

Board of Education Regular Meeting
Monday, July 14, 2025 7:00 PM
Humboldt Board Conference Room
810 Central Ave
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE***
2. **WELCOME PATRONS & GUESTS: PATRON COMMENT**
3. **APPROVE CONSENT AGENDA**
 - 3.1. Meeting Minutes
 - 3.2. Bills for Payment
 - 3.3. Review Treasurer's report
4. **REPORTS**
 - 4.1. NASB Report - Neal Kanel
 - 4.2. Committee Reports
5. **AGENDA ITEMS**
 - 5.1. Approve board member's leave of absence
 - 5.2. Annual Bullying Policy Review
 - 5.3. Set Early Learning Center Daily Rate to Approved Subsidy Reimbursement Rate
Infant: \$47.80
Toddler: \$43.05
Preschool: \$40.95
 - 5.4. Set Student Fees Policy 5045 (need to waive Policy 1002 to approve)
 - 5.5. Policies 5015, 5018 and 5031 (need to waive Policy 1002 to approve)
 - 5.6. Personnel
Cady Saunders Head Cook
 - 5.7. Calendar Changes: for Conf. Quiz Bowl & JH Music Contest
 - 5.8. Policy Changes Second Read
 - 5.9. UNL Extension
 - 5.10. JAG Renewal
 - 5.11. Purchase 2 Welders \$7,242
 - 5.12. Handbooks for Approval
6. **SUPERINTENDENT GRIFFITH REPORT**
 - 6.1. Special Board Meeting on August 4
7. **BOARD MEMBER CONCERNS**
8. **ADJOURN**

Board of Education Regular Meeting

Monday, June 9, 2025 7:00 PM

Humboldt Board Conference Room

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

2. WELCOME PATRONS & GUESTS: PATRON COMMENT

3. APPROVE CONSENT AGENDA

Motion to approve passed with a motion by Scott Ogle and second by Dave Mezger. Yea: 6,
Nay: 0

3.1. Meeting Minutes

3.2. Bills for Payment

3.3. Review Treasurer's report

4. REPORTS

4.1. Principal Caniglia talked about the achievements throughout the year, baseball, Driver's Ed starting up and the retirement celebration for four employees.

4.2. Principal Standerford discussed the assessments, spring awards/concerts, summer in-services, handbooks and PowerSchool.

4.3. NASB Report - Neal Kanel

4.4. Committee Reports

5. AGENDA ITEMS

5.1. Approve board member's leave of absence

5.2. Board Policy Updates First Read Need to Set Committee Meeting

5.3. Family Consumer Science Textbooks

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

5.4. Meal Prices for 2025-2026

Breakfast

Students and Adults \$3.20

Reduced \$0.30

Lunch

PK-6 \$3.50

7-12 \$3.80

Adults \$5.30

Reduced \$0.40

Salad Bar Only \$5.30

Milk \$0.50

Motion to table the 2025-2026 Meal prices passed with a motion by Neal Kanel and a second by Scott Ogle. Yea: 6, Nay: 0

5.5. Chiller Replacement on North HVAC Unit

Motion to approve & have Beatrice Mechanic replace passed with a motion by Scott Ogle and a second by Mike Kanel. Yea: 4, Nay: 2

5.6. UNL Extension Salary Request

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

5.7. Personnel

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

5.7.1. Resignations

Brad Catlin

LuAnn Hunzeker

5.7.2. Hires

Kelley Joy - Custodian

Alexis Wittwer-PE

Jamie Stice-PE Aide

Kristi Hilgenfeld-Math

Motion passed to hire Kelley Joy with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Motion passed to hire Alexis Wittwer with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Motion passed to hire Jamie Stice with a motion by Scott Ogle and a second by Neal Kanel. Yea: 6, Nay: 0

Motion passed to hire Kristi Hilgenfeld with a motion by Neal Kanel and a second by Scott Ogle. Yea: 5, Nay: 0, Abstain (With Conflict): 1

6. SUPERINTENDENT GRIFFITH REPORT

7. BOARD MEMBER CONCERNS

8. ADJOURN

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

Respectfully submitted,
Chantel Farwell

Account Number	Detail Description	Amount
08 2610 890 000	Track Repairs	14,769.00
Total Everline Coatings & Services		14,769.00
Checking Account ID 08		14,769.00
01 1100 643 000	PO 8471 Curriculum	1,725.00
Total 3P LEARNING INC		1,725.00
01 2630 340 000	Maintenance - Chemicals	1,026.74
Total AG PARTNERS COOPERATIVE, INC		1,026.74
01 2510 610 000	PO 8443	184.99
01 2620 610 000	PO 8455-Maint	28.12
01 2620 610 000	PO 8455-Maint	620.00
01 1100 640 002	PO 8479	93.99
01 2230 610 000	PO 8476 Tech	3,130.29
01 2620 733 000	PO 8474 Maint	195.40
01 3541 610 003	Sixpence	178.84
01 3541 610 003	Sixpence	372.07
Total Amazon Capital Services		4,803.70
01 2620 350 000	Labor	180.00
01 2620 350 000	217612	387.49
01 2620 350 000	217613	118.54
Total BEATRICE MECHANICAL SERVICE		686.03
01 2620 610 000	Paint for Rooms	474.32
Total Blecha's General Store		474.32
01 1100 610 001	5518181	107.52
01 1100 610 001	5542537	36.62
Total BLICK ART MATERIALS		144.14
01 2620 610 000	Repairs	376.00
Total BLUE VALLEY DOOR CO, INC		376.00
01 2710 610 000	VEHICLE PARTS/SUPPLIES	244.07
Total BOOMGARN, RENEE		244.07
01 1200 610 003	PO 8468 Curriculum	4,500.00
Total BRAINPOP LLC		4,500.00
01 2620 610 000	MAINT Supplies	276.13
01 2230 610 000	PO 8449	373.75
01 2141 330 000	JT Hotel	392.10
01 2510 531 000	POSTAGE	6.12
01 1100 610 001	disputed charges	(2,759.57)
01 1100 610 001	PO 8426 Ag	880.00
01 3300 890 000	Summer Daycare pool	42.00
01 2710 610 000	VEHICLE PARTS/SUPPLIES	567.50
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	177.54
01 3541 610 003	POs 8461 & 8462	131.78
01 6989 610 000	POs:8420, 8423, 8421, 8457, 8459	4,458.65
01 1200 610 001	PO 8427	400.51
01 1100 610 001	gallup	49.99
01 2410 330 000	NEE	56.04
01 2510 610 000	PO 8444 - ink cart	56.59
01 2310 890 000	retirement party cupcakes	106.08
01 3300 890 000	Summer Daycare Field Trip	39.43
01 2410 580 000	DG Refund	(22.49)
01 2410 580 000	Meals	185.52
01 2710 626 000	GAS & DIESEL	40.10
01 1100 610 001	shop	182.97
01 2710 626 000	GAS & DIESEL	72.37
01 3300 890 000	Summer Daycare field trips	131.00
01 2141 330 000	JT Hotel	(52.20)

Account Number	Detail Description	Amount
01 2141 330 000	JT Hotel	(339.90)
01 1200 580 000	AK Hotel	638.89
01 2410 580 000	DG Hotel	595.21
01 2410 580 000	DG Refund	(42.47)
01 1200 580 000	AK Refund	(42.47)
Total CARDMEMBER SERVICE		6,601.17
01 2620 410 000	20840.1	70.16
01 2620 410 000	20365	95.80
01 2620 410 000	20370	209.61
01 2620 410 000	20380	211.50
01 2620 410 000	20945	96.76
01 2620 410 000	20947	72.01
01 2620 410 000	23770.1	138.93
01 2620 410 000	21690.1	2,198.36
01 2620 410 000	20360	414.62
Total CITY OF HUMBOLDT		3,507.75
01 6989 610 000	STEAM	224.69
Total CLEANING COUSINS, LLC		224.69
01 2141 580 000	PO 8407	339.90
Total Crowne Plaza		339.90
01 2230 650 000	tech / OCIO	292.87
01 2230 650 000	tech / OCIO	292.87
Total DAS STATE ACCOUNTING - CENTRAL FINANCE		585.74
01 1100 610 003	ESUCC order	129.68
01 1100 610 003	PO 8480 ESUCC-64462	47.37
Total DISCOUNT SCHOOL SUPPLY		177.05
01 2620 610 000	Filters	1,584.72
01 2620 350 000	Water Heater Service	260.00
01 2620 610 000	Water Heater Parts	421.78
01 2620 610 000	part	11.34
01 2620 350 000	2nd floor bathroom	65.00
01 2620 610 000	parts	161.92
Total DSTK PHILLIPS, INC		2,504.76
01 1100 440 000	Contract egold fax	38.99
Total EAKES OFFICE SOLUTIONS		38.99
01 2620 610 000	PO 8376	134.17
Total EGAN SUPPLY CO		134.17
01 2620 340 000	alarm monitoring services	221.55
01 2620 340 000	alarm monitoring services	34.19
Total ELECTRONIC CONTRACTING CO.		255.74
01 1100 640 003	PO 8472-PREK/KIN	777.00
Total ESGI, LLC		777.00
01 2510 340 000	emplmt background screenings	80.90
Total ESSENTIAL SCREENS		80.90
01 1200 330 000	VM Traditional Struc Teach	70.00
01 1190 111 003	MS Traditional Struc Teach	70.00
Total ESU #3		140.00
01 6408 591 003	0-2 yo SPED Dir	372.42
01 6408 591 003	3-5 yo SPED Dir	372.42
01 6408 591 003	0-2yo Audiology	112.07
01 6408 591 003	3-5 you Audiology	112.08
01 6408 591 003	0-2 yo Speech Therapy	396.00
01 6408 591 003	0-2 yo EC	356.00
01 6408 591 003	3-5 yo EC Consultant	254.16

Account Number	Detail Description	Amount
01 2213 330 000	Teachers as Facilitators SJ	60.00
01 6408 591 003	3-5 yo SPED Dir	125.00
01 6408 591 003	0-2 yo Audiology	101.60
01 6408 591 003	3-5 yo Audiology	101.60
01 6408 591 003	0-2 yo Speech	936.00
01 6408 591 003	0-2 Early Childhood	200.00
01 6408 591 003	0-2 yo EC Consultant	254.17
01 1200 591 003	EL SPED Dir	1,125.00
01 1200 591 001	Secondary SPED Dir	1,125.00
01 2151 591 000	EL Audiology	914.40
01 2151 591 000	Secondary Audiology	914.40
01 1200 591 003	EL Behavior	(500.00)
01 6408 591 003	0-2 yo SPED Dir	125.00
01 2570 330 000	JS 504 plans	30.00
01 2230 643 000	SRS Fees	993.00
01 2320 330 000	Admin Retreat	33.00
01 2213 330 000	tcadre 11123	30.00
01 2213 330 000	data retreat 11131	390.00
	KC.HC.MH.AM.BR.KS.DG1	
01 2213 330 000	leades retreat 11137 DG.KC.AK.KS	120.00
01 1200 591 003	EL Behavior	(750.10)
01 2151 591 000	Secondary Deaf Ed	(710.84)
01 6408 591 003	0-2yo EC Consultant	254.17
01 6408 591 003	3-5yo EC Consultant	254.16
01 2151 591 000	Speech	202.50
01 2151 591 000	Speech Travel/Mileage	456.53
01 6408 591 003	0-2 yo EC Consultant	254.18
01 6408 591 003	3-5 yo EC Consultant	254.18
01 1200 591 003	EL SPED Dir	3,351.78
01 1200 591 001	Secondary SPED Dir	3,351.78
01 2151 591 000	EL Audiology	1,008.65
01 2151 591 000	Secondary Audiology	1,008.65
Total ESU #4		17,988.96
01 2230 643 000	tech hosting services	61.23
Total ESU #6		61.23
01 2230 650 000	2025 SOPHOS-anti virus	2,138.52
Total ESU #7		2,138.52
01 2310 890 000	State CIP Meeting	25.00
Total ESU 5		25.00
01 2620 420 000	trash-utilities	670.00
Total FALLS CITY SANITATION		670.00
01 1100 382 001	distance learning	1,072.46
Total FIBER PLATFORM, LLC		1,072.46
01 6989 610 000	Bookstand Project - STEAM	150.00
Total Frey, Jazmyn		150.00
01 2620 610 000	PO 8379 Maint	3,111.53
Total HD Supply		3,111.53
01 1100 580 000	JS Conf Hotel	269.90
Total HOLIDAY INN OF KEARNEY		269.90
01 1100 440 000	JUNE copier	1,351.38
01 1100 440 000	JUNE stapler	95.77
01 1100 440 000	JULY copier	1,287.03
01 1100 440 000	JULY stapler	90.77
Total Hometown Leasing		2,824.95
01 2310 540 000	Fall sports	216.00
01 2310 540 000	Fall Academic	216.00

Account Number	Detail Description	Amount
Total HTMC		432.00
01 3541 610 003	FC Aquatic Family Event	100.00
Total HTRS Early Learning Center		100.00
01 102	payroll expenses	552,670.29
Total HTRS PAYROLL ACCT		552,670.29
01 2710 340 000	Ford Seat Belts	219.41
Total HULLMAN'S FORD-LINCOLN		219.41
01 2620 431 000	Repairs-outdoor air temp sensor	1,598.00
Total INTELLIGENT BUILDINGS, LLC		1,598.00
01 1100 640 003	K-5	2,200.00
01 1100 640 002	6-8	1,775.00
01 1100 640 001	9-12	1,781.25
Total IXL LEARNING		5,756.25
01 2320 610 000	PO 8351	57.74
Total JAYMAR Business Forms, Inc		57.74
01 2620 610 000	PO 8451 Maint	150.00
01 2620 610 000	MAINT Supplies	2,000.00
Total Jeanne's Distribution		2,150.00
01 6989 610 000	PO 8475 STEAM	480.00
Total Kiewit Luminarium		480.00
01 2710 340 000	Bus Oil/Air Filters	77.04
Total KOCH AUTO SERVICE		77.04
01 2620 350 000	water soft contract	467.64
01 2620 350 000	Maint Glycol	2,337.30
Total KURITA AMERICA INC		2,804.94
01 1100 610 003	ESUCC-644567	413.96
01 1100 733 003	PO 8485 ESUCC-644466	172.47
Total Lakeshore Learning Materials, LLC		586.43
01 6408 340 003	0-2 yo	272.99
01 6408 340 003	3-5 yo	0.00
01 2161 340 000	SA	512.76
Total MALCOLM, MARY		785.75
01 1100 733 001	FCS-Washer	1,349.00
01 1100 733 001	FCS-Fridge	1,628.00
01 1100 733 001	FCS-Stove	972.99
Total MARY'S APPLIANCE		3,949.99
01 1100 640 001	PO 8409	2,149.50
01 1100 640 001	PO 8409	2,109.75
01 1100 640 003	PO 8411 136859581001	10,080.38
01 1100 640 001	PO 8409 136869331001	44,470.45
Total MCGRAW HILL SCHOOL EDUCATION, INC		58,810.08
01 2710 340 000	11 Suburban	361.82
Total MEYER-EARP AUTO CENTER		361.82
01 2620 340 000	Classroom Floors	900.00
Total MICEK, KARL		900.00
01 2620 610 000	Floor Finish and Supplies	2,305.10
Total MID-AMERICAN RESEARCH		2,305.10
01 2620 610 000	Concession Stairs	1,651.00
Total Midwest Floor Covering		1,651.00
01 6989 610 000	PO 8395 Summer STEAM	3,800.00
Total Missoula Children's Theatre		3,800.00
01 2310 330 000	Board Retreat	1,118.97
Total NASB NEBRASKA ASSN OF SCHOOL BOARDS		1,118.97

Account Number	Detail Description	Amount
01 2510 330 000	2025-2026 CF Dues	40.00
Total NASPA		40.00
01 6408 340 003	0-2 yo	457.80
01 6408 340 003	3-5 yo	86.77
01 2171 340 000	SA	196.43
Total NATIONAL THERAPEUTIC ASSOCIATES, INC		741.00
01 2610 621 000	43465	42.79
01 2610 621 000	43471	5,135.75
01 2610 621 000	43462	68.01
01 2610 621 000	118003	138.13
01 2610 621 000	69158	77.15
01 2610 621 000	31711	32.63
Total NPPD		5,494.46
01 2310 810 000	NRCSA Dues Renewal	850.00
Total NRCSA		850.00
01 2310 540 000	advertising	81.38
01 2310 540 000	55975	66.00
01 2310 540 000	56221	86.40
01 2310 540 000	56232	732.00
01 2310 540 000	56307	15.50
01 2310 540 000	56313	10.00
Total Pawnee Republican		991.28
01 1100 610 003	ESUCC-64465 JF	159.10
Total QUILL		159.10
01 1100 640 003	PO 8469	640.00
Total READ NATURALLY		640.00
01 2230 643 000	PO 8450 educlimber	7,633.55
Total RENAISSANCE LEARNING, INC		7,633.55
01 2620 350 000	pest control-spraying	75.00
01 2620 350 000	pest control-spraying	800.00
01 2620 350 000	pest control-spraying	75.00
Total SCHENDEL PEST CONTROL		950.00
01 1100 610 003	po 8481 ESUCC-644568	113.08
Total SCHOOL SPECIALTY LLC		113.08
01 2710 890 000	RJ Exam	150.00
Total Simpson Chiropractic		150.00
01 2230 643 000	2025-2026 Annual Fees	9,950.00
Total Software Unlimited, Inc.		9,950.00
01 2510 610 000	ESUCC-644486, cardstock	40.74
Total STAPLES		40.74
01 2710 626 000	GAS & DIESEL	7,491.60
01 2710 610 000	VEHICLE PARTS/SUPPLIES	12.00
01 2710 626 000	GAS & DIESEL	794.50
01 2710 340 000	VEHICLE REPAIRS/MAINT	10.00
Total STATION SERVICE CENTER INC., THE		8,308.10
01 1100 610 003	PO 8473 Keyboard Curriculum	1,216.00
Total STEPWARE, INC		1,216.00
01 2570 330 000	Course reimbursement	350.00
Total Strauch, Jessica		350.00
01 3541 580 003	Parents as Teachers Conf Airfare	453.37
Total Sullivan, Chelsey		453.37
01 2710 610 000	Geo Tab Monthly Charges	291.90
Total T-Mobile USA INC		291.90
01 2230 643 000	Annual Subscription Planbook	756.00

Account Number	Detail Description	Amount
Total Teacher Innovations		756.00
01 6989 610 000	Bookstand Project - STEAM	150.00
Total Tichy, Lexi		150.00
01 2620 350 000	elevator maintenance	562.00
Total TK ELEVATOR CORPORATION		562.00
01 2710 340 000	a/c repair bus	604.72
01 2710 610 000	Bus parts	215.53
01 2710 610 000	parts	150.00
Total TRUCK CENTER COMPANIES		970.25
01 1100 382 001	Extension Asst Wages	3,645.10
Total University of Nebraska - Lincoln		3,645.10
01 2510 530 000	Principal	86.22
01 3300 890 000	Daycare	68.48
01 3541 890 000	Sixpence	78.48
01 2510 530 000	Principal	(14.42)
Total US Cellular		218.76
01 1100 333 000	Mileage Reimb	133.00
Total Vandentop-Caniglia, Kimberly		133.00
01 2510 530 000	long distance	91.76
01 2510 530 000	long distance	91.55
Total VERIZON BUSINESS		183.31
01 2161 340 000	OT SPED Services	2,774.25
01 2161 340 000	OT Travel Expenses	139.24
Total WILCOCK, JOY		2,913.49
01 2510 530 000	9335	110.42
01 2510 530 000	7215	626.76
Total WINDSTREAM NEBRASKA		737.18
01 2610 621 000	fuel-utilities	1,100.28
Total WoodRiver Energy LLC		1,100.28
01 1100 640 003	PO 8446 K Curr.	447.37
Total ZANER-BLOSER, INC		447.37
Checking Account ID 1		748,464.54

HTRS ACCOUNT BALANCES - Cash on Hand**06x30x2025**

Account			June	Previous Month
ACTIVITY ACCOUNT	x488	\$	53,774.66	\$ 61,456.44
BREAKFAST/LUNCH	x462	\$	36,002.83	\$ 32,252.51
BUILDING FUND	x0640	\$	1,295,796.26	\$ 1,285,351.50
DEPRECIATION	x3541	\$	144,057.99	\$ 143,965.68
EMPLOYEE BEN FUND MM	x7455	\$	123,560.13	\$ 123,480.96
GENERAL FUND	x2567	\$	2,935,815.45	\$ 3,059,242.93
OFFICE ACCOUNT	x3638	\$	3,262.64	\$ 3,262.64
PAYROLL FUND	x2648	\$	15,726.88	\$ 14,631.32
QCPUF	x2583	\$	7,334.97	\$ 7,330.27
STUDENT FEES	x5156	\$	13,613.16	\$ 13,611.11
DAYCARE	x295	\$	16,090.00	\$ 10,272.36

INTERNAL TRANSFERS - Current FYGENERAL to LUNCH FUNDGENERAL to Activity FUNDGENERAL to PAYROLL



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

Jun-25

RECEIPTS

Lunches	\$758.88
State	\$8,497.12
Int.	\$1.37
TOTAL RECEIPTS	\$9,257.37

EXPENSES

Falls City Merc.	\$2,114.08
Cash-Wa	\$2,315.99
US Foods	\$1,076.98

TOTAL EXPENSE	\$5,507.05
BALANCE	\$36,002.83

Activity Fund Balance Report - Summary - Exclude Encumbrances

06/2025 - 06/2025

Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0098	2030	1,354.77	0.00	0.00	0.00	1,354.77
05 704 0099	2026	1,849.65	0.00	0.00	0.00	1,849.65
05 704 0100	Athletics - Miscellaneous	(17,158.30)	945.52	75.00	0.00	(18,028.82)
05 704 0102	2029	1,349.64	0.00	0.00	0.00	1,349.64
05 704 0122	2025	3,682.05	4,012.52	0.00	0.00	(330.47)
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	766.55	0.00	0.00	0.00	766.55
05 704 0132	2027	1,985.20	0.00	0.00	0.00	1,985.20
05 704 0133	2028	2,311.30	0.00	0.00	0.00	2,311.30
05 704 0135	Annual	1,165.99	2,602.25	450.00	0.00	(986.26)
05 704 0136	Drill Team	1,100.19	0.00	0.00	0.00	1,100.19
05 704 0137	Track	(207.61)	439.96	0.00	0.00	(647.57)
05 704 0138	Concession	5,816.08	0.00	0.00	0.00	5,816.08
05 704 0139	FCS	1,349.48	0.00	0.00	0.00	1,349.48
05 704 0140	Industrial Arts	3,976.12	0.00	0.00	0.00	3,976.12
05 704 0141	One Act	916.48	14.75	0.00	0.00	901.73
05 704 0142	Student Council - H S	946.60	19.99	0.00	0.00	926.61
05 704 0143	H.S. Youth Leadership	4,550.66	53.05	0.00	0.00	4,497.61
05 704 0144	H.S. Cheerleading	2,078.00	13.98	1,618.50	0.00	3,682.52
05 704 0145	Legion Scholarship	1,721.96	0.00	0.00	0.00	1,721.96
05 704 0146	Foundation Scholarship	2,204.97	0.00	0.00	0.00	2,204.97
05 704 0147	Donations	3,799.40	0.00	0.00	0.00	3,799.40
05 704 0148	Activities	(6,287.97)	257.10	0.00	0.00	(6,545.07)
05 704 0149	Library	5,361.43	100.00	0.00	0.00	5,261.43
05 704 0150	Wrestling	(216.14)	0.00	0.00	0.00	(216.14)
05 704 0151	Grants & Scholarships	3,461.60	95.00	0.00	0.00	3,366.60
05 704 0152	Elementary	471.71	0.00	0.00	0.00	471.71
05 704 0154	Music (new)	1,183.23	0.00	0.00	0.00	1,183.23
05 704 0155	Snack Cart	1,658.08	41.78	0.00	0.00	1,616.30
05 704 0156	Leap Program	4,564.00	0.00	0.00	0.00	4,564.00
05 704 0157	COF	2,461.99	0.00	0.00	0.00	2,461.99
05 704 0160	Cheerleading-Mid School	65.00	0.00	0.00	0.00	65.00
05 704 0161	StuCo - Middle School	1,868.56	0.00	0.00	0.00	1,868.56
05 704 0162	Mock Trial	885.43	0.00	0.00	0.00	885.43
05 704 0163	Volleyball Club	495.69	0.00	0.00	0.00	495.69

Regular; Beginning Month 06/2025; Processing Month 06/2025; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITY FUND						
Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Balance Change	Balance
05 704 0164	Golf Club	831.17	0.00	0.00	0.00	831.17
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	466.84	0.00	0.00	0.00	466.84
05 704 0169	MS Robotics	2,425.66	0.00	0.00	0.00	2,425.66
05 704 0171	Boys Basketball	2,657.31	400.00	0.00	0.00	2,257.31
05 704 0172	Girls Basketball	1,649.88	725.00	0.00	0.00	924.88
05 704 0173	Sport Posters	2,754.23	0.00	0.00	0.00	2,754.23
05 704 0174	Football Club	1,871.06	0.00	87.50	0.00	1,958.56
05 704 0175	FFA	5,223.58	231.63	40.00	0.00	5,031.95
05 704 0176	HS Robotics	(1,964.15)	0.00	0.00	0.00	(1,964.15)
05 704 0995	Interest	414.89	0.00	0.00	0.00	414.89
05 704 0996	Service Charge	(4,088.80)	0.00	0.00	0.00	(4,088.80)
Fund Total: 05		61,456.19	9,952.53	2,271.00	0.00	53,774.66

Fund: 01

General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied/Assessed	0.00	170,746.24	2,045,103.48	0.00	(2,045,103.48)
01 1115	Carline Tax	0.00	0.00	49,753.33	0.00	(49,753.33)
01 1120	Public Power Dist. Sales Tax	0.00	0.00	500.42	0.00	(500.42)
01 1125	Motor Vehicle Tax	0.00	19,418.65	259,495.79	0.00	(259,495.79)
01 1140	Penalties/Int on Taxes	0.00	(557.44)	13,440.83	0.00	(13,440.83)
01 1190	Other taxes levied	0.00	0.00	1,029,605.76	0.00	(1,029,605.76)
01 1311	Tuition Drivers Education	0.00	0.00	2,950.00	0.00	(2,950.00)
01 1315	Tuition from other entities(early entry)	0.00	0.00	11,180.12	0.00	(11,180.12)
01 1370	Preschool tuition	0.00	0.00	13,102.43	0.00	(13,102.43)
01 1800 1810	Fitness Center Dues	0.00	0.00	2,000.00	0.00	(2,000.00)
01 1800 1830	Laptop Fees	0.00	0.00	4,791.95	0.00	(4,791.95)
01 1800 1840	Industrial Arts Fees	0.00	0.00	474.00	0.00	(474.00)
01 1800 1850	Before/After School Program	0.00	0.00	23,689.49	0.00	(23,689.49)
01 1800 1870	Daycare Receipts	0.00	0.00	61,118.34	0.00	(61,118.34)
01 1911	Local license fees	0.00	0.00	632.51	0.00	(632.51)
01 1920	Contributions/Donations	0.00	0.00	7,050.00	0.00	(7,050.00)
01 1921	City-Police court fines	0.00	0.00	18,807.50	0.00	(18,807.50)
01 1925	Grant Receipts	0.00	0.00	270.00	0.00	(270.00)
	Subtotal: LOCAL RECIEPTS	0.00	189,607.45	3,543,965.95	0.00	(3,543,965.95)
01 2110	County Fines & Licence Fees	0.00	4,112.58	26,907.82	0.00	(26,907.82)
01 2210	ESU Receipts	0.00	0.00	7,511.25	0.00	(7,511.25)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	4,112.58	34,419.07	0.00	(34,419.07)
01 3110	State Aid	0.00	46,765.00	467,650.00	0.00	(467,650.00)
01 3120	SPED School Age (SA)	0.00	168,918.00	828,785.00	0.00	(828,785.00)
01 3125	SPED Transportation (SA)	0.00	0.00	19,766.00	0.00	(19,766.00)
01 3130	Homestead Exemption	0.00	7,513.10	33,101.56	0.00	(33,101.56)
01 3131	Property tax credit	0.00	(1,709.56)	2,569,463.08	0.00	(2,569,463.08)
01 3132	Personal property tax credit	0.00	87,706.96	124,236.42	0.00	(124,236.42)
01 3133	Nameplate Capacity Tax (windmills)	0.00	0.00	94,877.28	0.00	(94,877.28)
01 3134	Personal Property Tax Credit	0.00	0.00	322,625.38	0.00	(322,625.38)
01 3180	Pro Rate Motor Vehicle	0.00	0.00	7,207.51	0.00	(7,207.51)
01 3400	State apportionment	0.00	0.00	153,878.28	0.00	(153,878.28)
01 3535	High ability learners	0.00	0.00	4,166.00	0.00	(4,166.00)
01 3541	Sixpence Grant Receipts	0.00	14,666.00	55,195.10	0.00	(55,195.10)
	Subtotal: STATE RECEIPTS	0.00	323,859.50	4,680,951.61	0.00	(4,680,951.61)
01 4505	Title I, Part A ESSA	0.00	54,383.00	116,689.00	0.00	(116,689.00)
01 4518	SPED - IDEA Base/Enr Pov	0.00	0.00	98,903.00	0.00	(98,903.00)
01 4521	IDEA Part B, Propt, Age 3-21	0.00	0.00	2,968.00	0.00	(2,968.00)
01 4705	Flood control	0.00	0.00	16,346.40	0.00	(16,346.40)
01 4708	Medicaid in Public Schools MIPS	0.00	0.00	25,039.26	0.00	(25,039.26)
01 4709	Medicaid Admin Activities MAAPS	0.00	0.00	4,334.69	0.00	(4,334.69)
01 4969	TITLE IV (6969)	0.00	10,000.00	20,000.00	0.00	(20,000.00)
01 4988	ARP ESSER III AFTER school	0.00	0.00	41,161.00	0.00	(41,161.00)
01 4989	ARP - ESSER III SUMMER school	0.00	0.00	13,220.00	0.00	(13,220.00)
01 4998	ESSERS III ARP	0.00	0.00	272,523.00	0.00	(272,523.00)
	Subtotal: FEDERAL RECEIPTS	0.00	64,383.00	611,184.35	0.00	(611,184.35)
01 5200	Fund Transfers In (from other HTRS fund)	0.00	0.00	10,198.30	0.00	(10,198.30)
01 5300	Sale of Property	0.00	0.00	11,046.75	0.00	(11,046.75)
01 5301	Insurance refunds/adjustments	0.00	0.00	3,476.35	0.00	(3,476.35)
01 5500	TRANSFERS FROM FUNDS (INCOMING)	0.00	0.00	42,377.64	0.00	(42,377.64)
01 5690	Other Non-revenue Receipt	0.00	0.00	49,311.75	0.00	(49,311.75)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	116,410.79	0.00	(116,410.79)
01 9000	Non-programmed Receipts	0.00	0.00	73,684.69	0.00	(73,684.69)

<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: NON-PROGRAM RECEIPTS	0.00	0.00	73,684.69	0.00	(73,684.69)
	Fund Total:	0.00	581,962.53	9,060,616.46	0.00	(9,060,616.46)

Revenue Summary Report
Processing Month: 06/2025

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	581,962.53	9,060,616.46	0.00	(9,060,616.46)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	General Fund				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 111 000	Extra Duty Salary	240,561.00	12,156.17	83.52	39,646.22
01 1100 111 001	HS Teacher Salaries	770,758.00	54,327.27	74.96	193,013.90
01 1100 111 002	MS Teacher Salaries	394,575.00	29,048.54	80.98	75,041.06
01 1100 111 003	EL Teacher Salaries	569,184.00	41,188.80	79.20	118,411.81
111	SALARIES TCHR/PROF	1,975,078.00	136,720.78	78.43	426,112.99
01 1100 112 002	MS AIDE/PARA	3,706.00	0.00	108.00	(296.51)
01 1100 112 003	EL AIDE/PARA	32,871.00	706.99	82.21	5,846.18
112	SALARIES AIDE/PARA	36,577.00	706.99	84.83	5,549.67
01 1100 113 001	HS SUB TCHR	34,459.00	2,955.00	143.55	(15,006.00)
01 1100 113 002	MS SUB TCHR	34,119.00	0.00	84.44	5,307.75
01 1100 113 003	EL SUB TCHR	62,580.00	0.00	57.97	26,304.80
113	SALARIES SUB TCHR	131,158.00	2,955.00	87.34	16,606.55
01 1100 153 000	TEACH SUB/CLASS COVERAGE	2,558.00	3,276.01	186.77	(2,219.51)
01 1100 153 001	EXTRA DUTY / STIPENDS	18,150.00	300.00	101.82	(330.13)
01 1100 153 002	CERT Unused Leave Payouts	13,168.00	10,511.60	79.83	2,656.40
153	EXTRA DUTY / STIPENDS	33,876.00	14,087.61	99.68	106.76
01 1100 211 000	D GROUP INSURANCE TCHR/PROF	35,376.00	2,481.08	100.14	(49.92)
01 1100 211 001	HS GROUP INSURANCE TCHR/PROF	228,840.00	17,910.47	84.79	34,809.17
01 1100 211 002	MS GROUP INSURANCE TCHR/PROF	100,924.00	6,923.44	71.09	29,176.18
01 1100 211 003	EL GROUP INSURANCE TCHR/PROF	185,596.00	15,669.80	93.28	12,473.98
211	GROUP INS TCHR/PROF	550,736.00	42,984.79	86.13	76,409.41
01 1100 212 002	MS GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	(404.65)
01 1100 212 003	EL GROUP INSURANCE AIDE/PARA	6,017.00	0.00	63.27	2,210.08
212	GROUP INSURANCE AIDE/PARA	6,017.00	0.00	69.99	1,805.43
01 1100 213 001	CERTIFIED CLASS COVG-BCBS	3,292.00	0.00	60.80	1,290.56
01 1100 213 003	CERTIFIED CLASS COVG-BCBS	293.00	0.00	1.52	288.55
213	CERTIFIED CLASS COVG-BCBS	3,585.00	0.00	55.95	1,579.11
01 1100 221 000	D SOCIAL SECURITY TCHR/PROF	18,349.00	924.17	82.80	3,156.84
01 1100 221 001	HS SOCIAL SECURITY TCHR/PROF	58,306.00	4,107.24	74.95	14,605.09
01 1100 221 002	MS SOCIAL SECURITY TCHR/PROF	30,071.00	2,204.46	80.70	5,803.08
01 1100 221 003	EL SOCIAL SECURITY TCHR/PROF	43,327.00	3,133.13	79.15	9,034.27
221	SOCIAL SECURITY TCHR/PROF	150,053.00	10,369.00	78.27	32,599.28
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	285.00	0.00	105.26	(14.99)
01 1100 222 003	EL SOCIAL SECURITY AIDE/PARA	2,463.00	54.09	82.58	429.06
222	SOCIAL SECURITY AIDE/PARA	2,748.00	54.09	84.93	414.07
01 1100 223 000	SOCIAL SECURITY Tchr Sub Pay	196.00	250.65	186.46	(169.47)
01 1100 223 001	HS SOCIAL SECURITY SUB TCHR	4,016.00	248.98	123.57	(946.62)
01 1100 223 002	MS SOCIAL SECURITY SUB TCHR	3,626.00	804.21	82.96	617.71
01 1100 223 003	EL SOCIAL SECURITY SUB TCHR	4,788.00	0.00	57.96	2,012.71
223	SOCIAL SECURITY SUB TCHR	12,626.00	1,303.84	88.01	1,514.33
01 1100 231 000	D RETIREMENT TCHR/PROF	19,433.00	982.22	79.20	4,041.41
01 1100 231 001	HS RETIREMENT TCHR/PROF	57,074.00	4,359.68	96.85	1,799.24

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 231 002	MS RETIREMENT TCHR/PROF	29,642.00	2,339.13	104.36	(1,292.91)
01 1100 231 003	EL RETIREMENT TCHR/PROF	42,771.00	3,316.04	102.00	(855.94)
231 RETIREMENT TCHR/PROF		148,920.00	10,997.07	97.52	3,691.80
01 1100 232 001	HS RETIREMENT AIDE/PARA	0.00	0.00	0.00	0.00
01 1100 232 002	MS RETIREMENT AIDE/PARA	355.00	0.00	108.20	(29.11)
01 1100 232 003	EL RETIREMENT AIDE/PARA	3,594.00	57.12	70.64	1,055.33
232 RETIREMENT AIDE/PARA		3,949.00	57.12	74.01	1,026.22
01 1100 233 000	RETIREMENT Tchr Class Covg	251.00	264.71	164.56	(162.05)
01 1100 233 001	HS RETIREMENT SUB TCHR	1,687.00	24.24	73.20	452.19
01 1100 233 002	MS RETIREMENT SUB TCHR	3,370.00	0.00	0.00	3,370.00
01 1100 233 003	EL RETIREMENT SUB TCHR	124.00	0.00	50.02	61.98
233 RETIREMENT SUB TCHR		5,432.00	288.95	31.48	3,722.12
01 1100 237 000	D RETIREMENT TCHR/PROF	0.00	0.00	0.00	0.00
01 1100 237 001	Increased Retirement Contribution Rate	17,951.00	0.00	0.00	17,951.00
01 1100 237 002	MSIncreased Retirement Contribution Rate	9,323.00	0.00	0.00	9,323.00
01 1100 237 003	ELIncreased Retirement Contribution Rate	13,452.00	0.00	0.00	13,452.00
237 Inc Ret Contribution Rate		40,726.00	0.00	0.00	40,726.00
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	605.00	19.52	41.90	351.52
01 1100 281 001	HS LTD/STD TCHR/PROF	4,975.00	506.23	108.66	(430.70)
01 1100 281 002	MS LTD/STD TCHR/PROF	2,662.00	246.30	103.17	(84.29)
01 1100 281 003	EL LTD/STD TCHR/PROF	3,758.00	346.33	106.92	(260.17)
281 LTD/STD TCHR/PROF		12,000.00	1,118.38	103.53	(423.64)
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	16.00	0.00	113.13	(2.10)
01 1100 282 003	EL LTD/STD AIDE/PARA	183.00	0.00	56.11	80.31
282 LTD/STD AIDE/PARA		199.00	0.00	60.70	78.21
01 1100 283 001	LTD/STD SUB TCHR	21.00	0.00	49.19	10.67
01 1100 283 002	LTD/STD SUB TCHR	111.00	0.00	0.00	111.00
01 1100 283 003	LTD/STD SUB TCHR	4.00	0.00	95.25	0.19
283 LTD/STD SUB TCHR		136.00	0.00	10.40	121.86
01 1100 320 000	PROF EDUC SERVICES	410.00	0.00	0.00	410.00
320 PROF EDUC SERVICES		410.00	0.00	0.00	410.00
01 1100 333 000	MILEAGE PAID TO STAFF	836.00	0.00	83.02	141.95
333 MILEAGE TO STAFF		836.00	0.00	83.02	141.95
01 1100 382 001	Tuition - Distance Learning	21,886.00	0.00	88.05	2,616.27
01 1100 382 002	Tuition - Distance Learning	0.00	0.00	0.00	0.00
382 DISTANCE LEARNING		21,886.00	0.00	88.05	2,616.27
01 1100 440 000	DISTRICT RENTALS/LEASES	25,522.00	0.00	104.47	(1,140.00)
440 LEASE/RENTALS		25,522.00	0.00	104.47	(1,140.00)
01 1100 580 000	INSTRUCTIONAL TRAVEL EXPENSES	1,834.00	0.00	268.61	(3,092.25)
580 TRAVEL EXPENSES		1,834.00	0.00	268.61	(3,092.25)
01 1100 610 001	HS Teaching Supplies	36,878.00	0.00	84.99	5,534.36
01 1100 610 002	MS Teaching Supplies	7,909.00	0.00	313.64	(16,896.60)
01 1100 610 003	EL Teaching Supplies	7,700.00	0.00	151.46	(3,962.73)

