	SHIP TO:
Humboldt - Table Rock - Steinauer Public Schools 810 Central Ave Humboldt, NE 68376	Humboldt - Table Rock - Steinauer Public Schools 810 Central Ave Humboldt, NE 68376

Subtotal: \$28,307.18
Tax: \$0.00
TOTAL: **\$28,307.18**

This proposal shall become binding on the parties hereto when signed by the Customer and accepted by the Company.

_____ By initialing here, the Customer confirms that they have read, understood and agree to the Company's Terms and Conditions.

_____ By initialing here, the Customer confirms they have read the included Scope of Work and agree that it meets their needs. Should the Customer's needs change, the Company will provide a Contract Change Order to adjust the contract based on changes to the Scope of Work, which could include changes to Equipment, Labor and/or other charges.

CUSTOMER: **Humboldt - Table Rock - Steinauer Public Schools**

Kansas City Audio-Visual, Inc.

SIGNATURE: _____

SIGNATURE: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

HTRS Elementary (PREK- 5th Grade)



Parent-Student Handbook 2024-2025

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Superintendent's Message

Welcome to HTRS Elementary and the 2024/2025 school year! We have prepared this handbook so that you may know a little more about our school and its policies and procedures. (Board Policy 5034) It will help us establish positive lines of communication and work together effectively. 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. Throughout the year, additional information will be made available to you through newsletters, Titan Alerts, and the school website <http://www.htrstitans.com> If you have any questions or concerns, please do not hesitate to call or visit the school. Our goal at HTRS Elementary is to provide the best educational opportunities possible for each child. By partnering with you, this goal can be accomplished!

Dr. George Griffith, Superintendent

Intent of Handbook

This handbook 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 decide based on applicable school district policies, and state and federal statutes and regulations.

Arrival Time for Students

School begins each day at 8:00 am. No adult supervision is provided before 7:30 a.m. Please do not drop off students before 7:30 a.m. For the safety of the children, please follow the procedures for student drop off and parking of vehicles. Building entry time is at the discretion of the supervising adults. Children will proceed to the cafeteria for breakfast or to the old gym.

Absence and Tardiness

Parents are asked to call the office if their child is going to be absent on a particular day. This call will let the school know that the absence is not truancy or that the student might have experienced difficulties on the way to school. Once the call is made, a written note will not be needed when the student returns to school. If the office does not receive a call by 9:00 a.m., the office personnel will call to check on the absence.

Children who are not present in school are counted absent regardless of the reason for the absence. Children late for school are counted tardy, even if the reason is a doctor's or dentist appointment. Tardiness and absence for these reasons are perfectly legitimate and often necessary, but they must be counted. Students will be counted tardy after 8:00 a.m. (Board Policy 5001).

Closed Campus

Children must remain on the school premises during the noon hour and at all other times during the day except with prior written parental permission.

Birth Certificates

All enrolling students are required by **State Law** to provide a certified copy of the student's birth certificate or other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. There is a thirty-day period in which this may occur. Failure to comply shall cause the school district to notify the parents or guardian in writing. If after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

Parental Custody Information

It is the responsibility of the parent with whom a student resides to keep the Principal informed about which parent has custody of the child and about any visitation restrictions of the noncustodial parent. If the noncustodial parent is restricted from contact with a student, a court order to this effect must be on file at the school. The school will make every effort to ensure that such visitation restrictions are carried out.

However, the school cannot accept the responsibility for the child once he/she leaves the school premises. Reports of student progress and other informational documents will be given to both parents when requested. (Board Policy 5020)

Dismissal

Children who are not waiting for a ride are to leave the school grounds immediately after dismissal. Children will not be excused from school before dismissal time without a note or phone call from their parents. Please instruct your child never to leave school with a stranger.

Parent permission is needed if your child is to leave the school with someone who does not routinely pick up the child. Grade levels dismiss at the following times:

Kindergarten: 3:25 p.m.

1st & 2nd grades: 3:30 p.m.

3rd & 4th grades: 3:34 p.m.

Parents should make every attempt to pick up their students in a timely and reasonable manner. Teachers and/or other adults will supervise students until parents arrive. However, teachers do have other responsibilities after school such as curriculum work, team meetings, staff meetings, etc. Therefore, if an emergency occurs or if for another reason children will be picked up late, the school needs to be notified.

After-School Safety

Insist that your child looks both ways before crossing a road and avoid walking behind parked vehicles. Parents who pick students up after school should park in the west parking lot in the spaces designated for student drop-off/pick-up. Parents who park in diagonal spaces are asked to walk to the holding area to get their child. Students will not be permitted to walk between parked cars.

Buses pick up children on the west side of the building and all other traffic should avoid that area. Students pick up on the south side of the building is discouraged as supervision is not provided. This area is designated for special education transportation only.

Change of Address

Parents should notify the teacher or office immediately of any changes in address, phone number, or family doctor. All unlisted numbers will be kept confidential.

Health

A physical inventory is made of every student during the school year by the school Nurse, and the findings recorded on the permanent record. (Board Policy 5010, 5011 and 5059) Parents will be mailed a written notice of any concerns or symptoms found and are urged to correct them as soon as possible. The school DOES NOT

diagnose or treat an illness or injury. Our policies are:

1. First aid is provided for sudden illness or injury.
2. The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
3. Treatment of injuries occurring outside school jurisdiction is not the responsibility of school employees.
4. Exclusion of children: having a fever greater than 100°, with suspected contagion, symptoms of vomiting and/or diarrhea, head lice, etc. Students need to be fever free, without the use of medication for 24 hours before coming back to school.
5. Any child with a rash must be excluded until the disappearance of the rash and any other symptoms. If the parent has consulted the family physician and he/she recommended readmission with a written notice to this effect, then admittance is acceptable.

Sending medications with your child is discouraged. Generally, if children are sick enough to be taking medicine they should stay home. At the suggestion of the Nebraska School Health Policies, our school system has implemented the use of a "medication permission" sheet. This is simply signed permission from the parent or guardian requesting the school district to comply with a physician's order for a student required to take medication during the regular school day. If your child needs to have medicine at school, please stop in the nurse's office to complete and sign this form. This would be used to administer prescription and nonprescription medication. (Board policy 5023 and 5024)

Nebraska schools have a duty under state law to provide a quality health screening program to all students in attendance. The purpose of the health screening is to identify those students needing further evaluation or assistance in the areas screened. A health screening or health inspection is not diagnostic. Screening to be performed includes height/weight, near and distant vision, hearing, and dental screening. Health screening takes place in the fall and results that require further follow-up will be communicated with parents.

Please note the 2024-2025 immunization information included in this packet.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district 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, please call (402) 862-2151 and ask for the nurse.

Lice (Pediculosis)

Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice or nits, the child will be sent home immediately, or as soon as safe and proper conveyance can be found. In the event arrangements cannot be made for the child to go home, the child will be isolated from the other students. Parents will be required to bring the child to the nurse or nurse aide at the time of reentry. The child must be nit-free before readmission will be granted. (Board Policy 5062).

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.

Lunches

A supervised lunchroom is maintained for children who eat hot or cold lunches at school. However, those students who are unable to conduct themselves properly during the lunch period will be required to eat lunch elsewhere. Lunch money must be brought to the office and the lunch count taken by teachers so that the food service will know how many lunches to prepare. Please call in the lunch order if you know your child will be late for lunch count.

2024-2025 Food Service Prices:

- Lunch: Students PreK-5: \$2.90
- Breakfast: Students PreK-5: \$2.60 Milk: \$0.40

Students are not allowed to bring soda (pop) as a part of their cold lunch. The soda will be removed by one of the adult supervisors. Suitable alternatives are: fruit juice box, bottled water, purchase of milk, or drinks from the school's water fountain. Lunch from fast food restaurants is not permitted.

Payment Options. Families may pay for school lunches using cash or check. Electronic or e-fund payments are also available through a link on the school district's website.

Meal Charge Policy. The district will notify students and their families of the policy for Charged Meals, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided to all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

If a student has no funds available to pay for a meal, the student will be provided, but not charged for a "courtesy meal," such as a plain sandwich. A student's account will not be allowed to become delinquent more than \$5.00.

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 student 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, or 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.

The school district 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, the school district may pursue any other methods to collect delinquent debt as allowed by law.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

Playground

Children need to play outside. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases, if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to an injury should bring a note daily to that effect. Otherwise, the teacher's judgment will be used.

Physical Education

All students must participate in physical education. If any limitation is to be placed on participation in physical education, a written statement from the parent will be honored for two successive physical education classes. If the student is to be excused further, a doctor's statement must be received stating the reason for and duration of the excused absence. The statements will be made a part of the student's record. Ordinarily students who have any limitation placed on their physical education activity will be excused for the entire period.

Tennis Shoes

For safety reasons and to prevent injury, each child needs to bring a pair of tennis shoes need to be brought to school for P.E. and kept at school. Children without tennis shoes or shoes not approved by the physical education teacher will not participate in P.E. class. Socks need to be worn as well.

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.

Staying after School

On occasion a student may be required to stay after school to make up work or for discipline reasons. Parents will be notified in advance.

Homework

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms. Homework should be assigned following the building homework guidelines. (Board Policy 6017)

Bicycles, Skateboards, Scooters & Heelys

Students are to park their bikes in the appropriate racks. Under no circumstances are students to borrow or tamper with bicycles that are not their own. Bicycles are not to be ridden on the playground or on the sidewalks on the school grounds (this includes before and after school). Skateboards, rollerblades, scooters and Heelys are not to be brought to school.

Building Discipline

Violence

When addressing hitting, kicking, or fighting behaviors in kindergarten to 4th-grade students, it's essential to respond with interventions that promote accountability, teach appropriate behavior, and ensure the safety and well-being of all students involved. Intervention and consequences

Immediate Intervention:

- Stop the behavior immediately to prevent further harm.
- Separate the students involved and ensure their safety.

