

Board of Education Regular Meeting
Monday, August 8, 2016 7:30 PM
Morrill High School Multi-Purpose Room
508 Jefferson Ave.
Morrill, NE 69358

- I. CALL TO ORDER FOR REGULAR MEETING
 - I.1. Pledge to the Flag
 - I.2. Roll Call
 - I.3. Notification of Open Meetings Law Posting
 - I.4. Recognition of Recording
- II. CONSENT AGENDA
 - II.1. Approval of Agenda for the August 8, 2016 Regular Meeting
 - II.2. Approval of minutes of the July 11, 2016 Regular Meeting
 - II.3. Approval to Pay Claims and file financial reports
 - II.3.a. working Monthly Budget
 - II.3.b. Monthly Budget of Receipts
 - II.3.c. Activity Accounts
 - II.3.d. County Treasurers' Reports
- III. RECOGNITION OF VISITORS
- IV. REPORTS
 - IV.1. Village of Morrill
 - IV.2. Curriculum/Americanism: Stauffer, Guerue, Burford
 - IV.3. Building/Grounds/Transportation: Sherrod, Burford, Zwiebel
 - IV.4. Staff Relations: Zwiebel, Burford, Hessler

- IV.5. Finance: Hessler, Guerue, Burford (Zwiebel)
- IV.6. Morrill School's Foundation: Stauffer, Zwiebel
- IV.7. Technology Report
- IV.8. Activity Report
- IV.9. Secondary Principal's Report
- IV.10. Elementary/Pre School Principal's Report
- IV.11. Superintendent's Report
- V. UNFINISHED BUSINESS
 - V.1. Consider/possibly approve Student & Activities Handbooks
 - V.2. Discuss status on Activity Building and consider/possibly approve concrete bid
 - V.3. Discuss status on security camera expansion project
- VI. NEW BUSINESS
 - VI.1. Consider bids/possibly award Construction Manager for the Early Childhood Building
 - VI.2. Initial Discussion of the Budget for 2016-2017
 - VI.3. Consider/possibly approve transfers to Lunch, Activity and Depreciation Funds
- VII. Next Regular Meeting Date
 - VII.1. Regular Meeting Date September 12, 2016 at 7:30 pm
- VIII. ADJOURNMENT

Board of Education Regular Meeting
July 11, 2016 7:30 PM
Morrill High School Multi-Purpose Room

"Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world"

2015 Board of Education: Jim Hessler (President), Bill Zwiebel (Vice President), Dick Burford (Treasurer), Cynthia Guerue (Secretary), David Sherrod (Member), Billy Stauffer (Member)

I. CALL TO ORDER FOR REGULAR MEETING: Meeting called to order at 7:45 PM

1. Pledge to the Flag
2. Roll Call: Jim Hessler, Dr. Cynthia Guerue, David Sherrod and Billy Stauffer present. Absent Mr. Bill Zwiebel and Mr. Dick Burford

Motion Passed: Motion to excuse Dick Burford and Bill Zwiebel by Mr. Billy Stauffer, second Mr. David Sherrod passed. **4 Yeas - 0 Nays.**

3. Notification of Open Meetings Law Posting
4. Recognition of Recording

II. CONSENT AGENDA

Motion Passed: Approval of Consent Agenda as presented passed with a motion by Mr. Billy Stauffer and a second by Mr. David Sherrod. **4 Yeas - 0 Nays.**

1. Approval of Agenda for July 11, 2016 regular meeting
2. Approval of minutes for the June 14 regular meeting and the June 23, 2016 special meeting
3. Approval to Pay Claims and file financial reports
 - a. working Monthly Budget
 - b. Monthly Budget of Receipts
 - c. Activity Accounts
 - d. County Treasurers' Reports

III. RECOGNITION OF VISITORS

"This section of the agenda is set aside a public comment period. Individuals attending the meeting shall be invited to make comments during the "Recognition of Visitors" item allowed on the agenda. Time for each speaker should not exceed 5 minutes. If your concern pertains to a staff member, please follow the chain of command: staff should have already been consulted and, if that was not satisfactory, administration should have been consulted. We cannot entertain a conversation about a staff member in public session."

IV. REPORTS

1. Village of Morrill-No Report
2. Curriculum/Americanism:Stauffer, Guerue, Burford-No Report
3. Building/Grounds/Transportation: Sherrod, Burford, Zwiebel
4. Negotiations/Finance: Hessler, Zwiebel, Burford, (Guerue)-No Report
5. Morrill School's Foundation: Stauffer, Zwiebel

Notice to Bidders was published Sunday July 3rd in the Star Herald and Thursday June 3rd in the Gering Courier. There have been three contacts to date.

Thank-you to the foundation was received from Garrett Zwiebel for his scholarship.

6. Technology Report-No Report
7. Activity Report

Track is complete and looks good. Morrill Coaches will be helping with the 5K run during Rendezvous Days this Saturday they will also be selling Morrill apparel, bleacher chairs and other things during the Horsecreek Rendezvous Days.

Activities Handbook is being updated and there was some discussion concerning the new handbook.

8. Secondary Principal's Report-No Report

9. Elementary Principal's Report

Mrs. Homan discussed the New Pre K letter, reported that summer school ended on June 30th and informed the Board that many of the Elementary staff were "decorating" their rooms and were glad to be able to access them due to the new custodial staffing.

10. Superintendent's Report-No Report

V. UNFINISHED BUSINESS

1. Consider/possibly approve Student & Activities Handbooks

Motion Passed: Approval to table until activities handbook is complete passed with a motion by Mr. David Sherrod, second Mr. Billy Stauffer. **4 Yeas-0 Nays.**

VI. NEW BUSINESS

1. Consider/possibly approve resignation of Dawn Terrell

Motion Passed: Motion by Mr. Billy Stauffer, second by Dr. Cynthia Guerue to approve resignation of Dawn Terrell thanking her for her service and wishing her well in future endeavors passed **4 Yeas - 0 Nays.**

2. Consider/possibly approve the contract with Holly Walter for 2016-2017

Motion Passed: approval of the contract for Holly Walter for 2016-2017 passed with a motion by Mr. Billy Stauffer, second by Mr. David Sherrod. **4 Yeas-0-Nays.**

3. Consider/possibly approve setting preschool fees at:

- a. Full Day \$250.00 per month to \$400.00 per month**
- b. Half Day \$150.00 per month to \$250.00 per month**

Mrs. Homan explained the Preschool will provide breakfast, lunch, snacks and transportation for students next year with classes five days per week instead of four.

Motion Passed: Approval to set preschool prices for the 2016-2017 year at: \$250 per month full day and \$150 per month half day passed with a motion by Mr. David Sherrod, second by Mr. Billy Stauffer. **4 Yeas - 0 Nays.**

4. Approve Rauner & Associates to conduct the 2015-2016 Annual Audit

District has used Rauner & Associates for many years, they are extremely thorough and specialize in School Audits.

Motion Passed: Motion to engage Rauner & Associates for the 2015-2016 Annual Audit by Mr. Billy Stauffer, second by Mr. David Sherrod. **4 Yeas - 0 Nays.**

VII. Next Regular Meeting & Budget Planning Date: August 8 at 7:30 pm

VIII. ADJOURNMENT

Motion Passed: Adjournment at 8:33 passed with a motion by Dr. Cynthia Guerue and a second by Mr. David Sherrod. **4 Yeas - 0 Nays.**

Except for an emergency, this agenda shall not be altered later than twenty-four hours before scheduled commencement of the meeting. The Board will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.

Footnote: *Executive Session {84-1410}: These are the reasons for an executive session: strategy sessions for collective bargaining, real estate purchases, pending litigation, deployment of security personnel or devices, investigative proceedings regarding allegations of criminal misconduct and evaluation of the job performance of a personnel when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public body. The motion must state the specific reason listed above and include the phrase "and will be limited to the discussion of personnel"*

Chairperson

Superintendent



TAXPAYER NAME : COUNTY OF SCOTTSBLUFF	TIN : xxxxx5307
--	------------------------

Deposit Confirmation

Your payment has been accepted.

Payment Successful

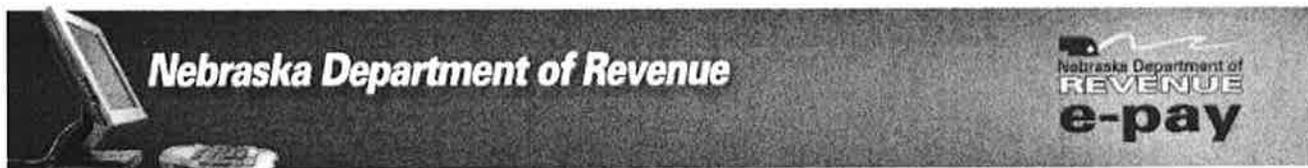
An EFT acknowledgement number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270660270952388
------------------------------------	------------------------

PLEASE NOTE
Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx5307
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q3/2016
Payment Amount	\$61,747.92
Settlement Date	07/20/2016
Sub Categories	
1 Social Security	\$30,296.36
2 Medicare	\$7,085.70
3 Tax Withholding	\$24,365.86
Account Number	xxxxx4746
Account Type	CHECKING
Routing Number	104102309
Bank Name	PLATTE VALLEY BANK



Your last visit was Mon 06/20/2016 11:12 AM CDT

Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **NB1DOR002853690**

Payment Details

Description Nebraska Revenue
01100 - Income Tax Withholding
<http://www.revenue.ne.gov>

Payment Amount \$8,770.96

Payment Date 07/21/2016

Status SCHEDULED

Tax Period End Date 07312016
(MMDDYYYY)

Nebraska ID 732230

Tax Type 01100 - Withholding

Payment Method

Account Nickname Revenue

Bank Routing Number 104102309

Bank Name PLATTE VALLEY BANK

Bank Account Number *4746

Bank Account Type Checking

Bank Account Category Business

Confirmation Email deb.baker@mpslions.org

July charges MC

Activities

05 2190 410 0 103
 05 2190 410 0 100
 05 2190 410 0 111
 05 2190 410 0 105
 05 2190 410 0 511
 05 2190 410 0 903

Gen Fund
 HUDL \$ 2,066.00 01 2190 410 0
 Amazon \$ 219.60 01 1100 530 0
 Rustic \$ 26.00 01 2190 670 0
 Staples \$ 18.79 01 2510 410 0
 Menards \$ 89.94 01 2620 410 1
 Home Depot \$ 27.48 01 2620 410 1
 Amazon \$ 16.48 01 2222 430 1
 Amazon \$ 16.74 01 1210 410 1
 Amazon \$ 12.99 01 1100 410 1
 0 01 2190 490 0
 0 01 2190 490 0
 0 01 1100 630 0