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Account Number		Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
610	SUPPLIES		52,487.00	0.00	129.20	(15,324.97)
01 1100 640 001		HS Textbooks	5,516.00	0.00	1,003.29	(49,825.47)
01 1100 640 002		MS Textbooks	0.00	0.00	0.00	(1,868.99)
01 1100 640 003		EL Textbooks	6,206.00	0.00	297.87	(12,279.87)
640	BOOKS/PERIODICALS		11,722.00	0.00	645.76	(63,974.33)
01 1100 643 000		WEB/CLOUD BASED SOFTWARE	9,445.00	3,900.00	165.75	(6,210.04)
643	WEB/CLOUD BASED SOFTWARE		9,445.00	3,900.00	165.75	(6,210.04)
01 1100 733 001		HS Furniture And Equipment	17,149.00	0.00	42.87	9,797.70
01 1100 733 002		MS Furniture And Equipment	1,100.00	0.00	21.23	866.45
01 1100 733 003		EL Furniture And Equipment	1,513.00	0.00	19.57	1,216.93
733	FURNITURE/FIXTURES		19,762.00	0.00	39.88	11,881.08
01 1100 890 001		HS Other Expense	10,976.00	0.00	125.81	(2,833.20)
01 1100 890 002		MS Other Expense	5,461.00	0.00	139.04	(2,132.00)
01 1100 890 003		EL Other Expense	7,131.00	0.00	196.11	(6,853.48)
890	MISC EXPENDITURES		23,568.00	0.00	150.15	(11,818.68)
1100	REGULAR INSTRUCTIONAL PROGRAMS		3,281,288.00	225,543.62	84.00	525,129.20
1150	LIMITED ENGLISH PROF PROGRAMS					
01 1150 111 003		LEP/ESL SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF		0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	0.00
1160	POVERTY PROGRAMS					
01 1160 111 003		Teacher Salaries - Poverty	176,804.00	12,045.00	74.94	44,309.00
111	SALARIES TCHR/PROF		176,804.00	12,045.00	74.94	44,309.00
01 1160 113 003		Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
113	SALARIES SUB TCHR		0.00	0.00	0.00	0.00
01 1160 211 003		Health Insurance - Poverty	42,603.00	2,790.46	77.76	9,475.94
211	GROUP INS TCHR/PROF		42,603.00	2,790.46	77.76	9,475.94
01 1160 221 003		Social Security - Poverty	13,185.00	899.58	74.87	3,312.77
221	SOCIAL SECURITY TCHR/PROF		13,185.00	899.58	74.87	3,312.77
01 1160 231 003		Retirement - Poverty	13,286.00	973.23	96.88	414.97
231	RETIREMENT TCHR/PROF		13,286.00	973.23	96.88	414.97
01 1160 237 003		Inc Ret Contribution Rate	4,179.00	0.00	0.00	4,179.00
237	Inc Ret Contribution Rate		4,179.00	0.00	0.00	4,179.00
01 1160 281 003		Long Term Disability - Poverty	1,154.00	101.49	97.51	28.71
281	LTD/STD TCHR/PROF		1,154.00	101.49	97.51	28.71
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

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Account Number		Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
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		251,211.00	16,809.76	75.43	61,720.39
1190	EARLY CHILDHOOD ED PROGRAMS					
01 1190 111 003		Early Childhood Salary	163,198.00	13,517.16	91.15	14,439.24
111	SALARIES TCHR/PROF		163,198.00	13,517.16	91.15	14,439.24
01 1190 112 003		EC Early Childhood Aide	1,379.00	0.00	0.00	1,379.00
112	SALARIES AIDE/PARA		1,379.00	0.00	0.00	1,379.00
01 1190 113 003		EC Substitute Salaries	216.00	0.00	0.00	216.00
113	SALARIES SUB TCHR		216.00	0.00	0.00	216.00
01 1190 211 003		EC Health Insurance	68,177.00	6,718.32	106.81	(4,645.62)
211	GROUP INS TCHR/PROF		68,177.00	6,718.32	106.81	(4,645.62)
01 1190 212 003		GROUP INSURANCE AIDE/PARA	216.00	0.00	0.00	216.00
212	GROUP INSURANCE AIDE/PARA		216.00	0.00	0.00	216.00
01 1190 221 003		EC Social Security	12,264.00	1,001.35	89.85	1,244.90
221	SOCIAL SECURITY TCHR/PROF		12,264.00	1,001.35	89.85	1,244.90
01 1190 222 003		EC SOC SEC AIDE/PARA	105.00	0.00	0.00	105.00
222	SOCIAL SECURITY AIDE/PARA		105.00	0.00	0.00	105.00
01 1190 223 003		EC SOC SEC SUB TCHR	16.00	0.00	0.00	16.00
223	SOCIAL SECURITY SUB TCHR		16.00	0.00	0.00	16.00
01 1190 231 003		EC Retirement	16,120.00	1,092.20	89.60	1,675.87
231	RETIREMENT TCHR/PROF		16,120.00	1,092.20	89.60	1,675.87
01 1190 232 003		RETIREMENT AIDE/PARA	72.00	0.00	0.00	72.00
232	RETIREMENT AIDE/PARA		72.00	0.00	0.00	72.00
01 1190 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 1190 281 003		EC LTD/STD TCHR/PROF	1,115.00	96.90	94.72	58.90
281	LTD/STD TCHR/PROF		1,115.00	96.90	94.72	58.90
01 1190 282 003		LTD/STD AIDE/PARA	5.00	0.00	0.00	5.00
282	LTD/STD AIDE/PARA		5.00	0.00	0.00	5.00
01 1190 283 003		LTD/STD SUB TCHR	0.00	0.00	0.00	0.00
283	LTD/STD SUB TCHR		0.00	0.00	0.00	0.00
01 1190 330 003		EC STAFF DEVELOPMENT/TRAINING	334.00	0.00	26.95	244.00
330	STAFF DEVELOPMENT/TRAINING		334.00	0.00	26.95	244.00
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	3,146.00	0.00	110.52	(330.99)
610	SUPPLIES		3,146.00	0.00	110.52	(330.99)
01 1190 733 003		EC Furniture & Equipment	1,137.00	0.00	0.00	1,137.00
733	FURNITURE/FIXTURES		1,137.00	0.00	0.00	1,137.00
1190	EARLY CHILDHOOD ED PROGRAMS		267,500.00	22,425.93	94.08	15,832.30
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS					
01 1200 111 001		HS SPED Teacher Salaries	143,770.00	17,647.99	127.72	(39,853.39)
01 1200 111 002		MS SPED Teacher Salaries	147,255.00	6,683.50	42.79	84,241.10

Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1200 111 003	EL SPED Teacher Salaries	256,891.00	20,616.83	69.20	79,127.07
111 SALARIES TCHR/PROF		547,916.00	44,948.32	77.46	123,514.78
01 1200 112 001	HS SPED Teacher Aide	46,859.00	369.12	147.74	(22,370.77)
01 1200 112 002	MS SPED Teacher Aide	16,373.00	0.00	131.34	(5,131.96)
01 1200 112 003	EL SPED Teacher Aide	249,808.00	3,753.89	87.34	31,623.98
112 SALARIES AIDE/PARA		313,040.00	4,123.01	98.68	4,121.25
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	0.00	0.00	0.00	0.00
113 SALARIES SUB TCHR		0.00	0.00	0.00	0.00
01 1200 211 001	HS SPED GROUP INS TCHR/PROF	54,441.00	5,572.56	100.42	(226.67)
01 1200 211 002	MS SPED GROUP INS TCHR/PROF	60,631.00	2,566.52	40.95	35,800.24
01 1200 211 003	EL SPED GROUP INS TCHR/PROF	99,352.00	7,649.99	69.87	29,931.54
211 GROUP INS TCHR/PROF		214,424.00	15,789.07	69.45	65,505.11
01 1200 212 001	HS SPED GROUP INS AIDE/PARA	0.00	0.00	0.00	(3,641.93)
01 1200 212 003	EL SPED GROUP INS AIDE/PARA	54,115.00	834.43	101.56	(844.29)
212 GROUP INSURANCE AIDE/PARA		54,115.00	834.43	108.29	(4,486.22)
01 1200 221 001	HS SPED SOCIAL SECURITY TCHR/PROF	10,861.00	1,326.05	127.05	(2,938.44)
01 1200 221 002	MS SPED SOCIAL SECURITY TCHR/PROF	11,114.00	502.97	42.53	6,387.44
01 1200 221 003	EL SPED SOCIAL SECURITY TCHR/PROF	19,504.00	1,569.93	69.24	5,998.89
221 SOCIAL SECURITY TCHR/PROF		41,479.00	3,398.95	77.22	9,447.89
01 1200 222 001	SOCIAL SECURITY AIDE/PARA	3,601.00	28.24	145.33	(1,632.17)
01 1200 222 002	MS SPED SOCIAL SECURITY AIDE/PARA	1,258.00	0.00	131.10	(391.27)
01 1200 222 003	EL SPED SOCIAL SECURITY AIDE/PARA	18,860.00	285.45	84.98	2,832.97
222 SOCIAL SECURITY AIDE/PARA		23,719.00	313.69	96.59	809.53
01 1200 223 003	EL SPED SOCIAL SECURITY SUB TCHR	0.00	0.00	0.00	0.00
223 SOCIAL SECURITY SUB TCHR		0.00	0.00	0.00	0.00
01 1200 231 001	HS SPED RETIREMENT TCHR/PROF	10,279.00	1,425.96	173.37	(7,541.70)
01 1200 231 002	MS SPED RETIREMENT TCHR/PROF	11,046.00	540.03	55.26	4,941.76
01 1200 231 003	EL SPED RETIREMENT TCHR/PROF	19,304.00	1,665.84	89.04	2,115.50
231 RETIREMENT TCHR/PROF		40,629.00	3,631.83	101.19	(484.44)
01 1200 232 001	RETIREMENT AIDE/PARA	4,424.00	29.82	150.72	(2,243.90)
01 1200 232 002	MS RETIREMENT AIDE/PARA	1,496.00	0.00	135.22	(526.86)
01 1200 232 003	EL SPED RETIREMENT AIDE/PARA	24,960.00	303.32	83.87	4,025.00
232 RETIREMENT AIDE/PARA		30,880.00	333.14	95.94	1,254.24
01 1200 237 001	Increased Retirement Contribution Rate	3,233.00	0.00	0.00	3,233.00
01 1200 237 002	Increased Retirement Contribution Rate	3,474.00	0.00	0.00	3,474.00
01 1200 237 003	Increased Retirement Contribution Rate	6,071.00	0.00	0.00	6,071.00
237 Inc Ret Contribution Rate		12,778.00	0.00	0.00	12,778.00
01 1200 281 001	HS SPED LTD/STD TCHR/PROF	872.00	144.28	170.68	(616.36)
01 1200 281 002	MS SPED LTD/STD TCHR/PROF	996.00	59.26	56.25	435.73

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01 1200 281 003		HS SPED LTD/STD TCHR/PROF	2,020.00	179.20	76.11	482.57
281	LTD/STD TCHR/PROF		3,888.00	382.74	92.23	301.94
01 1200 282 001		LTD/STD AIDE/PARA	208.00	0.00	154.30	(112.95)
01 1200 282 002		LTD/STD AIDE/PARA	75.00	0.00	71.56	21.33
01 1200 282 003		EL SPED LTD/STD AIDE/PARA	1,554.00	15.13	76.23	369.32
282	LTD/STD AIDE/PARA		1,837.00	15.13	84.88	277.70
01 1200 330 000		SPED STAFF DEV/TRAINING	2,371.00	0.00	79.08	496.00
330	STAFF DEVELOPMENT/TRAINING		2,371.00	0.00	79.08	496.00
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	0.00	0.00	0.00	0.00
340	OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00
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	973.00	0.00	333.65	(2,273.37)
580	TRAVEL EXPENSES		973.00	0.00	333.65	(2,273.37)
01 1200 591 001		HS PURCHASED SERVICES	21,107.00	0.00	94.36	1,190.00
01 1200 591 002		MS PURCHASED SERVICES	221.00	0.00	0.00	221.00
01 1200 591 003		EL PURCHASED SERVICES	40,530.00	0.00	64.15	14,529.30
591	PURCHASED SERVICES		61,858.00	0.00	74.23	15,940.30
01 1200 610 001		HS SPED Supplies	2,473.00	0.00	24.14	1,875.99
01 1200 610 002		MS SPED Supplies	2,645.00	0.00	0.00	2,645.00
01 1200 610 003		EL SPED Supplies	5,677.00	0.00	83.96	910.45
610	SUPPLIES		10,795.00	0.00	49.69	5,431.44
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	7,054.00	0.00	0.00	7,054.00
643	WEB/CLOUD BASED SOFTWARE		7,054.00	0.00	0.00	7,054.00
01 1200 650 000		SPED Computer Hardware	4,338.00	0.00	0.00	4,338.00
650	TECH SUPPLIES		4,338.00	0.00	0.00	4,338.00
01 1200 733 001		HS SPED Furniture And Equipment	533.00	0.00	521.95	(2,249.00)
01 1200 733 002		MS SPED Furniture And Equipment	2,371.00	0.00	0.00	2,371.00
01 1200 733 003		EL SPED Furniture And Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES		2,904.00	0.00	95.80	122.00
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS		1,374,998.00	73,770.31	82.24	244,148.15
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

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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	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES		0.00	0.00	0.00	0.00
1291	SPED 3-5 YO		0.00	0.00	0.00	0.00
1292	SPED DIRECTOR					
01 1292 591 003		EC SPED DIR 0-2 yo	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES		0.00	0.00	0.00	0.00
1292	SPED DIRECTOR		0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL					
01 1300 111 001		Driver's Education Salary	4,113.00	1,440.00	64.73	1,450.50
111	SALARIES TCHR/PROF		4,113.00	1,440.00	64.73	1,450.50
01 1300 211 001		Driver's Ed Summer School	1,145.00	424.52	63.95	412.74
211	GROUP INS TCHR/PROF		1,145.00	424.52	63.95	412.74
01 1300 221 001		DrEd Social Security	315.00	106.81	62.83	117.10
221	SOCIAL SECURITY TCHR/PROF		315.00	106.81	62.83	117.10
01 1300 231 001		DrEd Retirement	406.00	116.35	58.40	168.88
231	RETIREMENT TCHR/PROF		406.00	116.35	58.40	168.88
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	21.00	6.77	58.57	8.70
281	LTD/STD TCHR/PROF		21.00	6.77	58.57	8.70
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	0.00	0.00	0.00	0.00
580	TRAVEL EXPENSES		0.00	0.00	0.00	0.00
1300	SUMMER SCHOOL		6,000.00	2,094.45	64.03	2,157.92
2120	GUIDANCE SERVICES					
01 2120 111 001		HS Counselor's Salary	85,636.00	7,098.98	70.80	25,003.72
01 2120 111 002		MS Counselor's Salary	34,340.00	1,525.70	39.99	20,608.70
01 2120 111 003		EL Counselor's Salary	51,510.00	3,559.97	67.13	16,930.72
111	SALARIES TCHR/PROF		171,486.00	12,184.65	63.53	62,543.14
01 2120 211 001		HS Group Ins Counselor	31,504.00	2,239.44	71.81	8,882.44
01 2120 211 002		MS Group Ins Counselor	7,449.00	531.37	75.45	1,828.68
01 2120 211 003		EL Group Ins Counselor	11,173.00	1,239.86	117.37	(1,941.26)
211	GROUP INS TCHR/PROF		50,126.00	4,010.67	82.50	8,769.86
01 2120 221 001		HS Social Security	6,579.00	546.49	71.07	1,902.98
01 2120 221 002		MS Social Security	2,638.00	114.24	38.78	1,615.06
01 2120 221 003		EL Social Security	3,958.00	266.61	60.31	1,570.79
221	SOCIAL SECURITY TCHR/PROF		13,175.00	927.34	61.38	5,088.83
01 2120 231 001		HS Retirement COUNSELOR	6,361.00	573.60	92.15	499.50
01 2120 231 002		MS Retirement COUNSELOR	3,257.00	123.28	40.80	1,928.04
01 2120 231 003		EL Retirement COUNSELOR	4,885.00	287.65	63.48	1,784.15
231	RETIREMENT TCHR/PROF		14,503.00	984.53	70.96	4,211.69
01 2120 237 001		Increased Retirement Contribution Rate	2,001.00	0.00	0.00	2,001.00
01 2120 237 003		Increased Retirement Contribution	0.00	0.00	0.00	0.00

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Rate					
237	Inc Ret Contribution Rate	2,001.00	0.00	0.00	2,001.00
01 2120 281 001	HS LTD/STD COUNSELOR	535.00	52.81	107.20	(38.53)
01 2120 281 002	MS LTD/STD COUNSELOR	212.00	13.62	59.26	86.37
01 2120 281 003	EL LTD/STD COUNSELOR	318.00	31.77	92.17	24.91
281	LTD/STD TCHR/PROF	1,065.00	98.20	93.17	72.75
01 2120 330 001	HS Counselor DEV/TRAINING	316.00	0.00	56.96	136.00
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	(2,980.01)
330	STAFF DEVELOPMENT/TRAINING	316.00	0.00	1,000.00	(2,844.01)
01 2120 610 001	HS Guidance Supplies	0.00	0.00	0.00	0.00
01 2120 610 002	MS Guidance Supplies	14.00	0.00	0.00	14.00
01 2120 610 003	EL Guidance Supplies	0.00	0.00	0.00	(280.00)
610	SUPPLIES	14.00	0.00	2,000.00	(266.00)
01 2120 890 001	HS Other Expense	228.00	0.00	0.00	228.00
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	(278.50)
890	MISC EXPENDITURES	228.00	0.00	122.15	(50.50)
2120	GUIDANCE SERVICES	252,914.00	18,205.39	68.56	79,526.76
2130	HEALTH SERVICES				
01 2130 116 000	SALARIES NURSE	75,288.00	1,548.79	70.90	21,911.57
116	SALARIES PROF CLASS	75,288.00	1,548.79	70.90	21,911.57
01 2130 216 000	GROUP INSURANCE NURSE	32,008.00	0.00	73.51	8,479.70
216	GROUP INSURANCE PROF CLASS	32,008.00	0.00	73.51	8,479.70
01 2130 226 000	SOCIAL SECURITY NURSE	5,756.00	114.43	62.89	2,135.89
226	SOCIAL SECURITY PROF CLASS	5,756.00	114.43	62.89	2,135.89
01 2130 236 000	RETIREMENT NURSE	6,949.00	125.14	72.39	1,918.47
236	RETIREMENT PROF CLASS	6,949.00	125.14	72.39	1,918.47
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	417.00	0.00	42.21	241.00
286	LTD/STD PROF CLASS	417.00	0.00	42.21	241.00
01 2130 320 000	Student Health Screenings	3,371.00	0.00	81.43	626.00
320	PROF EDUC SERVICES	3,371.00	0.00	81.43	626.00
01 2130 610 000	Nurse Supplies	23,297.00	0.00	26.74	17,067.89
610	SUPPLIES	23,297.00	0.00	26.74	17,067.89
2130	HEALTH SERVICES	147,086.00	1,788.36	64.39	52,380.52
2141	SPED SA Psych Services				
01 2141 111 000	School Psych Salaries	0.00	9,583.33	0.00	(105,416.63)
01 2141 111 001	School Psych Salaries HS	0.00	0.00	0.00	0.00
01 2141 111 002	School Psych Salaries MS	0.00	0.00	0.00	0.00
01 2141 111 003	School Psych Salaries EL	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	9,583.33	0.00	(105,416.63)
01 2141 211 000	School Psych Insurance	0.00	84.95	0.00	(934.45)
211	GROUP INS TCHR/PROF	0.00	84.95	0.00	(934.45)
01 2141 221 000	School Psych Social Security	0.00	717.00	0.00	(7,887.00)

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221		SOCIAL SECURITY TCHR/PROF	0.00	717.00	0.00	(7,887.00)
01 2141 231 000		School Psych Retirement	0.00	774.33	0.00	(10,240.53)
231		RETIREMENT TCHR/PROF	0.00	774.33	0.00	(10,240.53)
01 2141 260 000		SCHOOL PSYCH UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
260		UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 2141 281 000		SCHOOL PSYCH LTD/STD TCHR/PROF	0.00	62.20	0.00	(684.20)
281		LTD/STD TCHR/PROF	0.00	62.20	0.00	(684.20)
01 2141 330 000		SPED SA Psych STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(811.52)
330		STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(811.52)
01 2141 580 000		School Psych TRAVEL EXPENSES	0.00	0.00	0.00	(339.90)
580		TRAVEL EXPENSES	0.00	0.00	0.00	(339.90)
01 2141 591 000		SPED SA Psych Services	107,726.00	0.00	0.00	107,726.00
591		PURCHASED SERVICES	107,726.00	0.00	0.00	107,726.00
01 2141 610 000		School Psych Supplies	1,427.00	0.00	0.00	1,427.00
01 2141 610 001		School Psych HS Supplies	0.00	0.00	0.00	0.00
01 2141 610 002		School Psych MS Supplies	0.00	0.00	0.00	(586.39)
01 2141 610 003		School Psych EL Supplies	0.00	0.00	0.00	(500.92)
610		SUPPLIES	1,427.00	0.00	76.20	339.69
01 2141 733 000		SPED SA Psych FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733		FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
01 2141 890 000		SPED SA Psych MISC EXPENDITURES	0.00	0.00	0.00	0.00
890		MISC EXPENDITURES	0.00	0.00	0.00	0.00
2141		SPED SA Psych Services	109,153.00	11,221.81	116.72	(18,248.54)
2142		SPED 3-5 Pscyh Services				
01 2142 591 003		SPED 3-5 Psych Services	0.00	0.00	0.00	0.00
591		PURCHASED SERVICES	0.00	0.00	0.00	0.00
2142		SPED 3-5 Pscyh Services	0.00	0.00	0.00	0.00
2143		SPED 0-2 Psych Services				
01 2143 591 003		SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
591		PURCHASED SERVICES	0.00	0.00	0.00	0.00
2143		SPED 0-2 Psych Services	0.00	0.00	0.00	0.00
2151		SPED SA Speech/Audiology				
01 2151 111 001		Speech Path HS SALARIES TCHR/PROF	22,480.00	1,480.42	70.95	6,531.48
01 2151 111 002		Speech Path MS RETIREMENT TCHR/PROF	17,747.00	1,168.75	70.95	5,156.09
01 2151 111 003		Speech Path EL SALARIES TCHR/PROF	41,410.00	2,727.08	78.97	8,706.81
111		SALARIES TCHR/PROF	81,637.00	5,376.25	75.02	20,394.38
01 2151 211 001		Speech Path HS GROUP INS TCHR/PROF	4,686.00	425.50	99.88	5.51
01 2151 211 002		Speech Path MS GROUP INS TCHR/PROF	3,700.00	335.91	99.87	4.98
01 2151 211 003		Speech Path EL GROUP INS TCHR/PROF	8,632.00	783.80	111.38	(982.64)
211		GROUP INS TCHR/PROF	17,018.00	1,545.21	105.71	(972.15)

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01 2151 221 001	Speech Path HS SOC SECTCHR/PROF	1,723.00	113.54	71.00	499.71
01 2151 221 002	Speech Path MS SOC SEC TCHR/PROF	1,360.00	89.64	71.01	394.27
01 2151 221 003	Speech Path EL SOC SEC TCHR/PROF	3,173.00	209.15	79.05	664.69
221	SOCIAL SECURITY TCHR/PROF	6,256.00	412.33	75.09	1,558.67
01 2151 231 001	Speech Path HS RETIREMENT TCHR/PROF	2,221.00	119.61	69.73	672.29
01 2151 231 002	Speech Path MS RETIREMENT TCHR/PROF	1,753.00	94.44	69.75	530.27
01 2151 231 003	Speech Path EL RETIREMENT TCHR/PROF	4,090.00	220.35	77.78	908.67
231	RETIREMENT TCHR/PROF	8,064.00	434.40	73.82	2,111.23
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	116.00	11.82	112.09	(14.02)
01 2151 281 002	Speech Path MS LTD/STD TCHR/PROF	92.00	9.33	111.55	(10.63)
01 2151 281 003	Speech Path HS LTD/STD TCHR/PROF	214.00	21.77	124.79	(53.04)
281	LTD/STD TCHR/PROF	422.00	42.92	118.41	(77.69)
01 2151 591 000	SPED SA Speech/Audiology	25,958.00	0.00	78.70	5,529.83
591	PURCHASED SERVICES	25,958.00	0.00	78.70	5,529.83
01 2151 610 000	SPED Speech Path SUPPLIES	735.00	0.00	63.58	267.69
610	SUPPLIES	735.00	0.00	63.58	267.69
2151	SPED SA Speech/Audiology	140,090.00	7,811.11	79.43	28,811.96
2152	SPED 3-5 Speech/Audiology				
01 2152 340 003	SPED 3-5 Speech/Audiology Prf Serv	288.00	0.00	0.00	288.00
340	OTHER PROFESSIONAL SERVICES	288.00	0.00	0.00	288.00
01 2152 591 003	SPED 3-5 Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2152	SPED 3-5 Speech/Audiology	288.00	0.00	0.00	288.00
2153	SPED 0-2 Speech/Audiology				
01 2153 591 003	SPED 0-2 Speech/Audiology	0.00	0.00	0.00	0.00
591	PURCHASED SERVICES	0.00	0.00	0.00	0.00
2153	SPED 0-2 Speech/Audiology	0.00	0.00	0.00	0.00
2161	SPED SA OccTherapy				
01 2161 340 000	SPED SA OccTherapy (nonESU)	62,530.00	0.00	88.18	7,390.72
340	OTHER PROFESSIONAL SERVICES	62,530.00	0.00	88.18	7,390.72
2161	SPED SA OccTherapy	62,530.00	0.00	88.18	7,390.72
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

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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)	12,939.00	0.00	59.44	5,248.40
340		OTHER PROFESSIONAL SERVICES	12,939.00	0.00	59.44	5,248.40
2171		SPED SA PhysTherapy	12,939.00	0.00	59.44	5,248.40
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	0.00	0.00	0.00	(18,550.33)
330		STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	(18,550.33)
2213		SCHOOL IMPROVEMENT	0.00	0.00	0.00	(18,550.33)
2220		LIBRARY/MEDIA SERVICES				
01 2220 111 000		Library/Media Tchr Salaries	82,170.00	5,353.33	71.66	23,283.37

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111 SALARIES TCHR/PROF		82,170.00	5,353.33	71.66	23,283.37
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	25,160.00	1,667.76	68.78	7,855.84
211 GROUP INS TCHR/PROF		25,160.00	1,667.76	68.78	7,855.84
01 2220 221 000	L/M Social Security TCHR/PROF	5,832.00	383.62	72.53	1,602.06
221 SOCIAL SECURITY TCHR/PROF		5,832.00	383.62	72.53	1,602.06
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	8,117.00	432.55	70.48	2,396.46
231 RETIREMENT TCHR/PROF		8,117.00	432.55	70.48	2,396.46
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	557.00	32.09	62.83	207.01
281 LTD/STD TCHR/PROF		557.00	32.09	62.83	207.01
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	(203.50)
610 SUPPLIES		0.00	0.00	0.00	(203.50)
01 2220 640 000	Library Books & Subscriptions	902.00	0.00	584.60	(4,371.11)
640 BOOKS/PERIODICALS		902.00	0.00	584.60	(4,371.11)
01 2220 650 000	L/M Computer Software	0.00	0.00	0.00	(1,077.50)
650 TECH SUPPLIES		0.00	0.00	0.00	(1,077.50)
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		122,738.00	7,869.35	75.81	29,692.63
2224 EDUCATIONAL TELEVISION SERVICES					
01 2224 382 000	Distant Learning / Internet	11,005.00	0.00	83.60	1,805.00
382 DISTANCE LEARNING		11,005.00	0.00	83.60	1,805.00
2224 EDUCATIONAL TELEVISION SERVICES		11,005.00	0.00	83.60	1,805.00
2230 INSTRUCTION RELATED TECH					
01 2230 111 000	Technology Coordinator	10,481.00	672.97	70.63	3,078.33
111 SALARIES TCHR/PROF		10,481.00	672.97	70.63	3,078.33
01 2230 116 000	Technology Support Staff	70,919.00	4,071.00	66.46	23,783.30
116 SALARIES PROF CLASS		70,919.00	4,071.00	66.46	23,783.30
01 2230 211 000	Technology Group Ins TCHR/PROF	3,474.00	227.68	71.26	998.38
211 GROUP INS TCHR/PROF		3,474.00	227.68	71.26	998.38
01 2230 216 000	Technology Group Ins SUPPORT PROF CLASS	29,681.00	2,352.83	87.20	3,799.87

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216	GROUP INSURANCE PROF CLASS	29,681.00	2,352.83	87.20	3,799.87
01 2230 221 000	Technology Social Security TCHR/PROF	803.00	51.75	70.88	233.82
221	SOCIAL SECURITY TCHR/PROF	803.00	51.75	70.88	233.82
01 2230 226 000	Technology Social Security PROF CLASS	5,053.00	305.57	70.08	1,511.68
226	SOCIAL SECURITY PROF CLASS	5,053.00	305.57	70.08	1,511.68
01 2230 231 000	Technology Retirement TCHR/PROF	1,035.00	54.38	69.48	315.91
231	RETIREMENT TCHR/PROF	1,035.00	54.38	69.48	315.91
01 2230 236 000	Technology Retirement PROF CLASS	7,005.00	322.88	63.78	2,537.31
236	RETIREMENT PROF CLASS	7,005.00	322.88	63.78	2,537.31
01 2230 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 2230 281 000	Technology LTD/STD TCHR/PROF	65.00	5.81	97.15	1.85
281	LTD/STD TCHR/PROF	65.00	5.81	97.15	1.85
01 2230 286 000	Technology LTD/STD PROF CLASS	309.00	21.20	75.47	75.80
286	LTD/STD PROF CLASS	309.00	21.20	75.47	75.80
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	22.00	0.00	8,166.18	(1,774.56)
591	PURCHASED SERVICES	22.00	0.00	8,166.18	(1,774.56)
01 2230 610 000	Tech Supplies	2,418.00	0.00	219.14	(2,880.78)
610	SUPPLIES	2,418.00	0.00	219.14	(2,880.78)
01 2230 643 000	TECH Web/Cloud Based Software	96,651.00	0.00	82.06	17,337.71
643	WEB/CLOUD BASED SOFTWARE	96,651.00	0.00	82.06	17,337.71
01 2230 650 000	TECH Supplies/Soft/Hardware	38,341.00	0.00	199.65	(38,207.89)
650	TECH SUPPLIES	38,341.00	0.00	199.65	(38,207.89)
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	266,257.00	8,086.07	95.94	10,810.73
2310	BOARD OF EDUCATION				
01 2310 330 000	BOE DEV/TRAINING	1,126.00	0.00	178.06	(878.97)
330	STAFF DEVELOPMENT/TRAINING	1,126.00	0.00	178.06	(878.97)
01 2310 340 000	Contracted Serv / Hearing Officer	0.00	0.00	0.00	(110.25)
340	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(110.25)
01 2310 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 2310 540 000	ADVERTISING	14,509.00	0.00	74.80	3,655.92
540	ADVERTISING	14,509.00	0.00	74.80	3,655.92
01 2310 580 000	TRAVEL EXPENSES	103.00	0.00	173.23	(75.43)
580	TRAVEL EXPENSES	103.00	0.00	173.23	(75.43)
01 2310 610 000	BOE Supplies	0.00	0.00	0.00	(11,687.30)
610	SUPPLIES	0.00	0.00	0.00	(11,687.30)

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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	18,473.00	0.00	109.89	(1,826.43)
810	DUES & FEES		18,473.00	0.00	109.89	(1,826.43)
01 2310 890 000		BOE Misc Expense	789.00	0.00	623.11	(4,127.35)
890	MISC EXPENDITURES		789.00	0.00	623.11	(4,127.35)
2310	BOARD OF EDUCATION		35,000.00	0.00	143.00	(15,049.81)
2320	EXECUTIVE ADMINISTRATION					
01 2320 105 000		SUPERINTENDENT SALARY	148,702.00	11,800.00	87.29	18,902.00
105	SUPERINTENDENT SALARY		148,702.00	11,800.00	87.29	18,902.00
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	21,328.00	1,653.73	85.29	3,136.97
215	GROUP INSURANCE SUPT		21,328.00	1,653.73	85.29	3,136.97
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	92.00	0.00	66.51	30.81
223	SOCIAL SECURITY SUB TCHR		92.00	0.00	66.51	30.81
01 2320 225 000		SUPT SOCIAL SECURITY	11,540.00	917.68	86.96	1,504.79
225	SOCIAL SECURITY SUPT		11,540.00	917.68	86.96	1,504.79
01 2320 233 000		RET SUPT STIPEND	119.00	0.00	58.11	49.85
233	RETIREMENT SUB TCHR		119.00	0.00	58.11	49.85
01 2320 235 000		SUPT RETIREMENT	11,223.00	967.58	112.83	(1,439.90)
235	RETIREMENT SUPT		11,223.00	967.58	112.83	(1,439.90)
01 2320 237 000		Increased Retirement Contribution Rate	3,530.00	0.00	0.00	3,530.00
237	Inc Ret Contribution Rate		3,530.00	0.00	0.00	3,530.00
01 2320 285 000		SUPT LTD/STD	589.00	62.20	116.16	(95.20)
285	LTD/STD SUPT		589.00	62.20	116.16	(95.20)
01 2320 295 000		OTHER BENEFITS (CELL PHONE/moving)	3,034.00	175.00	37.90	1,884.00
295	OTHER BENEFITS (CELL PHONE)		3,034.00	175.00	37.90	1,884.00
01 2320 310 000		SUPT DUES & FEES	569.00	0.00	179.26	(451.00)
310	OFFICIAL ADMIN SERVICES		569.00	0.00	179.26	(451.00)
01 2320 330 000		SUPT Staff Dev/Training	2,774.00	0.00	154.73	(1,518.13)
330	STAFF DEVELOPMENT/TRAINING		2,774.00	0.00	154.73	(1,518.13)
01 2320 333 000		SUPT Mileage	1,203.00	0.00	66.50	403.00
333	MILEAGE TO STAFF		1,203.00	0.00	66.50	403.00
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	3,954.00	0.00	59.40	1,605.31
580	TRAVEL EXPENSES		3,954.00	0.00	59.40	1,605.31
01 2320 610 000		SUPT Supplies	813.00	0.00	15.63	685.94
610	SUPPLIES		813.00	0.00	15.63	685.94

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01 2320 650 000		SUPT Computer Software	9,130.00	0.00	0.00	9,130.00
650	TECH SUPPLIES		9,130.00	0.00	0.00	9,130.00
01 2320 733 000		SUPT Furniture & Equipment	6,392.00	0.00	0.00	6,392.00
733	FURNITURE/FIXTURES		6,392.00	0.00	0.00	6,392.00
01 2320 890 000		SUPT Other Expense	5,009.00	0.00	45.96	2,706.95
890	MISC EXPENDITURES		5,009.00	0.00	45.96	2,706.95
2320	EXECUTIVE ADMINISTRATION		230,001.00	15,576.19	79.80	46,457.39
2330	District Legal Services					
01 2330 317 000		LEGAL SERVICES	0.00	0.00	0.00	(8,653.78)
317	CONTRACCTED LEGAL SERVICES		0.00	0.00	0.00	(8,653.78)
2330	District Legal Services		0.00	0.00	0.00	(8,653.78)
2410	OFFICE OF THE PRINCIPAL					
01 2410 110 000		Clerical Salaries	83,262.00	5,006.25	88.22	9,812.29
110	SALARIES NON-INSTR		83,262.00	5,006.25	88.22	9,812.29
01 2410 111 001		HS PRINCIPAL HEAD&ASST SALARIES	64,006.00	7,333.34	114.57	(9,327.38)
01 2410 111 002		MS PRINCIPAL HEAD&ASST SALARIES	63,184.00	4,861.68	96.25	2,372.16
01 2410 111 003		EL PRINCIPAL HEAD&ASST SALARIES	54,966.00	3,028.35	60.60	21,654.15
111	SALARIES TCHR/PROF		182,156.00	15,223.37	91.93	14,698.93
01 2410 210 000		Clerical Group Insurance	53,359.00	3,087.21	70.03	15,992.37
210	GROUP INSURANCE NON-INSTR		53,359.00	3,087.21	70.03	15,992.37
01 2410 211 001		HS PRINCIPAL OFFICE GROUP INS	17,716.00	1,821.36	102.81	(497.60)
01 2410 211 002		MS PRINCIPAL OFFICE GROUP INS	17,523.00	1,479.84	102.55	(447.35)
01 2410 211 003		EL PRINCIPAL OFFICE GROUP INS	15,594.00	1,024.52	71.44	4,453.69
211	GROUP INS TCHR/PROF		50,833.00	4,325.72	93.10	3,508.74
01 2410 220 000		Clerical Social Security	6,379.00	383.37	88.05	762.02
220	SOCIAL SECURITY NON-INSTR		6,379.00	383.37	88.05	762.02
01 2410 221 001		HS PRINCIPAL OFFICE SOC SEC	4,917.00	563.41	114.58	(717.07)
01 2410 221 002		MS PRINCIPAL OFFICE SOC SEC	4,854.00	373.74	96.30	179.63
01 2410 221 003		EL PRINCIPAL OFFICE SOC SEC	4,221.00	232.88	60.69	1,659.41
221	SOCIAL SECURITY TCHR/PROF		13,992.00	1,170.03	91.98	1,121.97
01 2410 230 000		Clerical Retirement	8,193.00	404.51	84.47	1,272.67
230	RETIREMENT NON-INSTR		8,193.00	404.51	84.47	1,272.67
01 2410 231 001		HS PRINCIPAL OFFICE RETIREMENT	4,810.00	592.54	147.86	(2,301.91)
01 2410 231 002		MS PRINCIPAL OFFICE RETIREMENT	3,449.00	392.82	171.63	(2,470.40)
01 2410 231 003		EL PRINCIPAL OFFICE RETIREMENT	5,429.00	244.69	59.61	2,192.99
231	RETIREMENT TCHR/PROF		13,688.00	1,230.05	118.84	(2,579.32)
01 2410 237 000		Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
01 2410 237 001		Increased Retirement Contribution Rate	1,513.00	0.00	0.00	1,513.00
01 2410 237 002		Increased Retirement Contribution Rate	1,493.00	0.00	0.00	1,493.00
01 2410 237 003		Increased Retirement Contribution Rate	1,299.00	0.00	0.00	1,299.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
237	Inc Ret Contribution Rate	4,305.00	0.00	0.00	4,305.00
01 2410 280 000	Clerical LTD/STD	618.00	29.21	53.13	289.64
280	LTD/STD NON-INSTR	618.00	29.21	53.13	289.64
01 2410 281 001	HS PRINCIPAL OFFICE LTD/STD	389.00	49.76	127.92	(108.60)
01 2410 281 002	MS PRINCIPAL OFFICE LTD/STD	384.00	38.56	122.57	(86.68)
01 2410 281 003	EL PRINCIPAL OFFICE LTD/STD	333.00	26.12	85.31	48.92
281	LTD/STD TCHR/PROF	1,106.00	114.44	113.23	(146.36)
01 2410 310 000	PRINC OFFICE DUES/FEES	719.00	0.00	197.50	(701.00)
310	OFFICIAL ADMIN SERVICES	719.00	0.00	197.50	(701.00)
01 2410 330 000	PRINCIPAL OFFICE STAFF DEV/TRN	232.00	0.00	360.36	(604.04)
330	STAFF DEVELOPMENT/TRAINING	232.00	0.00	360.36	(604.04)
01 2410 580 000	PRINC OFFICE TRAVEL EXPENSES	1,831.00	0.00	70.99	531.24
580	TRAVEL EXPENSES	1,831.00	0.00	70.99	531.24
01 2410 610 001	HS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	(44.54)
01 2410 610 002	MS PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
01 2410 610 003	EL PRINCIPAL OFFICE SUPPLIES	0.00	0.00	0.00	0.00
610	SUPPLIES	0.00	0.00	0.00	(44.54)
01 2410 733 000	PRIN OFFICE FURNITURE	3,714.00	0.00	6.56	3,470.22
733	FURNITURE/FIXTURES	3,714.00	0.00	6.56	3,470.22
01 2410 890 000	PRINCIPAL OFFICE MISC EXP	615.00	0.00	52.03	295.04
890	MISC EXPENDITURES	615.00	0.00	52.03	295.04
2410	OFFICE OF THE PRINCIPAL	425,002.00	30,974.16	87.77	51,984.87
2510	FISCAL SERVICES				
01 2510 112 000	Concession Mgr Salaries	3,839.00	0.00	0.00	3,839.00
112	SALARIES AIDE/PARA	3,839.00	0.00	0.00	3,839.00
01 2510 116 000	FISCAL SERVICES SALARIES	95,828.00	3,268.59	47.36	50,442.42
116	SALARIES PROF CLASS	95,828.00	3,268.59	47.36	50,442.42
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	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 2510 216 000	FISCAL SERVICES GROUP INS	53,251.00	2,276.70	47.03	28,207.30
216	GROUP INSURANCE PROF CLASS	53,251.00	2,276.70	47.03	28,207.30
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	295.00	0.00	0.00	295.00
222	SOCIAL SECURITY AIDE/PARA	295.00	0.00	0.00	295.00
01 2510 226 000	SOCIAL SECURITY PROF CLASS	7,263.00	246.70	47.30	3,827.80
226	SOCIAL SECURITY PROF CLASS	7,263.00	246.70	47.30	3,827.80
01 2510 232 000	Concession Mgr Retirement	379.00	0.00	0.00	379.00
232	RETIREMENT AIDE/PARA	379.00	0.00	0.00	379.00
01 2510 236 000	FISCAL SERVICES RETIREMENT	9,466.00	264.10	46.74	5,041.67
236	RETIREMENT PROF CLASS	9,466.00	264.10	46.74	5,041.67
01 2510 237 000	Increased Retirement Contribution	0.00	0.00	0.00	0.00