Support:

- Check for any injuries and provide necessary medical attention.
- Offer emotional support and reassurance to the students involved.
- Once emotions have settled, have a calm discussion with the students separately to understand what happened and why.
- Encourage them to express their feelings and perspectives on the situation.

Restitution:

- Have the students apologize to each other if appropriate, emphasizing empathy and understanding the impact of their actions.
- Encourage them to make amends by helping to repair any damage caused, such as apologizing to the affected peers or making a small gesture of kindness.

Teaching Alternatives:

- Teach conflict resolution strategies, such as using "I-messages" to express feelings or seeking help from a teacher when feeling upset.
- Role-play scenarios where students can practice resolving conflicts peacefully.

Consequence:

Depending on the severity and frequency of the behavior, implement an appropriate consequence. This includes a call to parent and could include:

- Loss of privileges (e.g., recess, preferred activities).
- Minimum 30-minute time-out or reflection time to calm down and think about their actions.

- Written reflection or apology letter to the teacher or affected peers

Major offenses: For more serious infractions such as physical aggression, repeated defiance, or significant disruption of the learning environment, ISS durations might range from one to three days. It's important to consider the severity of the behavior, the safety of other students and staff, and the need for additional interventions or support.

Extreme offenses: In cases of extreme misconduct that pose a serious threat to safety or involve illegal activities, ISS durations might extend beyond three days, and additional interventions such as parent meetings, counseling, or behavior intervention plans may be necessary. However, for PK to 2nd-grade students, extreme offenses are relatively rare, and a focus on prevention and early intervention is crucial.

Follow-Up:

- Parent communication, including a phone call home to discuss the incident.
- Monitor the students closely to ensure they are adhering to expectations and using appropriate behaviors.
- Provide positive reinforcement for improved behavior and acknowledge efforts to resolve conflicts peacefully.

Prevention Strategies:

- Implement proactive measures to prevent future incidents, such as teaching and reinforcing positive social skills, promoting empathy and kindness, and creating a supportive classroom environment where students feel safe to express themselves.

It is crucial to address hitting, kicking, and fighting behaviors promptly and consistently while also promoting positive behavior and teaching alternative ways to handle conflicts. Collaboration with parents/guardians and ongoing communication with students are key components of addressing and preventing these behaviors effectively.

Possession of cell phones and other electronic communication devices in school is prohibited. If any of these rules are violated, the cell phone/electronic communication device will be taken from the student by a school employee and turned into the principal's office. A parent must pick the phone up at the school office.

If a parent needs to be in contact with a student, please call the office at (402) 862-2151 and we will be happy to share the message.

Profanity

Verbal Warning: For a first offense or if the language was not extremely offensive, the student may receive a verbal warning from the teacher or school staff.

Parental Notification: The school might inform the student's parents or guardians about the incident, discussing inappropriate language and potential consequences.

Loss of Privileges: The student could lose privileges such as recess time, participation in certain activities, or access to preferred materials or toys.

Behavior Reflection:

The school may require the student to apologize to the person(s) offended by their language, fostering a sense of accountability and empathy.

The student might be asked to reflect on their behavior, considering why they used the inappropriate language and how they can express themselves more appropriately in the future.

In-School Suspension: In more serious cases, the student might receive an in-school suspension, where they spend a day or more away from their regular classroom activities, usually completing assignments under supervision.

Parent-Teacher Conference: The school may arrange a meeting between the teacher, parents, and student to discuss the incident, its implications, and strategies for preventing similar behavior in the future.

Counseling or Intervention: If the behavior persists or is indicative of deeper issues, the school might recommend counseling or intervention from a school counselor or psychologist to address underlying issues.

It is important for the consequences to be age-appropriate and for the school to use the incident as an opportunity to educate the student about appropriate language and behavior. Additionally, schools often aim to work collaboratively with parents to address behavioral issues and ensure consistency between home and school expectations.

Drug Free

Students who bring, use, possess, sell, share, or distribute any of the items listed below face consequences, suspension and/or possible expulsion:

- Electronic nicotine delivery systems or products, cigarette, or other tobacco products
- Alcohol
- Prescription medication (must be kept in office)
- Illegal drugs, substances used to simulate drugs or drug paraphernalia or over the counter medications except for personal use in office with parent approval.

Sexual Harassment

Sexual harassment will not be tolerated and will be dealt with as outlined in the district policy. Sexual harassment is defined as any unwanted or unwelcome visual, verbal, or physical sexual behavior that is offensive to another person.

Anti-Bullying Policy

One of the missions of the HTRS School District is to provide a physically safe and emotionally secure environment for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse. The school district shall review the anti-bullying policy annually. (Board Policy 5054)

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 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 definitions include 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.

Alcohol and Illicit Drug Use Prohibited

The Board of Education expressly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by school employees, volunteers, and students on school property or at any school sponsored event or activity; further, any employee, volunteer, or student found to be under the influence of alcohol or illegal drugs, while on school property or at a school sponsored event or activity will be subject to disciplinary measures.

Moreover, the board authorizes and directs school administrators or their representatives to discipline employees, volunteers, or students, consistent with pertinent state and federal law, for any violations of this policy.

Discipline for employees may extend to a recommendation for dismissal. While the board does not sponsor directly rehabilitative services, it reserves the right to require that any disciplined employee undergo rehabilitation as a condition to continued employment. Discipline for any adult volunteers may include removal from the volunteer position. Discipline for students may include suspension, expulsion, and/or a referral to a rehabilitative agency. Information on area agency rehabilitative services may be obtained from any of the school counselors.

The board will implement and support curricular materials and activities that teach about the harmful effects of alcohol and illegal drugs and serve as prevention and intervention programs (Board Policy 4002).

District Responsibilities for Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Care of School Property

The School District provides the necessary textbooks, workbooks, library books and athletic equipment without charge. This necessitates that all students assume full responsibility for those items issued to them. Fines will be made for the replacement cost of the books and equipment if lost or damaged.

Library Books

Books will be checked out for two weeks. Parents will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. Books will be considered lost if they are not returned after 4 weeks. At the end of the school year, report cards will be held until restitution is made.

Use of District Technology

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.

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/mp4 sharing systems.
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 the school district or the work of students at the school district 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 the school district, 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 forge electronic mail messages or web pages (Board Policy 5037).

Emergency Contact Information

Parents must complete an emergency information form for each child enrolled in the district. The form 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.

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. Students or 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. Students or 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 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 members will follow HTRS Public Schools policies to respond to the report.

Student Fees Policy

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes specific student fees and/or materials required. Elementary students might be required to be participants of this policy in one area: field trip fees. (Board Policy 5045)

Conferences and Reports to Parents

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter. 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.

Classroom Assignments

Students will be assigned to a particular teacher at the discretion of the building administrator. The administrator will seek input from previous teachers and specialists to ensure the most appropriate placement.

Retention

Students who do not perform to their capabilities may be retained. The following procedures will be utilized:

- At the end of the first semester, the parent will be notified in writing of possible retention, and a parent conference will be scheduled.
- Student progress will be reported to the parents at conferences at the end of the third quarter and five weeks before the close of school.
- A committee made up of the classroom teacher, a principal, and a special area teacher, if appropriate, will be formed. Following their input, a decision will be made by the parents regarding the retention or advancement of the student. Principal input will be seriously considered.

Lost and Found

All lost and found articles are to be taken to the main entryway. 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.

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. The school district 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 the school district staff will comply with board policy regarding police questioning of students.

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students, and visitors, 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. For example, students making recordings of an athletic event for their personal use like a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies. 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 recorded 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.

Field Trips

A well-planned field trip is considered a worthwhile educational experience that contributes much to the overall school program. A permission form will need to be signed prior to attending a field trip. Teachers and other adults will accompany the students. The number of adults needed to accompany the students on field trips will be determined by the classroom teacher. In most circumstances, students must ride the bus with their classmates and teachers to their field trip destination and back to school at the conclusion of the field trip.

Parents will be notified in advance when field trips and activities requiring a bus ride take place. However, on occasion the class may go on a tour within walking distance of the school. Parents will not necessarily be advised in advance of such excursions. (Board Policy 6027)

Classroom Parties

Classroom parties will be limited to three per year and will be no longer than one hour in duration. Supervision will be provided for those students whose parents request that they not participate.

Birthday Treats/Snacks

If children bring treats for the room on their birthday, they will be distributed and consumed before dismissal time. Delivered balloons and/or flower bouquets sent to students will remain in the office until the end of the school day. Suckers are discouraged because of safety concerns. Please make sure birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space.

Party Invitations

Although birthday parties, etc., are an "out of school" activity, it is permissible for your child to distribute invitations at school provided all children in the class receive one.

Gifts

An employee who receives bonus merchandise or gift with a value over \$25.00 must disclose the receipt of such gift to the superintendent.

Toys

Toy guns, knives, bats, trading cards (baseball, cartoon, etc.), balls, skateboards, roller blades and other toys are not to be brought to school. Key chains and toys hanging from book bags are discouraged as they are a distraction and/or safety concern. Toys confiscated by school personnel will not be returned to the children until the end of the school year.

Pets

Please see that dogs and other pets are kept at home and not allowed to follow pupils to school. A call will be made to the parents to come get the pet. If unavailable, the local law enforcement will be contacted. Pets may be brought to school for instructional purposes only. To do so, arrangements must be made with the classroom teachers and building administrator in advance.

School Dress Code

The school dress of elementary students is the responsibility of the parent. Students are expected to be appropriately dressed and acceptably groomed for school. Appropriate clothing shall be that which does not pose a health or safety hazard, does not disrupt classroom learning and behavior, and complies with reasonable standards for cleanliness. Students must wear shoes at all times. Heelys are not permitted at school. Clothing items with inappropriate statements, pictures, or expressions will not be allowed.