Cafeteria
 06 4800 490 0
 06 4800 490 0
 06 4800 530 0
 06 4800 490 0
 06 4800 490 0
 06 4800 490 0

Total 0 0

TOTAL 2494.02 0

TOTAL 0 0

Total 2494.02



U.S. BANK
P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 5569 6345 5551 4890
STATEMENT DATE 07-25-2016
AMOUNT DUE \$2,494.02
NEW BALANCE \$2,494.02

PAYMENT DUE ON RECEIPT

000040291 01 AB 0.399 106481609975093 P
MORRILL PUBLIC SCHOOL
ATTN DEBORAH BAKER
PO BOX 486
MORRILL NE 69358-0486

AMOUNT ENCLOSED
\$

Please make check payable to
CORPORATE PAYMENT SYSTEMS

CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

5569634555514890 000249402 000249402

Please tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY									
MORRILL PUBLIC SCHOO 5569 6345 5551 4890	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance	
Company Total	\$4,095.40	\$2,494.02	\$0.00	\$0.00	\$0.00	\$0.00	\$4,095.40	\$2,494.02	

CORPORATE ACCOUNT ACTIVITY				
MORRILL PUBLIC SCHOOL 5569-6345-5551-4890			TOTAL CORPORATE ACTIVITY \$4,095.40 CR	
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-20	07-20	75569636202000000000234	PAYMENT - THANK YOU 00000 C	4,095.40 PY

NEW ACTIVITY				
ACTIVITIES 1 5569-6310-0040-0576	CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
	\$0.00	\$2,066.00	\$0.00	\$2,066.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-15	07-14	55429506196637003171689	HUDL 4028170060 NE	2,066.00

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY		
	5569-6345-5551-4890		PREVIOUS BALANCE	4,095.40	
		STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES	2,494.02
		07/25/16	.00	CASH ADVANCES	.00
				CASH ADVANCE FEES	.00
				LATE PAYMENT CHARGES	.00
				CREDITS	.00
				PAYMENTS	4,095.40
SEND BILLING INQUIRIES TO: CORPORATE PAYMENT SYSTEMS P.O. Box 6335 Fargo, ND 58125-6335		AMOUNT DUE		ACCOUNT BALANCE	2,494.02
		2,494.02			



Company Name: MORRILL PUBLIC SCHOOL
Corporate Account Number: 5569 6345 5551 4890
Statement Date: 07-25-2016

NEW ACTIVITY					
ELEMENTARY		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
5569-6310-0040-6979		\$0.00	\$182.42	\$0.00	\$182.42
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
✓ 06-29	06-29	55432866181000524620868	AMAZON.COM AMZN.COM/BILL WA	16.48	
✓ 06-30	06-28	05410196181105001086229	STAPLES 00107359 SCOTTSBLUFF NE	18.79	
✓ 06-30	06-28	05436846181100144946694	MENARDS SCOTTSBLUFF NE SCOTTSBLUFF NE	89.94	
✓ 07-01	06-30	55432866182000409835655	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	16.74	
✓ 07-11	07-09	55310206191083137474380	AMAZON.COM AMZN.COM/BI AMZN.COM/BILL WA	12.99	
✓ 07-11	07-08	55541866191010192841692	THE HOME DEPOT #3210 SCOTTSBLUFF NE	27.48	
HIGH SCHOOL		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
5569-6310-0040-6961		\$0.00	\$219.60	\$0.00	\$219.60
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
✓ 07-25	07-22	55432866204000755025335	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	219.60	
JOSEPH SHERWOOD		CREDITS	PURCHASES	CASH ADV	TOTAL ACTIVITY
5569-6300-0172-4760		\$0.00	\$26.00	\$0.00	\$26.00
Post Date	Tran Date	Reference Number	Transaction Description	Amount	
✓ 06-30	06-28	55315546181207001709615	RUSTIC TAVERN MORRILL NE	26.00	

Department: 00000 Total: \$2,494.02
 Division: 00000 Total: \$2,494.02



MORILL PUB SCHOOL 11 DIST
Account Number: XXXX XXXX XXXX 2008

Billing Questions:

308-632-7004
To report a lost or stolen card
call toll free 800-556-5678

Website:

pvbank.com

Send Billing Inquiries To:

Platte Valley Bank, PO Box 2308
Scottsbluff, NE 69363-2308

PLATTE VALLEY BANK Credit Card Account Statement
June 25, 2016 to July 26, 2016

SUMMARY OF ACCOUNT ACTIVITY

Previous Balance	\$4,764.88
- Payments	\$4,764.88
- Other Credits	\$0.00
+ Purchases	\$2,256.54
+ Cash Advances	\$0.00
+ Fees Charged	\$0.00
+ Interest Charged	\$0.00
= New Balance	\$2,256.54

PAYMENT INFORMATION

New Balance:	\$2,256.54
Minimum Payment Due:	\$68.00
Payment Due Date:	August 20, 2016

Account Number	XXXX XXXX XXXX 2008
Credit Limit	\$8,500.00
Available Credit	\$6,243.00
Statement Closing Date	July 26, 2016
Days in Billing Cycle	32

TRANSACTIONS

An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/12	07/12	F429700JJ000PY002	PAYMENT - THANK YOU	\$4,764.88-
			TOTAL XXXXXXXXXXXXXXX2008	\$4,764.88-
06/27	07/05	2449398JB5SQELZWM	ECONO LODGE DIA AURORA CO	\$102.22
07/08	07/08	2469216JE00J1X9VE	GCI*MSCN-FRND-WB 800-776-5173 CA	\$831.17
07/10	07/11	2471705JH3SW0J2ZV	NEBRASKAGOV SUBSCRIBER LINCOLN NE	\$3.00
07/13	07/13	2469216JK00BEL0ZP	GCI*MSCN-FRND-WB 800-776-5173 CA	\$306.10
07/14	07/15	2469216JL006SDHG1	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$18.28
07/14	07/15	2469216JL008EYZSB	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$51.92
07/15	07/17	2469216JM00TSWTVE	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$598.00

Transactions continued on next page

NOTICE: See reverse side of page 1 for Important Information

5000 0001 BHH 001 7 17 160726 0

PAGE 1 OF 2

11 4297 0720 PVBC 01AJ5000

2

PLATTE VALLEY BANK
P.O. BOX 2308
SCOTTSBLUFF, NE 69363-2308



Account Number: XXXX XXXX XXXX 2008
New Balance: \$2,256.54
Minimum Payment Due: \$68.00
Payment Due Date: August 20, 2016

Please use enclosed envelope to remit payment.

Amount Enclosed: \$



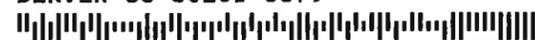
Address Change? Check box and please print new address and telephone number on back of statement.

Please complete and enclose bottom portion of statement for proper credit.

Make Check Payable to:

VISA
P O BOX 13379
DENVER CO 80201-3379

MORILL PUB SCHOOL 11 DIST 2
PO BOX 486
MORILL NE 69358



405354072216200800006800002256548



MORILL PUB SCHOOL 11 DIST
 Account Number: XXXX XXXX XXXX 2008

TRANSACTIONS (continued) An amount followed by a minus sign (-) is a credit unless otherwise indicated.

Tran Date	Post Date	Reference Number	Transaction Description	Amount
07/22	07/24	2469216JW00SH9QV8	Amazon.com AMZN.COM/BILL WA	\$29.10
07/22	07/24	2469216JW00TV9N40	Amazon.com AMZN.COM/BILL WA	\$14.55
07/24	07/25	2469216JY00SMWA1T	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	\$188.90
07/24	07/25	2469216JY000381MN	Amazon.com AMZN.COM/BILL WA	\$113.30
MORRILL PUB SCHOOL DIST 11				
TOTAL XXXXXXXXXXXX2081				\$2,256.54

INTEREST CHARGE CALCULATION

Your Annual Percentage Rate (APR) is the annual interest rate on your account

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Days in Billing Cycle	Interest Charge
Purchases	8.75% (v)	\$0.00	32	\$0.00
Cash Advances	8.75% (v)	\$0.00	32	\$0.00

(v) - variable

You can avoid paying additional purchase interest charges during your next billing cycle by paying the New Balance listed on page 1 in full on or before the Payment Due Date.

NOTICE: See reverse side of page 1 for important information

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Checking Account ID 1		Fund Number 01 GENERAL FUND		
	974110-0010	AS CENTRAL SERVICES -- ST OFNEBRASKA	07/23/2016	227.47
01 1100 382 0		DL Ed and Communications		227.47
Total	AS CENTRAL SERVICES -- ST OFNEBRASKA			227.47
	337776	BLUFFS SANITARY SUPPLY	08/02/2016	23.04
01 2620 338 2		HS Custodial supplies		23.04
	338317	BLUFFS SANITARY SUPPLY	08/02/2016	931.39
01 2610 410 2		HS Custodial supplies		931.39
	338318	BLUFFS SANITARY SUPPLY	08/02/2016	635.41
01 2610 410 1		elementary custodial supplies		635.41
Total	BLUFFS SANITARY SUPPLY			1,589.84
	88-56137	Bright Solutions for Dyslexia	08/02/2016	609.90
01 1210 410 1		Level 3 & 4 systems		609.90
Total	Bright Solutions for Dyslexia			609.90
	314230519-0036	CENTURYLINK (ELEM)	07/01/2016	726.89
01 2510 324 0		Tele. Sec		595.89
01 2510 324 0		Tele. Elem		131.00
Total	CENTURYLINK (ELEM)			726.89
	165349	COPIER CONNECTION INC	08/02/2016	484.07
01 1100 327 0		Copier lease district		325.00
01 1100 410 1		Elem supplies		95.75
01 1100 410 2		HS supplies		63.32
Total	COPIER CONNECTION INC			484.07
	Construction manager	DOUGLAS, KELLY, OSTDIEK, & OSSIAN, P.C.	08/03/2016	1,155.00
01 2310 317 0		Legal services		1,155.00
Total	DOUGLAS, KELLY, OSTDIEK, & OSSIAN, P.C.			1,155.00
	8/1/16	EDUCATIONAL SERVICE UNIT #13	07/29/2016	4,669.73
01 1100 382 0		Consortium		1,673.28
01 1210 313 0		Contract Services		2,996.45
Total	EDUCATIONAL SERVICE UNIT #13			4,669.73
	53955590	Gering Courier	08/03/2016	219.12
01 2310 350 0		Notice to bidders/meeting minutes		219.12
Total	Gering Courier			219.12
	17740768-0010	GREATAMERICA FINANCIAL SVCS.	07/06/2016	1,175.00
01 1100 327 0		Copier Lease District		1,175.00
Total	GREATAMERICA FINANCIAL SVCS.			1,175.00
	53681	HORSE CREEK TIRE INC.	08/03/2016	123.00
01 2750 338 0		School van maintenance		123.00
	53808	HORSE CREEK TIRE INC.	08/03/2016	70.00
01 2750 338 0		School van repair		70.00
Total	HORSE CREEK TIRE INC.			193.00
	51467-6	IDEAL LINEN SUPPLY	08/02/2016	270.67