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	Rate				
237	Inc Ret Contribution Rate	0.00	0.00	0.00	0.00
01 2510 282 000	Concession Mgr LTD/STD	16.00	0.00	0.00	16.00
282	LTD/STD AIDE/PARA	16.00	0.00	0.00	16.00
01 2510 286 000	FISCAL SERVICES LTD/STD	669.00	19.03	31.29	459.67
286	LTD/STD PROF CLASS	669.00	19.03	31.29	459.67
01 2510 310 000	FISCAL SERV/BANK FEES	3,327.00	0.00	60.94	1,299.53
310	OFFICIAL ADMIN SERVICES	3,327.00	0.00	60.94	1,299.53
01 2510 315 000	AUDIT/BUDGET SERVICES	19,581.00	0.00	60.26	7,781.00
315	ACCOUNTING/AUDITING SERVICES	19,581.00	0.00	60.26	7,781.00
01 2510 330 000	FISCAL OFFICE ST DEV/TRN	308.00	0.00	64.94	108.00
330	STAFF DEVELOPMENT/TRAINING	308.00	0.00	64.94	108.00
01 2510 340 000	OTHER PROFESSIONAL FISCAL SERVICES	4,148.00	0.00	29.74	2,914.50
340	OTHER PROFESSIONAL SERVICES	4,148.00	0.00	29.74	2,914.50
01 2510 530 000	PHONE/INTERNET	23,114.00	0.00	41.19	13,593.95
530	PHONE/INTERNET	23,114.00	0.00	41.19	13,593.95
01 2510 531 000	POSTAGE	13,628.00	0.00	14.90	11,597.64
531	POSTAGE	13,628.00	0.00	14.90	11,597.64
01 2510 580 000	FISCAL SERV TRAVEL EXPENSES	677.00	0.00	32.82	454.83
580	TRAVEL EXPENSES	677.00	0.00	32.82	454.83
01 2510 610 000	FISCAL OFFICE SUPPLIES	3,490.00	0.00	99.03	33.70
610	SUPPLIES	3,490.00	0.00	99.03	33.70
01 2510 733 000	FURNITURE/FIXTURES	0.00	0.00	0.00	(202.32)
733	FURNITURE/FIXTURES	0.00	0.00	0.00	(202.32)
01 2510 890 000	FISCAL SERVICES MISC EXP	1,408.00	0.00	657.37	(7,847.73)
890	MISC EXPENDITURES	1,408.00	0.00	657.37	(7,847.73)
2510	FISCAL SERVICES	240,687.00	6,075.12	49.21	122,240.96
2570	PERSONNEL SERV-ESRP				
01 2570 330 000	NON-INSTR STAFF DEV/TRAINING	9,314.00	0.00	21.81	7,282.32
330	STAFF DEVELOPMENT/TRAINING	9,314.00	0.00	21.81	7,282.32
2570	PERSONNEL SERV-ESRP	9,314.00	0.00	21.81	7,282.32
2590	WORKERS COMP INS				
01 2590 270 000	WORKERS COMP NON-INSTR	0.00	0.00	0.00	(98,549.00)
270	WORKERS COMP NON-INSTR	0.00	0.00	0.00	(98,549.00)
01 2590 271 000	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
271	WORKERS COMP TCHR/PROF	0.00	0.00	0.00	0.00
2590	WORKERS COMP INS	0.00	0.00	0.00	(98,549.00)
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	159,687.00	0.00	58.98	65,505.51
621	NATURAL GAS	159,687.00	0.00	58.98	65,505.51
2610	OPERATION OF BUILDINGS	159,687.00	0.00	58.98	65,505.51
2620	MAINT OF BUILDINGS				
01 2620 110 000	MAINTENANCE STAFF SALARIES	291,560.00	16,065.00	59.02	119,470.35

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110	SALARIES NON-INSTR		291,560.00	16,065.00	59.02	119,470.35
01 2620 210 000		MAINT GROUP INS	64,187.00	4,172.15	69.05	19,869.07
210	GROUP INSURANCE NON-INSTR		64,187.00	4,172.15	69.05	19,869.07
01 2620 220 000		MAINT SOCIAL SECURITY	22,281.00	1,212.46	58.39	9,270.30
220	SOCIAL SECURITY NON-INSTR		22,281.00	1,212.46	58.39	9,270.30
01 2620 230 000		MAINT RETIREMENT	28,800.00	1,294.01	52.06	13,806.53
230	RETIREMENT NON-INSTR		28,800.00	1,294.01	52.06	13,806.53
01 2620 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 2620 280 000		MAINT LTD/STD	975.00	57.76	75.12	242.62
280	LTD/STD NON-INSTR		975.00	57.76	75.12	242.62
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	5,799.00	0.00	55.47	2,582.39
340	OTHER PROFESSIONAL SERVICES		5,799.00	0.00	55.47	2,582.39
01 2620 350 000		MAINT. REPAIRS	50,969.00	0.00	204.93	(53,480.71)
350	TECHNICAL SERVICES		50,969.00	0.00	204.93	(53,480.71)
01 2620 410 000		WATER & SEWER	21,443.00	0.00	75.94	5,159.10
410	WATER/SEWER		21,443.00	0.00	75.94	5,159.10
01 2620 420 000		TRASH SERVICE	8,039.00	0.00	82.72	1,389.00
420	TRASH SERVICE		8,039.00	0.00	82.72	1,389.00
01 2620 431 000		BLDG REPAIRS & MAINT	2,476.00	0.00	483.41	(9,493.22)
431	NON-TECH REPAIRS/MAINT		2,476.00	0.00	483.41	(9,493.22)
01 2620 490 000		Maint OTHER SUPPLIES & MATERIALS	99,258.00	0.00	4.52	94,773.16
490	OTHER SUPPLIES AND MATERIALS		99,258.00	0.00	4.52	94,773.16
01 2620 610 000		MAINT Supplies	108,509.00	0.00	73.75	28,479.26
610	SUPPLIES		108,509.00	0.00	73.75	28,479.26
01 2620 733 000		MAINT Furniture & Equipment	961.00	0.00	311.19	(2,029.57)
733	FURNITURE/FIXTURES		961.00	0.00	311.19	(2,029.57)
01 2620 890 000		MISC EXPENSE	541.00	0.00	176.89	(416.00)
890	MISC EXPENDITURES		541.00	0.00	176.89	(416.00)
2620	MAINT OF BUILDINGS		705,798.00	22,801.38	67.47	229,622.28
2630	OUTSIDE MAINTENANCE					
01 2630 340 000		OUTSIDE REPAIRS/MAINT	57,163.00	0.00	6.78	53,286.97
340	OTHER PROFESSIONAL SERVICES		57,163.00	0.00	6.78	53,286.97
2630	OUTSIDE MAINTENANCE		57,163.00	0.00	6.78	53,286.97
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	(23,516.47)
590	INTERAGENCY PURCH SERVICES		0.00	0.00	0.00	(23,516.47)

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2660	SECURITY (CAMAERAS)		0.00	0.00	0.00	(23,516.47)
2670	SAFETY (FIRE ALARM)					
01 2670 650 000		Safety Tech Supplies	2,354.00	0.00	63.72	854.00
650	TECH SUPPLIES		2,354.00	0.00	63.72	854.00
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)		2,354.00	0.00	63.72	854.00
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)					
01 2710 110 000		TRANSPORTATION Salaries	347,454.00	16,081.50	64.74	122,506.64
110	SALARIES NON-INSTR		347,454.00	16,081.50	64.74	122,506.64
01 2710 210 000		TRANSP GROUP INSURANCE	35,719.00	1,782.34	60.00	14,285.82
210	GROUP INSURANCE NON-INSTR		35,719.00	1,782.34	60.00	14,285.82
01 2710 220 000		TRANSP SOCIAL SECURITY	26,328.00	1,212.75	64.66	9,304.50
220	SOCIAL SECURITY NON-INSTR		26,328.00	1,212.75	64.66	9,304.50
01 2710 230 000		TRANSP RETIREMENT	33,912.00	1,282.76	60.88	13,266.36
230	RETIREMENT NON-INSTR		33,912.00	1,282.76	60.88	13,266.36
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	959.00	42.75	51.04	469.57
280	LTD/STD NON-INSTR		959.00	42.75	51.04	469.57
01 2710 330 000		TRANSP STAFF DEV/TRN	6,404.00	0.00	30.55	4,447.50
330	STAFF DEVELOPMENT/TRAINING		6,404.00	0.00	30.55	4,447.50
01 2710 340 000		VEHICLE REPAIRS/MAINT	50,098.00	0.00	24.65	37,750.83
340	OTHER PROFESSIONAL SERVICES		50,098.00	0.00	24.65	37,750.83
01 2710 610 000		VEHICLE PARTS/SUPPLIES	32,870.00	0.00	37.18	20,647.85
610	SUPPLIES		32,870.00	0.00	37.18	20,647.85
01 2710 626 000		GAS & DIESEL	61,113.00	0.00	58.97	25,072.12
626	GAS/DIESEL FUEL		61,113.00	0.00	58.97	25,072.12
01 2710 732 000		Bus Acquisition (pupil)	0.00	0.00	0.00	0.00
732	VEHICLES		0.00	0.00	0.00	0.00
01 2710 890 000		Transp. Other Expense	5,143.00	0.00	46.68	2,742.05
890	MISC EXPENDITURES		5,143.00	0.00	46.68	2,742.05
2710	VEHICLE OPER/MAINT/PURCH (STUDENT)		600,000.00	20,402.10	58.25	250,493.24
2712	VEHICLE OPER/MAINT/PURCH (SPED)					
01 2712 110 000		Sped Transportation Salaries	24,251.00	0.00	91.53	2,054.58
110	SALARIES NON-INSTR		24,251.00	0.00	91.53	2,054.58
01 2712 210 000		SPED TRANSP Group Ins	2,226.00	0.00	91.93	179.56
210	GROUP INSURANCE NON-INSTR		2,226.00	0.00	91.93	179.56
01 2712 220 000		SPED TRANSP Soc Sec	1,850.00	0.00	89.78	189.08
220	SOCIAL SECURITY NON-INSTR		1,850.00	0.00	89.78	189.08
01 2712 230 000		SPED TRANS Retirement	2,370.00	0.00	92.26	183.51

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230	RETIREMENT NON-INSTR	2,370.00	0.00	92.26	183.51
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	105.00	0.00	58.64	43.43
280	LTD/STD NON-INSTR	105.00	0.00	58.64	43.43
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	893.00	0.00	0.00	893.00
332	MILEAGE TO PARENTS	893.00	0.00	0.00	893.00
01 2712 626 000	SPED GAS/DIESEL FUEL	1,992.00	0.00	271.78	(3,421.76)
626	GAS/DIESEL FUEL	1,992.00	0.00	271.78	(3,421.76)
01 2712 732 000	SPED VEHICLE OP/MAINT/PURCH	1,313.00	0.00	0.00	1,313.00
732	VEHICLES	1,313.00	0.00	0.00	1,313.00
2712	VEHICLE OPER/MAINT/PURCH (SPED)	35,000.00	0.00	95.90	1,434.40
2732	SPED Vehicle Rep/Maint				
01 2732 430 000	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
430	OUTSIDE REPAIRS/MAINT	0.00	0.00	0.00	0.00
2732	SPED Vehicle Rep/Maint	0.00	0.00	0.00	0.00
2792	SPED Transp Services				
01 2792 510 000	Sped Transportation	0.00	0.00	0.00	0.00
510	STUDENT TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00
2792	SPED Transp Services	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES				
01 2900 890 000	Non-Revenue/Other Support Serv	0.00	0.00	0.00	0.00
890	MISC EXPENDITURES	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00
3300	COMMUNITY SERV OPER				
01 3300 110 000	Daycare Salaries	125,000.00	4,105.05	37.58	78,025.57
110	SALARIES NON-INSTR	125,000.00	4,105.05	37.58	78,025.57
01 3300 111 000	Daycare Teacher Salaries	15,000.00	613.68	11.61	13,258.56
111	SALARIES TCHR/PROF	15,000.00	613.68	11.61	13,258.56
01 3300 112 000	Daycare Aide Salaries	45,000.00	12,023.98	232.05	(59,420.40)
112	SALARIES AIDE/PARA	45,000.00	12,023.98	232.05	(59,420.40)
01 3300 210 000	DAYCARE GROUP INSURANCE NON-INSTR	20,000.00	672.02	43.64	11,271.74
210	GROUP INSURANCE NON-INSTR	20,000.00	672.02	43.64	11,271.74
01 3300 211 000	Daycare GROUP INS TCHR/PROF	3,500.00	162.41	12.87	3,049.53
211	GROUP INS TCHR/PROF	3,500.00	162.41	12.87	3,049.53
01 3300 212 000	Daycare GROUP INSURANCE AIDE/PARA	28,350.00	3,463.02	140.20	(11,397.42)
212	GROUP INSURANCE AIDE/PARA	28,350.00	3,463.02	140.20	(11,397.42)
01 3300 220 000	DAYCARE SOCIAL SECURITY NON-INSTR	1,200.00	312.31	297.43	(2,369.10)
220	SOCIAL SECURITY NON-INSTR	1,200.00	312.31	297.43	(2,369.10)
01 3300 221 000	Daycare SOCIAL SECURITY TCHR/PROF	9,500.00	46.28	1.38	9,368.65

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221	SOCIAL SECURITY TCHR/PROF	9,500.00	46.28	1.38	9,368.65
01 3300 222 000	Daycare SOCIAL SECURITY AIDE/PARA	3,500.00	805.63	192.37	(3,233.11)
222	SOCIAL SECURITY AIDE/PARA	3,500.00	805.63	192.37	(3,233.11)
01 3300 230 000	DAYCARE RETIREMENT NON-INSTR	12,450.00	331.69	36.68	7,883.76
230	RETIREMENT NON-INSTR	12,450.00	331.69	36.68	7,883.76
01 3300 231 000	Daycare RETIREMENT TCHR/PROF	15,000.00	49.58	1.07	14,839.03
231	RETIREMENT TCHR/PROF	15,000.00	49.58	1.07	14,839.03
01 3300 232 000	Daycare RETIREMENT AIDE/PARA	4,500.00	826.91	219.44	(5,374.93)
232	RETIREMENT AIDE/PARA	4,500.00	826.91	219.44	(5,374.93)
01 3300 280 000	DAYCARE LTD/STD NON-INSTR	800.00	25.30	37.82	497.42
280	LTD/STD NON-INSTR	800.00	25.30	37.82	497.42
01 3300 281 000	Daycare LTD/STD Teacher	100.00	2.95	8.17	91.83
281	LTD/STD TCHR/PROF	100.00	2.95	8.17	91.83
01 3300 282 000	Daycare LTD/STD Aide/Para	300.00	57.84	226.53	(379.60)
282	LTD/STD AIDE/PARA	300.00	57.84	226.53	(379.60)
01 3300 310 000	Daycare Bank Fees	0.00	0.00	0.00	(25.00)
310	OFFICIAL ADMIN SERVICES	0.00	0.00	0.00	(25.00)
01 3300 330 000	Daycare STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	56.45	870.96
330	STAFF DEVELOPMENT/TRAINING	2,000.00	0.00	56.45	870.96
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 490 000	Daycare Food	11,800.00	0.00	56.70	5,109.29
490	OTHER SUPPLIES AND MATERIALS	11,800.00	0.00	56.70	5,109.29
01 3300 580 000	Daycare Travel Expenses	0.00	0.00	0.00	(238.65)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(238.65)
01 3300 610 000	Daycare Supplies	4,300.00	0.00	74.12	1,112.75
610	SUPPLIES	4,300.00	0.00	74.12	1,112.75
01 3300 733 000	Daycare FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
733	FURNITURE/FIXTURES	1,000.00	0.00	0.00	1,000.00
01 3300 890 000	Daycare Misc Expenditures	1,500.00	0.00	2,918.14	(42,272.13)
890	MISC EXPENDITURES	1,500.00	0.00	2,918.14	(42,272.13)
3300	COMMUNITY SERV OPER	304,800.00	23,498.65	92.89	21,668.75
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	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 211 003	HAL Group Insurance	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 3535 221 003	HAL Social Security	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY 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
01 3535 231 003	HAL Retirement	0.00	0.00	0.00	0.00
231 RETIREMENT TCHR/PROF		0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00
281 LTD/STD TCHR/PROF		0.00	0.00	0.00	0.00
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	(564.29)
610 SUPPLIES		0.00	0.00	0.00	(564.29)
01 3535 650 003	High Ability Software	0.00	0.00	0.00	0.00
650 TECH SUPPLIES		0.00	0.00	0.00	0.00
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		0.00	0.00	0.00	(564.29)
3541 EARLY CHILDHOOD ENDOWMENT GRANTS					
01 3541 111 003	Sixpence Coordinator Salaries	15,724.00	0.00	0.00	15,724.00
111 SALARIES TCHR/PROF		15,724.00	0.00	0.00	15,724.00
01 3541 112 003	SIXPENCE SALARIES AIDE	54,016.00	3,653.65	74.40	13,825.85
112 SALARIES AIDE/PARA		54,016.00	3,653.65	74.40	13,825.85
01 3541 211 003	Sixpence Coord Group Insurance	5,474.00	0.00	0.00	5,474.00
211 GROUP INS TCHR/PROF		5,474.00	0.00	0.00	5,474.00
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	1,160.00	0.00	0.00	1,160.00
221 SOCIAL SECURITY TCHR/PROF		1,160.00	0.00	0.00	1,160.00
01 3541 222 003	SOCIAL SECURITY AIDE	4,149.00	281.85	74.73	1,048.65
222 SOCIAL SECURITY AIDE/PARA		4,149.00	281.85	74.73	1,048.65
01 3541 231 003	Coord. Retirement	1,553.00	0.00	0.00	1,553.00
231 RETIREMENT TCHR/PROF		1,553.00	0.00	0.00	1,553.00
01 3541 232 003	SIXPENCE RETIREMENT - AIDE	5,336.00	295.22	73.17	1,431.78
232 RETIREMENT AIDE/PARA		5,336.00	295.22	73.17	1,431.78
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	98.00	0.00	0.00	98.00
281 LTD/STD TCHR/PROF		98.00	0.00	0.00	98.00
01 3541 282 003	LTD/STD AIDE	217.00	30.63	155.27	(119.93)
282 LTD/STD AIDE/PARA		217.00	30.63	155.27	(119.93)
01 3541 330 003	Sixpence Travel/Staff Development	594.00	0.00	486.97	(2,298.58)
330 STAFF DEVELOPMENT/TRAINING		594.00	0.00	486.97	(2,298.58)
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

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01 3541 340 003		Sixpence Professional Services	0.00	0.00	0.00	(106.99)
340		OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	(106.99)
01 3541 580 003		Sixpence Travel Expenses	901.00	0.00	338.85	(2,152.05)
580		TRAVEL EXPENSES	901.00	0.00	338.85	(2,152.05)
01 3541 610 003		Sixpence Supplies/Family Inv	3,853.00	0.00	199.50	(3,833.73)
610		SUPPLIES	3,853.00	0.00	199.50	(3,833.73)
01 3541 733 003		Sixpence Furniture and Equipment	0.00	0.00	0.00	(48.38)
733		FURNITURE/FIXTURES	0.00	0.00	0.00	(48.38)
01 3541 890 000		SIXPENCE OTHER EXP	427.00	0.00	179.99	(341.57)
890		MISC EXPENDITURES	427.00	0.00	179.99	(341.57)
3541		EARLY CHILDHOOD ENDOWMENT GRANTS	93,502.00	4,261.35	66.40	31,414.05
3551		Career Education				
01 3551 610 001		Career Education Supplies	0.00	0.00	0.00	0.00
610		SUPPLIES	0.00	0.00	0.00	0.00
3551		Career Education	0.00	0.00	0.00	0.00
3570		Teacher Eval Grant				
01 3570 610 000		Teacher Eval Grant	0.00	0.00	0.00	0.00
610		SUPPLIES	0.00	0.00	0.00	0.00
3570		Teacher Eval Grant	0.00	0.00	0.00	0.00
4300		OTHER PROFESSIONAL SERVICES				
01 4300 340 000		PROFESSIONAL SERVICES-ARCHIT/ENGINEER	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	9,695.00	3,586.73	406.95	(29,759.03)
01 6200 111 003		Title I, Part A ELEM SALARIES	26,156.00	2,783.73	117.07	(4,465.03)
111		SALARIES TCHR/PROF	35,851.00	6,370.46	195.46	(34,224.06)
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	1,444.00	532.13	400.47	(4,338.73)
01 6200 211 003		Title I Group Insurance	8,197.00	687.58	91.16	724.81

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211	GROUP INS	TCHR/PROF	9,641.00	1,219.71	137.48	(3,613.92)
01 6200 221 002		Title I MS SOC SEC TCHR/PROF	715.00	271.26	417.41	(2,269.51)
01 6200 221 003		Title I Social Security TCHR	1,948.00	211.99	119.72	(384.19)
221	SOCIAL SECURITY	TCHR/PROF	2,663.00	483.25	199.65	(2,653.70)
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	729.00	289.81	525.75	(3,103.71)
01 6200 231 003		Title I Retirement EL	2,584.00	224.92	115.12	(390.62)
231	RETIREMENT	TCHR/PROF	3,313.00	514.73	205.47	(3,494.33)
01 6200 237 002		MS Inc Ret Contribution Rate	229.00	0.00	0.00	229.00
01 6200 237 003		Increased Retirement Contribution Rate	0.00	0.00	0.00	0.00
237	Inc Ret Contribution Rate		229.00	0.00	0.00	229.00
01 6200 281 002		Title I MS LTD/STD TCHR/PROF	65.00	31.67	534.85	(282.65)
01 6200 281 003		Title I LTD/STD	170.00	24.60	158.78	(99.92)
281	LTD/STD	TCHR/PROF	235.00	56.27	262.80	(382.57)
01 6200 330 003		Title I Staff Dev/Training	0.00	0.00	0.00	0.00
330	STAFF DEVELOPMENT/TRAINING		0.00	0.00	0.00	0.00
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	199.00	0.00	0.00	199.00
610	SUPPLIES		199.00	0.00	0.00	199.00
01 6200 650 003		Title I Computer Software	35.00	0.00	411.40	(108.99)
650	TECH SUPPLIES		35.00	0.00	411.40	(108.99)
01 6200 733 003		Title I Furniture & Equipment	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES		0.00	0.00	0.00	0.00
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		52,166.00	8,644.42	184.44	(44,049.57)
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)	6,662.00	1,636.25	271.61	(11,432.77)
111	SALARIES TCHR/PROF		6,662.00	1,636.25	271.61	(11,432.77)
01 6408 112 003		IDEA Part B Base Aide (prek BAF)	23,291.00	594.41	242.11	(33,099.36)
112	SALARIES AIDE/PARA		23,291.00	594.41	242.11	(33,099.36)
01 6408 211 003		IDEA Part B Base Ins. (prek BAF)	1,389.00	470.28	382.11	(3,918.45)
211	GROUP INS TCHR/PROF		1,389.00	470.28	382.11	(3,918.45)
01 6408 212 003		GROUP INSURANCE AIDE/PARA	1,036.00	101.98	976.67	(9,082.31)
212	GROUP INSURANCE AIDE/PARA		1,036.00	101.98	976.67	(9,082.31)

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01 6408 221 003	IDEA Part B Base Soc.Sec. (prek BA	510.00	125.50	272.14	(877.91)
221 SOCIAL SECURITY TCHR/PROF		510.00	125.50	272.14	(877.91)
01 6408 222 003	IDEA SOC SEC PARA	1,787.00	45.51	235.68	(2,424.65)
222 SOCIAL SECURITY AIDE/PARA		1,787.00	45.51	235.68	(2,424.65)
01 6408 231 003	IDEA Part B Base Ret. (prek BAF)	501.00	132.21	350.89	(1,256.96)
231 RETIREMENT TCHR/PROF		501.00	132.21	350.89	(1,256.96)
01 6408 232 003	IDEA RETIREMT PARA	2,199.00	48.03	240.89	(3,098.07)
232 RETIREMENT AIDE/PARA		2,199.00	48.03	240.89	(3,098.07)
01 6408 237 003	Increased Retirement Contribution Rate	157.00	0.00	0.00	157.00
237 Inc Ret Contribution Rate		157.00	0.00	0.00	157.00
01 6408 281 003	IDEA Part B Base LTD (prek BAF)	34.00	13.06	433.50	(113.39)
281 LTD/STD TCHR/PROF		34.00	13.06	433.50	(113.39)
01 6408 282 003	IDEA LTD/STD PARA	96.00	0.92	219.05	(114.29)
282 LTD/STD AIDE/PARA		96.00	0.92	219.05	(114.29)
01 6408 340 003	IDEA 0-4 YO Prof Services	6,897.00	0.00	194.66	(6,528.95)
340 OTHER PROFESSIONAL SERVICES		6,897.00	0.00	194.66	(6,528.95)
01 6408 591 003	IDEA Part B 0-2 YO Prof Services B	4,726.00	0.00	364.53	(12,501.56)
591 PURCHASED SERVICES		4,726.00	0.00	364.53	(12,501.56)
01 6408 610 003	IDEA BAF SUPPLIES	0.00	0.00	0.00	0.00
610 SUPPLIES		0.00	0.00	0.00	0.00
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		49,285.00	3,168.15	271.03	(84,291.67)
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	3,172.00	779.17	145.08	(1,430.01)
111 SALARIES TCHR/PROF		3,172.00	779.17	145.08	(1,430.01)
01 6412 211 003	GROUP INSURANCE TCHR/PROF	661.00	223.95	202.15	(675.24)
211 GROUP INS TCHR/PROF		661.00	223.95	202.15	(675.24)
01 6412 221 003	IDEA SOCIAL SECURITY TCHR/PROF	243.00	59.76	145.25	(109.96)
221 SOCIAL SECURITY TCHR/PROF		243.00	59.76	145.25	(109.96)
01 6412 231 003	IDEA RETIREMENT TCHR/PROF	313.00	62.96	140.76	(127.58)

Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
231	RETIREMENT TCHR/PROF	313.00	62.96	140.76	(127.58)
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	16.00	6.22	232.00	(21.12)
281	LTD/STD TCHR/PROF	16.00	6.22	232.00	(21.12)
6412	IDEA Non-Public	4,405.00	1,132.06	153.66	(2,363.91)
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	11,157.00	0.00	212.11	(12,508.00)
111	SALARIES TCHR/PROF	11,157.00	0.00	212.11	(12,508.00)
01 6988 112 000	ARP ESSER III AFTERSCH-AIDE/PARA	528.00	0.00	590.00	(2,587.20)
112	SALARIES AIDE/PARA	528.00	0.00	590.00	(2,587.20)
01 6988 211 000	ARP-ESSER III AFTERSchl GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 212 000	ARP-ESSERIII AFTERSchl GROUP INS AIDE	0.00	0.00	0.00	0.00
212	GROUP INSURANCE AIDE/PARA	0.00	0.00	0.00	0.00
01 6988 221 000	ARP-ESSER III AFTERSchl SOC SEC TCHR/PROF	854.00	0.00	212.00	(956.48)

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
221	SOCIAL SECURITY TCHR/PROF	854.00	0.00	212.00	(956.48)
01 6988 222 000	ARP-ESSER III AFTERSchl SOC SEC AIDE/PARA	40.00	0.00	595.78	(198.31)
222	SOCIAL SECURITY AIDE/PARA	40.00	0.00	595.78	(198.31)
01 6988 231 000	ARP-ESSER III AFTERSchl RETIREMENT TCHR/PROF	759.00	0.00	307.99	(1,578.65)
231	RETIREMENT TCHR/PROF	759.00	0.00	307.99	(1,578.65)
01 6988 232 000	ARP-ESSER III AFTERSchl RETIREMENT AIDE/PARA	17.00	0.00	1,810.06	(290.71)
232	RETIREMENT AIDE/PARA	17.00	0.00	1,810.06	(290.71)
01 6988 237 000	ESSERS III Inc Ret Contribution Rate	239.00	0.00	0.00	239.00
237	Inc Ret Contribution Rate	239.00	0.00	0.00	239.00
01 6988 281 000	ARP-ESSER III AFTERSchl LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
01 6988 282 000	ARP-ESSER III AFTERSchl LTD/STD AIDE/PARA	0.00	0.00	0.00	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	650.00	0.00	212.69	(732.50)
330	STAFF DEVELOPMENT/TRAINING	650.00	0.00	212.69	(732.50)
01 6988 580 000	After School TRAVEL EXPENSES	0.00	0.00	0.00	(2,467.29)
580	TRAVEL EXPENSES	0.00	0.00	0.00	(2,467.29)
01 6988 610 000	ARP-ESSER III AFTERSchl SUPPLIES	16,080.00	0.00	119.03	(3,060.62)
610	SUPPLIES	16,080.00	0.00	119.03	(3,060.62)
6988	ARP - ESSER III After School	30,324.00	0.00	179.61	(24,140.76)
6989	ARP-ESSER III SUMMER SCHOOL				
01 6989 111 000	ARP-ESSER III ELC summer TEACHER	3,464.00	12,148.00	437.11	(11,677.60)
111	SALARIES TCHR/PROF	3,464.00	12,148.00	437.11	(11,677.60)
01 6989 112 000	ARP-ESSER III ELC summer AIDE	275.00	4,122.60	1,499.13	(3,847.60)
112	SALARIES AIDE/PARA	275.00	4,122.60	1,499.13	(3,847.60)
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	265.00	929.29	437.09	(893.30)
221	SOCIAL SECURITY TCHR/PROF	265.00	929.29	437.09	(893.30)
01 6989 222 000	ARP ESSER III ELC summer SOC SEC AIDE	21.00	315.38	1,501.81	(294.38)
222	SOCIAL SECURITY AIDE/PARA	21.00	315.38	1,501.81	(294.38)
01 6989 231 000	ARP-ESSER III ELC summer RETIREMENT TEACHER	342.00	981.54	373.46	(935.23)
231	RETIREMENT TCHR/PROF	342.00	981.54	373.46	(935.23)
01 6989 232 000	ARP ESSER III ELC summer RETIREMNT AIDE	23.00	283.11	1,230.91	(260.11)

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Account Number		Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
232	RETIREMENT AIDE/PARA		23.00	283.11	1,230.91	(260.11)
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	173.00	0.00	0.00	173.00
330	STAFF DEVELOPMENT/TRAINING		173.00	0.00	0.00	173.00
01 6989 610 000		ARP ESSER III ELC summer SUPPLIES	9,550.00	0.00	145.01	(4,298.20)
610	SUPPLIES		9,550.00	0.00	145.01	(4,298.20)
6989	ARP-ESSER III SUMMER SCHOOL		14,113.00	18,779.92	256.12	(22,033.42)
6992	FEDERAL-REAP					
01 6992 610 003		REAP Grant Expend	0.00	0.00	0.00	0.00
610	SUPPLIES		0.00	0.00	0.00	0.00
6992	FEDERAL-REAP		0.00	0.00	0.00	0.00
6996	COVID / ESSER					
01 6996 111 000		ESSERS I SALARIES TCHR/PROF	0.00	0.00	0.00	0.00
111	SALARIES TCHR/PROF		0.00	0.00	0.00	0.00
01 6996 112 000		COVID CARES ACT SALARIES	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA		0.00	0.00	0.00	0.00
01 6996 132 000		COVID OVERTIME AIDE/PARA	0.00	0.00	0.00	0.00
132	OVERTIME AIDE/PARA		0.00	0.00	0.00	0.00
01 6996 210 000		COVID GROUP INS NON-INSTR	0.00	0.00	0.00	0.00
210	GROUP INSURANCE NON-INSTR		0.00	0.00	0.00	0.00
01 6996 211 000		ESSERS I GROUP INS TCHR/PROF	0.00	0.00	0.00	0.00
211	GROUP INS TCHR/PROF		0.00	0.00	0.00	0.00
01 6996 221 000		ESSERS I SOC SEC TCHR/PROF	0.00	0.00	0.00	0.00
221	SOCIAL SECURITY TCHR/PROF		0.00	0.00	0.00	0.00
01 6996 222 000		COVID SOC SEC AIDE/PARA	0.00	0.00	0.00	0.00
222	SOCIAL SECURITY AIDE/PARA		0.00	0.00	0.00	0.00
01 6996 231 000		ESSERS I RET TCHR/PROF	0.00	0.00	0.00	0.00
231	RETIREMENT TCHR/PROF		0.00	0.00	0.00	0.00
01 6996 232 000		COVID RETIREMT AIDE/PARA	0.00	0.00	0.00	0.00
232	RETIREMENT AIDE/PARA		0.00	0.00	0.00	0.00
01 6996 281 000		ESSERS I LTD/STD TCHR/PROF	0.00	0.00	0.00	0.00
281	LTD/STD TCHR/PROF		0.00	0.00	0.00	0.00
01 6996 282 000		COVID LTD/STD AIDE/PARA	0.00	0.00	0.00	0.00
282	LTD/STD AIDE/PARA		0.00	0.00	0.00	0.00
01 6996 320 000		ESSERS I EDUC SERV SUPPORT	0.00	0.00	0.00	0.00
320	PROF EDUC SERVICES		0.00	0.00	0.00	0.00
01 6996 610 000		COVID/ESSER SUPPLIES	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
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	28,069.00	4,148.83	162.59	(17,568.13)
111	SALARIES TCHR/PROF	28,069.00	4,148.83	162.59	(17,568.13)
01 6998 112 000	ARP-ESSER III AIDE	0.00	0.00	0.00	0.00
112	SALARIES AIDE/PARA	0.00	0.00	0.00	0.00
01 6998 211 000	ESSERS III GROUP INS TCHR/PROF	10,489.00	794.22	67.21	3,439.24
211	GROUP INS TCHR/PROF	10,489.00	794.22	67.21	3,439.24
01 6998 221 000	ARP-ESSER III TCHRSocSec	2,128.00	319.87	165.35	(1,390.56)
221	SOCIAL SECURITY TCHR/PROF	2,128.00	319.87	165.35	(1,390.56)
01 6998 222 000	ARP-ESSER III AIDESocSec	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	2,109.00	335.23	210.21	(2,324.33)

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Account Number		Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
231	RETIREMENT TCHR/PROF		2,109.00	335.23	210.21	(2,324.33)
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	663.00	0.00	0.00	663.00
237	Inc Ret Contribution Rate		663.00	0.00	0.00	663.00
01 6998 281 000		ESSERS III LTD/STD TCHR/PROF	210.00	32.48	170.13	(147.28)
281	LTD/STD TCHR/PROF		210.00	32.48	170.13	(147.28)
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 Developmt	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.	2,279.00	0.00	288.92	(4,305.57)
490	OTHER SUPPLIES AND MATERIALS		2,279.00	0.00	288.92	(4,305.57)
01 6998 610 000		ARP-ESSER III Supplies	20,216.00	0.00	9.62	18,271.90
610	SUPPLIES		20,216.00	0.00	9.62	18,271.90
01 6998 733 000		ESSERS III (Cares)FURNITURE/FIXTURES	0.00	0.00	0.00	0.00
733	FURNITURE/FIXTURES		0.00	0.00	0.00	0.00
01 6998 734 000		ESSERS III ARP TECH HARD/CAP ASSTS	4,474.00	0.00	288.98	(8,455.10)
734	TECH HARDWARE		4,474.00	0.00	288.98	(8,455.10)
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		70,637.00	5,630.63	116.73	(11,816.83)
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	(35,450.00)
913	TRANSFER TO ACTIVITY FUND		0.00	0.00	0.00	(35,450.00)
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	(35,450.00)
9000	NON-PROGRAM EXPENDITURES					
01 9000 110 000		Kitchen Payroll	0.00	0.00	0.00	(78,225.23)
110	SALARIES NON-INSTR		0.00	0.00	0.00	(78,225.23)
01 9000 210 000		KITCHEN GROUP INS	0.00	0.00	0.00	(32,833.00)
210	GROUP INSURANCE NON-INSTR		0.00	0.00	0.00	(32,833.00)
01 9000 220 000		KITCHEN SOCIAL SECURITY	0.00	0.00	0.00	(4,690.82)
220	SOCIAL SECURITY NON-INSTR		0.00	0.00	0.00	(4,690.82)
01 9000 230 000		KITCHEN RETIREMENT	0.00	0.00	0.00	(7,003.29)
230	RETIREMENT NON-INSTR		0.00	0.00	0.00	(7,003.29)
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

Expenditure Report by Function/Object -
Detail_KW

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
260	UNEMPLOYMENT PMTS	0.00	0.00	0.00	0.00
01 9000 280 000	KITCHEN LTD	0.00	0.00	0.00	(432.25)
280	LTD/STD NON-INSTR	0.00	0.00	0.00	(432.25)
01 9000 900 000	MISC EXP-expected carryover	0.00	0.00	0.00	0.00
900	OTHER	0.00	0.00	0.00	0.00
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	(123,184.59)
9003	REPAYMENT OF INTERFUND LOAN FR BLDG				
01 9003 001 000	INTERFUND LOANS	0.00	0.00	0.00	(50,000.00)
001	InterFund LOANS	0.00	0.00	0.00	(50,000.00)
9003	REPAYMENT OF INTERFUND LOAN FR BLDG	0.00	0.00	0.00	(50,000.00)
01	General Fund	9,425,235.00	556,570.29	85.50	1,366,724.45

Expenditure Report by Function/Object -
Detail_KW

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
Grand Total:		9,425,235.00	556,570.29	85.50	1,366,724.45

JULY
2025

NASB BOARD QUICKS

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

2,000,000 Nebraskans 329,000 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

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Where Will NASBe This Month?*



NASB
Nebraska Association of
SCHOOL BOARDS

Centennial Doniphan-Trumbull

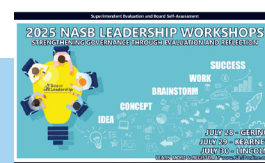
Gering
Kearney
Keya Paha
Lewiston
Lincoln
Meridian
Millard
Nashville, TN
Omaha
Raymond Central
Rock County
Salt Lake City, UT
Traverse City, MI
Wayne
Wilber-Clatonia

For ... Advocacy,
Board Retreats,
Engagement, Events,
National Meetings,
Strategic Planning,
and more!

*Items currently scheduled

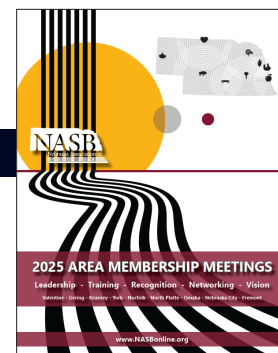


Leadership Workshop - Monday, July 28 - Gering
Leadership Workshop - Tuesday, July 29 - Kearney
Leadership Workshop - Wednesday, July 30 - Lincoln



Area Membership Meetings begin August 19

Tuesday, August 19 - Valentine
Wednesday, August 20 - Gering
Thursday, August 21 - Kearney
Tuesday, August 26 - York
Wednesday, August 27 - Norfolk



Sparq Tailgate @ Arrowhead Stadium - Thursday, August 28 - 4:00 to 8:00 PM



Area Membership Meetings run through September 24

Wednesday, September 3 - North Platte
Tuesday, September 9 - Omaha
Wednesday, September 10 - Nebraska City
Wednesday, September 24 - Fremont

Continued on Page 2

Leadership

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JULY
2025

NASB BOARD QUICKS

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

2,000,000 Nebraskans 329,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

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Thriving Children, Families, and Communities Conference - September 16 - Kearney



Labor Relations - State Education Conference - New Board Member Workshop
And more ...

YOUR 2025 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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BCDM
architects

Boyd Jones

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ARCHITECTURE

CWP CARLSON
WEST
POVONDRA
ARCHITECTS

**CLARK &
ENERSEN**

CMBA
ARCHITECTS

D|A DAVIDSON
FIXED INCOME CAPITAL MARKETS
D.A. Davidson & Co. member SIPC and FINRA

envise

**Facility
Advocates**
Dave Raymond

HAMILTON

HAUSMANN
construction

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5054 Student Bullying

Definition of Bullying. Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” 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.” The school district’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

Bullying Prohibited. Students are prohibited from engaging in any form of bullying behavior.

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 Concern Box in the commons 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.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the

educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Based on Protected Class Status. Bullying based on protected class status is unique and may require additional investigation. The appropriate district staff member or coordinator will promptly investigate bullying complaints that violate the district's antidiscrimination policies.

Support for Students Who Have Experienced Bullying. Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the district's student assistance team.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying, bullying prevention and digital citizenship.

Policy Review. The school district shall review this policy annually.