Examples-drug or alcohol messages, obscenities, violence, and disrespectful/negative messages. Unacceptable clothing items include the following: very short shorts or skirts; oversized "sagging" pants and shorts; oversized tank tops worn alone; halter tops; and chains attached to billfolds or pants. For safety reasons during recess times, 'flip-flops' are discouraged. If a student wears a piece of clothing that promotes or advertises the above mentioned items, they will be asked to do one of the following:

1. Call home and request that your parent bring another piece of clothing.
2. If possible, turn and wear the garment inside out.
3. Proceed to the nurse's office to select and wear a piece of clothing from the school's supply. That piece of clothing should then be washed and returned to school the next day.

For playing outdoors in wet and snowy weather, your children need to be equipped with overshoes or rubber boots. Be sure both boots are marked as well as mittens, caps, scarves, etc. Except for extreme weather conditions, children will be outside every day.

Visitors

Parents are encouraged to visit school any time after the first month. That first month is important to let children make the adjustment to school life. We request that visitors call ahead to inform the office staff and classroom teacher. Upon arrival, please check in at the office. In order to maintain an effective learning environment with limited disruption, classroom visits should not exceed one hour and should be arranged with the teacher and principal. Requests exceeding one hour must have approval of the principal. (Board Policy 5018)

Bus Information

Students are expected to abide by the Rules of Conduct on School Vehicles as set forth in the HTRS Public School Safe Pupil Transportation Plan (Policy 5044). Please read and review these rules with your children. Safety is our first consideration when transporting children to school. If the bus driver is distracted, danger exists. This is why standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to discipline and rules. If for some reason you have not received the Rules of Conduct on School Vehicles, notify the principal's office. Parents are asked to call the bus driver's cell phone if their child or children will not be riding the bus on a given day. Parents are asked to contact the transportation director, Scott Freeman (402-720-8605) for approval if their child(ren) are to be delivered to a different stop on the established route. (Board Policy 5044)

After School Plans

If a child is planning to go home with a friend, those arrangements must be made between the parents ahead of time. The child must then bring a written note to the classroom teacher informing them about the arrangements. Students will not be allowed to call their parents about plans they made during the school day. The children will be sent home in the usual manner.

District Cell Phone Policy

Possession of cell phones/other electronic communication devices in school is prohibited. If any of this rule is

violated, the cell phone will be taken from the student by a school official and turned in to the principal's office.

First offense: The cell phone will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. The principal will inform the parent that a second offense by the student is insubordination.

Second Offense: The cell phone/other electronic communication devices will be confiscated and held in the principal's office. A phone call will be made for the parents to pick up the cell phone/other electronic communication devices. Depending on the circumstances, the principal will determine whether the student receives an in-school suspension for insubordination (Board Policy 6025).

Child Abuse

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 (Board Policy 4054).

Complaint Procedure

In the event of complaints or concerns, parents are advised to initially attempt to resolve the situation with the teacher or school employee involved. If the problem cannot be resolved, please contact the school principal, who will schedule a meeting with all the people involved. The superintendent and school board members are to be involved after the above steps are exhausted (Board Policy 2006).

HTRS Alerts

To receive important information about Humboldt-Table Rock-Steinauer Public Schools sent as a text message or voice message directly to mobile, home or office phones, wireless, sign up for HTRS Alerts. Information consists of emergency information, school closings, early dismissals and school event reminders. Please contact Kim Standerford, Technology Integration/Assistant Principal at 402-862-2151 ext. 210 or kimstanderford@htrstitans.org.

Special Education Identification and Placement Procedure

All children, regardless of their handicapping condition, are entitled to a free appropriate public education and an equal opportunity for education according to their needs. The district will follow the rules and protocols created by the Nebraska Department of Education and the United States Department of Education in identifying, evaluating, verifying and serving students who may be entitled to rehabilitation or special education services. The school district shall provide special education and rehabilitative services only to children with verified disabilities and qualifying conditions (Board Policy 6010).

Substitute Teachers

If a long-term substitute is needed for four weeks or more, the school district will do its best to find a substitute that is highly qualified for the position. If this is not possible, parents will be notified in writing.

Student Data and Information for NDE

Information for the Nebraska Student and Staff records system is collected by the Nebraska Department of Education (NDE) for the purpose of doing state and federal reporting. This data includes information for the Nebraska Student-Centered Assessment (NSCAS) state aid, special education, and the federal No Child Left Behind Act. Student data are protected by state and federal laws and must be maintained in a confidential matter at all times. Parents may review the kinds of data that are collected about our students and the methods that the Nebraska Department of Education uses to manage this data at the Department of Education website: <http://www.nde.state.ne.us/>

Notice of Nondiscrimination

The School District of HTRS does not discriminate based on race, color, national origin, gender, marital status, disability, or age in admission or access to, or treatment of employment or educational programs and activities.

Any person having inquiries concerning The HTRS School District complies with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. George Griffith, in writing 810 Central Ave. Humboldt, Nebraska 68376 or by telephone at (402) 862-2235. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri, 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

Additional Information:

In addition to the foregoing information, a copy of the following policies are enclosed:

1. 2024-2025 Summary of the School Immunization Rules and Regulations
2. 2024-2025 School Calendar

Elementary Administration & Teaching Staff

If at any time a parent/guardian would like to contact the administration or a teacher, please consider the following options:

Telephone: School number is (402) 862-2151

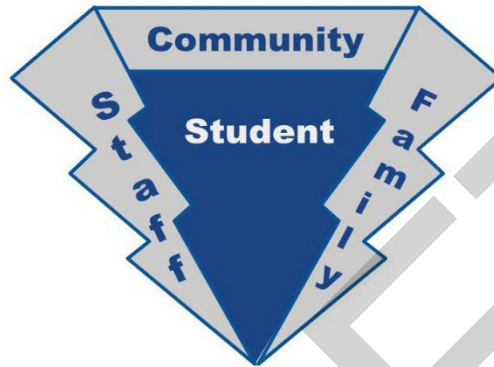
E-mail : [firstnamelastname@htrstitans.org](mailto:firstname.lastname@htrstitans.org)

Example: georgegriffith@htrstitans.org

HTRS PUBLIC SCHOOL
6-12 PARENT-STUDENT HANDBOOK

HTRS VISION STATEMENT

HTRS TITANS



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

2024-2025 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

Assistant Principal, Kim Standerford
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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DRAFT

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

Collectively empowering all learners to envision their potential by nurturing a positive mindset and rewarding experience.

BELIEF STATEMENTS

We Believe...

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

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

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 the parent/guardian 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.

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 laws.

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 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. Eat the food you choose to take from the salad bar and be considerate of other classes.
3. Due to the wellness policy soda, energy or high sugar drinks are not permitted in the cafeteria.
4. 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!
5. Students are to use proper manners including eating quietly.
6. Students may not throw food or other items.
7. Second servings are available to those who have tried to clean their trays and have requisite funds as required by board policy.
8. Students should remain at their tables until they are dismissed.
9. Students must treat lunch personnel with respect.
10. 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.

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. No flash pictures are permitted while riding school transportation.

Cell phone use during lunch is permitted but this privilege will be revoked if it is abused.

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.

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 or artificial intelligence program .
- 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 (DHHS or law enforcement within 24 hours) 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. With the exception of seniors, 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.

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 disciplines such 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 used to retrieve it.

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. Kim Standerford at 402-862-2151, by email: kimstanderford@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. Kim Standerford at 402-862-2151, by email: kimstanderford@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 members will follow school district policies to respond to the report.

Dress Code

Every student attending HTRS Public Schools is expected to always be neat in appearance and dress. People's opinions of our school are based on the way students represent it in dress and conduct. Student appearance reflects both themselves and HTRS.

The following is an example of prohibited clothing options:

1. Clothing that displays 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 (footwear is required).
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 that are 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 exposing 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 found, 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 \$2.60 and adults \$2.60 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 6-12 lunch is \$3.20 for students and \$4.70 for adults.

Milk Break

The school will offer a milk program to students in grades K-2. 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 allowed to charge for 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 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 buy 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 advance. Payment can be made by the day, week or month. A student's account will be allowed to become delinquent up to a negative \$5.00. 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 proper action at the discretion of administration.

Students who bring their own lunches are to eat in the lunchroom. Students may not bring or consume pop (soda) in the lunchroom. Food/drinks 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 will not be permitted at school and will be sent home. Upon discovering the presence of any sign of lice 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 allowed to return to school until the district finds that no live lice can be detected. The parent(s) or guardian(s) will have 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 must have a medical physical, updated immunization card and eye exam by a medical doctor before the start of the new school year. Incoming kindergarten students will also have 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. State Law requires all transfer students to provide an original birth certificate document, immunizations and health records. According to the Nebraska State Law, all students entering the seventh grade or transferring from another state must provide 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 for records to be obtained from the prior 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 prior 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 case 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 take part 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 offered 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 help 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 found, 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 allowed by this policy. Any student engaging in hazing or non-approved initiations is subject to discipline as allowed 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 on 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 prevent 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 about 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. Dedication 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 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 Jessica Strauch, 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 6-11 to determine the students' growth toward individual success. Tests are administered in fall, winter and the results are sent home.

Student Assistant Problem Solving Team (SAT)

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 Assistant 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
 - a. are supervised or administered by the district;
 - b. do not count toward graduation or advancement between grades; and
 - c. 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:

1. 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:

2. 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.

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 <i>Covers admission to all extracurricular events</i>	Students K-6 \$15.00 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 REVIEW NEW LAW

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 STEAM Program 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.
Swing Choir	Students must purchase outfits and shoes selected by the sponsor and/or student group.