Board Report - Detail

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
01 2610 410 2		HS custodial supplies		270.67
	51620-6	IDEAL LINEN SUPPLY	08/02/2016	184.83
01 2610 410 1		Elem custodial supplies		184.83
Total		IDEAL LINEN SUPPLY		455.50
	10127235	Journey Ed.com Inc.	08/02/2016	2,128.96
01 1100 465 2		Microsoft licensing		2,128.96
Total		Journey Ed.com Inc.		2,128.96
	6507	Logoz LLC	08/02/2016	2,588.00
01 2190 410 4		Activities Spirit wear 2016-17		2,588.00
Total		Logoz LLC		2,588.00
	AAX762801-AX03	LOU'S SPORTING GOODS	08/02/2016	307.84
01 2190 410 0		Athletic Supplies 2016-17		307.84
Total		LOU'S SPORTING GOODS		307.84
	1132	Lyrics2learn	08/02/2016	300.00
01 1100 420 1		3rd & 4th subscription accounts		300.00
Total		Lyrics2learn		300.00
	20160802	MASTER CARD	08/02/2016	2,494.02
01 2190 410 0		HUDL		2,066.00
01 1100 530 0		Amazon		219.60
01 2190 670 0		Rustic		26.00
01 2510 410 0		Staples		18.79
01 2620 410 1		Menards		89.94
01 2620 410 1		Home Depot		27.48
01 2222 430 1		Amazon		16.48
01 1210 410 1		Amazon		16.74
01 1100 410 1		Amazon		12.99
Total		MASTER CARD		2,494.02
	1606302203336	MICROTEL INN & SUITES BY WYNDHAM	08/02/2016	59.95
01 2190 670 0		AD Travel expense for conference		59.95
Total		MICROTEL INN & SUITES BY WYNDHAM		59.95
16-144	2075443-00	MIDWEST TECHNOLOGY PRODUCTS	08/02/2016	627.85
01 1100 530 0		Shop equipment for 2016-17		627.85
Total		MIDWEST TECHNOLOGY PRODUCTS		627.85
	I-9002	MISKO	08/02/2016	1,886.20
01 2190 410 0		Activity supplies		1,886.20
Total		MISKO		1,886.20
	20160803	MOBIUS COMMUNICATIONS COMPANY	08/03/2016	32.39
01 2510 324 0		Long distance telephone charges		32.39
	2175	MOBIUS COMMUNICATIONS COMPANY	08/02/2016	470.00
01 1100 530 0		Installation of consuls		470.00
	2175-1	MOBIUS COMMUNICATIONS COMPANY	08/03/2016	210.00
01 1100 530 0		Installation of phone for AD		210.00
Total		MOBIUS COMMUNICATIONS COMPANY		712.39

Board Report - Detail

Posted - All; Processing Month 08/2016

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
	20160803	MORRILL HARDWARE & BUILDING SUPPLIES	08/03/2016	290.59
01 2620 338 1		Elem paint repairs		137.64
01 2610 410 1		Elem custodial supplies		84.36
01 2610 410 2		Sec custodial supplies		68.59
Total		MORRILL HARDWARE & BUILDING SUPPLIES		290.59
	128612	MORRILL ROTARY CLUB	08/03/2016	172.50
01 2410 630 1		Rotary meals and dues for Joe		172.50
	128623	MORRILL ROTARY CLUB	08/03/2016	172.50
01 2320 630 0		Rotary dues and meals		172.50
Total		MORRILL ROTARY CLUB		345.00
	20160804	MORRILL SUPPLY	08/04/2016	371.80
01 2750 337 0		Tires and parts		82.07
01 2620 530 1		Elem custodial supplies		289.73
Total		MORRILL SUPPLY		371.80
	2046-20160731	ONE SOURCE - THE BACKGROUND CHECK COMPAN	08/02/2016	77.50
01 2510 690 0		July background checks 2016		77.50
Total		ONE SOURCE - THE BACKGROUND CHECK COMPAN		77.50
	20160802	PLATTE VALLEY BANK VISA	08/02/2016	2,256.54
01 2224 319 0		Econolodge		102.22
01 1100 420 2		Musician's Friend		831.17
01 2750 690 0		Nebraska.Gov		3.00
01 1100 530 0		Musician's Friend		306.10
01 2610 410 1		Amazon		188.90
01 2610 410 1		Amazon		14.55
01 2620 410 1		Amazon		29.10
01 2610 410 1		Amazon		113.30
01 2190 410 0		Amazon		18.28
01 2190 410 0		Amazon		51.92
01 2190 410 0		Amazon		598.00
Total		PLATTE VALLEY BANK VISA		2,256.54
	208116663019	School Specialty, Inc	08/02/2016	39.95
01 1100 410 1		4th grades supplies		39.95
	208116663021	School Specialty, Inc	08/02/2016	207.08
01 1100 410 1		Elementary offices supplies		207.08
	208116663276	School Specialty, Inc	08/02/2016	73.39
01 1100 410 1		3rd grade supplies		73.39
	208116663279	School Specialty, Inc	08/02/2016	38.21
01 1100 410 1		Elementary office supplies		38.21
	208116663280	School Specialty, Inc	08/02/2016	48.18
01 1100 410 1		3rd grade Amanda Smith		48.18
	208116663283	School Specialty, Inc	08/02/2016	33.33
01 1100 410 1		2nd grade supplies		33.33
	208116671512	School Specialty, Inc	08/02/2016	90.08
01 1210 410 1		Elem sped supplies		71.52
01 1100 410 2		HS Math supplies		18.56
	208116720837	School Specialty, Inc	08/02/2016	62.92
01 1190 410 3		Preschool supplies		62.92
	308102512362	School Specialty, Inc	08/02/2016	126.65
01 1100 410 1		6th grade supplies		126.65

Board Report - Detail

Posted - All; Processing Month 08/2016

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	School Specialty, Inc			719.79
16-155	G20555	Shoot-A-Way Incorporated	08/02/2016	2,500.00
01 2190 410 0		Gum basketball shooting machine		2,500.00
Total	Shoot-A-Way Incorporated			2,500.00
	3110100104-0003	SOURCEGAS DISRIBUTION LLC	07/06/2016	616.40
01 2610 321 1		Elementary		273.72
01 2610 321 2		Highschool		193.21
01 2610 321 2		Highschool		112.51
01 2610 321 2		Highschool		36.96
Total	SOURCEGAS DISRIBUTION LLC			616.40
16-150	3306131858	Staples Advantage Dept DET	08/02/2016	31.16
01 1100 410 1		Delinda Lackey 5th grade supplies		31.16
Total	Staples Advantage Dept DET			31.16
	20160802	Team Concepts	08/02/2016	3,300.00
01 1100 670 0		Success camp + Teacher In-Service		3,300.00
Total	Team Concepts			3,300.00
	79870	THOMPSON GLASS INC	08/02/2016	62.56
01 2610 410 1		Repair of window broken by students		62.56
Total	THOMPSON GLASS INC			62.56
16-143	14171	TRIARCO	08/02/2016	123.43
01 1100 410 2		Sec Art supplies		123.43
16-143	14172	TRIARCO	08/02/2016	597.74
01 1100 410 2		Sec Art supplies		597.74
Total	TRIARCO			721.17
	ELEC-0010	VILLAGE OF MORRILL	07/03/2016	9,676.75
01 2610 322 1		Elec elem		5,659.06
01 2610 323 1		Water/sewer/trash		1,569.03
01 2610 322 2		Elec HS		1,895.08
01 2610 323 2		Water/sewer/trash		553.58
Total	VILLAGE OF MORRILL			9,676.75
	20160804	WESTCO COOPERATIVE COMPANY	08/04/2016	23.38
01 2750 336 0		Gas & Oil July 2016		23.38
Total	WESTCO COOPERATIVE COMPANY			23.38
	20160803	WEX BANK	08/03/2016	472.33
01 2750 336 0		Gas & Oil		472.33
Total	WEX BANK			472.33
Fund Number	01			44,075.70
Checking Account ID	1			44,075.70
Checking Account ID	5	Fund Number	05	Activity Fund
	1058068	JOSTENS	08/02/2016	4,355.00
05 2190 410 0 614		Yearbook copies		4,355.00

Board Report - Detail

Posted - All; Processing Month 08/2016

PO Number	Invoice Number	Vendor Name	Invoice Date	Amount
Account Number		Detail Description		Amount
Total	JOSTENS			4,355.00
16-155	G20555	Shoot-A-Way Incorporated	08/02/2016	3,000.00
05 2190 410 0 504		Gum basketball shooting machine		1,000.00
05 2190 410 0 103		Gum basketball shooting machine		1,000.00
05 2190 410 0 102		Gum basketball shooting machine		1,000.00
Total	Shoot-A-Way Incorporated			3,000.00
	Erika Derr 91495054	University of Nebraska at Omaha	08/03/2016	200.00
05 2190 410 0 511		Spanish club scholarship recipient 2016		200.00
Total	University of Nebraska at Omaha			200.00
Fund Number	05			7,555.00
Checking Account ID	5			7,555.00
Checking Account ID	6	Fund Number 06	Lunch Fund	
	1984-0003	CENTURYLINK (CAF)	07/03/2016	64.50
06 4800 410 0		Phone service for Cafeteria		64.50
Total	CENTURYLINK (CAF)			64.50
Fund Number	06			64.50
Checking Account ID	6			64.50
Checking Account ID	8	Fund Number 08	Special Building Fund	
	20160803	B&C STEEL CORPORATION	08/03/2016	10,750.00
08 9010 110 0		Athletic Complex 25% down payment		10,750.00
Total	B&C STEEL CORPORATION			10,750.00
Fund Number	08			10,750.00
Checking Account ID	8			10,750.00