Adopted on: July 13, 2009
Reviewed on: June 9, 2014
Reviewed on: March 14, 2019
Revised on: August 14, 2017
Revised on: June 11, 2019
Revised on: August 10, 2020

HUMBOLDT TABLE ROCK STEINAUER PUBLIC
SCHOOL
810 CENTRAL AVE
HUMBOLDT NE 68376

Dear CHELSEY SULLIVAN

The Department of Health and Human Services (DHHS) has completed a review of your Child Care Subsidy reimbursement rates and as a result, your program's Child Care Subsidy rates have been adjusted. These rates are listed below, with an effective date of 7/1/25

Organization/Provider: HTRS EARLY LEARNING CENTER
Subsidy ID: 79305147

This Amendment is to the Child Care Provider Subsidy Enrollment between the above-named provider and the Nebraska DHHS. This amendment incorporates all of the terms in the previous subsidy provider agreement with the following changes:

Child Care	Service Code	Partial Rate	Daily Rate
Infant	8903	\$41.45	\$47.80
Toddler	6679	\$38.85	\$43.05
Pre-School	9946	\$40.95	\$40.95
School Age	3580	\$38.85	\$38.85
Special Needs Child Care	3223	\$	\$

In-Home Only	Service Code	Hourly Rate
Family In-Home Provider	8775	\$
Special needs In-Home	4907	\$
Overtime	4456	\$

Misc. Child Care Fees	Service Code	Rate Per Occurrence	Regulatory Reference
Enrollment Fee	6529	\$	393 NAC 3-004.03
Activity Fee	7964	\$	393 NAC 3-004.04
Transportation	5641	\$	393 NAC 3-004.08

DHHS Rep Signature: Kari Um Busch Date: 6/23/25

Please contact your Resource Developer with any questions.

Janet Ensz
3000 Lincoln St BSDC, Bldg 17
Beatrice, NE 68310
janet.ensz@nebraska.gov

Helping People Live Better Lives

5045 Student Fees

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

A. Definitions.

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

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

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

As with all school property, students may be charged for damage to such devices. The district may also charge a damage fee to cover damage costs to the device. The maximum dollar amount of this damage fee will be the replacement cost of the device.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices in a single payment.

6. Extracurricular Activities.

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

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

Laptop Fee	\$35.00 <i>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.</i>
National Honor Society	\$0.00
Student activity card	Students K-6 \$15.00 Students 7-12 \$25.00 Adults \$50.00 *Maximum per family of \$100.00 <i>Covers admission to all extracurricular events</i>
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.
Basketball	Students must provide their own basketball shoes and undergarments.
Baseball, Track, Volleyball and Wrestling	Students must provide their own shoes, gloves and undergarments.
Soccer	Students must provide their own shoes and undergarments.
Future Farmers of America	Students must purchase half of the cost of their own jackets.

7. Post-Secondary Education Costs.

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. 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.

8. 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.

9. Copies of Student Files or Records.

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

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

The district will charge reasonable fees for participation in before-

and-after school or pre-kindergarten services offered by the district pursuant to statute. Please refer to LEAP (Learn, Explore and Play) Handbook.

11. Participation in Summer School or Night School.

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

12. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades K-6
 - Regular Price \$2.~~75~~60
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12
 - Regular Price \$2.~~75~~60
 - Reduced Price \$.30
- Lunch Program – Grades K-6
 - Regular Price \$~~2.90~~3.20
 - Reduced Price \$.40
- Lunch Program – Grades 7-12
 - Regular Price \$3.~~50~~20
 - Reduced Price \$.40
- Milk \$.~~50~~40

13. Charges for Musical Extracurricular Activities.

For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band Students must provide their own instruments and marching

- Swing Choir

band shoes.

Students must purchase outfits and shoes selected by the sponsor and/or student group.

14. Contributions for Junior and Senior Class Extracurricular Activities.

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district 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.

C. Waiver Policy.

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

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which

they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

G. Student Fee Fund.

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

Adopted on: June 10, 2002

Reviewed on: June 9, 2014

Reviewed on: March 14, 2016

Revised on: June 11, 2018

Revised on: July 8, 2019

Revised on: September 16, 2019

Reviewed on: August 10, 2020

Revised on: March 14, 2021

Revised on: July 10, 2023

Revised on: May 13, 2024

Revised on July 14, 2025

5015

Protection of Pupil Rights

The Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 - (1) that is created by a person or entity other than a district staff member or student;
 - (2) regardless of whether the student answering the questions can be identified; and
 - (3) regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 - (1) Political affiliations or beliefs of the student or the student's parent(s);
 - (2) Mental or psychological problems of the student or the student's family;
 - (3) Sexual behavior or attitudes;
 - (4) Illegal, anti-social, self-incriminating, or demeaning behavior;
 - (5) Critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 - (7) Religious practices, affiliations, or beliefs of the student or student's parent(s); or
 - (8) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.
 - iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the

written consent of a student's parent(s) before the student participates in the survey.

- iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
- v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
 - i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.
- d. The district will also comply with any survey requirements found in Policy 5108—the district's policy on Parent Involvement in Education Practices.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
 - i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
 - i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:

- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
- ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
- iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term “personal information” means individually identifiable information including:
 - i. student’s and parent(s)’ first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
 - i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.

- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

Adopted on: July 13, 2009

Reviewed on: May 12, 2014

Reviewed on: March 13, 2016

Revised on: August 14, 2017

Reviewed: August 10, 2020

Revised on:

Parent ~~and Guardian~~ Involvement ~~In~~ Education Practices

For purposes of this policy, "parent" includes a parent, guardian, or educational decisionmaker (a person designated or ordered by a court to make educational decisions on behalf of a student).

The school district recognizes the importance of parental ~~and guardian~~ involvement in the education of their children. To the extent practicable, the school district will make a reasonable effort to make any learning materials, including original materials, available for inspection by a parent upon request.

The school district will take the following steps to ensure that the rights of parents ~~and guardians~~ to participate in the education of their children are preserved.

1. ~~Parents/Guardians~~ will be provided access, ~~as described in district procedures, to district-approved textbooks, tests, activities information; digital materials; websites or applications used for learning; training materials for teachers, administrators, and staff; procedures for the review and approval of training materials, learning materials, and activities; and other curriculum materials ("curricular materials")~~ textbooks and other curricular materials and tests used in the district upon request as follows:-
 - a. A parental request to review specific ~~approved textbooks and other district or building-approved~~ curricular materials (written, visual, ~~or~~ audio) should be made to the principal of the building where the ~~textbooks and curriculum~~ curricular materials are used.
 - b. ~~Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the~~ The building principal will assess the request and determine the allowable volume and time frame of the review to prevent disruption of the instructional process to the efficient operations of the district.
 - b.c. The purpose of this provision is to allow reasonable access to the extent practicable. Individuals who make requests (a) for the purpose of adding staff burden; (b) at an unreasonable frequency or volume; or (c) for purposes inconsistent with the efficient operations of the district may be denied access to materials.
 - c.d. A parental request to review specific standardized and criterion-referenced tests used in the district should be made in writing to

the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Parents/~~Guardians~~ will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
 - a. Parents/~~guardians~~ are invited to make appointments with the building principal to visit classes, assemblies, and other instructional activities. The principal shall give permission after determining that parental/~~guardian~~ observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/~~guardians~~ may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. ~~Parents/guardians will be permitted, within district procedures, to ask~~may request that their children be excused from ~~testing (except as provided below), classroom instruction, learning materials, activities, guest speaker events, and other~~ school experiences ("school events") that parents find objectionable.
 - a. ~~Parents must submit this request in writing to the building principal for consideration.~~
 - a-b. Building principals may excuse a student from any ~~single-school event~~experience at the parent's written request if, in the principal's professional judgment, excusal from the activity would not result in diminution of the student's educational experience.
 - b-c. When ~~the building principal determines it appropriate~~appropriate, alternative experiences ~~will~~may be provided for the student by the school.

4. Parents/~~guardians~~ will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/~~guardians~~ will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/~~guardians~~ will be informed of the circumstances under which they may opt-out of state and federal assessments.

- a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/~~guardians~~ of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.

- b. State Assessments

State and federal law simultaneously require students to take state assessments, with few exceptions, but also permit parents ~~or guardians~~ to request to opt their students out of these assessments. Approval of opt out requests is contrary to the mandatory testing laws, so the District cannot “approve” the request. Parents who do not present their child for testing will result in the child receiving the lowest score possible on the assessment.

- c. National Assessment of Educational Progress

As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.

The District shall provide parents/~~guardians~~ of eligible students with reasonable notice prior to the exam being administered. Parents/~~guardians~~ wishing to opt their students out of the NAEP

assessment must notify the district in writing at least **three** days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.

7. Parents/~~guardians~~ will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/~~guardians~~ may restrict their child from participating in any survey.
 - c. If the school administers (1) a survey requesting that students provide sexual information, mental health information, medical information, information on health-risk behaviors, religious information, information of political affiliation, or any other information that the school board deems to be sensitive in nature or (2) a non-anonymous survey requesting students provide information relating to drug, vape, alcohol, or tobacco use, the school district shall, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers of students that are to receive such survey. The notice will be made through the school's electronic notification system or by physical mail to the address on file for the student. The notice will describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed.
 - d. Parents have the right to: (1) request that a copy of the survey be sent through the school's electronic notification system or physical mail to the address on file for the student, (2) review the survey in person at the school, and (3) exempt their child from participating in the survey.
 - e. Unless required by federal or state law or regulation, school personnel administering any survey shall not disclose personally identifiable information of a child.

- f. No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.
 - g. The district will also comply with any survey requirements found in the district's policy on Protection of Pupil Rights.
8. The district will make this policy accessible by a prominently displayed link on its public website. Any amended policy will be made accessible within a reasonable time of its amendment.

Adopted on: July 13, 2009
Reviewed on: May 12, 2014
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Reviewed on: August 10, 2020
Revised on: November 16, 2020
Revised on:

5031 Student Appearance

The board directs the Administration to develop and maintain a dress code that governs student appearance and that shall be included within the student handbook(s). The Administration may elect to adopt different versions of the dress code for different schools, buildings, or grades (e.g., elementary dress code, high school dress code, etc.).

General Regulations. Dress codes adopted in conformance with this policy may prohibit student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Invades the rights of others.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, lewd speech, indecent speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Specific Limitations on Dress Codes. Except as provided in the *Health and Safety Standard* below, the specific dress codes enacted pursuant to this policy may not:

- Target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin;
- Prohibit a student from wearing attire associated with race, national origin, or religion (including religious attire, natural and protective hairstyles, adornments or other such characteristics); or
- Require a student's hair be permanently or temporarily altered.

Health and Safety Standard. Notwithstanding these *Specific Limitations on Dress Codes*, this policy allows for dress codes to regulate characteristics associated with race, national origin, or religion under the following circumstances:

- In the absence of regulating the student's appearance or attire, it is reasonably certain that the health and safety of the student or another individual will be impaired;
- Regulating the student's appearance or attire is for nondiscriminatory reasons;
- Regulation of the student appearance or attire is applied equally;
- The administrator (or his or her designee) engages in a good-faith effort to reasonably accommodate the student and notifies the student's parent or guardian, in a language that such parent or guardian understands, of the school district's attempt to accommodate the student's appearance or attire; and
- The school district uses a process to obtain written or oral consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire.

Record Retention. When the *Health and Safety Standard* is used, the school must keep records on each effort to reasonably accommodate a student's appearance or attire, hairstyle, adornment, or other characteristics associated with race, national origin, or religion occurring at school, on school grounds, or at a school-sponsored event and ensure that such records allow for analysis of related data and delineate:

- The reason for such student's referral relating to the dress code; and
- Federally identified demographic characteristics of such student.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with ~~board policy~~ a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Adopted on: July 13, 2009

Reviewed on: June 9, 2014

Reviewed on: March 14, 2016

Reviewed: August 10, 2020

Revised on:

HTRS TITANS



2025-2026 Titan School Calendar

Approved 7/14/2025

August 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						

September 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				

October 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	

November 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						

December 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			

January 2026						
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 2026						
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

March 2026						
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 2026						
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 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

170 Student Days - 185 Teacher
Includes 1 day for P/T Conf and Open House)

August 2025 (12 Student / 18 Teacher)

- 6 Video Training Day/New Teacher Orientation
- 7-8 Teacher In-service
- 11 First Day Fall Practice
- 11-13 Teacher In-service
- 14 First Day K - 12
- 18 First Day PreK

September 2025 (19 Student / 19 Teacher)

- 1 No-School / Labor Day
- 10 1:30 Dismissal / Fair
- 11-12 No-School / Fair

October 2025 (21 Student / 22 Teacher)

- 3 No School Teacher In-Service
- 17 End of 1st Quarter (44 Days)
- 20 1:30 Dismissal / P-T Conferences 2:00 pm to 7:00pm
- 24 No School

November 2025 (16 Student / 17 Teacher)

- 3 No School - Teacher In-Service
- 17 First Day of Winter Practice
- 26-28 Thanksgiving Break

December 2025 (15 Student / 15 Teacher)

- 19 1:30 Dismissal / End 1st Semester (84 Days)
- 24-28 5 Day Practice/Competition Moratorium
- 22-31 No-School / Christmas Break

January 2026 (17 Student / 19 Teacher)

- 1-2 No-School / Christmas Break
- 5 No-School / Teacher Workday
- 6 Start of 2nd Semester
- 19 No-School
- 26 No-School -Teacher Workday

February 2026 (18 Student / 19 Teacher)

- 2 No School/ Teacher In-service
- 24 1:30 Dismissal - P/T Conferences 2:00 pm to 7:00pm
- 27 No School

March 2026 (19 Student / 21 Teacher)

- 6 End 3rd Quarter (40 Days)
- 18 No School / Teacher Workday
- 19 No School
- 20 No School / Teacher Workday

April 2026 (20 Student / 20 Teacher)

- 3 No School / Good Friday
- 6 No School

May 2026 (13 Student / 1 Seniors / 14 Teacher)

- 1 Senior's Last Day
- 4 10:00AM Start - Teacher Appreciation
- 7 PreK Last Day
- 9 Graduation 2:00 pm
- 19 1:30 Dismissal /Last Day / End 2nd Semester (89 Days)
- 20 Teacher Workday

2006 Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those 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 in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

References to "coordinator" in this policy refer to the board-designated coordinator for the applicable area, such as the Section 504 Coordinator for allegations of disability-based discrimination.

Under this policy, factual conclusions will be based on a preponderance of the evidence.

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 reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - 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 the school district 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 be submitted to the applicable 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, 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 involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision, he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal.
 - a) The appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
 - c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
 - d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that

may involve oversight or discipline of students, staff, or others, unless those involve allegations against the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a) When the complaint is about a board policy, not implementation of the policy;
- b) When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c) When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.

- d) This appeal must be in writing.
- e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated the decision to the complainant.
- f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint or appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- g) The board president will notify the complainant and any other person legally required to receive the decision in writing of the decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- h) There is no appeal from any decision of the board unless authorized by law.

6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 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 or must be pursued further.
 - 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 by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

- e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district 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 the school district. 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 the school district'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 the school district'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 the school district'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. Individuals who file complaints (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 or board president without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

| Adopted on: July 13, 2009

Reviewed on: March 11, 2013

Reviewed on: March 13, 2016

Revised on: June 11, 2018

Revised on: September 16, 2019

Revised on: August 10, 2020

| Revised on: August 12, 2024

Revised on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$109,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds ~~\$144,000~~\$118,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

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

E. Any or all bids may be rejected if there is a sound documented reason

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

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Reviewed on: March 13, 2017

Reviewed on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: June 14, 2021

Revised on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

2. Purchases between \$10,000 and \$250,000 (Simplified Acquisition Procedures)

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$250,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

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

4. **Noncompetitive Proposals (Sole Sourcing)**

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

5. **Competitive Proposals.**

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

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

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

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

C. Favors and Gifts

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

D. Enforcement

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

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

1. Serial number;
2. District identification number;
3. Manufacturer;

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

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

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

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

K. Depreciation

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

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

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

B. Financial Reporting

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

C. Accounting Records

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

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

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

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

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

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

I. Cost Sharing or Matching

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

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

J. Documentation of Personnel Expenses

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

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

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

C. Fringe Benefits

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

D. Leave

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

E. Unexpected or Extraordinary Circumstances

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

F. Documentation for Personnel Expenses

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

VII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

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

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

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

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: August 14, 2017

Revised on: August 13, 2018

Revised on: September 16, 2019

Revised on: November 16, 2020

Revised on: August 12, 2024

Revised on: December 9, 2024

Revised on: _____

3023 Record Management and Retention

The school district will comply with all federal record retention requirements, the Nebraska Records Management Act, and with Schedules 10 and 24 of the Nebraska Secretary of State's Records Management Division. These requirements apply to both physical and digital records. When permitted by Schedule 10 and Schedule 24 of the Nebraska Secretary of State's Office, records will be transferred to durable electronic media for long-term storage.

Special Rules Related to Electronic Forms of Communication.

Electronically stored information such as e-mail, instant messaging, and other electronic communication are important to the district's overall operation. E-mail and other forms of electronic communication which is subject to retention under the Nebraska Records Management Act may be moved to a storage method other than their original format. Each individual who creates or receives electronic communications that belong to or pertain to the operation of the district is responsible for determining whether and in what format those records must be maintained. Duplicate records may be destroyed at any time prior to the approved retention period. Staff members who are uncertain about whether a record should be retained should consult with their supervising administrator.

The district will archive all Google Apps data with metadata intact, except for instant messaging which users determine to be transitory. Only the domain administrator or other designated individual will be able to retrieve electronic communication and other electronically stored information which has been vaulted.

School-affiliated Social Media Posts. Communication on school-affiliated social media accounts are considered short-term communications pursuant to the Records Management Act. As such, they will be retained in their original form on the vendor's system and will not be deleted by the user for at least 6 months. Individuals who are uncertain as to whether a specific social media account is "school-affiliated" should refer to the Board's policy on Staff and District Social Media Use contained elsewhere in these policies.

Special Rules Related to Security Camera Footage. Video footage from security cameras is generally considered working papers under the Records Management Act and will be overwritten consistent with the district's audio and video recording policy. Video footage which captures an event of educational or behavioral significance and contains personally identifiable

information will be maintained by the school district pursuant to its policy on student records.

Student Records. The retention of student records is also governed by the board's policy on student records.

Records Regarding Pending or Threatened Litigation. When litigation against the district or its employees is filed or threatened, the district will take all reasonable action to preserve all documents and records that pertain to the issue. When the district is made aware of pending or threatened litigation, a litigation hold directive will be issued by the superintendent or his/her designee. The directive will be given to all persons suspected of having records that may pertain to the potential issues in the litigation. The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted.

Federal Award Records. The district will retain federal award records as required by 2 C.F.R. § 200.334. This includes retaining all federal award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the district will retain records for three years from the date of submission of their quarterly or annual financial report, respectively. Records to be retained include but are not limited to, financial records, supporting documentation, and statistical records.

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Revised on: March 13, 2016

Revised on: June 11, 2018

Reviewed on: June 14, 2021

Revised on: _____

3026 Handbooks

The school district's handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. The district's handbooks are an extension of these policies and have the force and effect of board policy when approved by the board of education. Although the ~~board~~ board of education may ~~take action to~~ approve the handbooks annually, the administration has the authority to change the contents of any handbook without board approval so long as the changes are consistent with board policy.

The administration may provide only the amendment to the individuals affected by the change without providing them with the full handbook unless required by law.

None of the district's handbooks creates a "contract" between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

Adopted on: July 13, 2009

Reviewed on: November 13, 2013

Revised on: March 14, 2016

Reviewed on: August 10, 2020

Revised on: _____

Reviewed on: _____

3036 Purchasing (Credit) Card Program

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board will determine the type of purchasing card or cards to be used in the program and may contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses and. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$5,000.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an the superintendent. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school may also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees ~~seeking reimbursement for making a purchase using a credit card purchase~~ must submit an itemized receipt **and** a ~~purchasing~~ card receipt to the school district. The itemized receipt must include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price. **A non-itemized credit card receipt alone is not sufficient.** Designated school personnel shall maintain the documentation for at least 7 years or as otherwise required by Schedule 10 – Local School Districts or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees must maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) **shall** temporarily or permanently suspend the

purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) ***may*** temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account must be immediately closed and he or she must return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the individual making the purchase must reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and business manager will conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy will be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee will provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase must be addressed as provided in this policy or as otherwise allowed by law.

Adopted on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

~~The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.~~

I. **Definitions.** For purposes of this policy:-

A. **Act** means the Nebraska Political Subdivisions Construction Alternatives Act.

A.B. **Board** means the District's Board of Education.

B.C. **Department** means the Nebraska Department of Education.

C.D. **Design-Build Contract** (~~DBD-B~~ Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project ~~pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act)~~ Act and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.

D.E. **Design-Builder** means ~~the~~ legal entity which proposes to enter into a ~~DBD-B~~ Contract which is subject to qualification-based selection pursuant to the Act.

E.F. **District** means Humboldt-Table Rock-Steinauer Public Schools.

G. **Letter of Interest** means a statement indicating interest to enter into a D-B Contract for a project pursuant to the Act.

F.H. **NEARA** means the Nebraska Engineers and Architects Regulation Act.

G.I. **Performance-Criteria Developer** (PCD) means any person licensed or any organization issued a certificate of authorization to

practice architecture or engineering pursuant to the NEARA who is selected by the District ~~pursuant to this policy~~ to assist the District in the development of Project Performance Criteria, Requests ~~For~~for Proposals, evaluation of Proposals, evaluation of ~~the~~ construction under a ~~DBD-B~~ Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

~~H.J.~~ **Project Performance Criteria** means the performance requirements of the project suitable to allow the Design-Builder to make a ~~Proposal~~proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm ~~weather~~water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.

~~I.K.~~ **Proposal** means an offer in response to a Request ~~For~~for Proposals ~~("RFP")~~ by a Design-Builder to enter into a ~~DBD-B~~ Contract for a project pursuant to the Act.

~~L.~~ **Qualification-based selection process** means a process of selecting a design-builder based first on the qualifications of the design-builder and then on the design-builder's proposed approach to the design and construction of the project;

~~M.~~ **Request for letters of interest** means the documentation or publication by which the District solicits letters of interest;

~~1.~~ ~~**Act** means the Nebraska Political Subdivisions Construction Alternatives Act.~~

~~J.N.~~ **Request for Proposals** (RFP) means the documentation by which the District solicits Proposals.~~e~~

~~K.O.~~ **Superintendent** means the District's Superintendent of Schools, or his or her designee.

~~**Procedures.** The District shall follow the procedures below in connection with any DB Contract.~~

~~**II. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project. Resolution to Select Design-Build.** The Board shall~~

adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps described below.

- A. For a project, in whole or in part, for water, wastewater, utility, or sewer construction, the resolution shall include a statement that the District has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

III. **Selecting and Hiring a Performance-Criteria Developer (PCD)**

- A. **Selecting the Most Qualified PCD for Contract Negotiations.** The required procedures for selecting the most qualified PCD for contract negotiations differ depending on the magnitude of the District's estimate of the project's basic construction cost, as described in this section **A3-1.**

Project Cost \$896,000 and Below. For a project whose basic construction cost is estimated by the

1. ~~The District~~ to be \$896,000 or less, the District will use the following procedures for identifying the most qualified PCD:

a. ~~The~~ shall-Superintendent will solicit statements of qualification from potential PCDs. Such solicitation shall include a general description of the project and shall indicate how interested individuals or firms can apply for consideration by the District. The Superintendent may, but is not required to, give public notice of such solicitation.

b. Based on the statements of qualifications and any other relevant information that the Superintendent receives, the Superintendent shall make a finding identifying the applicant most qualified to serve as the PCD for the project based on the applicant's capabilities to perform, adequacy of personnel, past record and performance, experience, and such other factors as may be determined by the Superintendent to be applicable to the District's particular requirements for the project.

c. Following such finding, the Superintendent shall recommend to the Board that it negotiate a contract with the applicant so identified.

2. **Project Cost in Excess of \$896,000.** For a project whose basic construction cost is estimated by the District to exceed \$896,000,

the District will use the following procedures for identifying the most qualified PCD:

- a. The District will encourage eligible persons~~individuals~~ or ~~organizations~~firms who desire to provide professional services to the District as its PCD for the project to submit a statement of qualifications ~~and performance data to the District.~~ At least thirty~~fifteen~~ (15) days prior to ~~selecting and hiring a PCD~~the deadline to respond, the District ~~shall~~will publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - i. A general description of the ~~Design-Build~~ project; ~~Directions regarding how~~
 - ii. How interested ~~persons or organizations~~firms can apply for consideration by the District; and
 - iii. The date by which ~~persons~~individuals or ~~organizations~~firms must submit their ~~applications~~statements of qualifications; and
 - iv. A statement that any ~~person~~individual or ~~organization~~firm applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- b. To apply to be the District's PCD, applicants must submit a current statement of qualifications ~~and performance data~~ to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- c. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness~~, and~~; the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are

found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it ~~strictly in accordance with its terms~~capabilities to perform.

- d. The Board ~~shall~~will evaluate each qualified applicant's ~~current statement of qualifications and performance data~~any other relevant the District has received. The Board ~~shall~~will conduct discussions with, and may require public presentations by ~~no less than, at least~~ three applicants regarding their qualifications, approach to the project, and ability to furnish the required service, ~~and other factors identified above~~.
- e. The Board ~~shall~~will select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors ~~outlined~~identified above.

L.B. Negotiating a Contract with the PCD. The Board shall negotiate a contract with the most qualified applicant (identified via the procedures above) for professional services at compensation that the Board determines is fair and reasonable. In making such determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any professional service contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.

Prohibition Against Contingent Fees. The contract between the District and the PCD must

- A. ~~If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The~~

~~Board shall then undertake negotiations with the third most qualified applicant.~~

~~B. — it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.~~

~~M.A. — The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.~~

~~C. — The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.~~

1. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.

C. Effect of Unsuccessful Negotiations

1. If the Board is unable to negotiate a satisfactory contract with the applicant to be the most qualified at a price the Board determines to be fair and reasonable, negotiations with that applicant shall be formally terminated. The Board shall then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified firm, the Board shall terminate negotiations with such applicant. The Board shall then undertake negotiations with the third most qualified applicant.

If the Board is unable to negotiate a satisfactory contract with any of the selected applicants,

2. the Board shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.

D. Board-Designated Committee. The Board may may designate a committee to carry out any or all of the Board's duties under this PCD selection and hiring section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

E. Open Meetings Act. The public shall not be excluded from the meetings or proceedings under this section in accordance with the Open Meetings Act.

N.F. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.

A

O.G. The PCD may not be prohibited from being employed by or may not have having any financial or other interest in a Design-Builder that will submit a Proposalproposal.

Procedures and standards to be used to prequalify

H.IV. Pre-Qualifying Design-Builders:

- A. **Letters of Interest.** The District, with the help of the PCD, shall prepare a request for lettersLetters of interest. The Interest, which request for letters of interest shall:
 1. Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 2. Be published in a newspaper of general circulation within the District at least thirty (30) days prior to the deadline for receiving letters of interest; and
 3. Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-

Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; ~~experience~~; equipment and facilities; promptness, ~~and~~; the quality of work previously done ~~by applicant~~; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the ~~applicant~~ Design-Builder could perform it ~~strictly~~ in accordance with its terms ~~capabilities to perform~~.

Procedures

~~2. Preparing Requests for the preparation and content of RFPs.~~
III.V. Proposals (RFP). The District, with the ~~help~~ assistance of the PCD, ~~shall~~ will prepare the RFP, which shall contain:

- A. The identity of the ~~school district~~ District for which the project will be built and ~~the District that~~ will execute the Design-Build Contract; design-build contract;
- B. A copy of this Design-Build ~~Contract~~ Contact Policy and all other policies ~~adopted by the District relating~~ related to the ~~DBD-B~~ Contract;
- C. The proposed terms and conditions of the ~~DBD-B~~ Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The ~~proposed~~ terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
- D. A project statement which contains information about the scope and nature of the project;
- E. Project Performance Criteria;

- F. Budget parameters for the project;
- G. Any bonds ~~or~~and insurance required by law or as may be additionally required by the District;
- H. The criteria for evaluation of Proposals and the relative weight of each criterion;
- I. A requirement that the Design-Builder provide a written statement of ~~itsthe~~ Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- J. A requirement that the Design-Builder agree to the following conditions:
 - 1. ~~(i)~~—An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - 2. ~~(ii)~~At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - 3. ~~(iii)~~——The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - 4. ~~(iv)~~——A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - 5. ~~(v)~~——The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the ~~Act~~NEARA; and
- K. Other information which the District chooses to require.——

~~IV-VI.~~Notice of RFP. At least thirty (30) days prior to the deadline for receiving and opening Proposalsproposals, the ~~notice of the RFP~~District shall cause a Notice of RFP to be:

- A. Published in a newspaper of general circulation within the District;
- B. Filed with the Department; and
- C. Sent ~~by first-class mail~~directly to the prequalified Design-Builders only.

Procedures for preparing
V.VII. Preparing and submitting **Submitting Proposals:**

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. ~~The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.~~

Procedures for evaluating
VI.VIII. Evaluating Proposals:

- A. The District may only proceed to negotiate and enter into a ~~DBD-B~~ Contract if there are at least two proposals from prequalified Design-Builders.e
- B. ~~The District Board shall refer the proposals for recommendation to designate members of a selection committee. The selection committee, which shall be a group of~~include at least five persons ~~designated by the District.~~ Members of the selection committee ~~shall~~must include ~~(1):~~
 1. One or more members of the ~~school board,~~ (2) Board;
 2. One or more members of the ~~school~~District's administration or staff,
~~(3) the school's architect or engineer~~ (4) any;
 3. The PCD;
 4. Any person having special expertise relevant to selection of a ~~design-builder~~Design-Builder or construction manager under the Act;i and
~~(5) a~~
 5. A resident of the District other than an individual included in subdivisions (1) through (4) of this subsection.

A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a ~~design-builder~~Design-Builder who has a

~~proposal~~Proposal being evaluated and shall not be employed by the District or the ~~school's architect or engineer~~PCD.

C. The District shall refer the Proposals for recommendation to the selection committee.

B.D. The selection committee and the District shall evaluate ~~proposals~~Proposals taking into consideration the criteria enumerated in ~~subdivisions~~subsections (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

1. ~~(1) 10%~~ The financial resources of the design-builder to complete the project **(up to ten percent)**;
2. ~~(2) 25%~~ The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
3. ~~(3) 15 %~~ The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
4. ~~(4) 20%~~ The quality of performance on previous projects **(up to thirty percent)**;
5. ~~(5) 20%&~~ — The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
6. ~~(6) 5%~~ The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
7. ~~(7) 5%~~ Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

C.E. The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

D.F. ~~D.~~ The District shall then evaluate and rank each ~~proposal~~Proposal on the basis of best meeting the criteria in the ~~request for proposals~~RFP and taking into consideration the recommendation of the selection committee.

~~3. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.~~

IX. Negotiating a Design-Build Contract

E.A. The District may attempt to negotiate a DBD-B Contract with the highest ranked Design-Builder selected by the BoardDistrict and may enter into a DB-ContractDesign-Build contract after negotiations.

F.B. The negotiations shall include a final determination of the manner by which the design-builderDesign-Builder selects a subcontractor.

G.C. If the District is unable to negotiate a satisfactory DBD-B Contract with the highest ranked Design-Builder, itthe District may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DBD-B Contract with that Design-Builder after negotiations.

H.D. If the District is unable to negotiate a satisfactory DB Contractcontract with the second highest ranked Design-Builder, itmay terminate negotiations with that Design-Builder. The the District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DBD-B Contract with that Design-Builder after negotiations.

I.E. If the District is unable to negotiate a satisfactory DB Contractcontract with any of the ranked Design-Builders, itthe District may either revise the RFP and solicit new Proposalsproposals or cancel the design-buildDesign-Build process. under the Act.

J.F. If the District is able to negotiate a satisfactory contractD-B Contract with a design-builderDesign-Builder, the District shall file a copy of all design-build contract D-B Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the design-builder Design-Builder shall file a copy of all contract modifications and change orders with the State Department of Education.

Procedures for Filing and Acting on

VII.X. Formal Protests Relating to the Solicitation or Execution of DBD-B Contracts:

A. Definitions.

A. Definitions. For this section on "Formal Protests Related to the Solicitation of Execution of D-B Contracts" the following definitions apply:

1. **Interested party** shall mean an actual or prospective ~~bidder~~Design-Builder whose direct economic interest would be affected by the award of a contract by the District to another party or by the failure of the District to award a contract to such actual or prospective ~~bidder~~Design-Builder.
 2. **Protest** shall mean a written objection by an interested party on any phase of the bidding procurement process, including specification, preparation, ~~bid-solicitation~~performance criteria development, RFP, pre-qualification, ranking, contract negotiations, and ~~intent to award~~.
- B. **Right to Protest.** An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after ~~public notice of the bid event giving rise to the protest.~~ Protests based on alleged apparent improprieties in a solicitation or other request for ~~proposals~~Proposals must be filed before ~~bid~~Proposal opening or the ~~closing date~~deadline for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the ~~design-builder~~Design-Builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:
1. The name and address of the interested party;
 2. Appropriate identification of the relevant solicitation, and if a ~~bid~~Proposal has been opened, its number, and date of opening;
 3. A detailed statement of reasons for the protest;
 4. Supporting, exhibits, evidence, or documents to substantiate any claims ~~unless not available~~ within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
 5. The action(s) the protestor desires the ~~school-district~~District to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The ~~school-district~~District shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is

clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

C. ~~C.~~ **Authority to Resolve Protests.** Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. Design-Builders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.

D. ~~D.~~ **Board Appeal Procedures.** Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. ~~The school district board of education~~ The Board shall consider the Decision of the Superintendent and shall make the final decision on the protest. ~~The school district board of education's~~ The Board's decision shall be final.

~~VIII.~~ XI. **Refinements and Changes.** A ~~DBD-B~~ Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the ~~DBD-B~~ Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

XII. Adherence to Performance Criteria. Throughout the project, the PCD shall remain engaged on the project and shall be responsible for monitoring the Design-Builder's adherence to the Performance Criteria in the Design-Builder's performance of the D-B Contract. Upon PCD's observation that the Design-Builder's performance of the D-B Contract has or is reasonably likely to materially diverge from the Performance Criteria, the PCD shall promptly notify the District of such observation and the basis for the same.

~~IX.~~XIII. **Projects Excluded.** The District shall not use a ~~design-build contract~~Design-Build Contract for any construction project excluded by NEB. REV. STAT. — § 13-2914 or any other applicable law.

Adopted on: August 14, 2017
Reviewed on: August 10, 2020
Revised on: June 14, 2021
Revised on:

3047 Data Breach Response

I. Preparation

A data breach is an instance in which personal information as defined by state law or personally identifiable information as defined by federal law is released or accessed in an unauthorized manner. The district will implement and maintain reasonable security procedures and practices that are appropriate to the nature and sensitivity of the personal information handled by the district. In order to ensure compliance with state and federal law; in the event of a breach the following preparatory steps shall be taken.

A. Data Governance

The superintendent, or their designee, will create an annually updated data directory that will include:

1. Computing devices purchased by the district,
2. Software that is installed on district devices,
- 2.3. Approved vendors/contractors that have access to personal information or personally identifiable information,
- 3.4. Staff members with access to district devices,
- 4.5. Staff members with active usernames and passwords for any district software.

B. New Devices and Software

Any new software or device that is used in a district building for district purposes will be submitted to the superintendent or their designee for inclusion in the directory.

II. Incident Response Plan

A. Assessment and Investigation

1. If the District becomes aware of a data breach it will make every reasonable effort to remedy the cause of the breach as soon as possible.

1.2. The District will contact its cyber or relevant data breach insurance provider -in the event of a suspected breach.

2.3. The District will conduct a good faith, reasonable, and prompt investigation to determine the likelihood that personal information has been or will be used for an unauthorized purpose.

3.4. This investigation will include, but not be limited to, an assessment of what software, hardware, and physical documents were accessed; which District personnel had access to the compromised data; and what specific data was compromised.

B. Notification of Effected Individuals

1. If the investigation determines that the use of information about a Nebraska resident for an unauthorized purpose has occurred or is reasonably likely to occur, the district shall give notice to the affected Nebraska resident.
2. Notice shall be made as soon as possible and without unreasonable delay, consistent with the legitimate needs of law enforcement and consistent with any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the computerized data system.

C. Notification of Law Enforcement and Outside Organizations

1. Should notice of the breach be required to any individual, notice of the breach will be simultaneously sent to the Nebraska Attorney General's office.
2. The Superintendent will determine if the Family Policy Compliance Office will be notified of the breach.
3. The Superintendent will determine if the Privacy Technical Assistance Center will be notified of the breach.

Adopted on: August 14, 2017

Revised on: June 11, 2018

Reviewed on: June 14, 2021

Revised on: _____

3057 Title IX Policy

As required by Title IX of the Education Amendments of 1972, it is the policy of the school district 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 school district's programs or activities, or in regards to admission or employment. Any person may report sex discrimination, including sexual harassment. This report may be made by any means to the district's Title IX Coordinator, who can be contacted at Title IX Coordinator, 810 Central Ave. Humboldt NE 68376, email: brittanyrogers@htrstitans.org, phone: 402-862-2151. Any other inquiries regarding the application of this policy should be referred to the Title IX Coordinator.

Definitions. As used in this policy, the following terms are defined as follows:

- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Formal complaint** means a document or electronic submission filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment and requesting that the district investigate the allegation of sexual harassment. 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.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- **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.
- **Sexual harassment** means conduct on the basis of sex where (1) An employee of the district conditions the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) An individual experiences unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies the person equal access to the district's education program or activity; (3) An individual experiences a sexual assault, dating violence, domestic violence, or stalking as further defined below. Any report of conduct not meeting these definitions will not require the grievance procedure described in this policy.

● **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:

○ **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.

? **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.

? **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

? **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

? **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

○ **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

? **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

? **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

● **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

○ who is or has been in a social relationship of a romantic or intimate nature with the victim; and

- where the existence of such a relationship shall be determined based on a consideration of the following factors:

- /? The length of the relationship.

- /? The type of relationship.

- /? The frequency of interaction between the persons involved in the relationship.

- **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

- **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- fear for his or her safety or the safety of others; or

- suffer substantial emotional distress.

- **Supportive measures** are non-disciplinary, non-punitive individualized services offered without fee that do not unreasonably burden the parties. 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.

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. district personnel will not retaliate against any individual based on any report of suspected sexual harassment. 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.

Response to Sexual Harassment

General Obligations. 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. 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 ability to impose discipline for off-campus misconduct does not necessarily constitute "substantial control" over the respondent and the context. The district's response to an allegation of sex harassment will treat complainants and respondents equitably.

Limitations on Discipline. No respondent will have disciplinary sanctions imposed upon him/her until the conclusion of the formal grievance process described below.

Emergency Removal. Disciplinary sanctions do not include removal on an emergency basis where the respondent is an immediate threat to the health or safety of another as a result of allegations of sexual harassment. The district also may place any employee on administrative leave during the pendency of the grievance process below.

Grievance Process for Formal Complaints of Sexual Harassment

General Obligations. All Title IX team members and individuals carrying out district obligations will comply with the regulatory requirements of objective evaluations, avoiding conflict of interest or bias, training, and protection of legally privileged information.

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.

Grievance Procedure

Time Frames. The district will resolve grievances in a time frame that is reasonably prompt. Good cause for delay 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.

Range of Possible Sanctions and Remedies. At the conclusion of the grievance process, 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 and/or immediate discharge from employment.

Separation of Roles. The decision-maker cannot be the same person as the Title IX Coordinator or the investigator(s).

Notice of Allegations. Upon receipt of a formal complaint, the district will provide notice of this policy and the allegations to all parties. The notice will include sufficient details known by the district at that time to provide sufficient time to prepare a response before any initial interview. Sufficient details, if known by the district, include the identities of the parties involved in the incident, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident. The district will provide notice of additional allegations revealed during an investigation to the parties.

Dismissal of Formal Complaint. The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint, would not constitute sexual harassment even if proven; did not occur in the district's education program or activity; or if the conduct alleged did not occur against a person in the United States.

The district **may** dismiss the formal complaint if, at any time during the investigation or hearing, the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled in or employed by the district; or specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon a dismissal, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

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.

Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will 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. The district may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances.

The district will bear the burden of gathering evidence sufficient to reach a determination regarding responsibility. All parties will have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. The district may not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

All parties will have the same opportunity to be accompanied by the advisor of their choice in any meeting or grievance proceeding. This policy does not relieve the advisor of choice of any other applicable legal obligations or limitations. 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.

The district will provide written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate.

All parties will have an equal opportunity to inspect and review evidence obtained as part of the investigation if that evidence is directly related to the allegations raised in a formal complaint. The parties will have no less than 10 calendar days to review the evidence and submit a response. The investigative report will fairly summarize the relevant evidence and the investigator will send the finalized report to all parties and their advisors.

Determination Regarding Responsibility. Before the district reaches a determination regarding responsibility, each party may submit written, relevant questions of any party or witness. The decision-maker will 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 are never relevant. Questions about the complainant's prior sexual behavior are only relevant if those questions and evidence are offered (1) to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) are offered to prove consent and concern specific incidents of the complainant's prior sexual behavior with respect to the respondent. If the decision-maker decides to exclude a question because it is not relevant, he/she will explain the basis for that decision.

The decision-maker will issue a written determination regarding responsibility no sooner than ten days after the parties receive the final investigative report. The decision-maker will apply the preponderance of the evidence standard. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the district's code of conduct to the facts;
- 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
- The district's procedures and permissible bases for the complainant and respondent to appeal.