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 with 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 or school counselor 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

Threat Assessment Plan

The HTRS Threat Assessment Plan is designed to ensure the safety and well-being of all students and staff members within the special education department. This plan outlines procedures for identifying, assessing, and managing threats made by or directed toward students in special education, with a focus on early intervention and Support

1. Threat Assessment Team
The team should consist of:
 - Threat Assessment Team Leader (School Counselor or Special Education Coordinator as applicable)
 - School Psychologist
 - Special Education Teachers (if application)
 - School Counselor
 - School Administrator
 - School Resource Officer
2. Identification of Behaviors of Concern
Behaviors of concern may include but are not limited to:
 - Verbal threats or statements representing violent intentions

- Aggressiveness towards peers or staff
 - Fascination with violence or weapons
 - Displaying a significant display of behavior
 - Social withdrawal
3. Reporting Procedures
- All staff members are responsible for reporting any behaviors of concern to counselor, administrator or designated team member.
 - Reporting may be done verbally or through a written incident report form, which should include detailed observations and any relevant documentation. If verbally reported, a follow-up email needs to be sent.
4. Initial Assessment
- The Threat Assessment Team will conduct a risk assessment to determine the level of threat posed by the student. Factors considered may include but are not limited to:
- Interviewing the student involved
 - Speaking with teachers, aides, and other staff members
 - Reviewing academic and behavioral records
 - Gathering information from parents or guardians
5. Threat Assessment
- Upon receiving a report, the threat assessment team coordinator will initiate an initial assessment which may include but not limited to:
- Severity of threat
 - Access to weapons or means to harm self or others
 - Episodes of previous violence or aggression
 - Mental health concerns
6. Intervention Strategies
- Based on the risk assessment, the team will develop and implement intervention strategies tailored to the individual needs of the student. These may include:
- Counseling or therapy sessions
 - Behavior management plans
 - Social skills training
 - Referral to outside agencies for additional support
7. Monitoring and Follow-Up
- The student's progress and behavior will be monitored regularly, with ongoing assessment of their risk level.
 - Follow-up actions may include adjustments to intervention strategies, additional support services, or further assessment as needed.
8. Collaboration with Parents/Guardians
- Parents or guardians will be kept informed of any concerns regarding their child's behavior and will be involved in the development and implementation of intervention strategies.
9. Documentation and Record-Keeping
- Detailed records of all threat assessment activities, including reports, assessments, interventions, and follow-up actions, will be maintained securely and shared only with those who have a legitimate need to know.
10. Training and Professional Development
- Staff members involved in the threat assessment process will receive regular training and

professional development opportunities to enhance their skills in recognizing warning signs, conducting assessments, and implementing intervention strategies specific to students in special education.

This Threat Assessment Plan is a proactive approach to ensuring the safety and well-being of students and staff within the special education department. By identifying and addressing behaviors of concern early, we can provide the support and intervention necessary to help students thrive in a safe and supportive learning environment.

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. Students 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 passengers including 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 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-Now 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 in HTRS classrooms hold Nebraska Teaching Certification issued by the Department of Education for the State of Nebraska and teach 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 students succeed in their academic classes, before and after school

assistance is available. It is the responsibility of both the student and teacher to arrange 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 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 the principal will issue a detention 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. Parents are responsible for transportation of their child serving 9th hour or a detention. Students who ride the bus home from school will be given a 24-hour notice prior to serving 9th hour.

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.

6-8 Promotion Requirements

Students in sixth 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
Business	10 semester hours
Physical Education	6 semester hours
Health	4 semester hours
Fine Arts	5 semester hours
Personal Finance	5 semester hours
Computer Science	5 Semester Hours
Electives	65 semester hours
Starting with the Class of 2027: Volunteer Public Service	5 clock hours per year = 20 hours

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 seniors 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. Administrative assigned detentions are 30 minutes and will be served in the central office or the detention room designated by the building principal. Administration has an obligation to assure double jeopardy does not occur.

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.
3. 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.
4. 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.
5. 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.
6. Possession of a controlled substance, alcohol or anything thing identified as paraphernalia or can be used to deliver an illicit substance including THC or CBD.

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.

Drug and Alcohol Use and Extracurricular Activities

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

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

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

Suspension or exclusion from activities or contests for a violation of this provision will commence at the discretion of the administration. The administration is the sole determiner of when the evidence or reports are sufficient to warrant suspension and/or exclusion from activities, in addition to other consequences permitted by law and other school rules.

Suspension from activities and/or contests for a violation of this provision occurring between the first day of fall sports practice to the end state track (including end of calendar year breaks, holidays, etc.) will take effect at the direction of the administration and may commence immediately. If a student is not involved in an activity, the consequences may be imposed immediately upon the student’s next activity or activities. Student violation(s) generally will result in suspension from activities and/or contests as follows. The penalties may be enhanced for each subsequent violation of this policy during the student’s enrollment. However, administration may also impose more serious consequences and, for example, may treat first violations as second or third violations if the violation occurs at on school grounds, vehicle or activities:

- First and/or minor violations - (30) thirty*school days with required drug testing every two weeks during the suspension and randomly during participation in any subsequent activities.
- Second and/or more severe violations - (1) one*calendar year with required drug testing every two weeks during participation in any subsequent activities.
- Third and/or very severe violations - remainder of student’s time at HTRS

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

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

<u>Infractions of Student Code of Conduct</u>	Warning	Detention	Detention	1-3 DAYS ISS	3-5 DAYS ISS	OSS	LTS	Expulsion
Excessive/Offensive/ Inappropriate Emotional Display	1	2	4	4+				
Electronic Device Violation		1	3	3+				
Unsafe Acts That Disrupts School	To Be Determined by Administration							
Cheating, Academic Misconduct, Plagiarism			2	32	4+			
Obscene, Profane Or Inappropriate Language/Gestures		1	3	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

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/wtqdwu/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

DRAFT

STAFF DIRECTORY

ADMINISTRATION	
Dr. George Griffith	Superintendent
	Principal
Kim Standerford	Asst. Principal/Tech/Title IX Coordinator
Taylor Dunekacke	Activities Director
Candy Blecha	Special Education Coordinator
OFFICE PERSONNEL	
Chantel Farwell	Business Manager
Lanette Speckmann	Administrative Assistant
Samantha Wamsley	Administrative Assistant
CUSTODIAL STAFF	
Gary Ramer	Head Custodian
	Custodian
Tina Gerdes	Custodian
Jayne Karas	Custodian
Alex Sullivan	Custodian
Scott Sailors	Custodian
KITCHEN	
LuAnn Hunzeker	Head Cook
Kim Slama	Cook
Melanie Beemer	Cook
TRANSPORTATION	
Scott Freeman	Head Transportation/Grounds
	Bus Driver
Rene Jones	Bus Driver
Mike Slatten	Bus Driver
PK-ELEMENTARY	
Dan Ingwersen	K-8 Guidance
Jaime Frey	Elementary STEM/ Sixpence Coordinator
Kasey True	3 Year Old Preschool
Amber Hower	4 Year Old Preschool
BJ Freeman	Kindergarten
Ashlee Meyer	Kindergarten
Michelle Glathar	1 st Grade
Jenny Eckman	1st Grade
Chambre Blondo	2 nd Grade
Heather Clements	3 rd Grade
Schuyler Kuhlmann	3 rd 4 th Grade
Lisa Wittrock	4 th Grade
Grant Tuttle	5 th /6 th ELA
Taylor Dunekacke	5 th /6 th Math
Angie Schnacker	Physical Education
Katie Umpand	K-4 Music / Title I
Alexis Bippes	Speech Language
Vicki Mulholland	Special Education
Mary Grace Thiltges	Special Education

SECONDARY	
Brittany Rogers	Secondary Guidance Counselor
Kim Standerford	Technology Integrationist/PowerSchool
Michael Coffey	K-12 Instrumental Music
Amanda Bowen	7-9 English
	Math
Megan Howe	Math
Carl Linnerson	9-12 Social Science
Heath Finke	6-7 Social Science
James Johnson	Science
Tami Robison	Science
Donna Railsback	Science
Brad Catlin	Industrial Arts
Scott Burger	Business Ed.
Sheila Snodgrass	Special Education
Sharon Joyner	Elementary/Secondary Art
Sara Kappel	Media Specialist
Caleb Lempka	Physical Education
Megan Vrbka	Ag. Ed/FFA
Tanner Merwin	Spanish Proctor/College Class Proctor
Darin Lovercheck	Special Education/WIN
Vicki Mulholland	Special Education
Carmen Eppens	Life Skills
Shari Drake	Title I/SEL Interventionist
Dennette Wheeler	Title I/Barton Interventionist
Chelsey Sullivan	Sixpence

HTRS TITANS



2024-2025 Titan School Calendar

Approved March

August 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

September 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					

August 2024 (11 Student / 17 Teacher)

12	Fall Sports Pract Start
8-15	Teacher In-service
16	First Day K - 12
19	First Day PreK
30	1:30 Dismissal / Afternoon In-service

September 2024 (18 Student / 18 Teacher)

2	No-School / Labor Day
11	1:30 Dismissal / Fair
12-13	No-School / Fair
20	1:30 Dismissal / Afternoon In-service

October 2024 (21 Student / 23 Teacher)

4	1:30 Dismissal / Afternoon In-service
11	No-School - P/T Conferences 9:00 am to 6:00pm
14	No-School - Teacher Workday
18	End of 1st Quarter (41 Days)
25	1:30 Dismissal / Afternoon In-service

November 2024 (17 Student / 18 Teacher)

13	First Day of Winter Practice
14	1:30 Dismissal / Afternoon In-service
15	No School - Teacher Workday
18	Winter Sports Pract Starts
27-29	No-School Thanksgiving

December 2024 (15 Student / 15 Teacher)

6	1:30 Dismissal / Teacher Inservice
20	1:30 Dismissal / End 2nd Quarter (41 Days)
22-26	5 Day Practice/Competition Moratorium
23-31	No-School / Christmas Break