Morrill Public Schools
08/05/2016 09:16 AM

Cash Flow Report
Regular; Processing Month 07/2016

FUND	Beginning Cash	Revenues	Expenses	ables Change	Ending Cash
01 GENERAL FUND	1,254,048.12	77,609.18	(460,848.76)	0.00	870,808.54
02 Depreciation Fund	93,925.72	30.21	0.00	0.00	93,955.93
03 Employee Benefit Fund	10,965.05	2,350.80	(968.12)	0.00	12,347.73
05 Activity Fund	54,870.91	2,064.22	(5,506.21)	0.00	51,428.92
06 Lunch Fund	6,696.91	6,400.64	(12,842.35)	0.00	255.20
08 Special Building Fund	112,921.71	3,356.30	0.00	0.00	116,278.01
09 Qualified Purpose Capital	67,711.55	2,894.97	0.00	0.00	70,606.52
Grand Total:	1,601,139.97	94,706.32	(480,165.44)	0.00	1,215,680.85

Payroll Register - Totals Combined

Unposted; Batch Description August 20 2016 Payroll; Payroll Type Expense
Payroll,Extra,Pay Off Contracts,Purchase Order,Regular,Reversing GAAP

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>
Check Date: 08/20/2016 Batch Description: August 20 2016 Payroll							
Processing Month: 08/2016 Status: Calculated Successfully							
ADD							
1BUS1 BUS DRIVER W/RETIREMENT			1,971.84				
1HOLIDAY HOLIDAY PAY			1,580.88				
1HRY1 Hourly W/retire			22,463.08				
1HRY2 Hourly W/o Retir			1,530.45				
1OTH1 Other Earning W/ret			149.00				
1OVT1 OVERTIME PAY w/retirement			1,506.44				
BUSINESSPE Business/Personal			884.40				
COMPTIME COMP TIME			240.00				
FLOATINGHO Floating Holiday			265.60				
SICKLEAVE Sick Leave			450.24				
VACATION Vacation			1,948.26				
			<hr/>				
			32,990.19				
CONTRACT							
2CEARLYRET Early Retirement Buyout			3,000.00				
CACT1 EXTRA DUTY w/retirement			6,707.10				
CFLATSALAR Flat Salary			132.90				
CMAKEUP1 MAKEUP PAY W/RETIREMENT			(546.53)				
COTH1 Other Earning W/ret			5,459.23				
CSAL1 BASE SALARY W/RETIREMENT			195,823.84				
CXTRADAYS Contract extra Days			339.08				
STIPEND STIPEND			17,715.07				
			<hr/>				
			228,630.69				
DEDUCTION							
2AAL Tsa Aal--PRE-TA		50.00			50.00	AAL	THRIVENT FINANCIAL FOR LUTHERANS
2AFLA Aflac -- PRE-TA		226.29			226.29	AFLAC	AFLAC
2AFLAC Aflac -- AFTER-		83.28			83.28	AFLAC	AFLAC
2AMERCENT American Centur		500.00			500.00	AMERCENT	AMERICAN CENTURY INVESTMENTS
2AMERVIS Vision Insuranc		309.40			309.40	2AMERVIS	Ameritas Life Insurance Corp
2CH13 CHAPTER 13 TRUS		1,632.00			1,632.00	CH13TRUST	TRUSTEE--KATHLEEN A LAUGHLIN
2COL2ACCI Colonial-Accid		136.60			136.60	COLONIAL	Colonial Life
2COLHOSPI Colonial-hospit		100.48			100.48	COLONIAL	Colonial Life
2FLEX PAYFLEX HEALTH		1,305.01			1,305.01	REGICARE	REGIONAL CARE ACCOUNT
2FLEXDC PRETAX CHILD CA		700.00			700.00	REGICARE	REGIONAL CARE ACCOUNT
2HLDI Disability/life		497.17			497.17	HRCMANCOMP	Horace Mann Company
2HMAU Horace Mann Aut		1,353.33			1,353.33	HORMAUTO	HORACE MANN AUTO INSURANCE COMPANY
2HMLIFE HM LIFE		128.66			128.66	HORAMANN	HORACE MANN COMPANIES, THE
2HOR403B HORACE MANN--40		1,775.00			1,775.00	HORAMANN	HORACE MANN COMPANIES, THE
2HORS HORACE MANN--RO		675.00			675.00	HORAMANN	HORACE MANN COMPANIES, THE
2HSA Hlth Sav Acct -		345.79			345.79	REGICARE	REGIONAL CARE ACCOUNT
2WRKS Supplim Ins		27.00			27.00	WORKSOLU	WORKSITE SOLUTIONS
BCBS Health Insuranc		10,789.04	9,587.81		20,376.85	BLUECROS	BLUE CROSS BLUE SHIELD
COLPOSTTAX Colonial-post t		59.05			59.05	COLONIAL	Colonial Life
GARN Garnishment		224.08			224.08	CREDITMGT	CREDIT MANAGEMENT SERVICES
GARN7 Garnishment		213.79			213.79	NEDEPLABOR	Nebraska Department of Labor
		<hr/>					
		21,130.97	9,587.81	0.00	30,718.78		
RET DEDUCTION							
RET RETIREMENT	224,498.20	21,941.24	22,160.71		44,101.95	RET	NEBRASKA SCHOOL RETIREMENT SYS
		<hr/>					
		21,941.24	22,160.71	0.00	44,101.95		
TAX							

Payroll Register - Totals Combined

Unposted; Batch Description August 20 2016 Payroll; Payroll Type Expense
Payroll,Extra,Pay Off Contracts,Purchase Order,Regular,Reversing GAAP

	<u>PIK/Gross</u>	<u>Amount</u>	<u>Expense/ Employer</u>	<u>Adjustment Amount</u>	<u>Check Total</u>	<u>Payee ID</u>	<u>Payee Name</u>	
FIT FIT	223,228.24	24,377.25			24,377.25	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
FUTA FUTA	188,946.81							
MEDICARE MEDICARE	242,815.74	3,520.82	3,520.82		7,041.64	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SITNE SIT NE	223,228.24	8,891.14			8,891.14	SITNE	NEBRASKA DEPARTMENT OF REVENUE	A
SOCSEC SOC SEC	242,815.74	15,054.53	15,054.53		30,109.06	EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	A
SUTANE SUTA NE	224,708.47							
WCNE WORK COMP NE	219,912.22							
		51,843.74	18,575.35	0.00	70,419.09			

Net Pay: 166,704.93
Cash Total: 311,944.75

Non - FIT Taxable Deductions	38,178.85
Non - SIT Taxable Deductions	38,178.85
Non - SOC SEC Taxable Deductions	13,675.53
Non - MEDICARE Taxable Deductions	13,675.53
Direct Deposits	166,704.93
Automatic Payments	114,521.04

Revenue/Expenditure Summary

Regular; Processing Month 07/2016

Fund Number	Budget	Month to Date	Year to Date	Balance	% Used	% Left
8 Revenue						
01 GENERAL FUND	5,317,850.50	77,609.18	5,200,057.61	117,792.89	97.78	2.22
02 Depreciation Fund	0.00	30.21	54,305.86	(54,305.86)	0.00	0.00
03 Employee Benefit Fund	25,000.00	2,350.80	24,493.40	506.60	97.97	2.03
05 Activity Fund	0.00	2,064.22	124,237.65	(124,237.65)	0.00	0.00
06 Lunch Fund	214,215.77	6,400.64	172,421.96	41,793.81	80.49	19.51
08 Special Building Fund	251,366.63	3,356.30	137,848.88	113,517.75	54.84	45.16
09 Qualified Purpose Capital	183,364.56	2,894.97	172,385.30	10,979.26	94.01	5.99
8 Total	5,991,797.46	94,706.32	5,885,750.66	106,046.80	98.23	1.77
9 Expenditure						
01 GENERAL FUND	5,317,850.50	460,848.76	4,717,767.95	600,082.55	89.13	10.87
02 Depreciation Fund	0.00	0.00	142,391.80	(142,391.80)	0.00	0.00
03 Employee Benefit Fund	25,000.00	968.12	29,444.47	(4,444.47)	117.78	(17.78)
05 Activity Fund	0.00	5,506.21	138,007.21	(138,007.21)	0.00	0.00
06 Lunch Fund	214,215.77	12,842.35	198,810.11	15,405.66	96.90	3.10
08 Special Building Fund	251,366.63	0.00	61,363.00	190,003.63	24.41	75.59
09 Qualified Purpose Capital	183,364.56	0.00	181,441.47	1,923.09	98.95	1.05
9 Total	5,991,797.46	480,165.44	5,469,226.01	522,571.45	91.85	8.15