The district will provide the written determination to the parties simultaneously. If neither party timely appeals, the determination becomes final. If a party appeals, the determination will become final on the date that the district provides the parties with the written determination of the result of the appeal.

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.

Time for Appeal. Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools no later than 5:00 pm on the

fifth calendar day after the written determination is issued. 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 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.

Grounds for Appeal. Appeals are limited to the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination or dismissal was made that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker 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.

The district will notify other parties in writing when an appeal is filed; implement appeal procedures equally for all parties; and ensure that the decision-maker for the appeal is not the same person as the decision-maker, the investigator(s), or the Title IX Coordinator.

The district will give both parties a reasonable, equal opportunity to submit a written statement that supports or challenges the outcome; issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

Informal Resolution. The district may informally resolve allegations without completing the grievance procedure with the written consent of all parties. The process may not be used when allegations involve an employee harassing a student. As part of this process, the district will provide to the parties in writing a notice stating:

- the allegations;
- the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
- 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
- any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Recordkeeping. The district will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding

responsibility, any disciplinary sanctions imposed, and any remedies provided;

- Any appeal and its result;
- Any informal resolution and its result; and
- 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.

The district will also create records documenting 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. The district will maintain these records for a period of seven years.

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).

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section. 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 that a determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

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.

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).

Application Outside the United States. The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

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.

Adopted on: August 10, 2020

Revised on: August 8, 2022

Revised on: August 12 2024

4051

Staff and 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.

I. Personal Versus School-Affiliated Social Media Use

A. 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.

B. 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. They are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak “for the district” directly or indirectly unless specifically authorized and directed to do so.

II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use

A. General Use and 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.

B. Acceptable Use

~~1. Staff may use social media for instructional purposes.~~

2.1. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.

3.2. 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

C. Unacceptable Use

1. Staff shall ~~not~~ never 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, TwitterX, and Instagram, Snapchat, and TikTok 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~~ permitted by district policy or 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.

III. School-Affiliated Digital Content

A. 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, blogs, 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.

B. 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 or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat, 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 fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- 3.4. Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- 4.5. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- 5.6. Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every official school account administrator must keep a copy of any removed content or banned/blocked individual account 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.

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

4059

Behavioral and Mental Health Training

All public school employees who interact with students and any other appropriate personnel are required to complete ~~at least one hour of~~ behavioral and mental health training with a focus on suicide awareness and prevention training every year. The training may include, but need not be limited to, topics such as identification of early warning signs and symptoms of behavioral and mental health issues in students, appropriate and effective responses for educators to student behavioral and mental health issues, trauma-informed care, and procedures for making students and parents and guardians aware of services and supports for behavioral and mental health issues.

The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials. The length of the training shall be a reasonable amount as determined by the school board.

These employees must complete the training designated by the school district or superintendent no later than October 31 of each school year or within 30 days of their initial employment, whichever is later. Failure to complete this training may subject the employee to employment-related discipline.

Adopted on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: July 10, 2023

Revised on:

5001

Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

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

Only children disenrolling to attend a exempt 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 exempt 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.

Excused Absences

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Physical or mental illness of the student (a physician's verification is required after four (4) consecutive days of absence for illness)
2. Severe weather
3. Medical appointments for the student
4. Death or serious illness of the student's family member

5. Attending a funeral, wedding or graduation
6. Appearance at court or for other legal matters
7. Observance of religious holidays of the student's own faith
8. College planning visits

Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer may send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Adopted on: July 13, 2009

Reviewed on: May 12, 20

Reviewed on: March 13, 2016

Revised on: August 14, 2017

Revised on: April 9, 2018

Reviewed on: August 10, 2020

Revised on: June 14, 2021

Revised on: August 12, 2024

Revised on: _____

Reviewed on: _____

5002 Admission of Students

Students shall be admitted to the school district who are required by law to be enrolled or are permitted to enroll by law or board policy. ÷

- ~~• legal residents of the school district or otherwise entitled by Nebraska law to attend the schools of the district tuition free;~~
- ~~• approved for option enrollment pursuant to policy;~~
- ~~• approved as foreign exchange students pursuant to policy;~~
- ~~• legal residents of a district that has contracted with this district for their educational services;~~
- ~~• statutorily entitled to attend the schools of the district on a part-time basis pursuant to policy; or~~
- ~~• out of state students who have been enrolled pursuant to policy.~~

Students who have been placed in a foster home within the school district are not residents of the district and will not be permitted to enroll unless the district has received a written determination from the Nebraska Department of Health and Human Services that it is in the best interests of the student not to attend his or her district of residence.

Prior to enrolling any student who is a ward of the state of Nebraska or a ward of any court, the district will ask to review a completed copy of the "Education Court Report Form" promulgated by the Nebraska Supreme Court's Commission on Children and Families in the Courts - Education Sub-Committee. If there is no such completed form, district staff will offer assistance to the appropriate responsible individual in securing the information necessary to complete the form as part of the district's enrollment process.

Except in adult education classes or when otherwise required by law, no student who is of 21 years of age or older, or who has earned a high school diploma or its equivalent will be allowed to be enrolled in or continue to attend school in the district.

Students who seek to enroll in the district must comply with each board policy, state statute and regulation that applies to their situation. Grade level placement will be determined in accordance with district policy.

Adopted on: July 13, 2009
Reviewed on: September 14, 2015
Reviewed on: March 13, 2016
Revised on: August 14, 2017
Revised on: September 16, 2019

Required

5003

Admission of Part-Time Students

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

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district or a resident of another school district attending a private, denominational, parochial, or exempt school. For residents of another school district, the student is only eligible to part-time enroll if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity, or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
3. has not graduated from high school; and
4. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district two weeks prior to the year of enrollment. For second semester high school courses, the application must be filed two weeks prior to the start of the second semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district.

~~**Application for Enrollment.** The parent or guardian of an exempt school student who is of appropriate age to attend school, is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district no later than two weeks before the beginning of the year of enrollment. For second semester high school courses, the application must be filed no later than two weeks before the beginning of the second semester. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the~~

application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

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

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

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

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

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district.

~~if they participate in extracurricular sports and activities offered by the private, denominational or parochial school.~~ Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20.5 credit hours per semester, ~~with at least 5 credit hours of enrollment in the public school district.~~ All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities

Association and any other governing bodies for the activity.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

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

Adopted on: July 13, 2009

Reviewed on: May 12, 2014

Reviewed on: March 13, 2016

Revised on: August 14, 2017

Reviewed on: August 10, 2020

Revised on: July 10, 2023

Revised on:

5016 Student Records

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 email, 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.

For purposes of the district's compliance with state and federal law, and subject to the limitations in the paragraph above, the district "maintains" only those student records which are reduced to paper or physical format and placed within a student's file in the district's central offices or in the file pertaining to the student's special education or Section 504 services. Records which can be printed in paper form must be printed in order to be "maintained." Other records such as video recordings, which constitute student records, must be reduced to a physical medium in order to be "maintained." For example, a video must be put on a compact disk or other compatible hardware and placed within the student's file to be "maintained."

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No "student record" or record required to be retained by the Nebraska Secretary of State's Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and "student records" as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, "teachers" include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. "School official" includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district's direct control with respect to their access to, maintenance of, and use of PII from

student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing 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.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Adopted on: July 13, 2009
Revised on: August 12, 2013
Reviewed on: May 12, 2014
Reviewed on: March 13, 2016
Revised on: June 13, 2016
Revised on: September 16, 2019
Revised on: August 10, 2020
Revised on:

Required

5034
[INTENTIONALLY LEFT BLANK]

Adopted on: July 13, 2009
Reviewed on: June 9, 2014
Reviewed on: March 14, 2016
Reviewed: August 10, 2020
Revised on: _____

Required

Student Cell Phone and Other Electronic Communication Devices (ECDs)

The following guidelines and procedures are being implemented to help maximize instructional time, reduce distractions of students during instructional time, standardize communication, and enhance student and staff safety.

ECD's include but are not limited to cell phones, smart watches, ear phones, blue tooth devices or any other electronic communication devices. It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.

PRK - 6th Grade Students are not permitted to have any ECD and must turn them in to the office if they are brought.

7th - 12th Grade Students

ECD's are not permitted to be used in the classroom (unless required teacher and only during the specified use), hallways, locker rooms, restrooms or other common areas of the school during the school day.

Students may have the privilege to use their ECDs during lunch in the cafeteria only. Abuse of this privilege will result in the loss of the student's ECD during lunch.

Teachers are not be permitted to allow student to use any ECD as a reward during instructional time as defined above.

Locker Rooms, ECDs are never permitted in the locker rooms, restrooms or any other area in which others may have a reasonable expectation of privacy. Student will be assigned a ECD storage locker to use during PE and sport practices and must place any ECD in storage prior to entering the locker room.

If an ECD is seen by staff during the instructional day, the staff member are required to confiscate the ECD and the device will be sent to the main office where it will remain until the end of the day.

Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5035 Student Discipline and the student handbook.

- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible

Students also have the opportunity and choice to leave their electronic device at home or in their vehicle during the school day.

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

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

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

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

Adopted on: August 10, 2009

Reviewed on: August 11, 2014

Revised on: _____

6031 Emergency Exclusion

Grounds for Emergency Exclusion. Any student may be excluded from school in the following circumstances subject to the procedural provisions governing short term suspension found elsewhere in these policies or state law:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

Extension of Exclusion. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for up to five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be made according to the procedures set forth below.

Notification of Student's Parent(s) or Guardian(s). The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing. The notice shall include notice of a recommended hearing examiner and an alternate hearing examiner for consideration by the parent(s) or guardian(s) if a hearing is requested.

Opportunity to Request a Hearing. The student's parent(s) or guardian(s) may submit a request for a hearing on the proposed extension of the exclusion within one school day of receiving the notice of the proposed extension.

Failure to Request a Hearing. If the parent(s) or guardian(s) do not request a hearing within ~~two~~one school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

Appointment and Qualifications of a Hearing Examiner. The parent(s) or guardian(s) shall notify the superintendent within one school day of receiving notice of the recommended extension and proposed hearing examiner and alternate hearing examiner if the alternate hearing examiner is preferred.

Hearing Examiner's Notice to Parent(s) or Guardian(s). The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within ten school days after the initial date of exclusion; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

Continued Exclusion. If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

Examination of Student's Records and Affidavits. Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

Attendance at Hearing. The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

Student's Witness(es). The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

Right to Know Issues and Nature of Testimony. The student and his/her

parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

Presence of Student and Witnesses at the Hearing. The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify. The school district shall make available to testify at the hearing any employee who is a witness to the matter upon request from the parent(s) or guardian(s).

Sworn or Affirmed Testimony. The principal or his or her designee shall present evidence supporting the recommended extension. Witnesses will give testimony under oath of affirmation, and may be questioned.

Hearing Examiner's Report and Recommendations. The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

Superintendent's Decision. The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

Adopted on: August 10, 2009
Reviewed on: August 11, 2014
Reviewed on: March 14, 2016
Revised on: June 11, 2018
Reviewed on: June 14, 2021
Revised on:

6034 Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- a. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer ~~one of the following on-line courses~~ on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
 - ~~HEADS UP to Youth Sports Coaches: Online Concussion Training~~ Heads UP Concussions in Youth Sports
 - ~~Concussion in Sports (NFHS) What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed health care professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and

- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall ~~be the guidance~~ [follow the model](#) provided by the Nebraska Department of Education, ~~entitled "Bridging the Gap from Concussion to the Classroom REAP," and accompanying materials and future supplements.~~ Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Adopted on: March 9, 2015

Reviewed on: March 14, 2016

Reviewed on: August 10, 2020

Revised on:

6044

Participation and Assignment of Athletic Teams

Designation of Athletic Team or Sport. The terms male, female, and coed are defined as provided by state law. All athletic and sports teams of the district are hereby designated as male, female, or coed as follows:

Sport/Team	Designation
Football	Male and Coed Teams
Volleyball	Female
Golf	Male and Female Teams
Basketball	Male and Female Teams
Wrestling	Male and Female Teams
Track	Male and Female Teams
Track and Unified Track	Male, Female, and Coed Teams
Bowling and Unified Bowling	Male, Female, and Coed Teams
Baseball	Male
Soccer	Female

Participation on Assigned Teams. Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Determination of Student Sex. To determine eligibility, a student and the student's parent or guardian shall provide the district with confirmation of the student's sex on a document signed by a doctor or signed under authority of a doctor.

Conduct of Visitors and the Public. Visitors and members of the public attending district interscholastic team activities are expected to comply with all district policies and practices, including sportsmanship rules.

Adopted on: _____

Revised on: _____

Reviewed on: _____

6045

Behavioral Intervention

General Approach. The district utilizes a tiered system of support to foster a positive school climate and culture, encourage appropriate student behavior, and provide the necessary supports for academic and behavioral success.

Interaction with Student Discipline Policy. This policy does not replace the Student Discipline policy or limit the District's authority under the Student Discipline Act when behaviors warrant action under that policy or Act.

Classroom Removal. Students may be removed from the classroom if the student poses a threat to their own safety, the safety of others, or the environment or if the student's behavior is disruptive to the learning environment. When appropriate, prior to removal staff should consider the use of de-escalation techniques, behavior redirection, or other Tier 1 or Tier 2 or comparable interventions.

When classroom removal is appropriate, the District will consider whether the student requires additional support to transition back to the classroom and continue to monitor the student's behavior to adjust interventions and supports as needed.

Required Training. The School District, independently or through the educational service unit, will develop and provide behavioral awareness and intervention training to employees with behavioral management responsibilities. Each employee with behavior management responsibilities must complete the behavioral awareness and intervention training during the 2026-27 school year or during the first year of employment with the district. The length of such training will be at least 1 hour.

Behavioral Awareness Point of Contact (BAPC). Each school building must designate one or more school employees as a BAPC. Each BAPC must have knowledge of community services providers and other resources available for students and families. Each BAPC must coordinate access to support services for students.

The BAPC will be identified on the district website and in the school directory.

Adopted on: _____

Revised on: _____

Reviewed on: _____



George Griffith <georgegriffith@htrstitans.org>

Jami's salary request - 25/26

1 message

Kaytlyn Kennedy <kaytlyn.kennedy@unl.edu>
To: George Griffith <georgegriffith@htrstitans.org>

Thu, May 22, 2025 at 4:40 PM

Dear Dr. Griffith and HTRS School Board Members,

First, thank you for your continued support of the 4-H Extension Assistant position in Richardson County, held by Jami Ankrom. The partnership between Nebraska Extension and FCPS allows Jami to provide a variety of educational programs to our local youth through school enrichment, after-school, and other youth development programs.

The University of Nebraska – Lincoln is asking for your continued partnership for the upcoming school year. In 2024, HTRS committed to fund approximately 18% of the salary and benefits package for the above-mentioned position, totaling no more than \$14,080. Due to budget constraints, we are unsure what the projected salary increase will be for employees in the 2025/2026 year. At this time, I am basing all estimates on a 2% salary increase making Jami's combined salary and benefit package estimated at \$80,667.20. An 18% commitment from HTRS for the upcoming school year would total approximately \$14,520. If the School District would like to increase their commitment, please consider the following approximations:

- 19%; approximately \$15,327

- 20%; approximately \$16,134

Please note, these numbers are estimated and may change when the University designates merit increases. If the district is willing to continue their partnership with Nebraska Extension, please send a formal commitment letter to me via mail or email with the amount decided upon no later than July 1, 2025. If you would like to pursue the option of maintaining a commitment for more than one year at a time (for example, 2 years, 5 years, etc.) please let me know and I will get the paperwork from UNL to complete.

Once again, thank you for your continued partnership with Nebraska Extension. Please contact me with any questions or concerns.



**Kaytlyn
Kennedy**

*Assoc Exten
Educator*

University of
Nebraska—
Lincoln
Nebraska
Extension -
Richardson
County

[4022454324](tel:4022454324)



JAG NE

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JAG Nebraska

United Way of the Midlands

1229 Millwork Ave, Ste 402

Omaha, Nebraska 68102

Ph: 402-342-8232

Website: <https://www.unitedwaymidlands.org/>

INVOICE

DATE	7/1/2025
INVOICE #	25-26 JAG 5235
CUSTOMER ID	5235
DUE DATE	7/31/2025

BILL TO

Humboldt Table Rock Steinauer Public Schools

810 Central Ave

Humboldt, NE 68376

Attn:

DESCRIPTION	TAXED	AMOUNT
School fee as per agreement July 2025 - June 2026		10,000.00

Subtotal	10,000.00
Taxable	-
Tax rate	
Tax due	-
Other	-
TOTAL	\$10,000.00

Make all checks payable to
United Way of the Midlands

If you have any questions about this invoice, please contact
Darienne Pokorny: dpokorny@UWMidlands.org

JAGNEBRASKA.ORG

United Way
of the Midlands





Quote #D43244
Jul 9, 2025

SHIPPING ADDRESS

Humboldt-Table Rock-Steinauer
School District
810 Central Avenue
Humboldt NE 68376
United States

CUSTOMER

George Griffith
georgegriffith@htrstitans.org

PAYMENT

Pay online

ITEMS**PRICE****TAX****QTY****ITEM TOTAL**

Miller Multimatic 235 Multiprocess
Welder w/ EZ-Latch Cart - 951846
SKU: MIL951846

~~\$4,000.00~~
\$3,621.00

\$199.16
\$54.32

2

\$7,242.00

Subtotal

\$7,242.00

Shipping

\$0.00

TOTAL (USD)

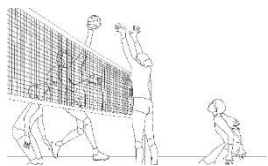
\$7,242.00

Thank you for shopping with us! If you need to make changes to this quote please email our support team!

Baker's Gas & Welding Supplies, Inc.

2920 Douglas Road, Toledo, OH, 43606, United States
support@bakersgas.com
bakersgas.com

Quotes Valid for 30 days



**HTRS PUBLIC SCHOOL
ACTIVITIES HANDBOOK
2025 – 2026**



Draft
Rules and Regulations



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Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. HTRS Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of the Board of Education. From time to time, you may receive updated information concerning changes in the handbook. These updates should be kept within the handbook so that it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

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 school district prohibits sex discrimination in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Amy Kroll at (402) 862-2151, by email amykroll@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, or that have other related concerns or questions, should contact the Title IX Coordinator: Brittany Rogers at (402) 862-2151 by email brittanyrogers@htrstitans.org,, by mail HTRS ATTN Brittany Rogers 810 Central Ave. Humboldt NE 68376 or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://acrobat.adobe.com/id/urn:aaid:sc:US:773687fc-6b28-4a6e-8586-24322c449eeb>.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Dr. George Griffith, Title VI Coordinator: (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

SECTION ONE: GENERAL INFORMATION ABOUT THE ACTIVITIES PROGRAM

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 60% grade in two or more classes on Monday each week eligible to participate in any portion of the activities program. Students who work to improve their grades during the week and only have one grade less than 60% on the day of competition will be eligible to participate. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Students may practice but not participate in an activity or non-graded performance while serving in-school suspension.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent from school, go home sick or not at school by 11:30 am will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance without notifying the coach or sponsor, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be cancelled or postponed in the event that school has been called off for inclement weather or any other reason as determined by the administration. Unless the administration determines that it is permissible for the activity to continue as scheduled.

Colors

The HTRS School colors are Navy, Silver and Black.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site:

[www.http://www.ascr-usda.gov/complaint-filing-cust.html](http://www.ascr-usda.gov/complaint-filing-cust.html).

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the

risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

1. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer~~one of the following on-line courses~~; on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - ~~Heads UP Concussions in Youth Sports~~
 - ~~Concussion in Sports – What You Need to Know~~
 - ~~Sports Safety International~~
 - ~~ConcussionWise~~
 - ~~ACTIVE™ Athletic Concussion Training for Coaches; and~~
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - The signs and symptoms of a concussion;
 - The risks posed by sustaining a concussion; and
 - The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.
3. A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:
 - has been evaluated by a licensed health care professional;
 - has received written and signed clearance to resume participation in athletic activities from the licensed health care professional; and
 - has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student’s parent or guardian.
4. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:
 - the date and approximate time of the injury suffered by the student,
 - the signs and symptoms of a concussion or brain injury that were observed, and
 - any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual’s qualifications.

The school's "return to learn protocol" shall follow the model provided by the Nebraska Department of Education~~be the guidance~~

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High Dances

Junior high (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to HTRS High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. **Students who are academically ineligible or not in good standing will not be allowed to attend school dances.**

Homecoming and Prom

The Homecoming dance is open to students and approved guests of HTRS High School.

The Junior/Senior Prom is open to students and approved guests of HTRS High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

<u>Eligibility for Homecoming</u>	<u>Eligibility for Prom</u>
Students must be academically eligible for activities.	Students must be academically eligible for activities.
May not have 3 or more days of OSS or an offense resulting in a citation.	May not have 5 or more days of OSS or an offense resulting in a citation.
Must be on track to graduate:	Must be on track to graduate:
● Sophomores must have earned a minimum of 63 credit hours ● Juniors must have earned a minimum of 126 credit hours. ● Seniors: must have earned a minimum of 189 credit hours.	● Freshman must have earned a minimum of 40 credit hours ● Sophomores must have earned a minimum of 103 credit hours ● Juniors must have earned a minimum of 166 credit hours. ● Seniors: must have earned a minimum of credit hours.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further details.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use of such clothing or equipment is over. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the Secondary Principal.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activities. Students are responsible for knowing these rules and complying with them.

Initiations and Hazing

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

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

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

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

Lettering requirements are set by the coach of the activity.

Mascot

The official emblem for boys' and girls' athletic teams is the Titan. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the ~~Activities Director~~ high school principal, will schedule all starting times of practices. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

Submit to the activities director:

- a) A signed physical form that verifies that a physical examination has been completed.
- b) A signed Activity Handbook form that the student and parent(s) understand the school's expectations and position regarding the use or possession of alcohol, tobacco and other related drugs.
- c) A NSAA Athletic and Activities Student and Parent Consent Form.

Secret Organizations

Secret organizations ~~are prohibited~~ are not allowed.

Student Manager, Helpers, or Activity Aids

The number of student managers, helpers or aids is limited to 2 per sport unless the coach requests and receive prior permission from administration. Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity's coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide ~~students~~ students with sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:00 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the superintendent.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult (age 19 or older) if the participant's parent/guardian has ~~personally contacted the principal prior to the activity and the adult~~ personally contacted the sponsor at the activity and signs them out prior to leaving with the student. Parents are discouraged from requesting to take their children home after an away contest or performance. Traveling to and from an event provides time for the students to further develop a strong team spirit.

HTRS provides transportation to students who are participating in school sponsored events, and they must ride to those events in a school vehicle. Students wishing to take private transportation home from a school event must submit a release form to the sponsor signed by their parents.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one under the age of 19 may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO: AVAILABLE ACTIVITIES

Athletic Teams and Designations

<u>Sport/Team</u>	<u>Designation</u>
<u>Football</u>	<u>Male and Coed Teams</u>
<u>Volleyball</u>	<u>Female</u>
<u>Golf</u>	<u>Male and Female Teams</u>
<u>Basketball</u>	<u>Male and Female Teams</u>
<u>Wrestling</u>	<u>Male and Female Teams</u>
<u>Track</u>	<u>Male and Female Teams</u>
<u>Track and Unified Track</u>	<u>Male, Female, and Coed Teams</u>
<u>Bowling and Unified Bowling</u>	<u>Male, Female, and Coed Teams</u>
<u>Baseball</u>	<u>Male</u>
<u>Soccer</u>	<u>Female</u>

~~Basketball (boys and girls)~~

~~Baseball~~

~~Football~~

~~Golf~~

~~Soccer (girls)~~

~~Track (boys and girls)~~

~~Unified Bowling~~

~~Volleyball~~

~~Wrestling (boys and girls)~~

Participation on Assigned Teams: Males shall not participate on teams designated for females. Females may only participate on male teams when there is no female team offered or available for such sport. Males and females may participate on coed teams and in coed events as long as their participation is consistent with the eligibility and other rules of that team or event.

Academic Decathlon

The Nebraska Academic Decathlon promotes academic growth, teamwork and communication skills among students of all achievement levels through statewide academic competitions.

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class to be eligible to participate in these groups.

Cheer Squad

Participants are selected by the sponsor(s) or judges appointed by the sponsor. Members of the cheer squad will attend all regularly scheduled home and selected away athletic contests.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department, and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and have hands-on experience.

Mock Trial

Students experience what it is like to prepare for and present a case before a jury. Additionally, they learn to evaluate information, respond quickly, and sharpen public speaking skills. The greatest benefit of Mock Trial is the opportunity to learn how the legal system works, and this knowledge will help as an adult. By studying and understanding courtroom procedures, students should become more comfortable with federal and state laws as part of the legal system. Student interaction with some of Nebraska's finest attorneys and judges will provide them with a glimpse of the different interpretations of trial procedures.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Play Production

A one-act play is a play that has only one act, as distinct from plays that occur over several acts. The play shall be performed within a 15 to 30-minute limit.

Student Council

The purpose of student council is to arouse the spirit of loyalty toward the school, to promote good citizenship, to sponsor school activities, to extend the spirit of good fellowship throughout the student body, to foster a spirit of cooperation between the students and faculty, and to seek to develop a spirit of cooperation, good will, and better understanding with other schools. The organization, operation, and scope of the student council shall be administered by the Superintendent or designee.

Speech Team

Students compete in 10 different categories of competition. These include humorous prose, serious prose, poetry, persuasive, entertainment, extemporaneous, informative, program oral interpretation, drama, and duet acting.

Student Publications

The yearbook is published by the Yearbook class along with the help of its teacher. The annual is financed partially by funds raised from the sale of the books.

Quiz Bowl

Quiz bowl is a game in which two teams compete head-to-head to answer questions from all areas of knowledge, including history, literature, science, fine arts, current events, popular culture, sports, and more.

SECTION THREE: CODE OF CONDUCT

All students associated with HTRS 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 and 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 the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

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 ceremonies 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.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Students may practice but not ~~participate-compet~~ in an activity or non-graded performance while serving in-school suspension.

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 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.

Drug and Alcohol Violations and Consequences

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

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

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).

The program must be administered by a certified alcohol and drug abuse counselor and approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not restricted by the foregoing and may be established in the discretion of the administration.

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

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

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

Self-Reporting. A student who violates the Code of Conduct is highly encouraged to self-report. To qualify as a self-reporter, a student must disclose their rule(s) violation to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The self-report must be made: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must be forthright and honest about their conduct and any questions asked by the administration. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, a self-reporting student may be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

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

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 the alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision.

A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations.

Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions.

Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance.

Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

Team Selection

The head coach and the assistants for that particular activity will conduct team selection and placement. Placement on competitive teams will be made with regard to ability first and grade in school second. Athletes need to be aware that this does not mean that they are guaranteed a uniform at any level. Suiting up for games must be earned and will be up to the discretion of the coaching staff. Make sure beforehand that all athletes are aware of the selection procedure, criteria, etc. that will be used in determining who gets to suit up. This must be clearly communicated. Also, coaches should make athletes aware that suiting up is subject to constant change.

Participation Guidelines

In addition to the above requirements, the following are guidelines for all HTRS Jr./Sr. High School athletic programs:

1. Freshmen may play on higher-level teams if their skills allow them to compete on reserve, JV, or varsity teams.
2. Generally, freshmen may play on more than one level of competition. When a player moves between teams, there must be communication between the coaching staff and the parents of this athlete.
3. The physical well-being of an athlete should not be compromised by his/her participation on more than one team. An athlete should be limited to a regular amount of practice time each day (generally 2 hours) and not required to attend practices at more than one level of participation.
4. Players must adhere to daily rules regarding athletic participation in one day - quarters, halves, matches, games, etc. per day.
5. When players compete on more than one team, coaches should give consideration to the number of available athletes suited at each level in the program. Participation on more than one team, by one athlete, should not significantly hinder the ability to participate for the other athletes on those squads.
6. Freshmen teams may practice and scrimmage with JV and varsity teams, but adequate time will be given in practice to develop the freshmen's play and strategies for game competition.
7. Seniors may not be allowed to participate at any level other than varsity depending on the sport. The Activities Director or the High School Administration must approve exceptions to this.

Sportsmanship

Sportsmanship is a primary concern in educational activities. The development of values and ethics does not occur by chance; rather, it is a product of the education structure, the right perspective, effective leadership, and a true commitment to sportsmanship. Effective August 2001, the NSAA has enacted a sportsmanship policy that addresses the issue of sportsmanship and consequences for lack of sportsmanship demonstrated by student-athletes, coaches, and spectators.

Un-sportsmanship like conduct shall include the following: fighting, verbal abuse or dissent toward an official or opponent, negative comments about officials or judges on public domain, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of the team bench area. Please stress good sportsmanship at all times - practices, locker rooms, before/during/after games, bleachers, etc.

Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next contest at that level of competition and any other contest at any level during the interim, in addition to other penalties the NSAA or school may assess. Likewise, any coach ejected from a contest for unsportsmanlike conduct is subject to those same sit-out rules.

Anytime a student-athlete or coach is ejected from a contest, every effort will be made to inform the Administration at HTRS Public Schools as soon as possible so that penalties for such ejections can be properly enforced with accordance to the NSAA policy. There is no appeal process for this legislation.

A player or coach that receives numerous ejections and/or suspensions within a calendar year will face administrative disciplinary action, which may result in a forfeiture of the remainder of the season or the school year.

Relationships Between Parents and Coaches/Sponsors

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone.

Parents have the right to know the expectations placed on them and their children. Coaches and sponsors have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place. Any concerns raised about the coach will be redirected to the coach to address directly with the coach.

Students and parents are expected to communicate professionally with coaches. Any parent who fails to communicate in a professional manner may be asked to leave school grounds.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.

- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians	Symptoms Reported by Athlete
☐ Appears dazed or stunned	☐ Headache or “pressure” in head
☐ Is confused about assignment or position	☐ Nausea or vomiting
☐ Forgets an instruction	☐ Balance problems or dizziness
☐ Is unsure of game, score, or opponent	☐ Double or blurry vision
☐ Moves clumsily	☐ Sensitivity to light or noise
☐ Answers questions slowly	☐ Feeling sluggish, hazy, foggy, or groggy
☐ Loses consciousness (even briefly)	☐ Concentration or memory problems
☐ Shows behavior or personality changes	☐ Confusion
☐ Can’t recall events prior to hit or fall	Does not “feel right”
☐ Can’t recall events after hit or fall	

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 playing immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a**

concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices. The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a health care professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weightlifting.

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 concussion. 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, is 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 up 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, phones, video games, etc., but 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 headaches, 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 unfortunately retired football players. Currently, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of 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 a 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. See www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

AUTHORIZATION AND ACKNOWLEDGEMENT

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participating 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

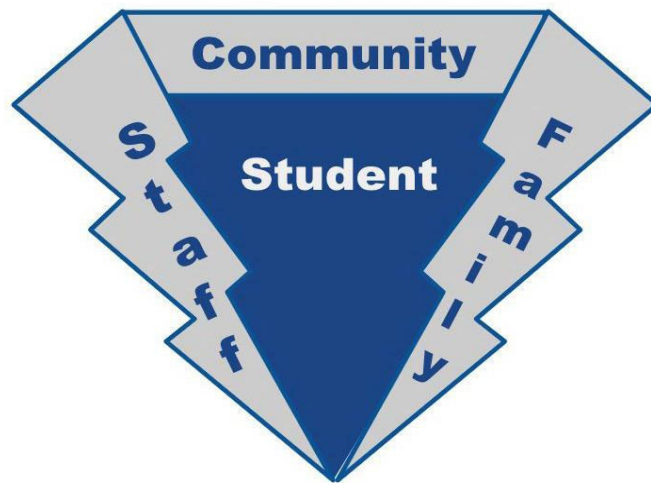
Date

HTRS Staff Handbook

2025-2026

HTRS VISION STATEMENT

HTRS TITANS



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

Draft 2025-2026

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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

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 school district prohibits sex discrimination in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Amy Kroll at (402) 862-2151, by email amykroll@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, or that have other related concerns or questions, should contact the Title IX Coordinator: Brittany Rogers at (402) 862-2151 by email brittanyrogers@htrstitans.org, by mail HTRS ATTN Brittany Rogers 810 Central Ave. Humboldt NE 68376 or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link:

<https://acrobat.adobe.com/id/urn:aaid:sc:US:773687fc-6b28-4a6e-8586-24322c449eeb>.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Dr. George Griffith, Title VI Coordinator: (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district 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 extracurricular 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 & 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 the complainant believes speaking directly to the person would subject the 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 based on 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.

These are just the first two steps in the Complaint & Appeals Process, please Review Policy 2006 for complete complaint procedures.

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 to 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 **Schools** 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

An employee, officer, agent, and board member of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

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. Amy Kroll](mailto:amykroll@htrstitans.org) at 402-862-2151, amykroll@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: [Mrs. Brittany Rogers at 402-862-2151 or in person at school](mailto:mrsbrittanyrogers@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](mailto:georgegriffith@htrstitan.org) 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 are not permitted to use their personal automobile to transport [students](#). [Staff](#) members who drive school 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, paraprofessionals, 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

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 or is spirit wear.
- 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.
- Hoodies unless it is spirit wear.
- Blue jeans, except at athletic or other activity practices, or on days considered to be "dress down" days.
 - ❖ [Traditionally, HTRS preserves Fridays and the Last Student Day of the Week as](#) Titan spirit dress down days where staff may wear blue jeans and spirit t-shirts and hoodies.
- Hats, except when worn outside for sun coverage.
- Rubber, thin 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 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 emails, 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.

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, including gratuity, effective August 1, 2024:

Breakfast: \$11.00

Lunch: \$15.00

Dinner: \$20.00

Douglas County, NE or out-of-state maximum meal reimbursement rates, including gratuity, effective August 1, 2024:

Breakfast: \$15.00

Lunch: \$18.00

Dinner: \$22.00

- 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 the district.
 - With approval from the superintendent, personal transportation may be used when school vehicles are not available and transportation is not provided.
 - Mileage for use of personal vehicles shall be reimbursed at the IRS rate of \$0.70/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 4011.

In-School Communication

Every staff member will be assigned a mailbox which needs to be checked at least once per day. 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 email accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal email during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school email 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 keys to any nonemployee (including family members) or students 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 board policy 4062 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 ~~\$5.00 4.70~~ per day or ~~\$25.00 23.50~~ per week. The lunch price includes one carton of milk. Extra carton of milk cost ~~40-50~~cents for staff. Staff members must deposit funds in their lunch accounts with Lanette or at or. before purchasing meals. Payments may also be made through e~Funds for Schools at <https://lbs.mvpbanking.com/cgi-bin/efs2/default.pl?district=56017> 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 newsletter sponsor 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 2002, 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 4043 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 text or cell communication and social networking sites, such as Facebook, Twitter, Instagram, [Tik-Tok](#), [Snapchat](#) or any similar new or existing programs-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, privately contacting any student under the age of 19 and less than one year after graduation 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 4043 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 [hours](#) 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 [textbooks](#) and school supplies must be filed with the [administration](#). 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 [the main](#) office. All activities and events must be scheduled and approved by the building principal [and athletic director](#). 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 [Activities Director](#) 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 4060 regarding the use of school vehicles. Request for vehicles must be made through the google form at the following link:

<https://docs.google.com/forms/d/e/1FAIpQLSemCtEiIkOquMI8sDTJkfkW3cEibv-eyRBemb3p8nWlpjXELw/viewform?vc=0&c=0&w=1&flr=0>

- [Vehicles must be requested as soon as you are aware of your trip or activity. Last minute requests may result in no transportation being available.](#)

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must keep classroom [doors](#) locked during the school day and 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; [vape](#) 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 with 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.

Personal Electronic Communication Devices

All staff members are ~~may~~ not to use their personal ~~cell phones~~ ECDs to make or receive calls or to send or receive text messages during instructional time. Instructional time includes the entire school day with the exception of your planning period and lunchtime. Calling during your planning period or lunchtime needs to be done in your classroom or the staff workroom.

Exceptions:

- Emergency situations including medical and/or behavioral needs.
- Use for direct instruction when needed.
- Positions where ECD use may be a requirement of completing their assigned duties.
 - Custodial Staff
 - Tech Director
 - School Nurse
 - Administration

Student Use ECDs include but are not limited to cell phones, smart watches, ear phones, blue tooth devices or any other electronic communication devices. It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.

- ECD's are not permitted to be used in the classroom (unless required by the teacher and only during the specified use), hallways, locker rooms, restrooms or other common areas of the school.
- Teachers are not be permitted to allow student to use any ECD as a reward during instructional time as defined above.
- Students will have the privilege to use their ECDs during lunch in the cafeteria only. Abuse of this privilege will result in the loss of the student's ECD during lunch.
- Exceptions to the use of ECDs are identified in policy and state law.

Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5035 Student Discipline and the student handbook.

1. The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
2. Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
3. Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

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. **Threat:** 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. **Transient threat:** an expression of anger or frustration that can be quickly or easily resolved.
 - iii. **Substantive threat:** 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. **Threat assessment:** 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 3039 related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district 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 a 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 shall consist of the superintendent as Primary Decision Maker, local law enforcement (SRO) Primary Investigator, building principal(s), guidance counselor(s), a member of the technology staff, school nurse, and school psychologist. Not all team members need to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy 5035 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., unexcused absenteeism and tardiness will not be tolerated. If not assigned to supervision duty, 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 or student supervision may be required during this period.

Teaching Supplies

Classroom supplies are ordered through your Class Wallet account. All other purchases must be preapproved by the superintendent. 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 quarter, progress reports will be sent for all students. 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 Curriculum Works for curriculum development. Lessons for the week are to be entered prior to Monday. 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.

Progress reports will be issued at the completion of the first and third nine-week period. Distribution of report cards will be made on the Wednesday following the first and second semester.

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 and lights are off 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 fall and 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. Principals will provide a duty schedule for all instructional staff.

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. Administration needs to be notified as soon as possible, followed up by a written report within 48 hours of the oral report to law enforcement of HHS.

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 integrate 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 6020 of the Humboldt Table Rock-Steinauer Public Schools and its personnel to stress multicultural 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 multicultural principles where applicable.
2. All instructional personnel shall emphasize multicultural 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 multicultural education program in the Humboldt Table Rock-Steinauer Public Schools shall be the responsibility of the Superintendent.

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 School Psychologist is available to support the special needs students and to assist the classroom teacher in meeting the needs of these children. They have background information on most students that can be of help in diagnosing and prescribing supportive activities.

Amy Kroll, 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 a progress report and the end of the first and third quarters. Report cards will be sent at the end of the first and second semesters. Classroom teachers should use the following symbols for each subject area:

<u>GRADE</u>		<u>/</u>		<u>REGULAR GRADE SCALE</u>	
<u>PERCENTAGE</u>					
<u>A+</u>	=	<u>97-100</u>		<u>A+</u>	= <u>4.0</u>
<u>A</u>	=	<u>93-96</u>		<u>A</u>	= <u>4.0</u>
<u>A-</u>	=	<u>90-92</u>		<u>A-</u>	= <u>4.0</u>
<u>B+</u>	=	<u>86-89</u>		<u>B+</u>	= <u>3.75</u>
<u>B</u>	=	<u>83-85</u>		<u>B</u>	= <u>3.5</u>
<u>B-</u>	=	<u>80-82</u>		<u>B-</u>	= <u>3.0</u>
<u>C+</u>	=	<u>76-79</u>		<u>C+</u>	= <u>2.75</u>
<u>C</u>	=	<u>73-75</u>		<u>C</u>	= <u>2.5</u>
<u>C-</u>	=	<u>70-72</u>		<u>C-</u>	= <u>2.0</u>
<u>D+</u>	=	<u>66-69</u>		<u>D+</u>	= <u>1.75</u>
<u>D</u>	=	<u>63-65</u>		<u>D</u>	= <u>1.5</u>
<u>D-</u>	=	<u>60-62</u>		<u>D-</u>	= <u>1.0</u>
<u>F</u>	=	<u>0-59</u>		<u>F</u>	= <u>0.0</u>

Grade categories will be broken into two categories Formative (homework, quizzes, participation, daily work etc.)

and Summative (chapter test, final exam, major project, etc.)

Formative will be 30% of a student's grade

Summative will be 70% of a student's grade

HTRS does not provide class credit for quarters in grades 9-12 as such semester grades will be a total of all grades per semester not an average of first quarter and second quarter.

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 and must sign in and out at the office.

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 6017

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers are encouraged to assign homework and must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments.

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.

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 at the end of each semester.

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-grades 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 regarding 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 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 the 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.