January 2025 (18 Student / 20 Teacher)

1-3	No-School / Christmas Break
6	No-School / Teacher Workday
7	Start of 2nd Semester
24	1:30 Dismissal / Teacher Inservice
27	No-School / Teacher Workday

February 2025 (17 Student / 19 Teacher)

7	No School/ Teacher In-service
21	No-School - P/T Conferences 9:00 am to 6:00pm
24	No School

March 2025 (19 Student / 19 Teacher)

3	Spring Sport Practice Starts
5	1:30 Dismissal
6-7	No School / Spring Break
14	End 3rd Quarter (43 Days)
21	1:30 Dismissal / Teacher Inservice

April 2025 (20 Student / 20 Teacher)

17	1:30 Dismissal / Teacher Inservice
18	No School / Good Friday
21	No School

May 2025 (14 Student / 2 Seniors / 15 Teacher)

2	Senior's Last Day
8	PreK Last Day
10	Graduation 2:00 pm
20	1:30 Dismissal / Last Day / End 4th Quarter (45 Days)
21	Teacher Workday

October 2024						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30	31		

November 2024						
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December 2024						
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29	30	31				

January 2025						
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February 2025						
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March 2025						
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23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 Teacher Workday/Inservice
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

170 Student Days - 184 Teacher

HTRS

LAPTOP HANDBOOK

2023-2024 SCHOOL YEAR

HTRS

TITANS

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

Distribution of Laptops

A. Laptop Initiative

Laptops are distributed each fall to all 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

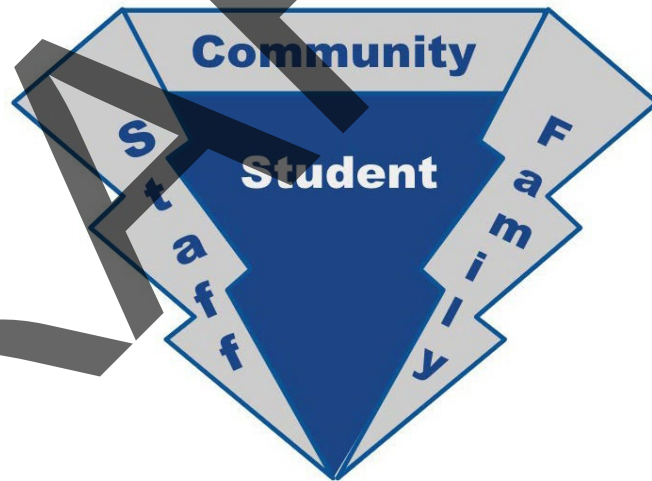
*The HTRS administration has the final decision in the issuance of consequences for laptop violations.

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:

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DRAFT

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@htstians.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

Douglas County, NE or out-of-state maximum meal reimbursement rates effective August 1,2023:

Breakfast: \$10.00 Lunch: \$14.00 Dinner: \$18.00

- 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:

- a. Review of the threatening behavior and/or communication;
- b. Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- c. Review of school and other records for any prior history or interventions with the students involved;
- d. 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.

Student Assistant Team

The Student Assistant Team (SAT) is designed to have teachers support teachers regarding a student or a student's program. The purpose of SAT 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.

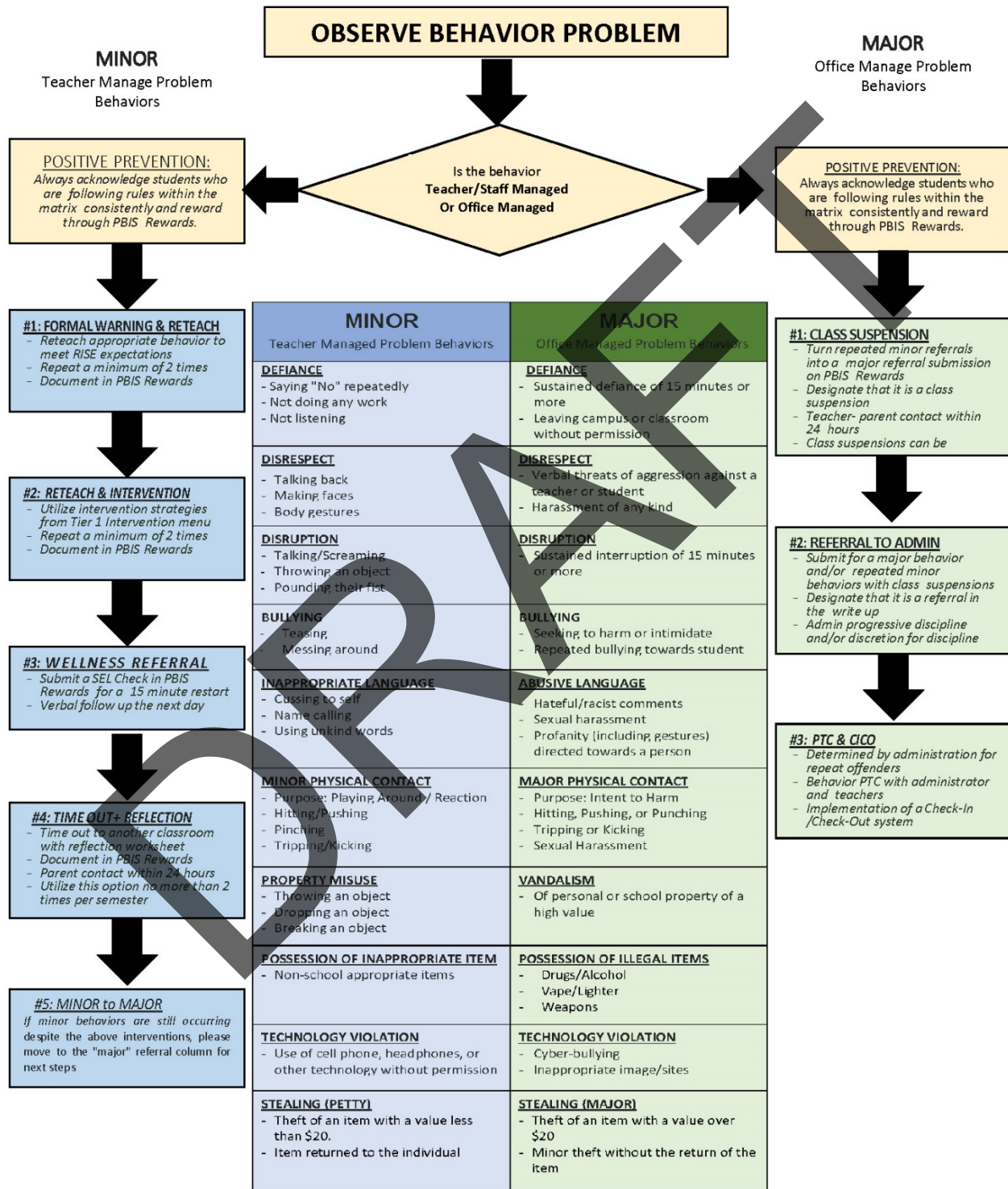
To insure the teaching of these beliefs, the following shall be done on a continuing basis:

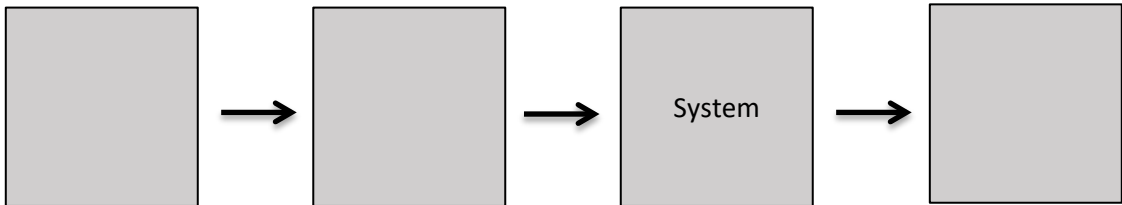
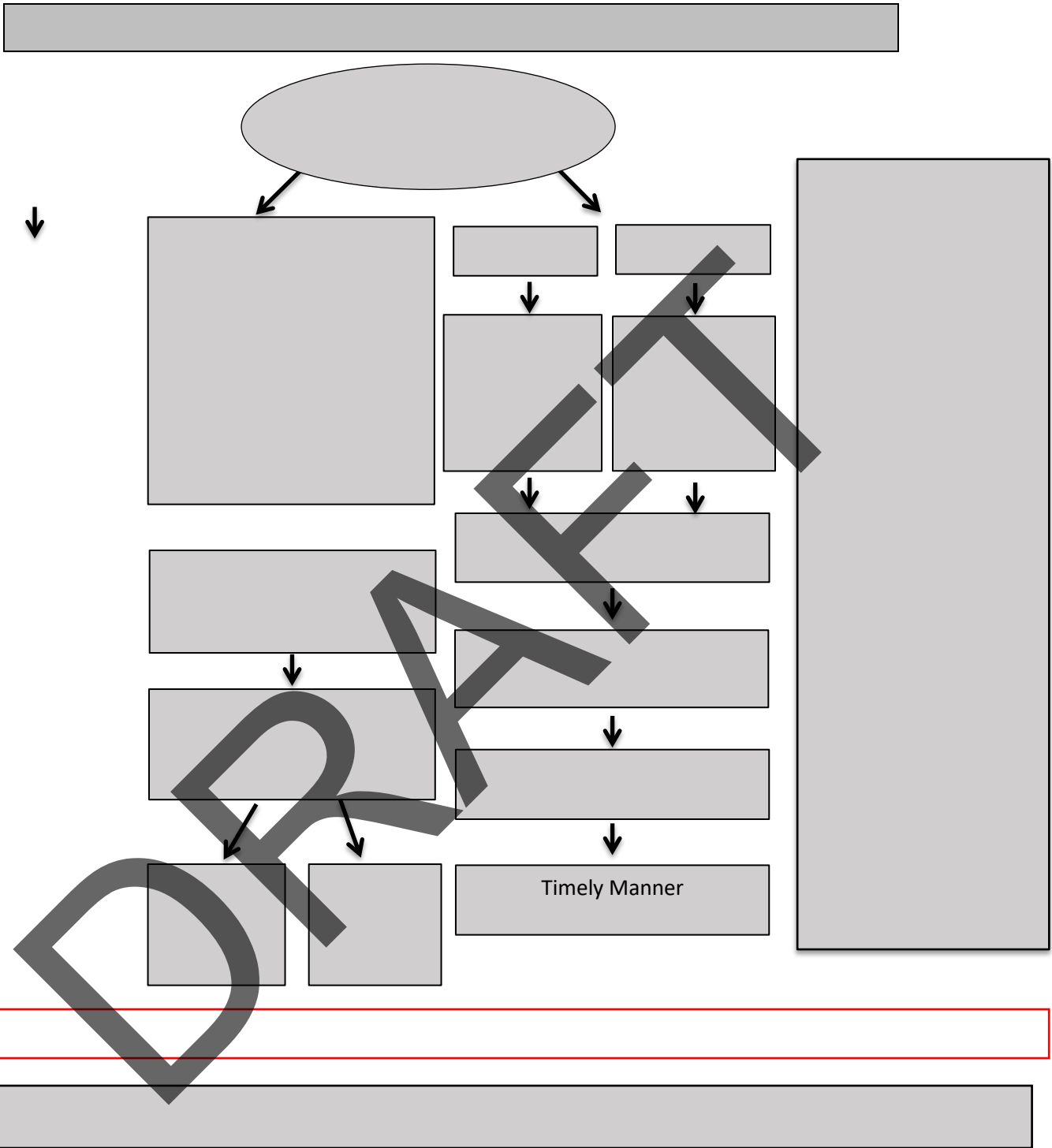
1. The textbooks and curriculum materials shall stress multi-cultural principles where applicable.
2. All instructional personnel shall emphasize multi-cultural education and in-service education shall be provided annually to enhance this instruction.
3. The guidance counselor shall strive to emphasize 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