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 1
01	GENERAL FUND						
1100	REGULAR INSTRUCTIONAL PROGRAMS						
01 1100 110 1	Instructional Salaries Elem	888,632.00	844,495.75	752,155.04	478,490.59	36.38	
01 1100 110 2	Instructional Salaries Sec	1,034,109.00	655,517.04	693,948.59	534,482.02	22.98	
01 1100 120 0	Substitutes-District	0.00	0.00	34,771.00	0.00	100.00	
01 1100 120 1	Substitutes-elementary	17,700.00	27,715.23	20,000.00	16,874.37	15.63	
01 1100 120 2	Substitutes - Secondary	18,000.00	18,667.50	20,000.00	46,546.80	(132.73)	
01 1100 130 1	STIPENDS -- ELEM XTRA DAYS	300.00	0.00	750.00	150.00	80.00	
01 1100 130 2	STIPENDS - SEC XTRA DAYS	0.00	0.00	750.00	0.00	100.00	
01 1100 140 1	Instructional Aide - Elementary	41,375.00	25,376.28	0.00	6,166.64	0.00	
01 1100 140 2	Instructional Aide - Highschool	0.00	0.00	0.00	0.00	0.00	
01 1100 149 2	XTRA DUTY SALARY--Concessions	25,023.00	10,772.00	0.00	0.00	0.00	
01 1100 210 1	Social Security - Elementary	72,523.00	67,200.64	57,539.86	37,472.86	34.87	
01 1100 210 2	Social Security Secondary	82,401.00	53,304.80	54,674.44	44,064.69	19.41	
01 1100 220 1	Retirement - Elementary	91,894.00	86,442.51	74,370.45	47,706.19	35.85	
01 1100 220 2	Retirement - Secondary	84,203.00	64,592.75	68,620.94	44,813.80	34.69	
01 1100 221 0	RETIREMENT ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	
01 1100 230 1	Benefit Package - Elementary	43,982.00	70,448.85	108,285.92	12,422.35	88.53	
01 1100 230 2	Benefit Package - Secondary	40,131.00	83,236.65	74,741.20	96,106.96	(28.59)	
01 1100 240 0	Workman's Comp-District	38,031.00	37,818.00	38,031.00	42,620.00	(12.07)	
01 1100 283 1	Unemploy Elem	2,500.00	0.00	2,000.00	0.00	100.00	
01 1100 283 2	Unemploy Second	5,000.00	0.00	2,000.00	0.00	100.00	
01 1100 318 1	Repairs/Maint Computers-Elem	0.00	0.00	5,000.00	0.00	100.00	
01 1100 318 2	Repairs/Maint Computers-Second	150.00	0.00	5,000.00	160.00	96.80	
01 1100 319 1	Prof Dev- Elementary	1,600.00	5,882.02	2,000.00	1,206.09	39.70	
01 1100 319 2	Professional Dev - Secondary	0.00	3,522.15	2,000.00	778.74	61.06	
01 1100 327 0	Copier Lease-District	19,940.00	15,463.27	18,000.00	19,749.07	(9.72)	
01 1100 364 2	Tuition Other Dist Seco	0.00	8,019.96	0.00	0.00	0.00	
01 1100 382 0	DISTANCE ED & TELECOMMUNICATIONS	33,000.00	21,779.74	20,000.00	23,310.22	(17.69)	
01 1100 410 0	SUPPLIES DISTRICT	7,258.00	691.73	5,000.00	3,417.82	31.64	
01 1100 410 1	SUPPLIES-- ELEM	12,400.00	2,606.60	7,500.00	10,331.07	(49.99)	
01 1100 410 2	SUPPLIES--SECOND	22,195.00	9,228.99	7,500.00	9,662.49	(39.23)	
01 1100 420 1	ELEM CURRICULUM	43,571.00	1,536.12	10,000.00	12,064.06	(85.64)	
01 1100 420 2	Second Curriculum	20,199.00	2,407.58	10,000.00	20,872.32	(108.72)	
01 1100 440 1	PERIODICALS -- ELEMENTARY	1,050.00	668.65	1,000.00	1,064.37	(6.44)	
01 1100 440 2	PERIODICALS -- SECOND	1,100.00	204.79	1,000.00	900.63	9.94	
01 1100 460 0	HARDWARE DISTRICT	2,000.00	10,107.45	41,000.00	41,397.48	(0.97)	
01 1100 460 1	HARDWARE-Elem	0.00	2,914.50	0.00	0.00	0.00	
01 1100 460 2	HARDWARE-SECOND	0.00	3,362.22	0.00	0.00	0.00	
01 1100 465 0	COMPUTER SOFTWARE	0.00	2,287.90	7,000.00	8,456.00	(20.80)	
01 1100 465 1	ELEM-COMPUTER SOFTWARE	0.00	6,497.34	7,000.00	9,135.97	(30.51)	
01 1100 465 2	SECOND-COMPUTER SOFTWARE	0.00	1,130.99	7,000.00	3,985.40	43.07	
01 1100 530 0	Equipment District	0.00	2,400.00	5,000.00	1,943.55	51.73	
01 1100 560 0	Comp Hardware Dist-5000.00	0.00	12,455.00	7,099.00	12,256.67	(72.65)	
01 1100 630 0	DUES AND FEES	0.00	0.00	2,000.00	565.95	71.70	
01 1100 670 0	STF DEV/TRAVEL	0.00	2,677.91	2,500.00	3,780.62	(51.22)	
01 1100 699 0	CONTINGENCY	75,599.00	0.00	0.00	0.00	0.00	
1100	REGULAR INSTRUCTIONAL PROGRAMS	Total 2,725,866.00	2,161,432.91	2,175,237.44	1,592,955.79	26.36	
1125	FLEX SPENDING						