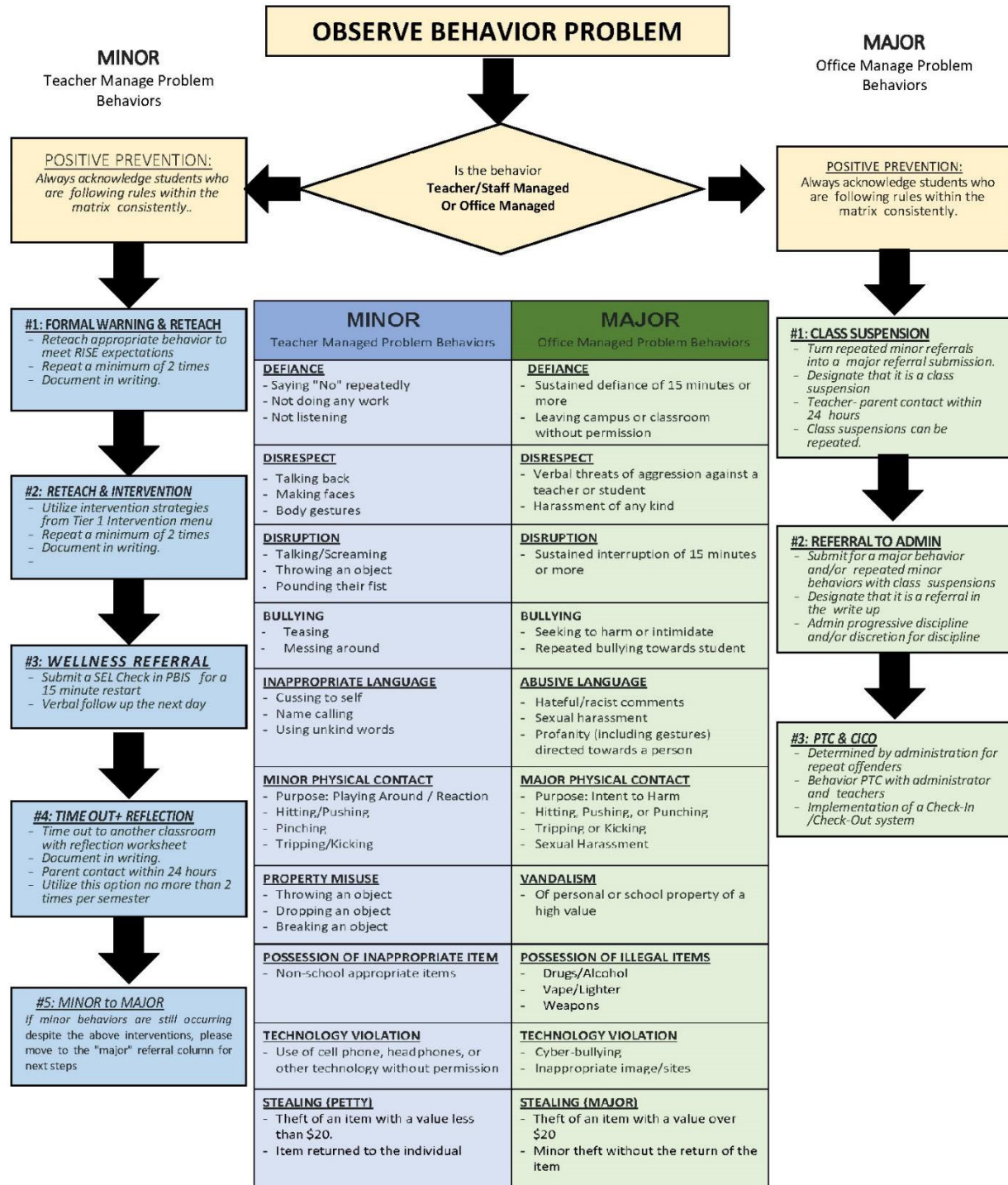
Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods. Personal work may not be done during 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.

HTRS

Behavior Intervention Flow Chart



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 members 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 aid 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

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with the school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

The District prohibits student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.
- Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

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, hoodies over their head, blankets, bandannas, and sunglasses (except for concussion protocol between 7:30 am and 4:00 pm on school days).
4. Barefoot (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. No undergarments worn and external clothing.

9. Pants and shorts worn below the waist exposing undergarments or that drag on the floor.

The above may be altered on a school-wide basis for specific situations. Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national

origin. 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 to substitute 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.

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 PTO. Sick leave bank may be used once PTO is exhausted. 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' SICK BANK is depleted it will be permanently removed.

Illness in the Family

Sick leave may be used for illness for 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 the Time Management System and approved by your supervisor. Your paid leave is automatically added to your timecard through TMS.

Classified staff are required to use their personal or sick leave before taking any unpaid leave.

Paid Holidays

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

New Year's Eve & New Year's Day	Independence Day
Good Friday	Labor Day
Memorial Day	Thanksgiving Day and following Friday

Christmas Eve & 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 2006 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	
Kyle Hilgenfeld	President
Scott Ogle	Vice-President
Quentin Bowen	Treasurer
Neal Kanel	Member
Mike Kanel	Member
Dave Mezger	Member
ADMINISTRATIVE STAFF	
Dr. George Griffith	Superintendent
Kim Caniglia	Secondary Principal (7-12)
Kim Standerford	Primary Principal (PRK-6)
Amy Kroll	SPED Director
OFFICE STAFF	
Chantel Farwell	Business Manager
Lanette Speckman	Administrative Assistant
Dena Vaughan	Administrative Assistant
CUSTODIAL STAFF	
Gary Ramer	Head

	Custodian/Maintenance
Tina Gerdes	Custodian
Kelly Joy	Custodian
Scott Sailors	Custodian
Alex Sullivan	Custodian
Carla Cash	Custodian
SPECIALISTS	
Jason Guenther	Technology Director
Kim Standerford	Data Manager
Tami Robison	K-6 Guidance
Brittany Rogers	7-12 Guidance
Alexis Bippes	Speech Pathologist
Jessica Strauch	Nurse
Chelsey Sullivan	Six-Pence
Stacey Foster	JAG
EARLY LEARNING CENTER	
Saydee Hardesty	Director ELC
Mary Ann Kroeger	ELC
Kirsten Simpson	ELC
Destinee Arnold	ELC
Heather Hardesty	Food Service ELC
TEACHING STAFF PRK-6	
Amber Bauman	Preschool
Kasey True	Preschool
Billi Jo Freeman	Kindergarten
Michelle Glathar	1 st Grade
Chambre Blondo	1 st Grade
Jenny Eickmann	2 nd Grade
Chelsea Kerwin	2 nd Grade
Shari Drake	3 rd Grade
Heather Clements	3 rd Grade
Schuyler Kuhlmann	4 th Grade
Lisa Wittrock	4 th Grade
Taylor Dunekacke	5 th /6 th Math (AD)
Grant Tuttle	5 th /6 th ELA
Angela Schnacker	Physical Education
Kade Bredemeier	Social Studies
Jaime Frey	STEAM
Ashlee Meyer	Title 1
Dennette Wheeler	Title I/Barton Int.
Vicki Mulholland	Special Education
GRADES 7-12	
Amanda Bowen	English Language Arts
Zadie Smith	English Language Arts
Kristi Hilgenfeld	Math
Megan Howe	Math
Donna Railsback	Science

Taylor Shafer	Science
Madison Bredemeier	Science
Carl Linnerson	Social Studies
Kade Bredemeier	SS/ Bus/ Robotics/Info Tech
Scott Burger	Business
Sharon Joyner	Art
Jenna Stalder	Industrial Arts
Sara Kappel	Media Specialist
Megan Vrbka	VoAg/FFA
Maren DeJonge	VoAg/Intro to Ed/WBL
Alexis Wittwer	Physical Education
Jamie Stice	Physical Education Aide
Michael Coffey	5-12 Music
Stephanie Schmit	FCS/Online Proctor
Carmen Eppens	Special Education
Mary Grace Thiltges	Special Education
Sheila Snodgrass	Special Education
Paraprofessionals	
Doris Barg	WIN SPED
Eldon Russell	WIN SPED
Elaine Kelly	TAL Aid
Vicki Bursovsky	SPED
Teresa Gartner	SPED
Rhiannon Kohler	SPED
Dawn Sherman	SPED
Ronnie Schiffbauer	SPED
Chelsea Shelton	SPED
Koalton Taiclet	SPED
Melinda Strong	CNA/SPED
CHILD NUTRITION PROGRAM	
Cady Saunders	Cafeteria Manager
Kim Slama	Cook
Melanie Beemer	Cook
TRANSPORTATION	
Scott Freeman	Head Transportation /Grounds
Mike Slatten	Route Driver
Rene Jones	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 4051 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 2005.
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 4043 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 4051 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 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 shall 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 are also not allowed to make any press releases or other official communications on behalf of the district without prior administrative approval. In other words, staff do not speak "for the district" directly or indirectly unless specifically authorized and directed to do so.

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 always comply with the board's policy on professional boundaries between staff and students 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 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 regarding 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.~~

1. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons. Student communication must be consistent with the district's professional boundaries policies and expectations.
2. 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. This includes spotting AI-generated content, fakes, spoofs, and discerning the quality and reliability of content.

Unacceptable Use

1. Staff shall ~~not never~~ 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, ~~TwitterX, and~~ Instagram, ~~Snapchat, and TikTok~~ on school-owned devices or during school time unless ~~such access is for an educational activity permitted by district policy or 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.
4. Any electronic communication with students must include the student's parents or be a team communication. Individual text, phone calls or other non-school related social media communications may be considered a violation of professional boundaries.

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 or tags or links to official school accounts on another account may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, lascivious, true threat 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 fighting words or content that is threatening, harassing, or discriminatory ~~words or phrases~~;
- ~~3-4.~~ Advocates, promotes, or encourages the use of drugs, alcohol, or other prohibited substances;
- ~~4-5.~~ Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
- ~~5-6.~~ Contains any other threat to the safety of students and staff.

The district may restrict access to its official accounts for violations of these rules, such as deleting comments or prohibiting comments. Accounts that are not official school accounts are those owned and operated by board members and employees for their personal use, even if they discuss school matters.

Every school official account administrator must keep a copy of any removed content or banned/blocked individual account 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.

Teacher Duty Schedule

Below is your duty schedule for the year. If you are unable to do your scheduled duty for a given assignment, you are responsible for finding someone to cover your time. Teachers assigned lunch duty will receive a free school lunch on the day of your duty and one period sub pay per duty day.

BREAKFAST SUPERVISION-7:45-7:55 in the Cafeteria					
Week of:		November 3	Tuttle	March 2	Kuhlmann
August 14	All Staff	November 10	Wheeler	March 9	Glathar
August 18	Frey	November 17	Robison	March 16	Eickmann

August 25 True	November 24 Bippes	March 23 Kerwin March 30 Clements
September 1 Bauman September 8 Freeman September 15 Meyer September 22 Glathar September 29 Eickmann	December 1 Drake December 8 Schnacker December 15 Kerwin	April 6 Meyer April 13 Wheeler April 20 Tuttle April 27 Schnacker
October 6 Blondo October 13 Clements October 20 Kuhlmann October 27 Wittrock	January 5 Mulholland January 12 Robison January 19 Wittrock January 26 Blondo	May 4 Mulholland May 11 Bippes May 18 Drake
	February 2 Frey February 9 True February 16 Bauman February 23 Freeman	
MORNING SUPERVISION-7:45-7:55 in the Old Gym		
Week of: August 14 All Staff August 18 Wheeler August 25 Drake	November 3 Kuhlmann November 10 Tuttle November 17 Wittrock November 24 Glathar	March 2 Robison March 9 True March 16 Wittrock March 23 Tuttle March 30 Mulholland
September 1 Mulholland September 8 Robison September 15 Kuhlmann September 22 Kerwin September 29 Schnacker	December 1 Blondo December 8 Frey December 15 Bauman	April 6 Blondo April 13 Clements April 20 Eickmann April 27 Freeman
October 6 True October 14 Bippes October 20 Frey October 27 Meyer	January 5 Freeman January 12 Bippes January 19 Schnacker January 27 Eickmann	May 4 Meyer May 11 Bauman May 18 Wheeler
	February 2 Glathar February 9 Clements February 16 Kerwin February 23 Drake	

BEFORE & AFTER SCHOOL SUPERVISION-7:45-7:55 & 3:30-3:45 in the Commons		
Week of: August 14 All Staff August 18 Coffey August 25 M. Bredemeier	Week of: November 3 Dunekacke November 10 Whitwer November 17 Thiltges November 24 Tlamka	Week of: March 2 K. Bredemeier March 9 Dunekacke March 16 Rogers March 23 Bowen March 30 Howe
September 1 Burger September 8 Rogers September 15 Bowen September 22 Stice	December 1 Railsback December 8 Joyner December 15 Howe	April 6 Snodgrass April 13 Hilgenfeld April 20 Smith

September 29 Bredemeier	K.		April 27 Vrbka
October 6 October 13 October 20 October 27	Hilgenfeld Stalder Linnerson Vrbka	January 5 January 12 January 19 January 26	Eppens Schafer Foster Burger
		February 2 February 9 February 16 February 23	DeJonge Schmit Snodgrass Coffey
BEFORE & AFTER SCHOOL SUPERVISION-7:45-7:55 & 3:30-3:45 at Bus Intersection			
Week of: August 14 August 18 August 25	All Staff Joyner Railsback	Week of: November 3 November 10 November 17 November 24	Week of: March 2 March 9 March 16 March 23 March 30
September 1 September 8 September 15 September 22 September 29	Linnerson Tlamka Schafer Eppens Thiltges	December 1 December 8 December 15	Howe Bowen Vrbka
October 6 October 13 October 20 October 27	Foster Stice DeJonge Schmit	January 5 January 12 January 19 January 26	Stalder Hilgenfeld Snodgrass Rogers
		February 2 February 9 February 16 February 23	K. Bredemeier M. Bredemeier Smith Railsback
			Smith Stalder Joyner Foster Eppens
			Thilges Schmit DeJonge Stice
			Schmit Whitwer Tlamka

HTRS TITANS



2025-2026 Titan School Calendar

Approved 7/14/2025

August 2025						
Su	M	Tu	W	Th	F	Sa
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September 2025						
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October 2025						
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February 2026						
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March 2026						
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April 2026						
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May 2026						
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- 5 Teacher Workday/Inservice
- 5 1:30 Dismissal
- 5 No-School Holiday
- 5 End of Quarter

170 Student Days - 185 Teacher
Includes 1 day for P/T Conf and Open House)

August 2025 (12 Student / 18 Teacher)

- 6 Video Training Day/New Teacher Orientation
- 7-8 Teacher In-service
- 11 First Day Fall Practice
- 11-13 Teacher In-service
- 14 First Day K - 12
- 18 First Day PreK

September 2025 (19 Student / 19 Teacher)

- 1 No-School / Labor Day
- 10 1:30 Dismissal / Fair
- 11-12 No-School / Fair

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- 3 No School Teacher In-Service
- 17 End of 1st Quarter (43 Days)
- 20 1:30 Dismissal / P-T Conferences 2:00 pm to 7:00pm
- 24 No School

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- 3 No School - Teacher In-Service
- 17 First Day of Winter Practice
- 26-28 Thanksgiving Break

December 2025 (15 Student / 15 Teacher)

- 19 1:30 Dismissal / End 1st Semester (83 Days)
- 24-28 5 Day Practice/Competition Moratorium
- 22-31 No-School / Christmas Break

January 2026 (17 Student / 19 Teacher)

- 1-2 No-School / Christmas Break
- 5 No-School / Teacher Workday
- 6 Start of 2nd Semester
- 19 No-School
- 26 No-School -Teacher Workday

February 2026 (18 Student / 19 Teacher)

- 2 No School/ Teacher In-service
- 24 1:30 Dismissal - P/T Conferences 2:00 pm to 7:00pm
- 27 No School

March 2026 (19 Student / 21 Teacher)

- 6 End 3rd Quarter (40 Days)
- 18 No School / Teacher Workday
- 19 No School
- 20 No School / Teacher Workday

April 2026 (20 Student / 20 Teacher)

- 3 No School / Good Friday
- 6 No School

May 2026 (13 Student / 1 Seniors / 14 Teacher)

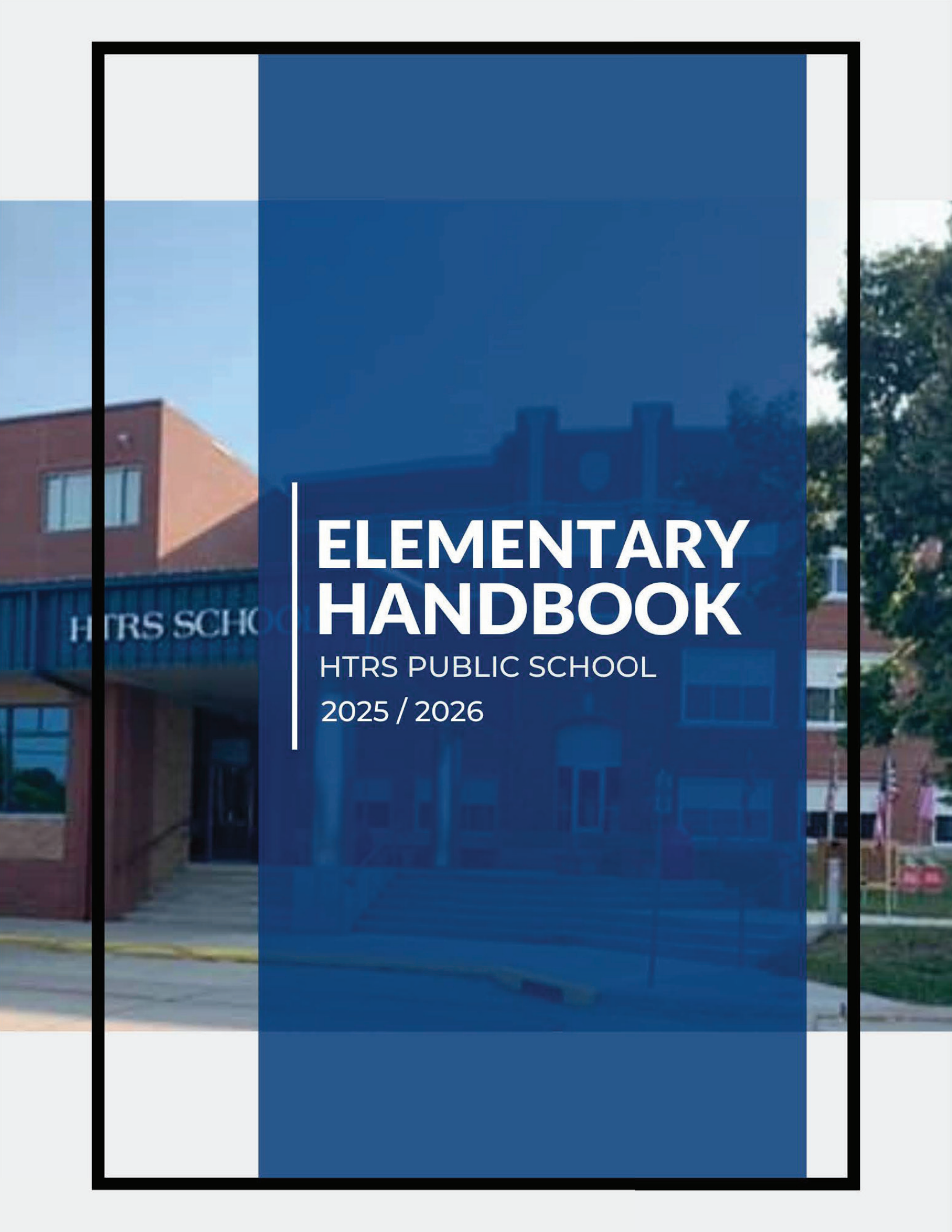
- 1 Senior's Last Day
- 4 10:00AM Start - Teacher Appreciation
- 7 PreK Last Day
- 9 Graduation 2:00 pm
- 19 1:30 Dismissal /Last Day / End 2nd Semester (87 Days)
- 20 Teacher Workday

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



ELEMENTARY HANDBOOK

HTRS PUBLIC SCHOOL

2025 / 2026

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HTRS Public School
810 Central Ave.
Humboldt, NE 68376
Phone: (402) 862-2151
www.htrstitans.com

Dear Parents and Guardians,

Welcome to a new and exciting school year at HTRS Elementary! Whether you are a returning family or new to our school community, we are thrilled to partner with you in your child's educational journey.

At HTRS: Empowering all learners for the challenges of tomorrow.. We believe every child has unique strengths and the potential to thrive when provided with a safe, nurturing, and engaging learning environment. Our dedicated staff is committed to inspiring curiosity, fostering critical thinking, and building a strong foundation in both academic and social-emotional growth.

This year, we will continue to focus on high-quality instruction, meaningful relationships, and innovative learning experiences that prepare students for success, not just in the classroom, but in life. We encourage open communication and welcome your involvement in our school community, as we know that strong partnerships between home and school lead to greater student achievement.

Please stay connected through our school website, newsletters, and classroom communication tools. I also invite you to reach out anytime with questions, concerns, or ideas—we are in this together.

Thank you for entrusting us with your child's education. Let's make this a fantastic year of learning, growth, and success!

With warm regards,



Kim Standerford
Elementary Principal

Intent of Handbook

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about HTRS Elementary School. Students and their parents must become familiar with the handbook. Parents can use it as a resource and assist their children in following the rules contained within. 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, state and federal statutes, and regulations.

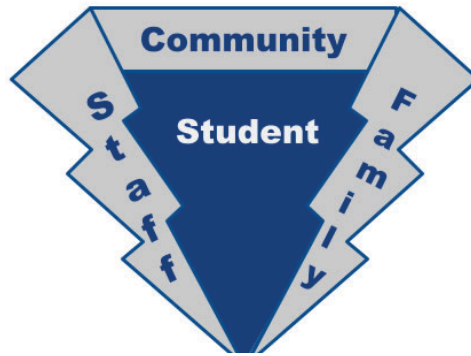
Board of Education	
Kyle Hilgenfeld - President	Scott Ogle - Vice President
Neal Kanel	David Mezger
Mike Kanel	Quentin Bowen
Administrative Staff	
Dr. George Griffith	Superintendent
Kim Caniglia	Secondary Principal (7 - 12)
Kim Standerford	Elementary Principal (PreK - 6)
Amy Kroll	Special Education Director
Taylor Dunekacke	Athletic Director
Specialist	
Jason Guenther	Technology Director
Kim Standerford	Data Steward/Technology Integration

Brittany Rogers	Guidance Counselor (7 - 12)
Tami Robison	Guidance Counselor (PreK - 6)
Alexis Bippes	Speech Pathologist
Jessica Strauch	School Nurse
Jeff Tlamka	School Psychologist
Chelsey Sullivan	Six Pence/ELC Co-Director
Stacey Foster	JAG
Office Staff	
Chantel Farwell	Business Manager
Lanette Speckmann	Administrative Assistant
Dena Vaughan	Administrative Assistant
Elementary Staff (PreK - 6)	
Kasey True	Preschool 3-year-olds
Amber Bauman	Preschool 4-year-olds
BJ Freeman	Kindergarten
Michelle Glathar	1st Grade
Chelsea Kerwin	1st Grade
Chambre Blondo	2nd Grade
Jennifer Eickmann	2nd Grade
Heather Clements	3rd Grade
Shari Drake	3rd Grade
Lisa Wittrock	4th Grade
Schuyler Kuhlmann	4th Grade/5th Grade Math
Grant Tuttle	5th & 6th Grade ELA/Social Studies
Taylor Dunekacke	6th Grade Math

Donna Railsback	6th Grade Science
Jaime Frey	5th Grade Science/STEAM
Sarah Volker	5th & 6th Grade Music
Angela Schnacker	Physical Education/Health
Ashlee Meyer	Title 1
Dennette Wheeler	Title 1/Barton Interventionist
Vicki Mulholland	Special Education
Mary Grace Thiltges	Special Education
Carmen Eppens	Special Education
Sara Kappel	Media Specialist
Secondary Staff (7 - 12)	
Amanda Bowen	English Language Arts
Zadie Smith	English Language Arts
Kristi Hilgenfeld	Math
Megan Howe	Math
Madison Bredemeier	Science
Taylor Schafer	Science
Donna Railsback	7th & 8th Grade Science
Carl Linnerson	Social Studies
Kade Bredemeier	7th & 8th Grade SS/Robotic/Info Tech
Scott Burger	Business
Sharon Joyner	Art
Jenna Stalder	Industrial Arts/STS
Sara Kappel	Media Specialist
Megan Vrbka	Voc. AG/FFA

Maren DeJonge	Voc. AG/WBL/Grow Your Own
Alexis Wittwer	Physical Education
Michael Coffey	Music
Sarah Volker	Music
Stephanie Schmit	FCS/FCCLA
Sheila Snodgrass	Special Education
Mary Grace Thiltges	Special Education
Paraprofessionals	
Doris Barg	Special Education
Eldon Russell	Special Education
Elaine Kelly	TAL/ISS Aide
Vicki Bursovsky	Special Education
Teresa Gartner	Head Start/Preschool
Rhiannon Kohler	Special Education
Dawn Sherman	Special Education
Veronica Schiffbauer	Special Education
Chelsea Shelton	Special Education
Koalton Taiclet	Special Education
Melinda Strong	Special Education
Custodial Staff	
Gary Ramer	Head Custodian Staff/Maintenance
Tina Gerdes	Custodian
Kelly Joy	Custodian
Scott Sailors	Custodian
Karla Cash	Custodian

Alex Nelson	Custodian
Early Learning Center	
Saydee Hardesty	Director ELC
Mary Ann Kroeger	ELC
Destinee Arnold	ELC
Kirsten Simpson	ELC
Heather Hardesty	Food Service ELC
Child Nutrition Program	
Cady Saunders	Cafeteria Manager
Kim Slama	Cook
Melanie Beemer	Cook
Transportation	
Scott Freeman	Head Transportation/Grounds
Mike Slatten	Route Driver
Rene Jones	Route Driver



District Mission

Empowering all learners for the challenges of tomorrow
#TitanPride

District Vision

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

HTRS Belief Statement

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, the community, and the staff

HTRS School Improvement Goals

- Geometry PK-5 Students at or above the MAPS 60th percentile benchmark will maintain or improve proficiency. 80% of students below the 60th percentile will meet their projected MAPS growth.
- ELA PK-1 Foundations of Reading: Students at or above the MAPS 60th percentile benchmark will maintain or improve proficiency. 80% of students below the 60th percentile will meet their projected MAPS growth.
- ELA 2-5 Characteristics of Informational Text: Students at or above the MAP 60th percentile benchmark will maintain or improve proficiency. 80% of students below the 60th percentile will meet their projected MAPS growth.

HTRS TITANS



2025-2026 Titan School Calendar

Approved 7/14/2025

August 2025						
Su	M	Tu	W	Th	F	Sa
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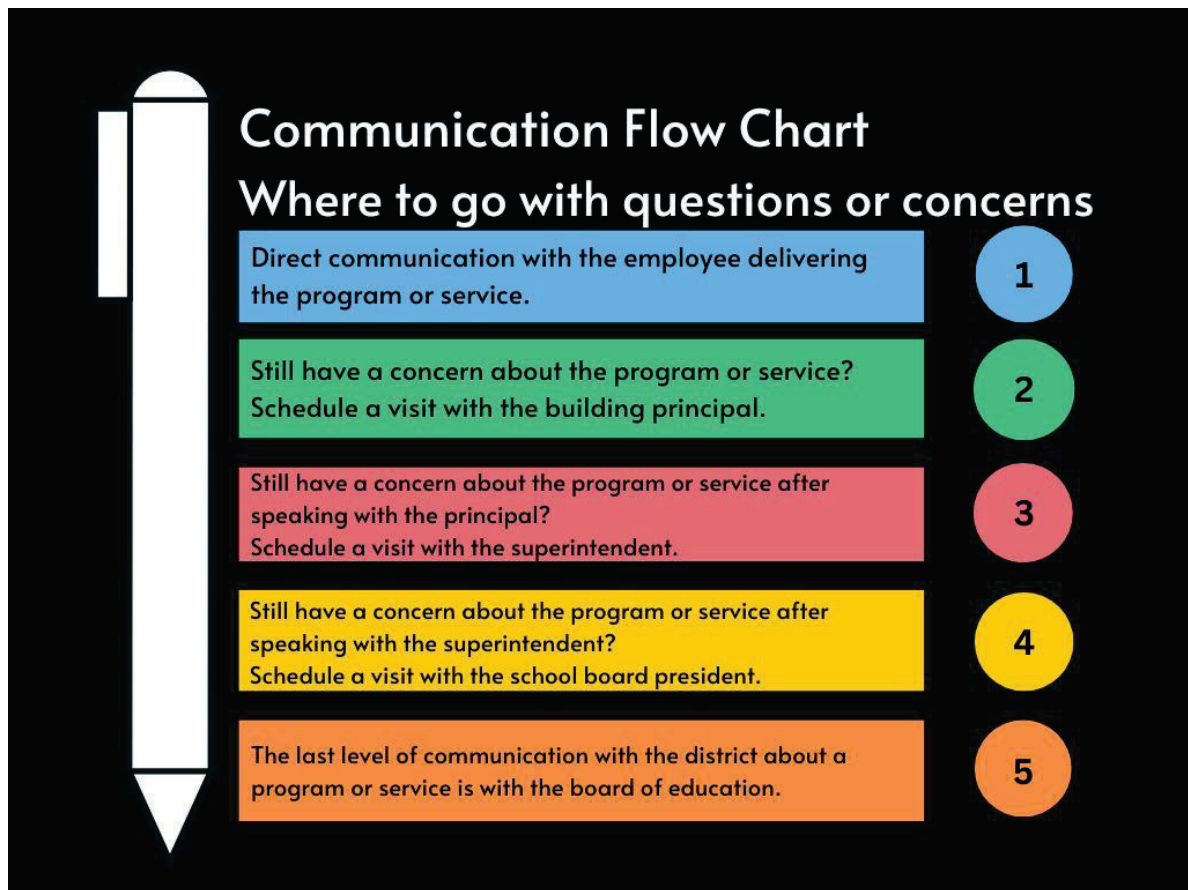
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- 7 PreK Last Day
- 9 Graduation 2:00 pm
- 19 1:30 Dismissal /Last Day / End 2nd Semester (87 Days)
- 20 Teacher Workday



Complaint Procedure

Board Policy 2006

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.

Under this policy, factual conclusions will be based on the preponderance of the evidence.
Complaint & Appeal Process.

- 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.
- 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.

- Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - Complaints about the operations of HTRS or a building principal should be submitted in writing to the superintendent of schools.
 - Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - Complaints involving discrimination or harassment based on 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.
- When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
- Determine whether the complainant has discussed the matter with the staff member involved.
 - If the complainant has not, urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 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.
 - Strongly encourage the complainant to reduce his or her concerns in writing.
 - Interview the complainant to determine:
 - All relevant details of the complaint;
 - All witnesses and documents which the complainant believes support the complaint;
 - The action or solution which the complainant seeks.
 - Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator, or Title IX/504 coordinator receive the complaint.
- 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. The superintendent may assign a qualified designee to hear any appeal.
- This appeal must be in writing.
 - This appeal must be received by the superintendent no later than ten (10) business three (3) calendar days from the date of the decision.
 - For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she

- deems appropriate.
- The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.
 - The board's role is to set policy, establish and implement a budget, and evaluate the superintendent's performance. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:
 - When the complaint is about a board policy, not implementation of the policy;
 - When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
 - When the board is required by law, policy, or contract to hear a complaint or appeal.
 - If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, he or she may appeal the decision to the board.
 - This appeal must be in writing.
 - This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - The board president will notify the complainant, and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - There is no appeal from any decision of the board unless authorized by law.
 - Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly

investigate the complaint, and shall

- Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- Determine whether the complainant has discussed the matter with the superintendent.
 - If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 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 or must be pursued further.
- Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
- Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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 way 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 for 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 way 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 suspected of having a disability must be submitted in writing to HTRS's Director of Special Education or 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.

Article 2 - School Day Procedures

Elementary School Daily Schedule

	School begins at:	School dismisses at:
Preschool (Monday - Thursday)	8:00 AM	3:25 PM
Kindergarten	8:00 AM	3:25 PM
1st & 2nd Grades	8:00 AM	3:30 PM
3rd & 4th Grades	8:00 AM	3:34 PM
5th & 6th Grades	8:00 AM	3:34 PM

Before School Supervision

Students are expected to arrive at school no earlier than 7:30 AM. Before 7:30 AM, the school is not responsible for student supervision. The road in front of the school will be closed from 7:30 AM to 8:00 AM each school day. Please drop off students in the designated vehicle area in the parking lot. Students are to proceed to the cafeteria for breakfast or the designated area for their grade level.

After-School Supervision

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.

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 planning, team meetings, staff meetings, etc. Therefore, if an emergency occurs or for any other reason, children will be picked up late; please notify the school.

After-School Safety

Students should look both ways before crossing the road and avoid walking behind parked vehicles. Parents who pick up students after school should park in the west parking lot, using the designated spaces for student drop-off or pick-up. Parents are encouraged to walk to the holding area to get their child.

Buses pick up children on the west side of the building. This area will be closed from 3:20 PM to 3:45 PM.

Leaving During the School Day

For the protection of your child, your cooperation in the following procedures will be appreciated. Students leaving school during the day must bring a note signed by a parent or guardian stating the reason for the absence, or call the office with the pertinent information for leaving. This procedure includes the lunch hour period.

Children are to check out in the front office before leaving the building.

- A parent or guardian must sign the child out at the school office. Parents or guardians are not to enter the classroom without checking in at the main office.
- Student(s) must leave the building with a parent or guardian. Elementary students are not permitted to leave school without an adult.
- School attendance is required to participate in extracurricular activities that day.
- Please advise your child(ren) about stranger safety procedures.

After School Plans

If a child plans to go home with a friend, those arrangements must be made between the parents ahead of time. The child must 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.

Parental Custody Information

(Board Policy 5020)

It is the responsibility of the parent with whom the student resides to inform the Principal of any custody arrangements and to provide details regarding visitation restrictions for the noncustodial parent. If a noncustodial parent is legally restricted from contact with the student, a copy of the court order must be on file at the school. While the school will make every reasonable effort to uphold court-ordered visitation restrictions, it cannot assume responsibility for the student once they leave school grounds. Upon request, student progress reports and other official communications will be made available to both parents. (Board Policy 5020)

Emergency Contact Information

Parents or guardians are required to complete an emergency information form for each child

enrolled in the district. This form must include the name of the family physician, current contact information for parents or a responsible adult, and any specific emergency instructions.

It is the responsibility of the parent or guardian to promptly notify the school of any changes to this information during the school year to ensure timely and effective communication in the event of an emergency.

Closed Campus

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

Severe Weather and School Cancellations

The Superintendent will occasionally announce an emergency early school dismissal, late start, or school cancellations due to extreme heat, snow, or ice. The Apptegy System is used when a cancellation of school, a late start, or early dismissal. The Apptegy System calls all staff and parents within minutes to inform them of schedule changes.

School closings will also be announced on radio and television stations.

Radio Stations

KLZA 101.3
KMZA 92.9
KTNC 1230
KNZA 103.9
KNCY 1260
KUTT 99.5

Television Stations

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 the school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their child(ren) home after contacting the district office. If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Emergency Conditions

The school follows the Standard Response Protocol in an emergency. A copy of tornado and fire evacuation procedures, as well as the school's Standard Response Protocol (SRP) is posted in each classroom. The school has a signal to activate the necessity to either evacuate the building or move to safer areas of the building. Regular drills are held as required by law throughout the school year.

School Visitors

Parents or guardians are always welcome to visit our school. Visitors are required to sign in at the main entrance with the secretary. A badge will be given to you. Please return the badge upon your departure. Visits to classrooms are encouraged, provided that it does not interfere with or disrupt the educational program, individual students, or create a safety concern. Parents or guardians must obtain approval from the building principal or classroom teacher. Please follow these guidelines:

- 24-hour notice to the office or teacher before your visit.
- Limit visits to one hour, unless special arrangements are made with the classroom teacher.
- Visits during a specific lesson or subject must be approved by the teacher or principal beforehand.
- Please arrange visitations after the first three weeks of school and before the last two weeks of school.
- Parents or guardians are expected to check in and check out at the main entrance.

School Property

Students are responsible for the proper care and use of all school property, including furniture, books, equipment, and supplies. Students who damage school property may face consequences, including replacement, repayment, or actions deemed appropriate by the school administration.

School Lockers

The administration has the right to conduct periodic, random searches of school lockers, desks, computers, and other school property. School officials may search a student's personal property if there is a reasonable suspicion that the search will uncover evidence of a school rule violation. Any item(s) that have been or are reasonably expected to be used to disrupt or interfere with the safety of the students and staff and/or of the educational programs may be removed from the student's possession.

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 video surveillance captures a student or other building user violating school rules, district policies, or local, state, or federal laws, the recording may be used in disciplinary actions and may also be shared with law enforcement as appropriate. 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, similar to 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 made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Bicycles, Skateboards, Scooters, & Roller Blades/Heelys

Students are to park their bikes in the appropriate racks and away from the door. 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 the sidewalks on the school grounds (this includes before and after school). Skateboards, rollerblades, scooters, and Heelys are not to be brought to school.

Student Valuables

Students, not the school, are responsible for their personal property and valuable items brought to school. The school or school personnel are not responsible for any personal items brought from home that are damaged, lost, or stolen. Items such as radios of any kind, cell phones, any type of toys, dolls, model cars, or items not usually found as school equipment are better off at home. Toys confiscated by school personnel may not be returned to the student until the end of the year.

Lost and Found

All lost and found items are to be taken to the main office. Students may claim lost items there. Unclaimed items will be donated to the local charity or otherwise disposed of after each semester.

The Bolt Newsletter

The Bolt is published once a month. The newsletter will be accessible on the school website. If you would like a printed copy, please contact the main office and give them your address.

School Website

Additional information about our school, including events, lunch menu, board meeting agendas, etc., can be found on our district's website at: www.htrstitans.com.

Copyright and Fair Use Policy

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 them. 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>.

School Assemblies

Assemblies are for the education and enjoyment of all students. Students are expected to:

- Enter the designated area quietly and sit in the assigned place.
- Follow the rules as directed by the adults.

- Remain quiet and in one place until the program is over.
- Show the guest speaker/performer your appreciation with respectful applause. (no whistles, whoops, yells, or boos)
- Quietly leave the assembly and return to class as directed by the teacher.

School Pictures

Individual school pictures will be taken during the school year. Notices will be sent home before the pictures are taken. Parents or guardians may purchase pictures if they choose.

Birthday Treats, Holiday, and Classroom Snacks

Student birthdays, holiday parties, and other treats may be shared with classroom peers and teachers. Suckers are discouraged because of safety concerns. Please make sure the birthday treats do not include nuts of any kind, and treats cannot be refrigerated at school due to limited space. The treats will need to be consumed before dismissal time. Balloons and/or flower bouquets sent to students will remain in the office until the end of the school day.

Outside Party Invitations

Although special parties 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.

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.

Article 3 - Student Attendance

Policy No. 5001

Compulsory Attendance and Excessive Absenteeism

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

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

- Education of parents regarding school attendance requirements.
- Effective policies and practices for monitoring attendance.
- Clear definition of excessive absenteeism and a two-stage response to excessive absences.

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

Required Attendance

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

Mandatory Attendance Age

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

Discontinuing enrollment – 5-Year-Old Students

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

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

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form that is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll. Only children disenrolling to attend an exempt 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 exempt 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 the attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

- Students are expected to attend every class, every day.
- The only "excused" absences shall be:
 - 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;
 - Absences when the Nebraska State Patrol confirms, in writing, that weather conditions have made the roads impassable, so that the student's attendance is

- impracticable or impossible;
- Student attendance at a school-sponsored activity;
- The student has been suspended or expelled from school by the school district; and
- Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- All other absences, including absences for physical or mental illnesses, family events, and routine appointments, are simply “absent.”
- 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 study. The location and supervision of the student will be determined by the building principal in consultation with the student’s classroom teacher(s).
- Students must not be absent from any course more than 14 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.

Attendance Incentives:

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

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

After each semester, building principals report to the board what incentives were implemented and the effectiveness of the incentives in improving student attendance and engagement.

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

First Stage Response to Absences

First Stage Response to Excessive Absences

- 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.
- Parents/Guardians will be notified by letter after five (5) absences per school year and again at ten (10) absences a school year.. After fifteen (15) absences in a school year, a meeting will be called and a collaborative agreement addressing barriers to attendance will be held.
- This meeting must be attended by the attendance officer, parents, social worker or principal, and the student (if appropriate).
- This meeting shall be documented.
- The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.
- Building principals must meet with teachers who have 10% of their students miss seven or more days of class in any given quarter to review strategies to increase student engagement. A consistent pattern of student absences from a teacher's classes may result

in a formal remediation plan.

- The superintendent must meet with the building principal if more than 10% of students miss seven or more days of class in any quarter to review strategies to improve the school building's climate. A consistent pattern of building-wide absenteeism may result in a formal remediation plan

Second State Response to Absences

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

Tardy Policy

Belief Statement

All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Definitions

A. Tardies

A tardy is any late arrival to any class period. This could be to the first period of the day or any class period including Study Hall. A student will be considered tardy up to the first fifteen (15) minutes of the first period. After fifteen (15) minutes a student is counted as absent.

All other periods, a student is counted tardy up to ten (10) minutes. After 10 minutes, the student will be counted absent from class.