HTRS

Behavior Intervention Flow Chart





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
.....	School Principal
Kim Standerford.....	Assistant Principal/Tech Integration
Taylor Dunekacke.....	Athletic Director

Specialists

Jason Guenther.....	Technology Director
Alexis Bippes.....	Speech Pathologist
Jessica Strauch.....	Nurse
Candy Blecha.....	Special Education Director
Chelsey Sullivan.....	Six-Pence/ELC Director

Early Learning Center

Saydee Hardesty.....	Asst. Director ELC
Mary Ann Kroeger.....	ELC
Breeahana Conn.....	ELC
Brenda Rowland.....	Food Service ELC

Teaching Staff:

PRK - 5

Amber Bauman.....	Preschool
Stacy True.....	Preschool
Billi Jo Freeman.....	Kindergarten
Ashlee Meyer.....	Kindergarten
Michelle Glathar.....	1 st Grade
Chambre Blondo.....	1 st Grade
Jenny Eickmann.....	2 nd Grade
Heather Clements.....	3 rd Grade
Schuyler Kuhlmann.....	3 rd Grade
Lisa Wittrock.....	4 th Grade
Taylor Dunekacke.....	5 th /6 th Math
Grant Tuttle.....	5 th /6 th ELA
Katie Umland.....	K-4 Music/Title

Angela Schnacker.....	Physical Education
Heath Finke.....	Social Studies
Jaime Frey.....	STEM /Sixpence
Shari Drake.....	SEL/ Title I
Dennette Wheeler.....	Title I
Vicki Mulholland.....	Special Education
Carmen Eppens.....	Special Education
Alecia Gerdes.....	Special Education
Darin Lovercheck.....	Special Education/WIN
Dan Ingwersen.....	K-8 Guidance
Grades 6-12	
Zadie Smith.....	English Language Arts
Amanda Bowen.....	English Language Arts
Brad Catlin.....	Industrial Arts
Tanner Merwin.....	Business Robotics/Info Tech
Michael Coffey.....	5-12 Music
Scott Burger.....	Business Education
Sheila Snodgrass.....	Special Education
Whitley Albury.....	Math
Megan Howe.....	Math
Sharon Joyner.....	Art
Sara Kappel.....	Media Specialist
Caleb Lempka.....	Physical Education
Carl Linnerson.....	Social Studies
Tami Robison.....	Science
Brittany Rogers.....	9-12 Guidance
Megan Vrbka.....	VoAg/FFA
Maren DeJonge.....	VoAg/Ind Arts/WBL
Donna Railsback.....	Science
James Johnson.....	Science
Michael Coffey.....	5-12 Music
Dennette Wheeler.....	Title I/Intervention
Paraprofessionals:	
Doris Barg.....	SPED
Vicki Bursovsky.....	SPED
Stacy Fankhauser.....	SPED
Teresa Gartner.....	PRK-Aide
Jacob Heil.....	SPED
Elaine Kelly.....	SPED
Dawn Sherman.....	SPED
Ronnie Schiffbauer.....	SPED
Melinda Strong.....	CNA/SPED
Koalton Taiclet.....	SPED
Robin Thacker.....	SPED

Dena Vann.....CNA/SPED
 Joyce Strobel.....CNA/SPED
 Rhiannon Kohler.....CNA/SPED

Office Staff:

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
 Tina Gerdes.....Custodian
 Jaynie Karas.....Custodian
 Alex Sullivan.....Custodian
 Scott Sailors.....Custodian

Transportation Department:

Scott Freeman.....Head Transportation /Grounds
 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

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.

HTRS TITANS



2024-2025 Titan School Calendar

Approved March

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
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 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	

March 2025						
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 2025						
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 2025						
Su	M	Tu	W	Th	F	Sa
						1
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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/Inservice
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

170 Student Days - 184 Teacher

August 2024 (11 Student / 17 Teacher)

- 12 Fall Sports Pract Start
- 8-15 Teacher In-service
- 16 First Day K - 12
- 19 First Day PreK
- 30 1:30 Dismissal / Afternoon In-service

September 2024 (18 Student / 18 Teacher)

- 2 No-School / Labor Day
- 11 1:30 Dismissal / Fair
- 12-13 No-School / Fair
- 20 1:30 Dismissal / Afternoon In-service

October 2024 (21 Student / 23 Teacher)

- 4 1:30 Dismissal / Afternoon In-service
- 11 No-School - P/T Conferences 9:00 am to 6:00pm
- 14 No-School - Teacher Workday
- 18 End of 1st Quarter (41 Days)
- 25 1:30 Dismissal / Afternoon In-service

November 2024 (17 Student / 18 Teacher)

- 13 First Day of Winter Practice
- 14 1:30 Dismissal / Afternoon In-service
- 15 No School - Teacher Workday
- 18 Winter Sports Pract Starts
- 27-29 No-School Thanksgiving

December 2024 (15 Student / 15 Teacher)

- 6 1:30 Dismissal / Teacher Inservice
- 20 1:30 Dismissal / End 2nd Quarter (41 Days)
- 22-26 5 Day Practice/Competition Moratorium
- 23-31 No-School / Christmas Break

January 2025 (18 Student / 20 Teacher)

- 1-3 No-School / Christmas Break
- 6 No-School / Teacher Workday
- 7 Start of 2nd Semester
- 24 1:30 Dismissal / Teacher Inservice
- 27 No-School / Teacher Workday

February 2025 (17 Student / 19 Teacher)

- 7 No School/ Teacher In-service
- 21 No-School - P/T Conferences 9:00 am to 6:00pm
- 24 No School

March 2025 (19 Student / 19 Teacher)

- 3 Spring Sport Practice Starts
- 5 1:30 Dismissal
- 6-7 No School / Spring Break
- 14 End 3rd Quarter (43 Days)
- 21 1:30 Dismissal / Teacher Inservice

April 2025 (20 Student / 20 Teacher)

- 17 1:30 Dismissal / Teacher Inservice
- 18 No School / Good Friday
- 21 No School

May 2025 (14 Student / 2 Seniors / 15 Teacher)

- 2 Senior's Last Day
- 8 PreK Last Day
- 10 Graduation 2:00 pm
- 20 1:30 Dismissal / Last Day / End 4th Quarter (45 Days)
- 21 Teacher Workday

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

6/7/2024

Activity Handbook

2024-2025

DRAFT

Draft
HTRS PUBLIC SCHOOL

EXTRACURRICULAR HANDBOOK

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 Principal.

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.

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”

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 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 or serious blow to the head 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 for more information.

HEAT PROTOCOL

NSAA Wet Bulb Globe Thermometer (WBGT) Heat Modification Guidelines

The NSAA Board of Directors approved the Wet Bulb Globe Thermometer (WBGT) as the recommended measurement practice and device for measuring acceptable heat / humidity levels for practices and contests. The use of WBGT is recommended throughout the calendar year when the ambient temperature is above 80 degrees.