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 2
01 1125 110	FLEX REGULAR SALARIES	0.00	13,111.71	14,000.00	11,500.78	17.85	
01 1125 140	FLEX OTHER STAFF SALARIES	1,000.00	1,654.97	2,000.00	2,210.53	(10.53)	
01 1125 210	FLEX SOCIAL SECURITY	77.00	1,128.13	1,224.00	946.92	22.64	
01 1125 220	RETIREMENT	99.00	1,399.63	1,580.45	1,052.37	33.41	
1125 FLEX SPENDING	Total	1,176.00	17,294.44	18,804.45	15,710.60	16.45	
1150 LIMITED ENGLISH PROF PROGRAMS							
01 1150 110 1	LEP INSTRUCTIONAL SALARIES ELEM	75,000.00	75,592.50	75,000.00	70,722.63	5.70	
01 1150 210 1	LEP FICA/MEDICARE - ELEM	5,738.00	5,502.32	5,738.00	5,173.85	9.83	
01 1150 220 1	LEP RETIREMENT - ELEM	7,410.00	7,466.88	7,410.00	6,985.88	5.72	
01 1150 230 1	LEP BENEFIT PACKAGE - ELEM	0.00	3,466.80	3,648.00	3,090.78	15.27	
1150 LIMITED ENGLISH PROF PROGRAMS	Total	88,148.00	92,028.50	91,796.00	85,973.14	6.34	
1160 PROVERTY PROGRAMS							
01 1160 110 1	POVERTY INSTR. SALARIES - ELEM	89,000.00	89,000.00	89,000.00	376,869.74	(323.45)	
01 1160 110 2	POVERTY INSTR. SALARIES - SEC	88,500.00	88,500.00	88,500.00	0.00	100.00	
01 1160 210 1	POVERTY FICA/MEDICARE - ELEM	6,809.00	6,809.00	6,809.00	28,929.66	(324.87)	
01 1160 210 2	POVERTY FICA/MEDICARE - SEC	6,770.00	6,770.00	6,770.00	0.00	100.00	
01 1160 220 1	POVERTY RETIREMENT - ELEM	8,793.00	8,793.00	8,793.00	37,128.62	(322.25)	
01 1160 220 2	POVERTY RETIREMENT - SEC	8,744.00	8,744.00	8,744.00	0.00	100.00	
01 1160 230 1	POVERTY BENEFIT PKG - ELEM	0.00	0.00	0.00	48,614.04	0.00	
01 1160 313 0	CONTRACTED SERVICES	0.00	0.00	0.00	1,643.75	0.00	
1160 PROVERTY PROGRAMS	Total	208,616.00	208,616.00	208,616.00	493,185.81	(136.41)	
1190 EARLY CHILDHOOD ED PROGRAMS							
01 1190 110 3	INSTRUCTIONAL PRE-K	50,970.00	53,105.31	44,122.50	42,968.34	2.62	
01 1190 120 3	INSTR -- SUBSTITUTE PRE-K	0.00	1,805.00	2,000.00	475.00	76.25	
01 1190 140 3	PRE-K--INSTRUCTIONAL AIDES	26,894.00	12,124.79	27,750.00	24,900.19	10.27	
01 1190 210 3	FICA/MED -- PRE-K	5,957.00	5,904.42	5,584.76	5,774.25	(3.39)	
01 1190 220 3	RETIREMENT -- PRE-K	6,576.00	5,265.73	7,099.42	6,691.13	5.75	
01 1190 230 3	BENEFITS -- PRE-K	3,648.00	14,766.80	14,948.24	13,449.15	10.03	
01 1190 319 3	PROF DEV	0.00	0.00	0.00	15.00	0.00	
01 1190 410 3	SUPPLIES -- PRE-K	400.00	137.80	400.00	62.92	84.27	
01 1190 465 3	PRE K-COMPUTER SOFTWARE	0.00	0.00	300.00	0.00	100.00	
01 1190 470 3	SNACKS--PRE K	2,000.00	3,007.64	2,000.00	2,230.14	(11.51)	
01 1190 670 3	STF DEV/TRAVEL -- PRE-K	125.00	60.00	100.00	0.00	100.00	
1190 EARLY CHILDHOOD ED PROGRAMS	Total	96,570.00	96,177.49	104,304.92	96,566.12	7.42	
1210 SPED							
01 1210 110 1	Sped Sal Elem	89,755.00	39,445.96	33,255.75	30,782.56	7.44	
01 1210 110 2	Sped Sal Sec	56,774.00	41,769.76	45,617.00	42,512.88	6.80	
01 1210 120 1	Sped Subs Elem	0.00	332.50	500.00	475.00	5.00	
01 1210 120 2	Sped Subs Sec	0.00	950.00	1,000.00	1,900.00	(90.00)	
01 1210 140 1	Sped Aides Elem	32,870.00	31,105.87	45,440.63	36,470.11	19.74	
01 1210 140 2	Sped Aides Sec	26,741.00	35,730.87	29,137.50	27,256.94	6.45	
01 1210 210 1	Soc Sec	18,284.00	11,692.78	6,020.27	5,676.90	5.70	
01 1210 210 2	SOCIAL SECURITY	0.00	360.57	5,718.72	6,260.57	(9.48)	
01 1210 220 1	Sped Retire Elem	10,988.00	6,284.40	7,773.55	6,657.89	14.35	
01 1210 220 2	Sped Retire Sec	7,134.00	7,655.35	7,384.10	6,962.13	5.71	
01 1210 230 1	Sped Bene Elem	3,648.00	4,408.49	14,948.00	13,449.15	10.03	
01 1210 230 2	Sped Bene Sec	0.00	11,300.00	11,300.00	10,358.37	8.33	
01 1210 240 1	Sped Workmns Elem	3,930.00	0.00	4,500.00	2,250.00	50.00	
01 1210 240 2	Sped Workmns Sec	0.00	0.00	0.00	2,250.00	0.00	
01 1210 283 1	SPED Unempl-Elem	500.00	0.00	0.00	0.00	0.00	
01 1210 313 0	Contr Serv Sped	233,656.00	166,883.19	130,621.00	81,607.69	37.52	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 3
01 1210 319 1	Other Prof & Tech Services	3,500.00	0.00	0.00	30.00	0.00	
01 1210 410 1	Elem Sped Suppl	1,945.00	545.98	500.00	2,573.11	(600.60)	
01 1210 410 2	Sec Sped Suppl	0.00	19.35	250.00	1,095.99	(338.40)	
01 1210 420 1	Elem Sped Curriculum	0.00	0.00	500.00	0.00	100.00	
01 1210 420 2	Sec Sped Curriculum	400.00	428.64	500.00	838.64	(67.73)	
01 1210 460 0	COMPUTER HARDWARE	500.00	0.00	0.00	159.00	0.00	
01 1210 630 0	Sped Fees	250.00	1,528.97	0.00	0.00	0.00	
01 1210 670 1	SPED--STF DEV--ELEM	1,200.00	251.41	0.00	0.00	0.00	
01 1210 670 2	SPED--STF DEV--SEC	800.00	120.00	0.00	0.00	0.00	
01 1210 690 0	OTHER MISC EXPENSES	4,100.00	0.00	0.00	0.00	0.00	
1210 SPED	Total	496,975.00	360,814.09	344,966.52	279,566.93	18.69	
1213 SPED							
01 1213 110 0	SPED Dir Salary	78,000.00	26,645.07	0.00	0.00	0.00	
01 1213 210 0	SPED Dir FICA	5,967.00	1,967.49	0.00	0.00	0.00	
01 1213 220 0	SPED Dir Retirement	7,705.00	2,631.95	0.00	0.00	0.00	
01 1213 230 0	SPED Dir Benefits	0.00	10,973.35	0.00	0.00	0.00	
01 1213 670 0	SPED Dir Travel	2,000.00	823.13	0.00	0.00	0.00	
1213 SPED	Total	93,672.00	43,040.99	0.00	0.00	0.00	
2120 GUIDANCE SERVICES							
01 2120 110 0	GUIDANCE SALARIES	80,681.00	81,295.95	69,584.55	75,714.26	(8.81)	
01 2120 210 0	GUIDANCE FICA/MEDICARE	6,172.00	5,753.55	5,323.22	5,291.17	0.60	
01 2120 220 0	GUIDANCE RETIREMENT	7,971.00	8,030.22	6,873.42	7,478.90	(8.81)	
01 2120 230 0	GUIDANCE BENEFITS	3,648.00	3,466.80	14,648.24	2,627.34	82.06	
01 2120 319 0	PROF DEV	0.00	0.00	0.00	132.66	0.00	
01 2120 410 0	SUPPLIES/TESTING	1,600.00	1,361.53	6,700.00	6,402.00	(53.24)	
01 2120 490 0	GUIDEANCE-OTHER SUPPLIES AND MATERIALS	600.00	112.90	250.00	0.00	100.00	
01 2120 630 0	DUES AND FEES	260.00	203.00	260.00	193.00	25.77	
01 2120 670 0	Guid-Prof Dev	500.00	260.75	500.00	4.35	99.13	
01 2120 690 0	Guid-Other misc expenses	3,000.00	0.00	100.00	0.00	100.00	
2120 GUIDANCE SERVICES	Total	104,432.00	100,484.70	104,239.43	97,843.68	2.43	
2130 HEALTH SERVICES							
01 2130 110 0	Salary Nurse	39,520.00	0.00	41,000.00	37,658.37	8.15	
01 2130 120 0	SUBSTITUTE NURSE	1,000.00	3,515.00	0.00	0.00	0.00	
01 2130 140 0	Salary Nurse	0.00	39,520.00	0.00	0.00	0.00	
01 2130 210 0	Social Security	3,023.00	3,139.23	3,136.50	2,670.49	14.86	
01 2130 220 0	Retirement Nurse	3,904.00	3,903.72	4,049.90	3,719.80	8.15	
01 2130 410 0	Supplies Nurse	0.00	1,211.97	1,000.00	166.86	54.29	
01 2130 630 0	DUES AND FEES	0.00	0.00	0.00	215.00	0.00	
01 2130 670 0	Prof Dev Nurse	0.00	0.00	0.00	40.00	0.00	
01 2130 690 0	Other Nurse	0.00	230.00	0.00	0.00	0.00	
2130 HEALTH SERVICES	Total	47,447.00	51,519.92	49,186.40	44,470.52	9.00	
2150 SAFETY & SECURITY							
01 2150 390 0	Safety and Security-other	0.00	6,130.79	21,000.00	27,790.39	(32.34)	
2150 SAFETY & SECURITY	Total	0.00	6,130.79	21,000.00	27,790.39	(32.34)	
2190 OTHER PUPIL SUPPORT SERVICES							
01 2190 110 0	REGULAR SALARIES-ACTIVITY	15,560.00	20,797.73	76,569.75	92,679.36	(21.04)	
01 2190 140 0	OTHER STAFF SALARIES	1,000.00	8,178.73	39,750.00	12,640.31	68.20	
01 2190 210 0	Social Security/Med-- ACTIVITY BUS	2,720.00	3,515.82	8,898.46	10,634.83	(19.51)	
01 2190 220 0	RETIREMENT -- ACTIVITY BUS	0.00	2,032.65	7,563.41	8,492.45	(12.28)	
01 2190 230 0	Insurance	0.00	1,365.93	0.00	2,686.14	0.00	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 4
01 2190 318 0	ATHLETIC TRAINER SERVICES - ACTIVIT	1,000.00	1,719.99	0.00	533.33	0.00	
01 2190 319 0	EXTRA DUTY -- NON-STAFF	26,000.00	20,087.41	0.00	36,384.80	0.00	
01 2190 336 0	Activities -- Gas & Oil	4,500.00	5,034.24	5,500.00	3,851.87	29.97	
01 2190 390 0	STATE FEES -- ACTIVITIES	0.00	381.45	450.00	250.00	44.44	
01 2190 410 0	Activities Supplies	500.00	1,625.88	12,000.00	24,894.91	(107.46)	
01 2190 410 4	Activities Spirit wear	0.00	0.00	0.00	2,588.00	0.00	
01 2190 490 0	Activities --Weight Room Supplies	15,000.00	11,757.11	0.00	5,712.67	0.00	
01 2190 500 0	TRACK/FB FIELD--SITE IMPROVEMENTS	3,000.00	0.00	3,000.00	292.00	90.27	
01 2190 670 0	Activities -- Travel Expenses	10,000.00	8,300.71	10,000.00	4,215.53	57.84	
01 2190 690 0	DUES/FEES -- ACTIVITIES	10,000.00	2,242.11	4,000.00	3,602.32	9.94	
2190 OTHER PUPIL SUPPORT SERVICES	Total	89,280.00	87,039.76	167,731.62	209,458.52	(24.88)	
2212 INST STAFF TRNG AND CURR DEV							
01 2212 319 0	SCHO IMP: PROF DEV	30,000.00	0.00	10,000.00	0.00	100.00	
2212 INST STAFF TRNG AND CURR DEV	Total	30,000.00	0.00	10,000.00	0.00	100.00	
2213 SCHOOL IMPROVEMENT							
01 2213 670 0	SCH IMP: TRAVEL EXPENSES	200.00	0.00	5,000.00	40.00	99.20	
01 2213 690 0	SCH IMP: ACCREDITATION EXP	500.00	0.00	500.00	25.00	95.00	