B. Reporting Period

A tardy report will be run every day during the school year. This report will be analyzed by the attendance secretary, and the administrators will administer tardies.

Procedures

Step 1:

After every increment of five (5) tardies across all periods, a student will be notified that they must serve a 30 minute detention to be served during the student's assigned lunch period. The parent/guardian will be notified by phone or email.

- A student must serve a thirty (30) minute detention for each increment of five (5) tardies across all periods.

Step 2:

If a student does not serve their detention for every increment of five (5) tardies, they will be assigned an In School Suspension(ISS) for one day.

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.

Article 4 - Scholastic Achievement

Grade Scale

The following grade scales are used for reporting student progress. Grades are based on classroom academic performance in curriculum content areas.

Preschool uses the GOLD assessment system. GOLD checkpoints are completed in October, February, and May. Reports are shared with parents or guardians following each checkpoint completion.

Kindergarten to 3rd Grade Symbols for Evaluation

4 Exceeds district standards	3 Meets district standards	2 Approaches but does not meet district standards	1 Does not meet district standards

Grade Scale for 3rd to 6th Grade

A+ 97 - 100	B+ 86 - 89	C+ 76 - 79	D+ 66 - 69	F 59 - 0
A 93 - 96	B 83 - 85	C 73 - 75	D 63 - 65	
A- 90 - 92	B- 80 - 82	C- 70 - 72	D- 60 - 62	

Progress Reports and Academic Monitoring

Progress reports will be provided at the end of each quarter. Teachers may provide progress reports to communicate students' academic performance before the end of the quarter. In many cases, these reports are shared at the midpoint of each academic quarter. Parents/guardians are encouraged to contact their child's teacher directly for specific information regarding academic progress.

For students in grades 3–5, parents/guardians can also monitor grades online through PowerSchool.

Report Cards

Report cards are issued at the end of each academic semester. In grades 3, 4, and 5, student progress is indicated using percentages and letter grades. In kindergarten through 2nd grade,

numerical indicators are used to reflect student growth and progress toward grade-level skills.

Promotion and Retention

Students are placed at the grade level that best meets their academic, social, and emotional needs, as determined by the professional staff. While students typically advance from one grade to the next each year, retention may be considered when, in the judgment of the professional staff, it is in the best interest of the student's educational development and aligns with the goals of the educational program.

Parents or guardians have the right to express disagreement with a retention recommendation by submitting their concerns in writing to the administration.

Student Testing/Assessment

Throughout the school year, students participate in a variety of assessments and screeners designed to measure academic achievement and social-emotional development. Key assessment tools include the Nebraska Student-Centered Assessment System (NSCAS) in Reading, Math, and Science; FastBridge assessments in Reading, Math, and Social Emotional Learning (SEL); as well as ongoing teacher observations and classroom-based assessments. These tools are essential components of instruction and progress monitoring at all elementary grade levels.

Kindergarten - Second Grade

Fastbridge - Reading and Math

MAP - Reading and Math

Teacher - Classroom observations/assessments

Third Grade

NSCAS - Reading Test (Nebraska Statewide Reading Test)

NSCAS - Math Test (Nebraska Statewide Math Test)

MAP - Reading, Math, Language Arts, and Science

Fastbridge - Reading, Math, and SEL

Teacher - Classroom observations/assessments

Fourth Grade

NSCAS - Reading Test (Nebraska Statewide Reading Test)

NSCAS - Math Test (Nebraska Statewide Math Test)

MAP - Reading, Math, Language Arts, and Science

Fastbridge - Reading, Math, and SEL

Teacher - Classroom observations/assessments

Fifth Grade

NSCAS - Reading Test (Nebraska Statewide Reading Test)

NSCAS - Math Test (Nebraska Statewide Math Test)

NSCAS - Science Test (Nebraska Statewide Science Test)

MAP - Reading, Math, Language Arts, and Science

Fastbridge - Reading, Math, and SEL

Teacher - Classroom observations/assessments

Sixth Grade

NSCAS - Reading Test (Nebraska Statewide Reading Test)

NSCAS - Math Test (Nebraska Statewide Math Test)

NSCAS - Science Test (Nebraska Statewide Science Test)

MAP - Reading, Math, Language Arts, and Science

Fastbridge - Reading, Math, and SEL

Teacher - Classroom observations/assessments

Parent-Teacher Conferences

Parent-teacher conferences are scheduled following the first quarter and again before the third quarter. A link to Signup.com will be provided to allow parents/guardians to select a conference time that works best for them.

To support consistent communication and ensure all parties receive the same information, divorced or separated parents/guardians are asked to attend the same conference session whenever possible.

Parents/guardians are also encouraged to reach out to their child's teacher(s) to schedule additional conferences as needed throughout the school year.

Academic Integrity

HTRS Elementary believes in honesty, responsibility, and completing your work. Academic integrity means making good choices and being honest in everything you do.

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 teacher's permission.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person or artificial intelligence (AI) 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 an artificial intelligence program.
- Failing to give credit for ideas, statements, facts, or conclusions that 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.

Homework**(Board Policy 6017)**

Homework consists of assignments given by teachers for students to complete outside of class time. Its purpose is to reinforce learning and support mastery of concepts and skills outlined in the written and taught curriculum. Teachers are encouraged to assign homework thoughtfully, using their professional judgment to consider the length, level of difficulty, and each student's readiness to engage with the material.

After-School Requirements

On occasion, a student may be required to stay after school to complete missed work or for disciplinary reasons. Parents will be notified to arrange a mutually agreeable day for the student to remain after school.

Article 5 - Student Conduct Rules**General Discipline Philosophy****(Board Policy 6024)**

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:

- HTRS's discipline policy is intended to ensure that students take responsibility for their behavior.
- Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents
- 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.
- Parents play a vital role in supporting and reinforcing HTRS's expectations of their students.
- 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 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.

- 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 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.
- 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 school-sponsored suspension 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 positively will have their In-School Suspension extended. Students are not eligible to compete in

extracurricular activities until they have completed their time in ISS unless it is a graded activity.

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 out-of-school suspension) on the following grounds:

- Conduct constituting grounds for expulsion as hereinafter set forth; or
- 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:

- 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.
- 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.
- 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.
- 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.

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

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.

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 a 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.

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.

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:

- Use of violence, force, coercion, threat, intimidation, or similar conduct (including the use of synthetic media such as "Deepfakes") in a manner that constitutes a substantial interference with school purposes;
- 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.

- 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;
- Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 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*);
- 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*);
- 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;
- Engaging in bullying as defined in section 79-2,137 and in these policies.
- 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;
- 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
- 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:
 - 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;
 - 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;
 - Violating school bus rules as set by HTRS or district staff;
 - 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.;

- 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;
- Possession of pornography including creation, possession, dissemination, accessing, sale, or any use of synthetic media such as deep- fakes;
- Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically) including creation, possession, dissemination, accessing , sale, or any use of synthetic media such as deep- fakes;
- 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;
- 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;
- 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;

- Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion.

Weapons/Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

- The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
- Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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

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

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and

federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm to school.

- Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or “look-a-like” weapon;
- Using any object to simulate possession of a weapon;
- 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
- 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.

Need for Searches.

The district has seen a marked increase of disciplinary issues related to possession of vaping devices, along with other contraband and unsafe items on school grounds, in school vehicles, and at school activities. Possession of these items disrupts the educational environment and poses a substantial risk to the health and safety of students, school personnel, and patrons, but many of the items of concern are difficult to detect and may be hidden by students intentionally. For these and other reasons, the board authorizes reasonable searches of students’ possessions and their persons by school administration, or those individuals designated by administration to conduct searches, including the use of metal detecting wands.

Use of Wands.

Use of a metal detecting wand is intended to detect concealed items after there is reasonable suspicion of student misconduct justifying a search. This policy is not designed to suggest or require that all students are searched by wand without reasonable suspicion. The use of the wand will allow for searches to be conducted in a minimally invasive manner after the administration has reasonable suspicion to search.

Any search of a student’s person as a result of reasonable suspicion shall be conducted in private. The student and their possessions may be scanned with a wand by an authorized school official. If the wand detects metal on the student, the student will be asked to remove any potential sources of metal from that area. If the wand alerts a second time, staff may conduct additional searches as permitted by law. If the wand detects metal in a student's backpack, bag, coat, purse, or other possession, the student will be asked to remove all metal items. If the wand alerts a second time, staff may conduct additional searches as permitted by law.

In the event of student refusal or defiance during a wand search, authorized personnel may conduct other types of searches if permitted by law; may discipline the student for failure to comply; and may refer the matter to appropriate law enforcement authorities.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

- The violation includes possession of a firearm;
- The violation results in child abuse;
- It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from HTRS;

- It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
- It is a violation of the Nebraska Criminal Code that interferes with school purposes.
- Possession of a controlled substance, alcohol or anything 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 regarding any long-term suspension, expulsion, or mandatory reassignment.

- 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.
- 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:
 - 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;
 - The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - 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;
 - A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - 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
 - 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.
- 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.

- 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.
- 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.
- 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.
- If a request for a 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.

Restorative Practice Discipline Plan – Elementary (Grades K–6)

Purpose

Our goal is to help students learn from their mistakes, repair any harm caused, and grow as caring, respectful members of our school community. Instead of just focusing on consequences, we focus on **teaching positive behaviors** and **restoring relationships** through reflection, support, and accountability.

Core Beliefs

- Everyone makes mistakes—what matters is how we fix them
- Relationships are important—we treat each other with kindness and respect.
- When someone gets hurt or upset, we take time to listen and make things right.
- Adults and students work together to build a caring school community.
- Discipline is a chance to learn, not just to punish.

Restorative Practice in Action

Tier 1: Building a Positive Classroom

- Morning meetings or daily check-ins
- Kindness challenges or “shout-outs” for helpful behavior
- Teaching and practicing behavior expectations
- Using calming spaces or break corners when needed
- Social-Emotional Learning (SEL) through stories, games, and discussions

Goal: Help students feel connected and safe every day.

Tier 2: Small Problems or First-Time Mistakes

Examples: Name-calling, classroom disruption, not following directions

Steps:

- Calm conversation between student and teacher using gentle guiding questions:
 - What happened?
 - How did you feel?
 - How do you think the other person felt?
 - What can you do to make it right?
- Time in a calming space if needed
- Quick check-in later to celebrate improved choices

Tools:

- “Think Sheet” or drawing (for younger students) to reflect on their actions
- Kind gesture or simple apology
- Practice using kind words or better choices

Tier 3: Bigger Problems or Repeated Behavior

Examples: Hitting, pushing, bullying, repeated defiance, stealing, damaging property, profanity

Steps:

- Meet with principal, counselor, or trusted adult
- Parent/guardian notified and invited to be involved
- Restorative circle or meeting with the student(s) involved
- Guided conversation using age-appropriate questions
- Student helps create a plan to fix the problem and prevent it from happening again

Restorative Actions Might Include:

- Apology (verbal, written, or with a drawing)
- Helping clean, fix, or replace something damaged
- Recess reflection time (with adult supervision and conversation)
- Writing or drawing how to make better choices next time

Parent/Guardian Communication

- Parents are partners! We’ll keep parents informed when behavior needs to be addressed.
- Parents may be asked to join a meeting or help with a plan for improvement.
- Positive phone calls and notes are also used to celebrate growth.

Consequences + Restorative Actions

While our focus is on repairing harm, sometimes a consequence is necessary. We always pair consequences with a learning or restorative activity:

Behavior	Possible Consequence	Restorative Action
Disrespect	Loss of classroom privilege	Reflection and apology
Fighting	In-school reflection time	Restorative circle and plan
Property Damage	Pay or help repair	Apology and restitution
Repeated disruption	Missed activity	Behavior plan and check-ins

How We Reinforce Positive Behavior

- Daily praise and feedback
- PBIS tickets, stickers, or class rewards
- Celebrating “kind kid” moments
- Leadership or helper opportunities as recognition

Prevention Strategies

- Weekly SEL lessons (friendship, feelings, problem-solving)
- Teaching and reteaching behavior expectations
- Visual charts and student-friendly reminders
- Calm-down spaces in every classroom

What Students Learn

- How to use kind words when upset
- How to say “I’m sorry” and mean it
- How to take responsibility for their actions
- How to solve problems without hurting others
- How to become peacemakers in the classroom

Sample Language for Teachers

- “Can you tell me what happened?”
- “How were you feeling at the time?”
- “How do you think your classmate felt?”
- “What do you think needs to happen now?”
- “Let’s come up with a plan to make things better.”

Conclusion

Our elementary restorative discipline plan helps children grow emotionally, socially, and academically by learning how to solve problems respectfully and repair relationships when harm is done. With consistent support from staff and families, we are building a safe and caring learning community where every student feels seen, heard, and valued.

HTRS School District Anti-Bullying Policy

(Board Policy 5054)

Purpose

The HTRS School District is committed to providing a physically safe and emotionally secure environment for all students and staff. One of our core missions is to foster a culture of respect, kindness, and inclusion. To support this mission, administrators and staff will implement strategies that:

- Reinforce positive behaviors such as non-violence, cooperation, teamwork, understanding, and acceptance of others.
- Identify and prevent inappropriate behaviors, including bullying, harassment, and intimidation.
- Provide anti-bullying education to all students as part of our district-wide prevention efforts.

Definition of Bullying

Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse.

The HTRS School District refers to both state and federal guidance when determining whether a behavior constitutes bullying:

- Nebraska Statute Definition: “An ongoing pattern of physical, verbal, or electronic abuse.”
- CDC Definition: “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.”

These definitions include in-person and cyberbullying behaviors.

Prohibition

Students are strictly prohibited from engaging in any form of bullying, including but not limited to:

- Verbal abuse (teasing, name-calling, threats)
- Physical aggression (hitting, pushing, tripping)
- Social exclusion or spreading rumors
- Cyberbullying through text messages, emails, or social media

Reporting Bullying

Students who experience or witness bullying are expected to report the incident immediately. They may do so in one or more of the following ways:

- Tell a teacher or school administrator directly.
- Use the anonymous Safe2Help reporting system.
- Inform a parent or guardian, who can then assist the student in reporting the incident to school staff.

Prompt reporting ensures timely and effective intervention. All reports will be taken seriously.

Investigation Process

All reports of bullying will be investigated promptly and thoroughly, following the district's standard student disciplinary procedures. The district will not tolerate any form of deliberate indifference to allegations of bullying. Investigations may include:

- Interviews with the students involved and witnesses
- Review of physical or electronic evidence, if applicable
- Communication with parents or guardians as needed

Disciplinary Consequences

Consequences for bullying behavior will be determined based on:

- The severity of the behavior
- The frequency and duration of incidents
- The impact on the targeted student(s)
- Any previous disciplinary history

Possible consequences include:

- Verbal warnings and behavior correction
- Loss of privileges
- Restorative practices
- Detention or in-school suspension
- Out-of-school suspension or expulsion (in severe or repeated cases)

Annual Policy Review

The HTRS School District will review this anti-bullying policy annually to ensure its effectiveness and to make updates as needed based on changes in state or federal law, emerging best practices, or community needs.

Commitment to Prevention

Through proactive education, strong partnerships with families, and a commitment to fairness and dignity, the HTRS School District aims to prevent bullying before it starts and respond effectively when it occurs. All students deserve to feel safe, valued, and respected at school.

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 District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students' hair should not be permanently or temporarily altered by school personnel.

Cultural and Religious Attire.

Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

Health and Safety Considerations.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process.

If a health and safety standard accommodation is necessary, the District will:

- Engage in a good-faith effort to reasonably accommodate the student and
- Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion

- Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

The following is an example of prohibited clothing options:

- Clothing that displays indecent, suggestive, or profane writing, pictures, or slogans.
- Clothing that advertises or displays alcohol, tobacco, or any illegal substance.
- Caps, hats, hoodies over their head, blankets, bandannas, and sunglasses (except for concussion protocol between 7:30 am and 4:00 pm on school days).
- Barefoot (footwear is required).
- Any clothing that could cause damage to others or school property.
- Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened.
- Costumes and/or those clothes that are intended only for leisure, entertaining or special occasions.
- No undergarments worn and external clothing.
- Pants and shorts worn below the waist exposing undergarments or that drag on the floor.
- The above may be altered on a school-wide basis for specific situations.

Cell Phones & Other Electronic Communication Devices (ECD)

The following guidelines and procedures are being implemented to help maximize instructional time, reduce distractions of students during instructional time, standardize communication, and enhance student and staff safety.

ECD's include but are not limited to cell phones, smart watches, ear phones, blue tooth devices or any other electronic communication devices. It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.

PRK - 6th Grade Students are not permitted to have any ECD and must turn them in to the office if they are brought.

7th - 12th Grade Students ECD's are not permitted to be used in the classroom (unless required teacher and only during the specified use), hallways, locker rooms, restrooms or other common areas of the school during the school day.

Students may have the privilege to use their ECDs during lunch in the cafeteria only. Abuse of this privilege will result in the loss of the student's ECD during lunch.

Teachers are not be permitted to allow student to use any ECD as a reward during instructional time as defined above.

Locker Rooms, ECDs are never permitted in the locker rooms, restrooms or any other area in which others may have a reasonable expectation of privacy. Student will be assigned a ECD

storage locker to use during PE and sport practices and must place any ECD in storage prior to entering the locker room.

If an ECD is seen by staff during the instructional day, the staff member are required to confiscate the ECD and the device will be sent to the main office where it will remain until the end of the day.

Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5035 Student Discipline and the student handbook.

- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Students also have the opportunity and choice to leave their electronic device at home or in their vehicle during the school day.

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

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

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

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

**Use of District Technology
(See Laptop Handbook)**

(Board Policy 5037)

Purpose

HTRS School District provides students access to computers, digital devices, and the Internet for educational purposes. All technology use is expected to support learning and comply with district guidelines. Students must use school technology responsibly and ethically at all times.

Student Expectations for Internet and Technology Use

HTRS students in grades K - 6 are 1:1 using the checkout program. These students are not allowed to take their laptops out of the building.

A. Acceptable Use

Students are permitted to use school computers and the Internet for the following **educational purposes**:

- Conducting research assigned by a teacher
- Gathering information for classroom projects
- Accessing news or information related to current events
- Completing research for school-sponsored activities
- Exploring appropriate educational topics under teacher supervision

B. Unacceptable Use

The following activities are strictly prohibited when using district technology:

- Accessing material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational use
- Participating in illegal or inappropriate activities, including downloading or copying copyrighted materials without permission
- Using email, chat rooms, instant messaging, or other direct communication tools for unauthorized or inappropriate purposes
- Engaging in online auctions, gaming, or media file sharing (e.g., mp3/mp4 platforms)
- Disclosing personal information (e.g., name, school, address, phone number) outside of the school network
- Using technology for commercial advertising or political advocacy without express written permission from the system administrator
- Publishing websites or pages that falsely represent the school or student work without administrative approval
- Deleting, renaming, or making unusable another person's files, programs, or digital storage
- Sharing or using another person's password, or attempting to access accounts not assigned to the student
- Copying, changing, or transferring school-provided software or documentation without permission
- Creating, copying, or distributing any software intended to damage or disrupt computer systems, such as viruses, worms, or Trojan horses

- Attempting to configure or troubleshoot computers, printers, networks, or other equipment unless specifically directed by a teacher or system administrator
- Taking home any school-owned technology equipment (hardware or software) without permission
- Forging electronic messages or web content in any form

Consequences for Misuse

Violations of this policy may result in:

- Loss of computer or Internet privileges
- Disciplinary action as outlined in the student code of conduct
- Legal action if misuse involves criminal behavior

Student and Parent Responsibility

All students and their parents or guardians are required to review and sign the district's **Acceptable Use Agreement** at the beginning of each school year. Use of district technology indicates understanding and acceptance of these guidelines.

Article 6 - Students

Student Safety

The district kindly asks that you take a few moments to review and discuss the following items with your student.

- The street in front of the school will be closed to traffic from 7:30 A.M. to 8:00 A.M. and again from 3:25 P.M. to 3:50 P.M.
- Able to give their name, address, telephone number, and the name of his/her school.
- If your child walks to school, walk to and from school with them until they have learned the best route to follow.
- Teach your child the meaning of the red and green signals. Insist that your child always cross streets at intersections, and that he/she stays within the bounds of the walking lane, if such is designated.
- Emphasize the need to look both ways before entering the street.
- Insist that your child stay on the sidewalk. If there is no sidewalk, they should walk on the left side facing traffic.
- If your child rides the bus, impress upon your child to sit in the seat, talk quietly, and obey instructions from the bus driver.
- Teach your child not to accept rides from strangers.
- If you are dropping off or picking up your child, please park in the designated spots in the parking lot.

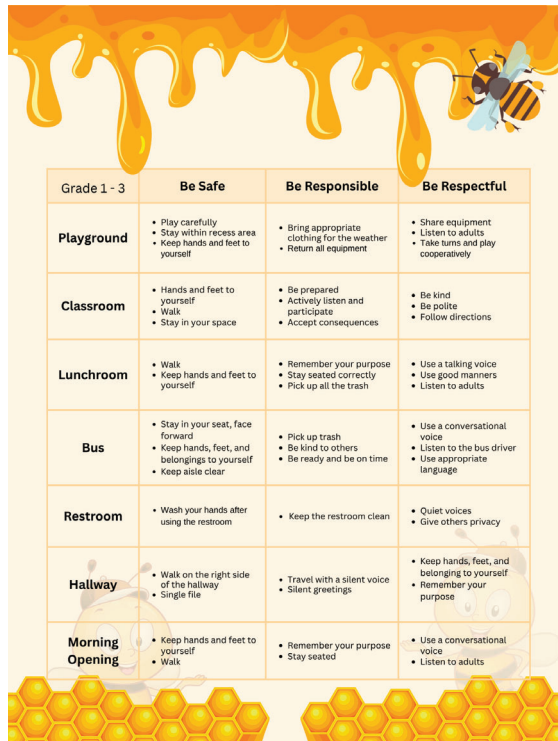
Emergency Drill Protocol

The school follows the Standard Response Protocol (SRP) in an emergency situation. A copy of the tornado and fire evacuation procedures as well as the school's Standard Response Protocol are posted in each classroom. The school has a signal which, when activated, includes the necessity to either evacuate the building or move to safer areas of the building. Regular drills are held throughout the year.

School Expectations

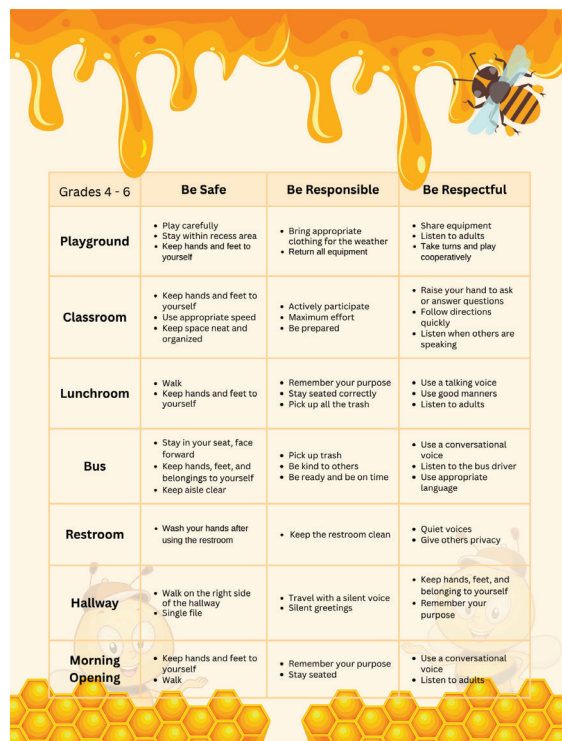
The school follows the Positive Behavior Interventions and Supports model. The Code of Conduct is implemented to ensure students can have the opportunity to learn in a safe and nurturing learning environment. Students are expected to display non-violent, cooperative, respectful, and responsible behavior. HTRS PBiS posters are posted throughout the building and in the classrooms.

HTRS PBiS Posters



This poster for Grades 1-3 features a decorative top with orange honey drips and a bee, and a bottom with a honeycomb pattern. It contains a table with four columns: Grade 1 - 3, Be Safe, Be Responsible, and Be Respectful. The rows list expectations for Playground, Classroom, Lunchroom, Bus, Restroom, Hallway, and Morning Opening.

Grade 1 - 3	Be Safe	Be Responsible	Be Respectful
Playground	- Play carefully - Stay within recess area - Keep hands and feet to yourself	- Bring appropriate clothing for the weather - Return all equipment	- Share equipment - Listen to adults - Take turns and play cooperatively
Classroom	- Hands and feet to yourself - Walk - Stay in your space	- Be prepared - Actively listen and participate - Accept consequences	- Be kind - Be polite - Follow directions
Lunchroom	- Walk - Keep hands and feet to yourself	- Remember your purpose - Stay seated correctly - Pick up all the trash	- Use a talking voice - Use good manners - Listen to adults
Bus	- Stay in your seat, face forward - Keep hands, feet, and belongings to yourself - Keep aisle clear	- Pick up trash - Be kind to others - Be ready and be on time	- Use a conversational voice - Listen to the bus driver - Use appropriate language
Restroom	Wash your hands after using the restroom	Keep the restroom clean	- Quiet voices - Give others privacy
Hallway	- Walk on the right side of the hallway - Single file	- Travel with a silent voice - Silent greetings	- Keep hands, feet, and belonging to yourself - Remember your purpose
Morning Opening	- Keep hands and feet to yourself - Walk	- Remember your purpose - Stay seated	- Use a conversational voice - Listen to adults



This poster for Grades 4-6 features a decorative top with orange honey drips and a bee, and a bottom with a honeycomb pattern. It contains a table with four columns: Grades 4 - 6, Be Safe, Be Responsible, and Be Respectful. The rows list expectations for Playground, Classroom, Lunchroom, Bus, Restroom, Hallway, and Morning Opening.

Grades 4 - 6	Be Safe	Be Responsible	Be Respectful
Playground	- Play carefully - Stay within recess area - Keep hands and feet to yourself	- Bring appropriate clothing for the weather - Return all equipment	- Share equipment - Listen to adults - Take turns and play cooperatively
Classroom	- Keep hands and feet to yourself - Use appropriate speed - Keep space neat and organized	- Actively participate - Maximum effort - Be prepared	- Raise your hand to ask or answer questions - Follow directions quickly - Listen when others are speaking
Lunchroom	- Walk - Keep hands and feet to yourself	- Remember your purpose - Stay seated correctly - Pick up all the trash	- Use a talking voice - Use good manners - Listen to adults
Bus	- Stay in your seat, face forward - Keep hands, feet, and belongings to yourself - Keep aisle clear	- Pick up trash - Be kind to others - Be ready and be on time	- Use a conversational voice - Listen to the bus driver - Use appropriate language
Restroom	Wash your hands after using the restroom	Keep the restroom clean	- Quiet voices - Give others privacy
Hallway	- Walk on the right side of the hallway - Single file	- Travel with a silent voice - Silent greetings	- Keep hands, feet, and belonging to yourself - Remember your purpose
Morning Opening	- Keep hands and feet to yourself - Walk	- Remember your purpose - Stay seated	- Use a conversational voice - Listen to adults

Recess/Playground Expectations

Recess is supervised by the elementary staff and/or Paraprofessionals. Recess is important for all students. It gives them a chance to get some exercise, choose appropriate play activities, and learn to play and socialize with their peers appropriately. All children are expected to go out to recess unless the teacher and/or Principal has given approval for the child to stay in.

Students will be held accountable to follow the PBiS Playground and Code of Conduct expectations. Additional playground expectations include:

- Students are expected to:
 - be respectful to peers and adults
 - follow the directions given by the playground supervisors
 - use appropriate language
- Candy, gum, and food are prohibited
- Toys and technology are prohibited
 - Footballs, basketballs, etc are allowed, school is not responsible for these items if they are brought from home

- Swings expectations:
 - One person at a time Forward and backward only
 - Holding on to only their own chains
 - The following are safety concerns and not allowed on the swings; wrapping swings, jumping off, butterfly, and cradle swinging
- Sports Expectations:
 - Touch football only
 - If students cannot pick teams, play fairly and get along, a different activity must be chosen
- What is on the ground stays on the ground
 - Snow, rocks, grass, dirt, flowers, crab apples, insects, sticks
- Each grade level is responsible for returning the equipment to the playground building shed at the end of every recess
- Restroom breaks should be taken care of before recess, unless it is an emergency
- End of recess expectations:
 - Blow the whistle at the scheduled end time not before
 - Return playground equipment to the shed
 - Line up in designated area on blacktop
 - Hands to self, face forward, and walk quietly into the building
- Supervisors can communicate issues with teacher by:
 - Verbal/Immediate-Major Behavior Incidents
 - Email
 - Behavior Incident Report (BIR) in mailbox

Appropriate Responses to Undesired Behaviors

Offenses can carry over into subsequent recesses and professional judgment should be used based on undesired behavior.

- 1st Offense = Verbal warning, state the expectation
- 2nd Offense = Reteach and practice
- 3rd Offense = BIR, Optional Responses: loss of area or activity
- 4th Offense = BIR, Optional Responses: loss of area or activity for extended time, teacher contact parent
- 5th Offense = BIR, Referral to principal's office, principal contact parent

Seasonal Conditions:

Inclement weather: Students must remain on the hard surface if they are not wearing boots.

Indoor recess: Students will remain in the gymnasium.

Recess will be held inside if:

- It is raining or drizzling
- The feel like temperature is 20 degrees or below
- The wind chill is 0 degrees

Indoor recess will be communicated by an email. If you get outside and it starts to drizzle or rain, please come inside and let the recess supervisors know.

Outside Recess Dress Attire:

- Snow boots are required to be in the snow
- Snow boots, pants/overalls, and gloves to play in snow
- A jacket or sweatshirt must be worn if the feel like temperature is below 60 degrees
- A winter coat must be worn if the feel like temperature is below 40 degrees

Extra winter coats, hats, and gloves are available..

Expectations:

- **In the snow:**
 - Students may play in the snow as long as they have snow pants and snow boots.
 - Students may run and play in the snow, however, there will be no building, forming, or throwing of snow.
 - Large equipment is off limits. It may be wet and slippery and we want to keep everyone safe.
 - If snow is melting and it's muddy, some areas may be off-limits to everyone.
 - Icicles should be left alone to ensure student safety.
 - Snow stays on the ground.
- **On the hard surface:**
 - Students will stay out of the water/ice puddles.
 - Students may go on the rocked part of the playground if it does not have snow.
 - As long as students stay on the cement, they may walk around the play area.

Physical Education

All students are required to participate in physical education classes. If a student needs to be excused from participation, a written note from a parent or guardian will be accepted. If the student requires a longer exemption, a doctor's note must be provided, specifying the reason for the limitation and the expected duration of the excused absence.

In general, if a student has any physical limitations, they will be excused from physical education for the entire class period.

For safety reasons and to help prevent injury, each student is required to bring a pair of tennis shoes to school specifically for physical education class. These shoes should be kept at school for regular use during P.E.

Students must also wear socks with their tennis shoes.

If a student does not have appropriate footwear, or if their shoes are not approved by the physical education teacher, they will not be allowed to participate in P.E. activities.

Library Books

Library books may be checked out for a period of two weeks. Students must return books on time to remain in good standing with the library.

Parents will be held responsible for the cost of any lost or damaged books. If a book is not

returned within four weeks, it will be considered lost. Additional books will not be checked out until overdue items are returned or paid for.

At the end of the school year, report cards may be withheld until all library materials are returned or restitution is made.

Article 7 - Programs and Support Services

Special Education Identification and Placement Procedures

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 and qualifying conditions. (Board Policy 6010)

Schoolwide Title 1 Services

The Title 1 program in the elementary school is designed to help children improve reading and/or math skills. Students in Title 1 reading and/or math will receive additional instruction and/or interventions. HTRS Elementary has two teachers to serve the needs of the K-6 elementary students.

High Ability Learners (HAL) Program

The High Ability Learners (HAL) program serves students who demonstrate exceptional academic abilities and a strong capacity for advanced learning.

Multiple criteria are used to identify and qualify students for the HAL program. The district considers a combination of factors, including standardized test scores, screening assessments, teacher recommendations, and classroom performance.

This approach ensures that students who show high potential in one or more academic areas are given opportunities to be challenged, supported, and enriched through differentiated instruction and learning experiences.

School Counselor Services

Our school has a full-time elementary school counselor who is here to support all students in their academic, social, and emotional growth.

The counselor meets with each class once a week to teach lessons on important topics such as friendship, problem-solving, emotions, kindness, and making good choices.

In addition to weekly classroom lessons, the counselor is available to meet with students individually or in small groups to help with things like:

- Handling big feelings
- Getting along with others

- Coping with changes or challenges
- Building confidence and social skills

The school counselor collaborates with teachers and families to ensure every student feels safe, supported, and prepared to succeed in school.

Health Services

(Board Policies 5023 and 5024)

A physical inventory is made of every student during the school year by the School Nurse, and the findings are recorded on the permanent record. (Board Policy 5010, 5011, 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:

- First aid is provided for sudden illness or injury.
- The school's obligation continues until the emergency has been placed in the care of the family or physician of their choice.
- Treatment of injuries occurring outside of the school jurisdiction is not the responsibility of school employees.
- Exclusion of children: having a fever greater than 100⁰, with a suspected contagion, symptoms of vomiting and/or diarrhea, head lice, etc. Students should be fever-free, without the use of medication, for 24 hours before coming back to school.
- Any child with a rash must remain at home until the rash has resolved and any accompanying symptoms have subsided. If a physician has evaluated the child and provided written clearance for the child to return to school, the student may be readmitted based on that documentation.

Sending medications to school with your child is strongly discouraged. In general, if a child is ill enough to require medication, they should remain at home to rest and recover.

According to Nebraska School Health Policies, our school has implemented the use of a *Medication Permission Form*. This form allows parents or guardians to authorize the school to administer medication to a student during the school day, as directed by a physician.

If your child must take either prescription or nonprescription medication while at school, please visit the nurse's office to complete and sign the required form. No medication will be administered without proper documentation.

School Health Screening

According to the Nebraska state law, schools are required to provide a quality health screening program for all students. The purpose of these screenings is to identify students who may need further evaluation or support in specific health areas.

Please note that health screenings are not diagnostic but serve as a tool to detect potential concerns.

Screenings include:

- Height and weight
- Near and distant vision
- Hearing
- Dental health

Screenings are conducted in the fall. If results indicate a need for further evaluation, parents or guardians will be notified.

Physical Examinations

All students entering kindergarten are required to have a physical examination, an up-to-date immunization record, and an eye exam conducted by a licensed medical doctor prior to the start of the school year. Additionally, an original state-issued birth certificate must be submitted for enrollment.

Students transferring into HTRS Schools from another district should contact the school office at (402) 862-2151 for enrollment information. Following Nebraska state law, transfer students must provide:

- An original birth certificate
- A current immunization record
- Complete health records

Students entering seventh grade or transferring from another state are also required to submit a physical examination form before enrollment. This physical may also be used to meet the requirement for participation in school athletics.

Please note the 2025 - 2026 immunization information included in this packet.

Asthma/Anaphylaxis

Asthma Signs and Symptoms

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (sucking in of chest or neck)
- Cyanosis (turning blue)
- Hunched over position
- Change in mental status-agitation, anxiety, lethargy
- Breathlessness-speaks in 1-2 word phrases or complete inability to speak

Anaphylaxis Signs & Symptoms

- Swelling of face
- Lump/tightness in the throat
- Hoarseness
- Shortness of breath
- Difficulty breathing
- Rapid heart rate

- Apprehension
- Anxiety
- Restlessness
- Itching
- Hives
- Flushing

How to respond:

- Follow student's Asthma Action Plan if one is in place
- Help child to assume a comfortable position with shoulders relaxed. Leaning forward with elbows on the knees may be helpful.
- Try to keep the student calm.

If no action plan is in place, follow the school's asthma protocol.

- Call 911
 - Administer EpiPen if over 50 lbs.
 - Administer EpiPen JR if under 50 lbs.
- Give injection into the thigh and count to ten before removing it from the thigh.
- Check airway, breathing, respiratory rate, and pulse
- Administer CPR if needed
- Administer Nebulizer with Albuterol. May repeat treatment twice.
- Contact Parent/Guardian

Student/patient should be taken to an ER. Send the used Epipen with the patient.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer infectious. The school district uses 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.

Head Lice (Pediculosis)

(Board Policy 5062)

Children may be examined periodically by the school nurse to determine if lice are present. If the examination indicates the presence of lice, the child will be sent home immediately, or as soon as safe and proper conveyance can be found. If 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)

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.

Concussion Awareness

(Board Policy 6034)

The Nebraska Unicameral has found that concussions are one of the “most commonly” reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

- Require all coaches and trainers to complete one of the following online courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - Concussion Wise
 - ACTIVE™ Athletic Concussion Training for Coaches; and
- On an annual basis, provide concussion and brain injury information to students and their parents or guardians before such students initiate practice or competition. This information will include:
 - The signs and symptoms of a concussion;
 - The risks posed by sustaining a concussion, and
 - The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates in a school athletic team must be removed from practice or a game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school-supervised team athletic activities involving physical exertion, including practices or games, until the student:

- has been evaluated by a licensed healthcare professional;
- has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- has submitted the written and signed clearance to resume participation in athletic activities at the school, accompanied by written permission to resume participation from the student’s parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- The date and approximate time of the injury suffered by the student,
- The signs and symptoms of a concussion or brain injury that were observed, and
- Any actions that were taken to treat the student

The school district will not provide for the presence of a licensed healthcare professional at any

practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

Immunizations

(Board Policy 5010)

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

Group of Students by Ages	Required Vaccinations
Children ages 2 to 5 enrolled in a school program that does not is licensed as a supplier child care	➤ 4 doses of one of the following vaccines: DTaP, DTP or DT, ➤ 3 doses of Polio vaccine, ➤ 3 doses of Hib vaccine or 1 dose of Hib given at 15 months or after, ➤ 3 doses of Hepatitis B vaccine for children, ➤ 1 dose of MMR or MMRV vaccine given at or after 12 months, ➤ 1 dose of varicella vaccine or MMRV vaccine given to children 12 months or later. ➤ Written documentation (including year) will be accepted of the disease (chickenpox) of one of the child's parents, guardian or health provider. ➤ 4 doses of the pneumococcal vaccine or 1 dose of the Pneumococcal vaccine given at or after 15 mon
Students entering the school (kindergarten or 1st grade, depending on the initial degree in the school district)	➤ 3 doses of one of the following vaccines: DTaP, DTP, DT or Td, one of which must have been placed at 4 years or later. ➤ 3 doses of Polio vaccine, ➤ 3 doses of Hepatitis B vaccine for children - 2 doses of adolescent vaccine if the student is 11-15 years old. ➤ 2 doses of MMR or MMRV vaccine, given at or after 12 months and with a difference of at least one month, ➤ 2 doses of varicella vaccine or MMRV vaccine given to children 12 months or later. ➤ Written documentation (including year) will be accepted of the disease (chickenpox) of one of the child's parents, guardian or health provider. If the child has already had chickenpox, he does not need any chickenpox vaccine

- Students entering 7th grade must have the vaccines listed above and received 1 dose of Tdap (contains whooping cough booster Students transferring from outside State of any grade must be adequately immunized according to the degree to which they come in
 - Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet. (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 01/26/2018

Birth Certificates

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the

Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note, the document parents/guardians receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents can include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate. If, after ten days, compliance has not occurred, the school is required to report the matter to the local law enforcement agency.

Safe Pupil Transportation Plan

(Board Policy 5044)

It is the goal of the school district to provide safe, comfortable, and reliable transportation for bus-riding school children.

Emergency Procedures

- Mechanical breakdown
 - In the event of a mechanical breakdown, the driver will:
 - Stop the bus in a safe location
 - Keep passengers in the bus, if it is safe to do so
 - Take steps to warn motorists by activating hazard lights and placing emergency triangles
 - Radio or call for assistance

Injuries/Medical Emergencies

If a student is seriously injured or suffers from a medical emergency, the bus driver will stop the vehicle at the first safe opportunity. The bus driver will provide emergency medical assistance in accordance with the driver's first aid training. The bus driver will notify the school district of the emergency using the radio or other communication equipment. The district will then summon emergency medical services by immediately calling 911 and notifying administrative personnel.

Severe Weather

- **Tornadoes.**
 - If a bus driver determines that there is a likelihood that a tornado will hit a vehicle, and there is no escape route available or time to drive to a safe location, the driver will evacuate the vehicle, taking only the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (toward the storm) of the vehicle, far enough away from the vehicle so that it will not roll over on the students. The driver should instruct students to cover their heads with their arms. If the students are wearing coats or jackets, they can be used to provide additional protection for their heads and bodies. If there is no time to evacuate the students after stopping the bus, the

driver should have the students remain in their seats and assume a protective position with their heads below window level.

➤ **Winter Weather**

- If the school district or driver determines that a trip is too dangerous to drive due to winter weather conditions, the district will cancel bus service on the trip.
- Parents should ensure that students are appropriately dressed for winter conditions.