Region 1	Region 2	Activity Guidelines
< 76.1	< 79.7	NORMAL ACTIVITIES 3 SEPARATE - 3 TO 5 MINUTE REST / WATER BREAKS PER HOUR
76.2 - 81	79.8 - 84.6	USE DISCRETION FOR INTENSE / PROLONGED PRACTICE 3 SEPARATE - 4 TO 6 MINUTE REST / WATER BREAKS PER HOUR MONITOR AT-RISK ATHLETES CLOSELY COLD WATER IMMERSION AVAILABLE

81.1 - 84	84.7 - 87.6	MAXIMUM PRACTICE TIME IS 2 HOURS HELMETS AND SHOULDER PADS ONLY REMOVE HELMETS AND SHOULDER PADS IF CONDITIONING 4 SEPARATE - 4 TO 6 MINUTE REST / WATER BREAKS PER HOUR MONITOR AT-RISK ATHLETES CLOSELY COLD WATER IMMERSION AVAILABLE CONTESTS: PER NFHS RULES, IMPLEMENT ADDITIONAL/EXTENDED TIMEOUTS FOR REST / WATER BREAKS
84.1 - 86.1	87.7 - 89.7	MAXIMUM PRACTICE TIME IS 1 HOUR HELMETS AND SHOULDERS PADS PROHIBITED NO CONDITIONING 4 SEPARATE - 5 TO 7 MINUTE REST / WATER BREAKS PER HOUR MONITOR AT-RISK ATHLETES CLOSELY COLD WATER IMMERSION AVAILABLE CONTESTS: PER NFHS RULES, IMPLEMENT ADDITIONAL/EXTENDED TIMEOUTS FOR REST / WATER BREAKS CONTESTS: CONSIDER DELAYING / POSTPONING START TIMES
> 86.1 > 89.7		NO OUTDOOR ACTIVITIES CANCEL OR DELAY OUTDOOR PRACTICES / CONTESTS UNTIL LOWER WBGT IS RECORDED

ADDITIONAL INFORMATION:

PARTICIPANTS SHOULD ALWAYS HAVE UNRESTRICTED ACCESS TO WATER / FLUIDS WBGT SHOULD BE MEASURED EVERY 30 MINUTES

INDIVIDUAL REACTIONS TO HEAT WILL VARY PER ATHLETE

SCHOOLS SHOULD HAVE AN EXERTIONAL HEAT ILLNESS EMERGENCY ACTION PLAN AT RISK ATHELETES SHOULD ALWAYS BE MONITORED CLOSELY

WBGT IS AN ALL-INCLUSIVE MEASURE OF THE HEAT STRESS IN DIRECT SUNLIGHT, WHICH TAKES INTO ACCOUNT AMBIENT TEMPERATURE, HUMIDITY, SUN ANGLE, WIND SPEED, CLOUD COVER (SOLAR RADIATION)

Infractions of Student Code of Conduct and Extracurricular Activities	Warning	Benched 1 match/ quarter or round	Benched plus 1 Full Game/ Activity Suspension	3 Game/ Event Suspension	The longer of: Loss of Season or 6 Week Expulsion from all activities.	School year (175 Day) Expulsion from All Extracurricular activities
Excessive/Offensive/ Inappropriate Emotional Display.		1	2	3+		
Disrespect to Coaches / Officials / Staff			1	2+		
*Receiving OSS 1-3 days			1	2+		
* Receiving OSS 5-10 days					1+	
Engaging in initiations or hazing.					1	2+
Bullying which shall include cyber-bullying.			1	2	3+	
Obscene, Profane Or Inappropriate Language/Gestures		1	2	3+		
Unexcused Absence from Practice		1	2+			
Receipt of a criminal citation by law enforcement for any reason.			1	2	3+	
Failing to report for an activity at the beginning of season (unexcused)					1+	
Fighting/Physical Aggression			1	2	3+	
Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.					1	2
Possession, Use, Under Influence or Distribution of Tobacco, Alcohol or Controlled Substance, or any Delivery Device (ex: Vape pen)	Per Substance Abuse Policy in Student Handbook.					
Fireworks, Bombs, Fire Alarm Or False Alarms						1
Weapons, Possession or Use Of						1
Any violation of school policy, handbook provision, or a coach's or activity sponsor's training rules or codes of conduct not covered about.	Coaches consequence unless it is one of the offenses in this document in which the consequences of this document will be imposed.					

* All OSS Benching or suspensions will be enforced the during the first activity or activities in which you are scheduled to participate (ex: you have an OSS during football season but you don't play football but you do play basketball, you will serve the benching or suspension at the start of basketball season). These consequences are in addition to any school consequence imposed.

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 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

NEBRASKA SCHOOL ACTIVITIES ASSOCIATION GUIDELINES FOR COOPERATIVE SPONSORSHIP

Purpose:

The philosophy of the Nebraska School Activities Association is to provide an opportunity for high school students to participate in a variety of athletic and non-athletic activities. Through cooperative sponsorship, the opportunity for student participation will be maintained, or increased, by permitting students who do not have a program available in their school to go to another school for athletic and non-athletic activity participation. The problem of declining enrollment, the inherent financial ramifications of supporting the cost of the program, the lack of facilities and equipment, and the problem of providing quality coaching staff when the number of teaching positions is reduced, make cooperative sponsorship desirable.

Schools will not be permitted to use cooperative sponsorship to gain an advantage over other member schools.

Guidelines:

1. A maximum of four schools may combine and form a cooperative program.
2. The combining schools must be in the same geographical area, and the school districts must be contiguous or all schools located in the same school district. If a school has attempted to cooperatively sponsor a program with a contiguous district and was denied, the contiguous requirement may be waived.
3. **The cooperative sponsorship agreement shall be for a minimum of two years.**
The cooperative agreement may be voided at any time by mutual agreement of both/all schools **and approval by the NSAA Board of Directors.** No other cooperative agreement in the same activity may be made with another school until the original two-year period elapses.
4. The cooperative agreement will be for each activity. A school may have a cooperative agreement with one school in a particular activity and with another school in another activity.
5. Where there is an absence of an effective program in one school, a cooperative program may be established, provided a need is shown to the NSAA Board of Directors. Examples which may constitute need are: 1) insufficient numbers; 2) lack of staff; and 3) lack of facilities.
6. In multi-school districts, the central administration must designate the schools which may request permission to cooperatively sponsor activities.
7. If a school in one district wishes to join with a school in a multi-school district in a cooperatively sponsored activity, the school must join with the nearest high school in the multi-school district which offers the activity.
8. If a school previously has offered a program in an activity and there has been no significant decrease in high school enrollment, the school would not be permitted to participate in a cooperative program.
9. If a school has previously played eleven-man football and has sufficient interest and enrollment for eight-man football, the school would not be permitted to cooperatively sponsor football with another school. If two/three schools which have previously played six-man football agree to cooperatively sponsor football, the cooperative team may continue to play six-man football if the enrollment requirement is met. If two/three schools which have previously played eight-man football agree to cooperatively sponsor football, the cooperative team may play eight-man football if the combined enrollment of the schools is less than 83.
10. If, through a cooperative sponsorship, the number participating in a program in either school would be reduced, the request would not be approved.
11. The enrollment (grades 9, 10, and 11, as taken from the forms sent to the NSAA office for classification purposes) of all of the schools entering into a cooperative sponsorship will be combined to determine the class in which the combined program will participate. Each school will continue to participate in its class in all activities except where the cooperative sponsorship applies.
12. All schools of a cooperative program are required to pay the yearly registration fee.

Problems Schools Need to Resolve Before Entering Into a Cooperative Program:

1. If you already have a program, are students from another school going to replace students from your community?
2. Who will pay the cost of equipment and travel?
3. How will gate receipts be dispersed?
4. Who is responsible for the cost of travel to and from practice?
5. Where will practice be held?
6. Where will contests be played?
7. Which school's identity will be used? Mascot, colors, etc.
8. Are local eligibility rules, lettering guidelines, etc., the same at both/all schools?
9. Selection of cheerleaders. Who's eligible?
10. Will activity tickets and/or season tickets be honored?
11. How will coaches be employed and paid?
12. Insurance.
13. If students are combined for girls basketball, for example, the boys' teams may be assigned to different districts--possibly even different classes.
14. Expenses for facilities, lights, heating, showers, towels, laundry, etc., including maintenance of practice and playing facilities.
15. Expenses for scouting, coaches' meetings, etc. Who is responsible?
16. Contracts with other schools, officials, etc.
17. Responsibilities for hosting and supervising events.
18. Resolution of disputes.
19. Which school will handle eligibility?

Application:

1. The application form, available on the AD login page of the NSAA website, must be completed by both/all schools and submitted to the NSAA. A copy of the action item from your Board of Education minutes, stating the application was approved, must be uploaded.
2. **The coop deadlines are July 1 for fall activities, October 1 for winter activities and January 1 for spring activities.**
3. Member schools may apply for cooperative sponsorship in any activity recognized by the NSAA.

Renewals:

If the high schools plan to continue cooperatively sponsor the same program(s) as they sponsored during the preceding school year, the head school should mark "RENEWAL" at the top of the Cooperative Sponsorship Agreement form and mark the activities and years for which the combined program will be in effect. The superintendent of each high school must then electronically sign their portion of the form before it is submitted to the NSAA.

It will not be necessary for the schools to complete the entire Cooperative Program Application form unless additional programs are added.

The agreement to continue the cooperative program should be approved by the schools' Boards of Education/Governing Bodies, but it is not necessary for members of the Board of Education/Governing Body to sign the agreement. Hopefully, this will save time and simplify the renewal process.

Renewal requests must be received by the NSAA by the applicable renewal dates:

1. July 1 for cooperative programs that will be implemented during the following fall sports season;
2. October 1 for cooperative programs that will be implemented during the following winter sports season;
3. January 1 for cooperative programs that will be implemented during the following spring sports season.