2213 SCHOOL IMPROVEMENT	Total	700.00	0.00	5,500.00	65.00	98.82	
2222 SCHOOL LIBRARY SERVICES							
01 2222 110 0	Salary Librarian	64,341.00	53,008.50	51,039.00	47,663.88	6.61	
01 2222 210 0	Fica Librarian	5,075.00	4,566.40	3,904.48	4,138.65	(6.00)	
01 2222 220 0	Retire Library	5,240.00	5,236.07	5,041.53	4,708.22	6.61	
01 2222 230 0	Benefit Library	3,648.00	14,766.80	16,556.31	13,346.56	19.39	
01 2222 410 1	Supplies Library	150.00	271.58	200.00	2.04	98.98	
01 2222 410 2	Supplies Library	150.00	228.95	200.00	0.00	100.00	
01 2222 430 1	Libr Books Elem	2,635.00	453.70	3,000.00	398.23	86.73	
01 2222 430 2	Libr Books Sec	2,635.00	473.70	3,000.00	2,029.79	32.34	
01 2222 440 1	Elem Library Periodicals	150.00	0.00	900.00	445.06	50.55	
01 2222 440 2	Second Library Periodicals	150.00	88.40	900.00	75.00	91.67	
01 2222 465 0	Library-COMPUTER SOFTWARE	0.00	899.00	1,000.00	699.00	30.10	
01 2222 670 0	Library-TRAVEL EXPENSE AND MILEAGE	400.00	14.67	400.00	0.00	100.00	
2222 SCHOOL LIBRARY SERVICES	Total	84,574.00	80,007.77	86,141.32	73,506.43	14.67	
2224 EDUCATIONAL TELEVISION SERVICES							
01 2224 110 0	Salary Tech	38,164.00	50,946.15	70,500.00	39,145.64	44.47	
01 2224 140 0	OTHER TECH STAFF SALARIES	0.00	3,333.12	35,000.00	40,981.21	(17.09)	
01 2224 210 0	Fica Tech	2,384.00	3,809.66	8,070.75	5,642.47	30.09	
01 2224 220 0	Retire Tech	3,770.00	5,175.59	10,421.08	5,948.66	42.92	
01 2224 230 0	Benefit Tech	3,648.00	3,168.03	3,648.00	4,032.45	(10.54)	
01 2224 318 1	Repairs Elem Tech	300.00	0.00	500.00	0.00	100.00	
01 2224 318 2	Repairs Sec Tech	300.00	0.00	0.00	0.00	0.00	
01 2224 319 0	PROF DEV-TECH	0.00	449.00	800.00	943.03	(17.88)	
01 2224 410 0	Supplies Tech	1,000.00	25.00	4,000.00	1,953.00	51.18	
01 2224 560 0	Tech Hardware	125.00	0.00	0.00	1,429.75	0.00	
01 2224 630 0	Tech Dues/fees	2,000.00	2,545.20	1,000.00	0.00	100.00	
01 2224 670 0	Mileage Tech	100.00	255.16	250.00	488.49	(95.40)	
01 2224 690 0	Other Tech	100.00	89.28	0.00	0.00	0.00	
2224 EDUCATIONAL TELEVISION SERVICES	Total	51,891.00	69,796.19	134,189.83	100,564.70	25.06	
2310 BOARD OF EDUCATION							
01 2310 310 0	Prof Dev	0.00	0.00	5,000.00	2,338.00	53.24	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 5
01 2310 317 0	Legal Services	15,000.00	24,099.94	10,000.00	6,152.00	38.48	
01 2310 318 0	Audit	14,000.00	11,979.68	14,000.00	12,501.73	10.70	
01 2310 340 0	Liability Insurance	16,500.00	0.00	51,000.00	50,371.00	1.23	
01 2310 342 0	Board Fidelity Bond Premiums	6,265.00	6,265.00	900.00	100.00	88.89	
01 2310 350 0	Advertising And Printing	6,000.00	6,238.49	21,000.00	19,941.73	5.04	
01 2310 410 0	Supplies Board	200.00	3,639.04	500.00	1,111.10	(122.22)	
01 2310 440 0	Periodicals Board	0.00	0.00	300.00	0.00	100.00	
01 2310 630 0	Dues And Fees	5,000.00	7,093.32	8,000.00	12,744.57	(59.31)	
01 2310 670 0	Mileage And Expense	6,000.00	4,710.26	5,000.00	1,070.46	78.59	
01 2310 690 0	Other Board	1,500.00	6,134.19	2,750.00	1,105.19	59.81	
01 2310 699 0	BOARD CONTINGENCY	1,000.00	3,600.00	0.00	0.00	0.00	
2310 BOARD OF EDUCATION	Total	71,465.00	73,759.92	118,450.00	107,435.78	9.30	
2320 EXECUTIVE ADMINISTRATION							
01 2320 105 0	SALARY-SUPERINTENDENT	85,395.00	114,368.39	110,000.00	91,666.66	16.67	
01 2320 140 0	Clerical Salary Supt	20,000.00	22,368.52	28,683.20	23,778.34	17.10	
01 2320 210 0	Fica Supt	7,912.00	10,303.20	10,609.26	9,513.86	10.32	
01 2320 220 0	Retire Supt	10,215.00	12,555.85	13,698.85	12,246.20	10.60	
01 2320 230 0	Benefits Supt	0.00	3,258.62	19,551.72	27,078.10	(38.49)	
01 2320 290 0	OTHER BENEFITS	0.00	100.00	600.00	550.00	8.33	
01 2320 310 0	Super Prof Dev-Outside	0.00	0.00	0.00	240.00	0.00	
01 2320 319 0	SUPER-PROF DEV	0.00	449.00	3,500.00	165.00	90.00	
01 2320 410 0	Office Supplies	2,000.00	1,602.40	300.00	(30.10)	110.03	
01 2320 460 0	Comp Hardware Supt	0.00	5,697.33	1,000.00	668.88	33.11	
01 2320 530 0	Equip Supt	0.00	1,001.98	500.00	0.00	100.00	
01 2320 630 0	Dues And Fees	1,300.00	1,519.93	2,000.00	1,132.00	43.40	
01 2320 670 0	TRAVEL - SUPT.	1,000.00	2,390.73	1,500.00	1,578.96	(5.26)	
01 2320 690 0	Other Supt	500.00	1,552.48	500.00	0.00	100.00	
01 2320 699 0	SUPERINTENDENT CONTINGENCY	1,000.00	0.00	0.00	0.00	0.00	
2320 EXECUTIVE ADMINISTRATION	Total	129,322.00	177,168.43	192,443.03	168,587.90	12.30	
2410 PRIN							
01 2410 110 1	Salary Elem Prin	94,000.00	94,555.17	96,350.00	88,013.50	8.65	
01 2410 110 2	Salary Sec Prin	88,250.00	96,046.87	75,912.00	68,919.30	9.21	
01 2410 140 1	Clerical Elem Prin	28,446.00	28,086.09	32,626.00	27,775.81	14.87	
01 2410 140 2	Clerical Sec Prin	28,446.00	30,230.13	32,656.00	31,946.05	2.17	
01 2410 210 1	Fica Elem Prin	9,367.00	8,909.13	9,866.66	8,507.37	13.78	
01 2410 210 2	Fica Sec Prin	8,927.00	9,229.07	8,305.45	6,972.77	16.05	
01 2410 220 1	Retire Elem Prin	12,177.00	12,031.24	12,739.99	11,503.34	9.71	
01 2410 220 2	Retire Sec Prin	11,527.00	11,601.67	10,724.13	10,029.16	6.48	
01 2410 230 1	Benefit Elem Prin	12,000.00	8,522.67	5,893.68	7,927.16	(34.50)	
01 2410 230 2	Benefit Sec Prin	14,553.00	12,523.47	10,581.00	8,193.55	22.56	
01 2410 319 1	ELEM PRINCIPAL-PROF DEV	0.00	1,757.85	3,500.00	1,302.01	57.51	
01 2410 319 2	SEC PRINCIPAL-PROF DEV	0.00	1,757.85	3,500.00	1,292.01	57.80	
01 2410 410 1	Supplies Elem Prin	1,700.00	721.42	500.00	55.90	88.82	
01 2410 410 2	Supplies Sec Prin	1,700.00	1,015.49	500.00	1,581.51	(216.30)	
01 2410 460 1	Comp Hardwar Elem Prin	0.00	345.16	0.00	378.88	0.00	
01 2410 460 2	Comp Harware Sec Prin	0.00	345.16	0.00	378.88	0.00	
01 2410 630 1	Dues Elem Prin	600.00	947.00	1,000.00	1,110.00	(11.00)	
01 2410 630 2	Dues Sec Prin	500.00	910.00	1,000.00	285.00	71.50	
01 2410 670 1	Mileage Elem Prin	500.00	1,008.86	1,500.00	140.82	90.61	
01 2410 670 2	Mileage Sec Prin	500.00	1,201.47	1,500.00	56.71	96.22	
01 2410 690 1	Other Elem Prin	500.00	318.28	500.00	0.00	100.00	
01 2410 690 2	Other Sec Prin	500.00	318.25	500.00	(38.40)	107.68	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 6
2410 PRIN	Total	314,193.00	322,382.30	309,654.91	276,331.33	10.64	
2510 GENERAL ADMIN-BUSINESS SERVICE							
01 2510 140 0	Business Manager--Salary	41,600.00	42,700.01	46,000.00	42,139.60	8.39	
01 2510 210 0	Business Manager--FICA/Medicare	3,182.00	3,266.55	3,519.00	3,223.67	8.39	
01 2510 220 0	Business Manager--Retirement	4,109.00	4,217.82	4,543.78	4,162.48	8.39	
01 2510 230 0	Business Manager--Benefits Package	7,256.00	5,896.80	5,896.80	5,258.99	10.82	
01 2510 318 0	Contracted Services	35,500.00	2,839.61	2,800.00	222.45	90.26	
01 2510 319 0	Professional & Technical Svcs	200.00	3,400.00	5,500.00	5,453.17	0.85	
01 2510 324 0	Telephone General	9,900.00	9,028.09	9,000.00	8,940.46	0.66	
01 2510 327 0	Rent/lease General	100.00	232.00	250.03	36.00	85.60	
01 2510 350 0	Adver/print General	1,650.00	3,743.32	0.00	222.72	0.00	
01 2510 381 0	Postage General	3,500.00	2,459.80	3,500.00	2,314.94	33.86	
01 2510 410 0	Supplies General	15,150.00	523.06	500.00	640.18	(28.04)	
01 2510 465 0	BUSINESS SOFTWARE	4,500.00	0.00	0.00	384.65	0.00	
01 2510 530 0	Equip General	0.00	544.82	500.00	0.00	100.00	
01 2510 630 0	DUES AND FEES	0.00	0.00	0.00	760.00	0.00	
01 2510 670 0	Prof Dev-General	1,000.00	724.54	500.00	231.15	53.77	
01 2510 690 0	Other General	1,300.00	667.00	500.00	703.50	(48.20)	
01 2510 699 0	BUSINESS SVCS CONTINGENCY	1,000.00	0.00	0.00	0.00	0.00	
2510 GENERAL ADMIN-BUSINESS SERVICE	Total	129,947.00	80,243.42	83,009.61	74,693.96	9.91	
2610 Custodian							
01 2610 140 1	CUSTODIAL SALARY--ELEM	61,500.00	58,618.89	58,760.00	52,205.80	11.15	
01 2610 140 2	CUSTODIAL SALARIES -- SEC	36,000.00	61,788.75	75,952.96	73,832.00	2.79	
01 2610 210 1	Fica Elem Custodian	4,705.00	4,454.87	4,495.14	3,969.18	11.70	
01 2610 210 2	Fica Sec Custodian	2,754.00	4,196.72	5,810.40	5,636.25	3.00	
01 2610 220 1	Retire Elem Cust	6,075.00	5,790.24	5,804.20	5,117.13	11.84	
01 2610 220 2	Retire Sec Cust	3,556.00	5,061.83	7,502.48	6,934.31	7.57	
01 2610 230 1	Benefits Elem	7,296.00	6,933.72	6,933.72	6,181.56	10.85	
01 2610 230 2	Benefits Sec	0.00	2,600.10	3,466.92	0.00	100.00	
01 2610 320 0	PROPERTY SERVICES-Equip Rental	0.00	0.00	0.00	210.73	0.00	
01 2610 321 1	Heat - Elem	15,000.00	14,466.43	16,000.00	13,999.48	12.50	
01 2610 321 2	Heat - Highschool	18,000.00	12,561.97	13,000.00	11,041.18	15.07	
01 2610 322 1	Elec Elem	60,000.00	58,854.87	60,000.00	61,738.18	(2.90)	
01 2610 322 2	Elec Sec	21,000.00	43,976.35	40,000.00	36,744.23	8.14	