➤ **Floods or Standing Water**

- It is generally appropriate to drive through a small or regular amount of water that has accumulated from a normal or typical rainfall. However, drivers should not drive through water on the road if: the water is moving or has a current; there is dangerous debris in the water; the driver cannot determine the depth of the water or there is a known dip in the road which would create a deeper section of water; or if there is any other water condition that the driver determines is unsafe to drive through.

➤ **Weapons, Hazardous Materials, and Dangerous Contraband**

- If a driver discovers that a passenger may have a weapon, hazardous materials, or other dangerous contraband in the vehicle, he or she should remain calm and call for assistance using a predetermined code. The driver should not inform passengers of the presence of the weapon or other contraband.

➤ **Unattended Items on or Near Pupil Transportation Vehicle**

- The driver shall check for unattended items on or near the vehicle as part of the exterior and interior pre-trip inspections. If circumstances make an item suspicious (because it is out of context, makes a noise, has visible wires, placement was witnessed, was hidden, has unidentified powders or putty-like substances, etc.), the driver shall not inspect, move, or otherwise touch the item. School staff will evacuate the area, then immediately report the item to the staff member's direct supervisor, a principal, or the superintendent. If the unattended item is not suspicious (it has the characteristics of lost or misplaced property or of discarded trash, etc.), the driver may examine the item more closely. This may include looking inside the item, attempting to identify the owner, reviewing security camera footage, or talking to those nearby, and then taking appropriate action.

➤ **Terroristic Threat**

- If a bus driver receives a terroristic threat that he or she deems credible, he or she will notify the school district of the threat using the radio or other communication equipment. After consulting with school officials, the driver will determine whether the threat requires evacuation of the vehicle. The school will promptly notify the authorities of the threat.
- For purposes of this policy, a terroristic threat is a threat to commit any crime of violence or to burn or damage property to terrorize another or to cause the evacuation of the bus, or in reckless disregard of causing such terror or inconvenience.

➤ **Emergency Incident Report**

- Bus drivers will provide written documentation of any of the emergency events specified in this policy by completing the incident form attached hereto. This

documentation must be submitted to the school administration within 24 hours of the event.

➤ **Drop-off**

- Drivers will drop students off at a location pre-determined through communication between the school district and parents/guardians. In the event the drop-off location is uncertain or appears to be unsafe, the driver will communicate with school staff in the building to seek additional guidance.
- In no event will a driver take a student off in a location that, in the reasonable judgment of the driver, appears to be unsafe. Drivers who believe the drop-off location to be unsafe shall release students directly into the custody of a parent/guardian or shall return students to their school building.

➤ **Evacuation of Students with Disabilities**

- The transportation supervisor, in consultation with bus drivers and members of the administrative team, shall develop a written emergency evacuation plan for each bus route. The plan shall include an assessment of each student's ability to evacuate himself or herself as well as his or her ability to assist others. Disabled students should practice their evacuation skills as required of their non-disabled peers, if possible, during evacuation drills. Students or other individuals who will be assisting disabled students to evacuate during emergencies should practice this skill during evacuation drills. Drivers or students who will be assisting with the evacuation process should be familiar with any equipment on that bus that would aid in the actual evacuation.

➤ **Student Behavior on School Vehicles**

- Riding school vehicles is a privilege, not a right. 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.

■ **Rules of Conduct on School Vehicles:**

- Students must obey the bus driver promptly.
- Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- Students must enter the vehicle without crowding or disturbing others and go directly to their assigned seats.
- Students must remain seated and keep aisles and exits clear while the bus is moving.
- Students are prohibited from throwing or passing objects on, from, or into buses.
- Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- Students may not carry weapons, look-alike weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 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 at any time the vehicle driver calls for quiet

- Students may not open bus windows without permission from the driver. Students may not dangle any item (e.g., legs, arms, backpacks) out of bus windows.
- Students must secure any item or items that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
- Students must respect the rights and safety of others at all times.
- Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 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.
- Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

○ **Consequences**

- Bus 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:
 - Note home to parents
 - Suspension of bus riding privileges
 - Exclusion from extracurricular activities
 - In-school suspension
 - Short-term or long-term suspension from school
 - 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**

- 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.

Field Trips

(Board Policy 6027)

Well-planned field trips are valuable educational experiences that enhance the overall school program. Prior to attending any field trip, a signed permission form is required. Students will be accompanied by their teacher and other designated adults. The number of adult chaperones needed will be determined by the classroom teacher based on the nature of the trip. In most cases, students are expected to ride the bus with their classmates and teachers both to and from the field trip location.

Parents will be notified in advance when field trips or activities requiring bus transportation are scheduled. However, there may be times when a class takes a short walking trip to a location near the school. In these cases, advance notice may not be provided.

Article 8 - State and Federal Programs

Student Fees

In accordance with the *Public Elementary and Secondary Student Fee Authorization Act*, the District is required to establish and communicate its policies regarding student fees. This policy outlines the guidelines for specific categories of student fees and may be supplemented or clarified by additional administrative or Board regulations as needed.

The policy includes a list of potential fees or required materials. For elementary students, field trip fees may be the primary area where this policy applies.

Discrimination and Harassment Policy

HTRS Public Schools strictly prohibit discrimination and harassment based on race, color, national origin, sex, religion, marital status, disability, age, or any other basis prohibited by law.

Such conduct is not tolerated when it:

- Creates an intimidating, hostile, or offensive school environment;
- Substantially or unreasonably interferes with an employee's or student's performance; or
- Negatively affects an individual's educational or employment opportunities.

Reporting Procedures

Students or employees who believe they have experienced discrimination or harassment should report the concern to the appropriate coordinator listed below:

Disability Discrimination (Section 504 Coordinator)

Mrs. Amy Kroll

Phone: (402) 862-2151

Email: amykroll@htrstitans.org

Location: In person at school

Sex Discrimination (Title IX Coordinator)

Mrs. Brittany Rogers

Phone: (402) 862-2151

Email: brittanyrogers@htrstitans.org

Location: In person at school

Other Forms of Discrimination or Harassment

Dr. George Griffith

Phone: (402) 862-2235

Email: georgegriffith@htrstitans.org

Location: In person at school

Additional Reporting Information

Employees or students may also report concerns to **any staff member**, who is responsible for forwarding the report to the appropriate coordinator or administrator. All reports will be addressed in accordance with HTRS Public Schools' policies and procedures.

Multicultural Education**(Board Policy 6020)**

The school district respects and appreciates cultural diversity and seeks to promote the understanding of unique cultural and ethnic heritage. The district will promote the development of a culturally responsible and responsive curriculum. The school district's program will explore the attitudes, skills, and knowledge necessary to function in various cultures.

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Food Service Program

HTRS provides a food service program 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

Breakfast

PreK - 6 \$2.75 and adults \$2.60 for breakfast.

7 - 12

Lunch

Lunch prices depend on the federal funding that the program receives.

PreK - 6 \$3.20

7-12 \$3.50 for students

Adults \$5.00

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 \$0.50 per half pint. The price for milk may change during the school year. Milk will be served at snack time. 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 or e~fund at <https://payments.efundsfor schools.com/v3/districts/56017/>.

If a student has no funds available to pay for a meal, they can 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 daily by electronic notification system when the student's account reaches a negative balance and each day thereafter it is negative. 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.

Lunchroom Expectations:

Students are expected to:

- Enter the lunchroom quietly staying in line
- Grab utensils, napkins, and milk if needed
- Follow the directions from the lunchroom supervisors at all times
- Use a talking voice
- Leave uneaten food on their tray
- Pop is prohibited
- Remain at their table until the supervisor dismisses them
- Pick up their space, throw away the trash, and place their tray in the appropriate area
- Leave the lunchroom quietly as directed by the supervisor and go to the playground

2025 - 2026 Daily Lunch and Recess Schedule

Grade	Lunch	Recess
Kindergarten	11:00 - 11:20	11:20 - 11:40
1st Grade	11:05 - 11:25	11:25 - 11:40
2nd Grade	11:10 - 11:30	11:30 - 11:50
3rd Grade	11:15 - 11:35	11:30 - 11:50
4th Grade	11:45 - 12:05	12:05 - 12:30
5th Grade	11:50 - 12:10	12:10 - 12:30
6th Grade	11:55 - 12:15	12:15 - 12:30

Article 9 - Extracurricular Activities - Rights, Conduct, Rules and Regulations

Good Sportsmanship - Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents/guardians and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending School Activities

- Cheering and applauding the performance of both teams.
- Stand at attention and remain silent when the National Anthem is played.
- Understand that a ticket is a privilege to observe the contest, not a license to verbally attack others, or to be obnoxious. Maintain self-control.
- Do not “boo,” stamp feet or make disrespectful remarks toward players or officials.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- Know that noise makers of any kind are not proper for indoor events.
- Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
- Stay off the playing area at all times.
- Do not disturb others by throwing material onto the playing area.
- Show respect for officials, coaches, cheerleaders and student-athletes.
- Pay attention to the half-time program and do not disturb those who are watching.
- Respect public property by not damaging the equipment or the facility.
- Know that the school officials reserve the right to refuse attendance of individuals whose

conduct is not proper.

Article 10 - Drugs, Alcohol, & Tobacco

Alcohol and Illicit Drug Use Prohibited

The Board of Education strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school property or at any school-sponsored event or activity. In addition, anyone found to be under the influence of alcohol or illegal drugs while on school grounds or at a school-sponsored event will face disciplinary action.

School administrators or their designees are authorized to enforce this policy in accordance with applicable state and federal laws. Disciplinary actions may include:

- Students – May face suspension, expulsion, and/or referral to a rehabilitative agency. Information on local rehabilitation services is available through the school counseling office.

The district will also implement educational materials and prevention programs that address the dangers of drug and alcohol use and support intervention efforts.

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 nurse's 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.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination based on 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 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.

HTRS

LAPTOP HANDBOOK

2025 – 2026 SCHOOL YEAR

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 7 - 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 3:25 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 - 6 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.

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.

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.

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.

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.

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 violation.

ACKNOWLEDGEMENT OF RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the K - 6 Parent-Student handbook, including the code of conduct. 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.

PARENT/STUDENT LAPTOP AGREEMENT

I have received and read the Laptop Handbook that describes the HTRS School District's regulations, rules, and expectations to be followed by students enrolled in the HTRS Public Schools, including the Acceptable Use Policy. My child and I have discussed these policies and understand that we must comply with them.

PARENT/STUDENT HANDBOOK AGREEMENT

I have received and read the Student Handbook that describes the HTRS School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the HTRS Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature

Date

Parent's Signature

Date

Cell Phone Number (Optional)

Cell Phone Number (Optional)

Parent's Email Address (Optional)

Parent's Email Address (Optional)

I understand that my student is obligated by this handbook, including the statements above.

Student's Signature

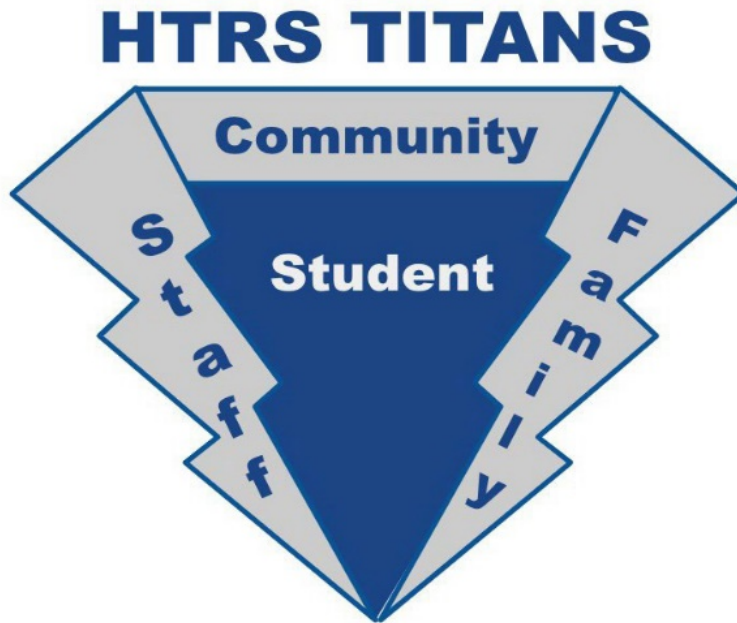
Date

Parent's Signature

Date

HTRS PUBLIC SCHOOL
~~76~~-12 PARENT-STUDENT HANDBOOK
Approved ~~7/10/2024~~

HTRS VISION STATEMENT



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

~~2024-2025-2025-2026~~ 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

Secondary School (7-12) Principal, Kim Caniglia

Primary School Principal PRK-6, 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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MISSION STATEMENT

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

VISION STATEMENT

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

BELIEF STATEMENTS

We Believe...

- In a welcoming, 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.

VALUE STATEMENT

HTRS Pride:

Honesty

Trustworthy

Responsible

Safe

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 not specifically covered in this handbook, the administration will decide 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 school district prohibits sex discrimination in any education program or activity that it operates.

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the following Section 504 Coordinator: Amy Kroll at (402) 862-2151, by email amykroll@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, or that have other related concerns or questions, should contact the Title IX Coordinator: Brittany Rogers at (402) 862-2151 by email brittanyrogers@htrstitans.org, by mail HTRS ATTN Brittany Rogers 810 Central Ave. Humboldt NE 68376 or in person at school. The School District’s specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: <https://www.htrstitans.com/page/title-ix-school-board-policy>

Students who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the following Dr. George Griffith, Title VI

Coordinator: (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent (402) 862-2151 by email georgegriffith@htrstitans.org, by mail HTRS ATTN Dr. Griffith 810 Central Ave. Humboldt NE 68376 or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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

~~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://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.~~

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

SECTION ONE: BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

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.

Belief Statement

All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
 2. The only “excused” absences shall be:
 3. 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;
 4. Absences when the Nebraska State Patrol confirms, in writing, that weather conditions have made the roads impassable, so that the student’s attendance is impracticable or impossible;
 5. Student attendance at a school-sponsored activity;
 6. Student has been suspended or expelled from school by the school district; and
 7. Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- 1-8. All other absences, including absences for physical or mental illnesses, family events, and routine appointments are simply “absent.”

2-9. 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).

3-10. Students must not be absent from any course more than 14 days, in any given semester, in order 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.

Attendance Incentives:

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

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

Response to Excessive Absences

First 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 five (5) absences in any school year and again at ten (10) absences in any school year. After fifteen (15) absences in a school year a meeting will be called and collaborative agreement addressing barriers of attendance will be held.
3. This meeting must be attended by attendance officer, parents, social worker or principal, and the student (if appropriate),
4. This meeting shall be documented.
5. The meeting shall develop a collaborative plan to assist the student in improving his/her attendance.
6. Building principals must meet with teachers who have 10% of their students miss seven or more days of class in any given quarter to review strategies to

Second State Response to Absences

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

Tardy Policy

Definition

A tardy is any late arrival to any class period. This could be to the first period of the day or any class period including Study Hall. A student will be considered tardy up to the first fifteen (15) minutes of the first period. After fifteen (15) minutes a student is counted as absent. All other periods, a student is counted tardy up to five (5) minutes. After 5 minutes, the student will be counted absent from class.

1. Reporting Period

A tardy report will be run every day during the school year. This report will be analyzed by the attendance secretary, and the administrators will administer tardies.

2. Procedures

Step 1: After every increment of five (5) tardies across all periods, a student will be notified that they must serve a 30 minute detention to be served during the student's assigned lunch period. The parent/guardian will be notified by phone or email.

➤ A student must serve a thirty (30) minute detention for each increment of five (5) tardies across all periods.

Step 2: If a student does not serve their detention for every increment of five (5) tardies, they will be assigned an In School Suspension (ISS) for one day.

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. Except for 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. Seniors who attempt to transport underclassmen will lose the privilege to leave campus. 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.

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 mandatory ~~attendance age~~attendance.

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 – 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.

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.

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.

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.

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.
2. 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.
3. All postings must identify the student or the student organization posting or publishing the notice.
4. 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 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, and milk cartons should be deposited in the trash cans. 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.~~

Electronic Communication Devices (ECDs)

ECDs include but are not limited to cell phones, smart watches, ear phones, blue tooth devices or any other electronic communication devices. It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.

- ECD's are not permitted to be used in the classroom (unless required by the teacher and only during the specified use), hallways, locker rooms, restrooms or other common areas of the school.
- Teachers are not be permitted to allow student to use any ECD as a reward during instructional time as defined above.
- Students will have the privilege to use their ECDs during lunch in the cafeteria only. Abuse of this privilege will result in the loss of the student's ECD during lunch.
- Exceptions to the use of ECDs are identified in policy and state law.

Consequences for failure to follow the ECD requirements.

1. First offense of this policy will result in 1 day of lunch detention.
2. Second offense of this policy will result in 3 days lunch detention and the student must report to the building administrator or administrator's designee to turn in all ECDs prior to the start of school every day for Three weeks.
3. Third offense of this policy will result in 1 day of ISS and the student must report to the building administrator or administrator's designee to turn in all ECDs prior to the start of school every day for 9 weeks.
4. Any following violations of this policy may result in additional discipline including OSS and possibly up to expulsion from school; a prohibition on bringing any device to school for the rest of the school year; and a parent will need to pick it up at the end of the day.

If an ECD is seen by staff during the instructional day, the staff member will confiscate the ECD and the device will be sent to the main office where it will remain until the end of the day.

Locker Rooms, ECDs are never permitted in the locker rooms, restrooms or any other area in which others may have a reasonable expectation of privacy. Students will be assigned an ECD storage locker to use during PE and sport practices and must place any ECD in storage prior to entering the locker room.

Consequences for violating the ECD policy for locker rooms, restrooms or any other area in which others may have a reasonable expectation of privacy, will result in discipline including OSS and possibly up to expulsion from school; reporting to law enforcement if required, a prohibition on bringing any device to school for the rest of the school year; and a parent will need to pick it up at the end of the day.

Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5035 Student Discipline and the student handbook.

1. The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
2. Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
3. Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Students also have the opportunity and choice to leave their electronic device at home or in their vehicle during the school day.

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

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

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

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads. Students may not use ~~cell phones or other~~ electronic devices while at school, except as permitted in this handbook.

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 or artificial intelligence (AI) 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. Except for 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. Seniors who attempt to transport underclassmen will lose the privilege to leave campus. 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, and 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.

Under this policy, factual conclusions will be based on the preponderance of the evidence.

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 based on 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 coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a. Determine whether the complainant has discussed the matter with the staff member involved.
 - I. If the complainant has not, urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - II. 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 in writing.
 - c. Interview the complainant to determine:
 - I. All relevant details of the complaint;
 - II. All witnesses and documents which the complainant believes support the complaint;
 - III. The action or solution which the complainant seeks.
 - d. Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator, or Title IX/504 coordinator receive the complaint.

4.4. 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. The superintendent may assign a qualified designee to hear any appeal.

- a. This appeal must be in writing.
- b. This appeal must be received by the superintendent no later than ~~ten (10) business~~ three (3) calendar days from the date of the decision.
- c. For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate.
- d. The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent receives the complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or

harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

2-5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent's performance. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

- a. When the complaint is about a board policy, not implementation of the policy;
- b. When the complaint involves the budget or school expenditures that have been or must be approved by the board; or
- c. When the board is required by law, policy, or contract to hear a complaint or appeal.

If a complaint involves those limited grounds and a party is not satisfied with the superintendent's decision regarding the complaint or appeal, 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) calendar 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 allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
- d. The board president will notify the complainant, and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
- e. There is no appeal from any decision of the board unless authorized by law.

3-6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall

- a. Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
- b. Determine whether the complainant has discussed the matter with the superintendent.
 - I. If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - II. 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 or must be pursued further.
- 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 by the full board.
- d. Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
- e. Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

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 way 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 for 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 way 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 suspected of having a disability must be submitted in writing to HTRS's Director of Special Education or 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.

Student Expectations in the Use of the Internet

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 on school-related activities.
5. Students may use the Internet for appropriate educational purposes.

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 without the system administrator's written permission.

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 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.

Enforcement

1. Methods of Enforcement
 - a. 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.
 - b. 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.
 - c. 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.
 - d. HTRS staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.
2. Consequences for Violation of this Policy

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.

Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

3. Protection of Students
 - a. Children's Online Privacy Protection Act (COPPA)
 - i. 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.
 - ii. 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 educational purposes.

4. Education About Appropriate On-Line Behavior

- a. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the educational curriculum.
- b. Staff will specifically educate students on
- c. Appropriate interactions with other individuals on social networking websites and in chat rooms.
- d. Cyberbullying awareness and response.
- e. 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

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 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~~ **\$2.75** and adults ~~\$3.00~~ **\$3.60** for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for PK- is ~~\$3.20~~ **\$3.20**, 6-12 lunch is ~~\$3.20~~ **\$3.20** for students and ~~\$4.70~~ **\$5.00** 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~~ **\$0.50** 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 or eFunds at <https://payments.efundsforschools.com/v3/districts/56017/>.

If a student has no funds available to pay for a meal, they can 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 has a negative balance~~ **\$25.00** and each ~~week-day~~ thereafter that it is ~~below \$25.00~~ **negative**. 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 the 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 based on 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 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 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.

Head Lice

Students found to have head lice will not be permitted at school and will be sent home. Upon discovering any sign of lice, the student's parent(s) or guardian(s) will be notified and, if appropriate, 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 must sign a Release of Information Form for records 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 exempted from the immunization requirement may be excluded from school in case of any contagious disease outbreak 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 the 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 based on their status. 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 with 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 property may be conducted at the administration's discretion. The locker assignment is temporary 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 the office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or disposed of at the end 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:

- ~~4~~11. 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.
- ~~5~~12. 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.
- ~~6~~13. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. The goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
- ~~7~~14. 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 promptly.
- ~~8~~15. 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.
- ~~9~~16. 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 like Head Start and preschools and other community services like the public library.
- ~~10~~17. 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.

Student Lockers

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

Personal Property

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

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 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 always obey the playground supervisor.
- 1.2. All balls or other school equipment taken outside for recess must be returned to the building at the end of recess by the individuals that took them outside.
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 in 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 circumstances, HTRS does not supervise its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the school administration's request 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 several topics. If you wish to review this questionnaire before 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 with 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 with 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 3:34 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 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 when 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 g Team (SAT)

Parents who believe their students have any learning, behavior, or emotional needs not addressed by HTRS should contact their 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 the 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 pencils, paper, pens, erasers, and notebooks. Students wishing to supply their own personal or consumable items may do so if they comply with the district's requirements. 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 held responsible for the reasonable replacement cost of any school property 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

Laptop Initiative:

If the student/parent chooses to participate in the HTRS ~~67~~ - 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 party responsible 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.

Library Checkout:

Students/parents may prefer NOT to participate in the HTRS Take-Home 1:1 Laptop Initiative. The student/parent may then choose to participate in the Checkout 1:1 Laptop Program. This program consists of checking out a 1:1 laptop to be used during the school day to complete assignments or educational projects requiring the use of a computer. The student will have a laptop assigned to them but must ask permission from their teacher/librarian to check out the laptop. This laptop is not to go out of the building and must be checked back into the library by 3: ~~2545~~ 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.
3. Consequences for a Laptop Infraction:
 - a. First Offense: A verbal warning
 - b. Second Offense: Letter sent to the parents
 - c. 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 required for participation in extracurricular activities or 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 the 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	Students K-5	\$15.00

<i>Covers admission to all extracurricular events</i>	Students 6-12 \$25.00 Adult \$50 *Maximum per family of \$100.00
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. Generally, students must pay all costs associated with such post-secondary courses. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

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

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

Participation in Before-&-After-School or Pre-Kindergarten Services: The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. Please refer to STEAM Program Handbook.

Participation in Summer School or Night School: The district will charge reasonable fees for participation in summer school or night school.

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 have shoes selected by the sponsor and/or student group.

Contributions for Junior and Senior Class Extracurricular Activities: Students are eligible to participate in unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. To fund these extracurricular activities, the school district may ask each student to contribute 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.

Academic Eligibility for Extracurricular Activities:

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility, (2) meet the requirements of board policy including all rules applicable to the activity, and (3) have not less than a 60% grade in two or more classes on Monday each week eligible to participate in any portion of the activities program. Students who works to improve their grades during the week and only has one grade less than 60% on the day of competition will be eligible to participate. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving an in-school suspension, short-term suspension, long-term suspension, or expulsion from school.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High

Junior high/middle school (7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and parents. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to HTRS High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one additional adult couple. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

Homecoming and Prom

The Homecoming dance is open to students and approved guests of HTRS High School.

The Junior/Senior Prom is open to students and approved guests of HTRS High School junior and senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dance for Prom. Black dress jeans will be acceptable.

<u>Eligibility for Homecoming</u> • Students must be academically eligible for activities. • May not have 3 or more days of OSS or an offense resulting in a citation. • Must be on track to graduate: • Sophomores must have earned a minimum of 63 credit hours • Juniors must have earned a minimum of 126 credit hours. • Seniors: must have earned a minimum of 189 credit hours.	<u>Eligibility for Prom</u> • Students must be academically eligible for activities. • May not have 5 or more days of OSS or an offense resulting in a citation. • Must be on track to graduate: • Freshman must have earned a minimum of 40 credit hours • Sophomores must have earned a minimum of 103 credit hours • Juniors must have earned a minimum of 166 credit hours. • Seniors: must have earned a minimum of 220 credit hours.

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 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 accommodation 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 categories of directory information that the parents do not wish to have released about their child or the 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 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 disclosure 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

Students 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 a student 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 must meet with the principal to discuss the situation.~~

Telephone Calls

The school's telephone may be used only with the 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. ~~Students arriving more than 15 minutes to first hour class will be counted as absent for that class.~~

1. Definitions

- a. **Threat:** 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. **Transient threat:** an expression of anger or frustration that can be quickly or easily resolved.
 - iii. **Substantive threat:** 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. **Threat assessment:** a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assessment 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 the school district. The school district 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 a 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) consist of the superintendent as Primary Decision Maker, local law enforcement (SRO) Primary Investigator, building principal(s), guidance counselor(s), member of the technology staff, school nurse, and school psychologist. Not all team members need to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

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. The bus driver can issue a code of conduct violation report to a rider that must be signed by the parent/guardian and returned to the bus driver before being permitted to board the bus. If misconduct is recurring, the student will not be allowed to ride the bus.

Rules of Conduct on School Vehicles:

These rules are in addition to the Student Code of Conduct

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 quiet when the vehicle approaches a railroad crossing and whenever 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 always respect the rights and safety of others.
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 maintained the same way 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 wishing to take private transportation home from a school event must submit a release form to the sponsor signed by their parents.

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.

Audio or Video Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Parents may not record meetings with administrators or staff, including meetings related to a student's IEP or 504 plan. Violation of this policy will result in immediate termination of any meeting that is being recorded and may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

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 Apptegy 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 child(ren) 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 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 are 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 before 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.

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.

Academic Study Hall and Titan Time:

Students with incomplete work in or failing any class will be required to attend an Academic Study Hall or be assigned to Titan Time for academic aid. Titan Time will begin at 3:34 p.m. and end at 4:00 p.m. At 4:00 p.m. students will be allowed to attend sports practices or other scheduled activities. If the student does not attend Academic Study Hall during the day he/she will be required to attend Titan Time by the principal. Academic Study Hall will be required until the student is off the failing list. Since Academic Study Hall is required for students on the failing list, no transportation will be provided for those serving Titan Time.

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.

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.

7-8 Promotion Requirements

Students in seven 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
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 the 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 “In Good Standing” and those below the targets will 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 3 Days/Week 3 Credit Hours

Chorus 2 Days/Week 2 Credit Hours

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

3 Days/Week 3 Credit Hours

2 Days/Week 2 Credit Hours

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 s~~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.

All Seniors are required to complete the Free Application for Federal Student Aid (FAFSA) prior to graduation.

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 and 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.~~
- ~~2. Pay the full cost of obtaining a diploma from a printing company.~~
- ~~2. The applicant must present a formal letter of application to the Superintendent of Schools requesting a diploma.~~
- ~~2. 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.~~

HTRS equals Respect: <u>H</u> onesty <u>T</u> rustworthy <u>R</u> esponsible <u>S</u> afe	<u>Titan PRIDE equals:</u> <u>P</u> ositive <u>R</u> espectful <u>I</u> ntentional <u>D</u> etermined <u>E</u> ngaged

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.

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/studentcopyright/>. 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. Amy Kroll~~Kim Standerford~~ at 402-862-2151, or by email: kimstanderford@htrstitans.org~~amykroll@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~~ Brittany Rogers at 402-862-2151, or by email: kimstanderford@htrstitans.org~~brittanyrogers@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 Dr. George Griffith at 402-862-2235, or 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. Add website

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 District prohibits student attire or appearance that:

- Causes or is reasonably likely to cause a material and substantial disruption to the District's programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District's mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.
- Students may be required to adhere to uniform standards and/or wear district-approved or issued uniforms in order to participate in activities.

Dress Code Enforcement. School personnel are authorized to request immediate changes in the appearance or attire of student so as to remedy any dress code violations. Enforcement of dress code violations must be done in a manner that is consistent with a school's overall discipline plan and in a consistent manner. A student's violation of the dress code shall not subject the student to long-term suspension, expulsion, or mandatory reassignment as provided in NEB. REV. STAT. § 79-267. A violation of the dress code may not require the student to miss substantial classroom time, instruction time, or school activities.

Under no circumstances is any administrator, teacher, other member of the school district's staff, or any school district contractor allowed to permanently or temporarily alter or cut a student's hair.

No student shall be disproportionately affected by dress code enforcement because of the student's gender, race, color, religion, disability, or national origin.

Cultural and Religious Attire.

- Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
- Any person who is a member of an indigenous tribe of the United States or another country may wear tribal regalia in any public or private location where the person is otherwise authorized to be on school grounds or at any school function.

- Health and Safety Considerations. Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

Health and Safety Accommodation Process. If a health and safety standard accommodation is necessary, the District will:

1. Engage in a good-faith effort to reasonably accommodate the student and
2. Notify the student's parent or guardian of such an attempt to accommodate the student's appearance or any attire, tribal regalia, hairstyles, adornment, or other characteristic associated with race, national origin, or religion
3. Attempt to obtain consent from a student's parent or guardian prior to altering a student's appearance or removing or altering a student's attire, tribal regalia, hairstyle, adornment, or other characteristic associated with race, national origin, or religion.

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, hoodies over their head, blankets, bandannas, and sunglasses (except for concussion protocol between 7:30 am and 4:00 pm on school days.
4. Barefoot (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. No undergarments worn and external clothing.
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:

2. 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.
3. 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.
4. 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.

Any unsafe driving will be referred for a citation by the Richardson County Sheriff's Office

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve 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 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 school-sponsored suspension 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 positively will ~~remain have their in~~ In-School Suspension ~~until extended. Students they have competed all assignments. Student~~ are not eligible to ~~attend or participate compete~~ in extracurricular activities until they have completed their time in ISS unless it is a graded activity.

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 out-of-school 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:

- a. 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.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what 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.
- b. 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.
- c. 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.

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

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.

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 a 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.

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.

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 (including the use of synthetic media such as "Deepfakes") 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 including creation, possession, dissemination, accessing, sale, or any use of synthetic media such as deep- fakes;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically) including creation, possession, dissemination, accessing , sale, or any use of synthetic media such as deep- fakes;
 - 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;

Weapons/Firearms

Weapons. No student may possess, handle, or transmit any weapon while on school grounds, in a school vehicle, or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

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

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

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

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

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

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

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

1. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
2. Using any object to simulate possession of a weapon;
3. 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
4. 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.

Need for Searches.

The district has seen a marked increase of disciplinary issues related to possession of vaping devices, along with other contraband and unsafe items on school grounds, in school vehicles, and at school activities. Possession of these items disrupts the educational environment and poses a substantial risk to the health and safety of students, school personnel, and patrons, but many of the items of concern are difficult to detect and may be hidden by students intentionally. For these and other reasons, the board authorizes reasonable searches of students' possessions and their persons by school administration, or those individuals designated by administration to conduct searches, including the use of metal detecting wands.

Use of Wands.

Use of a metal detecting wand is intended to detect concealed items after there is reasonable suspicion of student misconduct justifying a search. This policy is not designed to suggest or require that all students are searched by wand without reasonable suspicion. The use of the wand will allow for searches to be conducted in a minimally invasive manner after the administration has reasonable suspicion to search.

Any search of a student's person as a result of reasonable suspicion shall be conducted in private. The student and their possessions may be scanned with a wand by an authorized school official. If the wand detects metal on the student, the student will be asked to remove any potential sources of metal from that area. If the wand alerts a second time, staff may conduct additional searches as permitted by law. If the wand detects metal in a student's backpack, bag, coat, purse, or other possession, the student will be asked to remove all metal items. If the wand alerts a second time, staff may conduct additional searches as permitted by law.

In the event of student refusal or defiance during a wand search, authorized personnel may conduct other types of searches if permitted by law; may discipline the student for failure to comply; and may refer the matter to appropriate law enforcement authorities.

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 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 regarding 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 a 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 and 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.) or receiving a citation for substance abuse or possession during the summer immediately preceding the start of fall sports practice 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 random drug testing during the suspension and during participation in any subsequent activities.~~
- ~~Second and/or more severe violations—(1) one*calendar year with random drug testing during the suspension and during participation in any subsequent activities.~~
- ~~Third and/or very severe violations—remainder of student's time at HTRS~~

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 ceremonies 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.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Students may practice but not participate in an activity or non-graded performance while serving in-school suspension.

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 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.

Drug and Alcohol Violations and Consequences

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

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

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.

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

~~*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, they will be reinstated if they continue and complete it.~~

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.

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:
 - 1) USDA National School Lunch and School Breakfast nutrition standards
 - 2) 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 scoreboard 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, and Fundraisers)

- a. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
- b. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day 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.)
- c. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser
- d. foods or beverages may be sold in competition with school meals in the food service area during the meal service.
- e. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
- f. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

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

Reviewed on: February 10, 2025

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Kim Standerford	Data Manager
Tami Robison	K-6 Guidance
Brittany Rogers	7-12 Guidance
Alexis Bippes	Speech Pathologist
Jessica Strauch	Nurse
Chelsey Sullivan	Six-Pence
Stacey Foster	JAG
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Destinee Arnold	ELC
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Amber Bauman	Preschool
Kasey True	Preschool
Billi Jo Freeman	Kindergarten
Michelle Glathar	1 st Grade
Chambre Blondo	1 st Grade
Jenny Eickmann	2 nd Grade
Chelsea Kerwin	2 nd Grade
Shari Drake	3 rd Grade
Heather Clements	3 rd Grade
Schuyler Kuhlmann	4 th Grade
Lisa Wittrock	4 th Grade
Taylor Dunekacke	5 th /6 th Math (AD)
Grant Tuttle	5 th /6 th ELA
Angela Schnacker	Physical Education
Kade Bredemeier	Social Studies
Jaime Frey	STEAM
Ashlee Meyer	Title 1
Dennette Wheeler	Title I/Barton Int.
Vicki Mulholland	Special Education
GRADES 7-12	
Amanda Bowen	English Language Arts
Zadie Smith	English Language Arts
Kristi Hilgenfeld	Math
Megan Howe	Math
Donna Railsback	Science
Taylor Shafer	Science
Madison Bredemeier	Science
Carl Linnerson	Social Studies
Kade Bredemeier	SS/ Bus/ Robotics/Info Tech
Scott Burger	Business
Sharon Joyner	Art
Jenna Stalder	Industrial Arts
Sara Kappel	Media Specialist
Megan Vrbka	VoAg/FFA

Maren DeJonge	VoAg/Intro to Ed/WBL
Alexis Wittwer	Physical Education
Jamie Stice	Physical Education Aide
Michael Coffey	5-12 Music
Stephanie Schmit	FCS/Online Proctor
Carmen Eppens	Special Education
Mary Grace Thiltges	Special Education
Sheila Snodgrass	Special Education
Paraprofessionals	
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Eldon Russell	WIN SPED
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Vicki Bursovsky	SPED
Teresa Gartner	SPED
Rhiannon Kohler	SPED
Dawn Sherman	SPED
Ronnie Schiffbauer	SPED
Chelsea Shelton	SPED
Koalton Taiclet	SPED
Melinda Strong	CNA/SPED
CHILD NUTRITION PROGRAM	
<u>Cady Saunders</u>	Cafeteria Manager
Kim Slama	Cook
Melanie Beemer	Cook
TRANSPORTATION	
Scott Freeman	Head Transportation /Grounds
Mike Slatten	Route Driver
Rene Jones	Route Driver

ACKNOWLEDGEMENT**ACKNOWLEDGEMENT OF CONDUCT CODE**

I understand that as a student representing the school district in activities, I am obligated to comply with the 7-12 Parent-Student handbook, including the code of conduct. 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

Signature of Parent

Printed Name of Parent

Date

HTRS TITANS



2025-2026 Titan School Calendar

Approved 7/14/2025

August 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						

September 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				

October 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	

November 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						

December 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			

January 2026						
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 2026						
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

March 2026						
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 2026						
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 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

170 Student Days - 185 Teacher
Includes 1 day for P/T Conf and Open House)

August 2025 (12 Student / 18 Teacher)

- 6 Video Training Day/New Teacher Orientation
- 7-8 Teacher In-service
- 11 First Day Fall Practice
- 11-13 Teacher In-service
- 14 First Day K - 12
- 18 First Day PreK

September 2025 (19 Student / 19 Teacher)

- 1 No-School / Labor Day
- 10 1:30 Dismissal / Fair
- 11-12 No-School / Fair

October 2025 (21 Student / 22 Teacher)

- 3 No School Teacher In-Service
- 17 End of 1st Quarter (43 Days)
- 20 1:30 Dismissal / P-T Conferences 2:00 pm to 7:00pm
- 24 No School

November 2025 (16 Student / 17 Teacher)

- 3 No School - Teacher In-Service
- 17 First Day of Winter Practice
- 26-28 Thanksgiving Break

December 2025 (15 Student / 15 Teacher)

- 19 1:30 Dismissal / End 1st Semester (83 Days)
- 24-28 5 Day Practice/Competition Moratorium
- 22-31 No-School / Christmas Break

January 2026 (17 Student / 19 Teacher)

- 1-2 No-School / Christmas Break
- 5 No-School / Teacher Workday
- 6 Start of 2nd Semester
- 19 No-School
- 26 No-School -Teacher Workday

February 2026 (18 Student / 19 Teacher)

- 2 No School/ Teacher In-service
- 24 1:30 Dismissal - P/T Conferences 2:00 pm to 7:00pm
- 27 No School

March 2026 (19 Student / 21 Teacher)

- 6 End 3rd Quarter (40 Days)
- 18 No School / Teacher Workday
- 19 No School
- 20 No School / Teacher Workday

April 2026 (20 Student / 20 Teacher)

- 3 No School / Good Friday
- 6 No School

May 2026 (13 Student / 1 Seniors / 14 Teacher)

- 1 Senior's Last Day
- 4 10:00AM Start - Teacher Appreciation
- 7 PreK Last Day
- 9 Graduation 2:00 pm
- 19 1:30 Dismissal /Last Day / End 2nd Semester (87 Days)
- 20 Teacher Workday

HTRS

LAPTOP HANDBOOK

2024 – 2025 SCHOOL YEAR



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

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 violation.

Parents/Guardians and students are required to sign & return the receipt form below before August. 19, 2024

ACKNOWLEDGEMENT OF RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: “Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

ACKNOWLEDGEMENT OF CONDUCT CODE

I understand that as a student representing the school district in activities, I am obligated to comply with the 6-12 Parent-Student handbook, including the code of conduct. 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.

PARENT/STUDENT LAPTOP AGREEMENT

I have received and read the Laptop Handbook that describes the HTRS School District’s regulations, rules, and expectations to be followed by students enrolled in the HTRS Public Schools, including the Acceptable Use Policy. My child and I have discussed these policies and understand that we must comply with them.

PARENT/STUDENT HANDBOOK AGREEMENT

I have received and read the Student Handbook that describes the HTRS School District’s discipline policies, regulations, rules, and expectations to be followed by students enrolled in the HTRS Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

_____	_____	_____	_____
Student’s Signature	Date	Parent/Guardian’s Signature	Date

_____	_____
Cell Phone Number (Optional)	Cell Phone Number (Optional)

_____	_____
Parent’s Email Address (Optional)	Parent’s Email Address (Optional)

I understand that my student is obligated by this handbook, including the statements above.

_____	_____	_____	_____
Student’s Signature	Date	Parent/Guardian’s Signature	Date



July 2025

Strategic Plan Goal 1:

Tami Robison returned from her Restorative practice training with a number of great ideas. We developed a plan to implement these ideas throughout the year. We will be doing a planning meeting later this month for next year.

Curriculum:

Our curriculum experts are doing a good job and are already helping teachers move on with the process. I will be looking at training our curriculum leaders trained in uploading our text to the website, so we do have to pay someone for each new adoption.

The older Suburban has had the transmission stop working, and we are waiting to see what the problem is. We have all the buses back and in working order.

We only have one more camera to hang, and we are getting a stainless-steel cover made by Ben Railsback for the chimney so it will hold up better than this sheet metal.