KEY FOR ACTIVITY ABBREVIATIONS—

FB6-Football 6-man
FB8-Football 8-man
FB11-Football 11-man
VB-Volleyball
BCC-Boys Cross Country
GCC-Girls Cross Country
GGO-Girls Golf
BTE-Boys Tennis
GSB-Girls Softball
UBO-Unified Sports, Bowling

BSW-Boys Swimming
GSW-Girls Swimming
WR-Wrestling
WR_G-Girls Wrestling
BBB-Boys Basketball
GBB-Girls Basketball
BBO-Boys Bowling
GBO-Girls Bowling
PP-Play Production
SP-Speech

DE-Debate
BA-Baseball
BTR-Boys Track
GTR-Girls Track
GTE-Girls Tennis
BGO-Boys Golf
BSO-Boys Soccer
GSO-Girls Soccer
UTR-Unified Sports, Track
VM-Vocal Music
IM-Instrumental Music
JO-Journalism



AUBURN BULLDOGS

1829 Central Avenue
Auburn, NE 68305-1713
402-274-4328

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AGREEMENT FOR COOPERATIVE SPONSORSHIP:

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW RENEWAL

This Agreement is made between/among the School Boards of:

- School District No. 29 , Auburn , Nebraska and , Nebraska and
- School District No. , Humboldt-Table Rock-Steinauer , Nebraska and , Nebraska and
- School District No. , Select School , Nebraska and , Nebraska and
- School District No. , Select School , Nebraska and , Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, October 1 for winter activities or January 1 for spring activities) **2024**, for approval for cooperative sponsorship of a joint high school program.

Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.

FALL	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO
WINTER	<input type="checkbox"/> BSW	<input type="checkbox"/> GSW	<input type="checkbox"/> WR	<input type="checkbox"/> WR_G	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> BBO	<input type="checkbox"/> GBO	<input type="checkbox"/> PP	<input type="checkbox"/> SP
SPRING	<input type="checkbox"/> DE	<input checked="" type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO		
OTHER	<input type="checkbox"/> UTR	<input type="checkbox"/> VM	<input type="checkbox"/> IM							
	<input type="checkbox"/> JO									

hereinafter "combined program," for students attending the above-named schools for years:

- 2024-2025
- 2025-2026
- 2026-2027

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

2. **Purpose.** The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

a.
To provide an opportunity for students at HTRS to play baseball.

b.

//

//

c.

d.

//

//

3. **Agreement to Cooperate.** If the joint application is approved by the NSAA Board of Directors, the above-named governing boards agree that they will cooperatively sponsor the combined program in the school years specified, provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. **Terms and Conditions of Cooperative Sponsorship.** Any combined program shall be cooperatively sponsored upon the following terms and conditions:

a. **Team Name, Mascot and Team Colors.** The team shall be known as (Name) Auburn _____, (Mascot) Bulldogs _____, with School District No. _____ serving as host school district. The team colors are Red / White

b. **Contracts.** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals, or with other schools or school districts, shall be made by the governing board of School District No. _____, after consultation with the governing board of the cooperating school district. **In the event this co-op qualifies for reimbursement for any state championships, the check should be written to the head school.**

c. **Allocation of Costs.** All costs of the combined program shall be allocated between/among the parties in the manner indicated below for each expenditure category listed:

I. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.)

HTRS will be responsible for transporting athletes to and from practice.

//

II. Expenses for transportation to "away contests." (Specify method of allocation.)

contests. If necessary, HTRS will assist in providing transportation to away contests. If it is more time efficient for HTRS athletes to be transported directly to a contest, HTRS will do so with notice given to Auburn coaching staff.

//

III. Expenses for spectator buses. (Specify method of allocation.)

If spectator buses are needed, individual schools will transport unless the superintendents of both districts mutually agree to another arrangement.

//

IV. Expenses for facilities, lights, heating, showers, towels, laundry, etc., of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.)

Host school.

//

V. Expenses for banquets and awards. (Specify method of allocation.)

Host school.

//

VI. Expenses for scouting, coaches' meetings and workshops. (Specify method of allocation.)

The host school will determine the coaching staff. If HTRS has an assistant coach hired HTRS will pay for this cost.

//

VII. Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.)

Host school.

//

VIII. Expenses for purchasing of supplies and equipment. (Specify method of allocation.)

Host school.

//

IX. Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.)

Host school.

X. Other expenses. (Specify method of allocation.)

HTRS will compensate Auburn per athlete and agreed amount. Amount will be determined by superintendents of each school system.

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between/among the cooperating parties.

d. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner: (Specify method of allocation.)

Host school.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner: (Specify method of allocation.)

Host school.

e. Concessions. The provision of concessions at home contests shall be the responsibility of the home location school, and concession revenues shall not be covered by the provisions of this Agreement unless the parties specifically agree to the contrary herein.

f. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

g. Employment of Personnel.

I. The head coach of the combined program shall be employed by the school board of School District No.

II. Other joint program personnel, if any, shall be employed as follows:

POSITION

EMPLOYER

III. Recommendations for employment of personnel by each board shall be in accordance with the board's policies.

IV. Coaches and other personnel employed by a school district shall meet applicable state requirements.

h. Control and Supervision of Programs and Participants. The control and supervision of a combined program, and of the behavior of student participants in the program, shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this Agreement, or items in this Agreement requiring clarification, will be investigated by the school superintendents from each school, and they will present their findings and recommendations to their respective boards.

7. Term, Dissolution. The term of this Agreement shall be for school years 2024 and 2025. The Agreement shall terminate at the end of the last school year specified, unless extended by mutual agreement. If the parties determine to extend the Agreement beyond the period specified, they agree to submit a "Cooperative Program Renewal Agreement" form to the NSAA Board of Directors prior to July 1 for fall activities, October 1 for winter activities and January 1 for spring activities, preceding the school year or season in which the co-op program is to be implemented. If the parties determine to dissolve the Agreement at an earlier date, they agree to submit a request in writing from both schools signed by the Superintendent and Board Chairperson prior to July 1 for fall activities, October 1 for winter activities, and January 1 for spring activities. If the early dissolution of the Agreement is not approved, the combined program must be offered cooperatively, or not at all, during the remaining terms of the Agreement.

8. Liability Insurance. Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officer, agents and employees. Each party shall carry a minimum liability insurance limit in the amount of \$ 0 for any one liability occurrence and carry a minimum aggregate liability insurance limit of \$ for any accumulation of separate liability occurrences

that may occur during the insured policy period. The policy shall name the officers, agents and employees of the other party as named insured. Each party shall provide the other party with a certificate evidencing such insurance coverage.

Save & Continue

NOTE: Clicking **Save & Continue** will take you to your school's Resolution Form that will need to be completed **AND** will alert the schools you selected above for this co-op that they need to review this form and complete their portion as well.

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NSAA Cooperative Form - Problems Schools Need to Resolve Before Entering Into a Cooperative Agreement - Questions & Answers (HTRS)

1. If you already have a program, are students from another school going to replace students from your community?

Coaches will determine who is on the team roster and playing time.

2. Who will pay the cost of equipment and travel?

Superintendents of both schools will determine an agreed upon amount per athlete.

3. How will gate receipts be dispersed?

Auburn will collect and keep all gate receipts.

4. Who is responsible for the cost of travel to and from practice?

HTRS is responsible for transporting their students to and from practice.

5. Where will practice be held?

The head coach of the team will determine the location of all practices. Auburn will be the site in the vast majority of cases.

6. Where will contests be played?

Tushla Field or other location determined by the host school.

7. Which school's identity will be used? Mascot, colors, etc.

Auburn Bulldogs

8. Are local eligibility rules, lettering guidelines, etc., the same at both/all schools?

Eligibility rules of each school would apply for their own athletes. Lettering guidelines would be determined by Auburn.

9. Selection of cheerleaders. Who's eligible?

If cheerleaders were used the host school would determine who is eligible.

10. Will activity tickets and/or season tickets be honored?

ECNC Passes will be honored.

11. How will coaches be employed and paid?

The host school will determine the coaching staff. If HTRS has an assistant coach hired HTRS will pay for this cost.

12. Insurance.

If schools determine insurance for their athletes is needed each school would pay for their own athletes. The NSAA has insurance that should cover athletes listed on the eligibility roster in some situations.

13. If students are combined for girls basketball, for example, the boys' teams may be assigned to different districts--possibly even different classes.

This does not apply for a baseball coop.

14. Expenses for facilities, lights, heating, showers, towels, laundry, etc., including maintenance of practice and playing facilities.

Host school.

15. Expenses for scouting, coaches' meetings, etc. Who is responsible?

Each school will fund but if HTRS has coaches then HTRS would be responsible for mileage and workshops.

16. Contracts with other schools, officials, etc.

Host school.

17. Responsibilities for hosting and supervising events.

Host school.

18. Resolution of disputes.

Host school grievance policies would be followed. HTRS athletes would be expected to comply with the host school's team and school rules as any athlete on the team would.

19. Which school will handle eligibility?

Each school's eligibility policy would be used for their own athletes.



Dr. George Griffith, Superintendent Report

June 2024

Mrs. Sullivan applied for and has been awarded a \$10,000 start up grant for the Early Childhood Program through DHHS. We have three infants and six toddlers using the service and expect it to grow from there.

We have not received the policy updates from KSB yet, so we may need a special board meeting to get three readings done. I will be attending the school law and finance conference on June 13, and this should help get updates and a new open meeting poster with one major change is requiring a public comment period at all meetings, even special ones.

I have been checking on the cost of a principal search service through KSB but feel we have most of what we need in place. I know NRSCA charges \$2,000 plus expenses. All other staff positions are filled!

We have been selected to participate in an NDE Restorative Practices Cohort. Only a limited number of districts have been selected for this program and Mrs. Howe, Mrs. Clements, Mrs. Robison, Mrs. Frey, Mrs. Standerford and I make up our district team. This training is a comprehensive approach to support connection and community building in schools and establish structures to repair harm. This is a great program that we will implement comprehensively and systematically across the district. This approach has been found to reduce violence, unwanted behavior and bullying, and to increase restoration of relationships. When implemented within a multi-tiered structure, like MTSS, it significantly improves school culture and decreases the use of exclusionary discipline practices. This program requires all team members to attend three days of in-person training including June 20-21 and October 23 and three days of virtual professional development.

We need to set a date for an Americanism Committee Meeting, so we need to look at dates. This meeting needs to have a published public notice.