01 2610 323 1	Water/sewer Elem	14,000.00	19,689.51	19,000.00	12,443.24	34.51	
01 2610 323 2	Water/sewer Sec	12,000.00	10,996.81	9,000.00	6,558.37	27.13	
01 2610 324 1	Drinking Water - Elem	1,000.00	843.20	1,000.00	422.74	57.73	
01 2610 324 2	Drinking Water - Highschool	1,000.00	766.15	1,000.00	2,118.76	(111.88)	
01 2610 410 0	Custodial-Supplies	0.00	401.82	500.00	628.03	(45.61)	
01 2610 410 1	Supplies Elem Cust	15,000.00	13,789.01	13,000.00	16,632.90	(41.42)	
01 2610 410 2	Supplies Sec Cust	15,000.00	13,176.85	13,000.00	15,679.65	(39.90)	
01 2610 530 0	Equipment Cust	0.00	65.92	0.00	0.00	0.00	
2610 Custodian	Total	293,886.00	339,034.01	354,225.82	332,093.72	5.02	
2620 Maintenance							
01 2620 318 0	Maint-Repairs	2,000.00	10,697.45	10,000.00	1,089.36	89.11	
01 2620 318 1	Contr Serv Elem Maint	988.00	5,230.04	7,000.00	3,382.96	51.67	
01 2620 318 2	Contr Serv Sec Maint	1,000.00	2,121.85	2,500.00	557.30	77.71	
01 2620 328 0	Property Insurance	27,000.00	29,797.83	0.00	0.00	0.00	
01 2620 338 1	Elem Repairs Maint	5,000.00	876.56	5,000.00	1,534.88	69.30	
01 2620 338 2	HS Maint. Repairs	5,000.00	3,398.75	5,000.00	2,024.40	59.51	
01 2620 410 0	Dist-Repair/Maintenance Grounds	6,000.00	5,029.52	5,000.00	5,134.70	(6.23)	
01 2620 410 1	Elem-Maintenance/Repair Supplies	2,500.00	383.10	3,500.00	1,745.65	1.32	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 7
01 2620 410 2	Sec Repair/Maintenance Supplies	5,000.00	1,010.27	3,500.00	5,408.68	(54.53)	
01 2620 520 0	Bldg Improv District	10,000.00	50,064.87	20,000.00	17,489.75	12.55	
01 2620 530 0	Maint-Equip-Concession Stand	0.00	466.41	70,000.00	73,951.11	(5.64)	
01 2620 530 1	Equip Maint	1,000.00	0.00	5,000.00	754.43	84.91	
01 2620 530 2	Equip Maint	10,000.00	0.00	5,000.00	2,925.40	36.22	
01 2620 690 0	Maint-Other	1,000.00	348.00	500.00	0.00	100.00	
01 2620 699 0	CUSTODIAL/MAINT CONTINGENCY	1,000.00	0.00	0.00	0.00	0.00	
2620 Maintenance	Total	77,488.00	109,424.65	142,000.00	115,998.62	16.80	
2750	REGULAR PUPIL TRANSPORTATION						
01 2750 120 0	Trans-Sub Bus Salary	9,000.00	5,377.97	0.00	4,871.72	0.00	
01 2750 140 0	Salary Bus	35,693.00	105,642.85	113,109.00	83,320.15	26.34	
01 2750 140 3	PRE-K BUS DRIVER SALARY	11,100.00	15,464.18	10,175.00	8,009.43	21.28	
01 2750 210 0	Fica Bus	10,450.00	8,461.66	8,652.84	6,721.12	22.32	
01 2750 210 3	PRE-K BUS DRIVER FICA/MED	849.00	1,270.11	778.39	612.59	21.30	
01 2750 220 0	Retire Bus	13,493.00	9,697.55	11,172.68	6,941.82	37.87	
01 2750 220 3	PRE-K BUS DRIVER RETIRE	1,096.00	1,442.62	1,005.07	354.47	64.73	
01 2750 230 0	Benefits	2,080.00	0.00	0.00	0.00	0.00	
01 2750 319 0	PROFESSIONAL DEV	0.00	0.00	0.00	657.50	0.00	
01 2750 336 0	Gas And Oil	39,000.00	32,142.21	38,000.00	19,349.81	49.08	
01 2750 337 0	Tires And Parts	5,000.00	15,785.56	9,000.00	6,813.37	19.18	
01 2750 338 0	Repairs And Maintenance	10,000.00	13,091.86	14,000.00	20,084.33	(44.89)	
01 2750 340 0	Vehicle Liability Insurance	7,000.00	8,336.39	8,500.00	8,500.00	0.00	
01 2750 410 0	Supplies	2,000.00	5,997.97	10,500.00	3,823.13	63.59	
01 2750 540 0	Vehicle Acquisition	0.00	20,817.66	40,000.00	0.00	100.00	
01 2750 690 0	Other	4,000.00	7,336.39	0.00	1,447.80	0.00	
01 2750 699 0	TRANSPORTATION CONTINGENCY	85,100.00	0.00	0.00	0.00	0.00	
2750 REGULAR PUPIL TRANSPORTATION	Total	235,861.00	250,864.98	264,892.98	171,507.24	34.89	
2760	SCHOOL AGE SPEC ED TRANSPORT						
01 2760 140 2	SPED TRANSPORTATION/BUS DRIVER	10,000.00	9,802.00	5,000.00	240.00	95.20	
01 2760 210 2	FICA/Medicare SPED Transportation	765.00	765.93	382.50	18.36	95.20	
01 2760 220 2	Retirement -- SPED Transportation	988.00	358.31	494.00	0.00	100.00	
01 2760 336 0	SPED GAS & OIL -- PRIUS	5,500.00	3,842.20	2,500.00	529.95	78.80	
01 2760 337 0	SPED TIRES & PARTS -- MINI BUS	2,000.00	1,249.09	2,000.00	149.50	92.53	
01 2760 338 0	SPED RPRS & MAINT -- PRIUS	500.00	95.00	0.00	0.00	0.00	
01 2760 340 0	SPED Vehicle Liability Insurance	900.00	845.82	4,000.00	0.00	100.00	
01 2760 410 0	SPED TRNS SUPPLIES -- PRIUS	400.00	0.00	0.00	0.00	0.00	
01 2760 690 0	SPED TRANS -- OTHER	200.00	0.00	0.00	0.00	0.00	
2760 SCHOOL AGE SPEC ED TRANSPORT	Total	21,253.00	16,958.35	14,376.50	937.81	93.48	
2900	Early Retirement						
01 2900 210 0	SOCIAL SECURITY	0.00	0.00	0.00	459.00	0.00	
01 2900 284 0	EARLY RETIRMENT	0.00	0.00	12,918.00	6,000.00	53.55	
2900 Early Retirement	Total	0.00	0.00	12,918.00	6,459.00	50.00	
4201	Title I						
01 4201 110 0	TITLE I FY12 -- SALARIES/INSTRUCTIO	37,796.00	27,814.75	120,422.50	26,778.84	77.76	
01 4201 120 0	SUBSTITUTE OR TEMPORARY SALARIES	0.00	0.00	0.00	1,645.01	0.00	
01 4201 140 0	TITLE I FY12 -- SALARIES/AIDES	62,516.00	52,286.39	82,649.81	67,372.87	18.48	
01 4201 210 0	TITLE I FY12 -- FICA/MEDICARE	7,673.00	6,002.03	15,535.03	7,423.42	52.21	
01 4201 220 0	TITLE I FY12 -- RETIREMENT BENEFITS	9,908.00	7,374.29	20,059.08	9,029.14	54.99	
01 4201 230 0	TITLE I FY12 -- BENEFITS	1,824.00	1,735.58	0.00	2,071.63	0.00	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 8
01 4201 410 0	TITLE I -- SUPPLIES	0.00	0.00	0.00	0.00	0.00	
01 4201 460 0	Title I Computer Hardware	0.00	0.00	0.00	6,063.00	0.00	
01 4201 465 0	Title I Computer Software	0.00	0.00	0.00	1,001.00	0.00	
01 4201 670 0	STAFF DEV/TRAINING	0.00	0.00	0.00	6,251.16	0.00	
01 4201 690 0	OTHER -- TITLE I	0.00	950.00	0.00	0.00	0.00	
4201 Title I	Total	119,717.00	96,163.04	238,666.42	127,636.07	46.52	
4210 TITLE I ACCOUNTABILITY							
01 4210 100 0	Title1 Accountability SALARIES	0.00	0.00	0.00	25,733.36	0.00	
01 4210 210 0	SOCIAL SECURITY	0.00	0.00	0.00	1,968.64	0.00	
01 4210 220 0	RETIREMENT	0.00	0.00	0.00	2,541.90	0.00	
4210 TITLE I ACCOUNTABILITY	Total	0.00	0.00	0.00	30,243.90	0.00	
4310 TITLE II, PART A NCLB TCHR QUAL GRANTS							
01 4310 110 0	SALARY -- TITLE II PART A	31,142.00	55,346.88	35,832.25	46,348.05	(29.35)	
01 4310 210 0	SUB FICA/MED-- TITLE II FY13	2,382.00	3,273.61	2,741.17	3,100.00	(13.09)	
01 4310 220 0	TITLE II SUB RETIREMENT	2,321.00	4,629.87	3,539.44	4,578.20	(29.35)	
01 4310 230 0	BENEFITS -- TITLE IIA	1,824.00	9,116.78	14,948.24	13,449.15	10.03	
01 4310 670 0	STF DEV/TRAVEL -- TITLE IIA	500.00	0.00	0.00	31,456.50	0.00	
01 4310 690 0	Title II Indirect Costs	800.00	0.00	0.00	0.00	0.00	
4310 TITLE II, PART A NCLB TCHR QUAL GRANTS	Total	38,969.00	72,367.14	57,061.10	98,931.90	(73.38)	
4404 IDEA PART B(611) BASE ALLOC BIRTH TO 4							
01 4404 313 0	IDEA B BASE -- PROFESSIONAL SERVICE	50,000.00	37,627.77	0.00	32,245.84	0.00	
01 4404 670 0	TRAVEL EXPENSE AND MILEAGE	500.00	1,369.88	0.00	0.00	0.00	
01 4404 690 0	IDEA BIRTH-4 INDIRECT COST	500.00	0.00	0.00	0.00	0.00	
4404 IDEA PART B(611) BASE ALLOC BIRTH TO 4	Total	51,000.00	38,997.65	0.00	32,245.84	0.00	
4406 IDEA PRESCHOOL(619) BASE ALLOC							
01 4406 110 3	IDEA B PREK SPED SALARY	0.00	770.77	0.00	0.00	0.00	
01 4406 313 3	IDEA B PREK--PROFESSIONAL SVCS	2,000.00	3,520.06	0.00	3,424.49	0.00	
01 4406 670 3	IDEA PREK--STAFF DEVELOPMENT	60.00	140.00	0.00	0.00	0.00	
01 4406 690 0	IDEA PREK INDIRECT COSTS	800.00	0.00	0.00	0.00	0.00	
4406 IDEA PRESCHOOL(619) BASE ALLOC	Total	2,860.00	4,430.83	0.00	3,424.49	0.00	
4410 IDEA ENROLLMENT/POVERTY							
01 4410 140 0	IDEA-EP--CLASSIFIED SALARIES	76,518.00	24,926.92	0.00	26,875.41	0.00	
01 4410 210 0	IDEA-EP--FICA/MEDICARE	5,854.00	1,893.45	0.00	2,039.74	0.00	
01 4410 220 0	IDEA-EP--RETIREMENT	5,730.00	2,371.35	0.00	2,613.02	0.00	
01 4410 230 0	IDEA-EP--OTHER BENEFITS	7,500.00	0.00	0.00	0.00	0.00	
01 4410 313 0	IDEA-EP--PROFESSIONAL SVCS	22,398.00	14,561.02	0.00	52,760.59	0.00	
01 4410 410 0	IDEA-ER--SUPPLIES	0.00	2,081.51	0.00	0.00	0.00	
01 4410 670 0	IDEA-EP--PROF DEV/TRAVEL	1,000.00	0.00	0.00	81.90	0.00	
01 4410 690 0	IDEA ER-INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	
4410 IDEA ENROLLMENT/POVERTY	Total	119,000.00	45,834.25	0.00	84,370.66	0.00	
4412 IDEA PART B PROPORTIONATE SHARE							
01 4412 313 0	CONTRACT SERVICES	0.00	0.00	0.00	1,956.00	0.00	
4412 IDEA PART B PROPORTIONATE SHARE	Total	0.00	0.00	0.00	1,956.00	0.00	
4700 FED VOC & APP TECH ED (CARL PERKINS)							
01 4700 410 0	FED VOC & APP (CARL PERKINS) SUPPLIES	0.00	500.00	0.00	0.00	0.00	
4700 FED VOC & APP TECH ED (CARL PERKINS)	Total	0.00	500.00	0.00	0.00	0.00	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 9
4990	OTHER FED CATEGORICAL RECEIPTS						
01 4990 410 0	Other Fed grant Supplies	0.00	156.24	0.00	0.00	0.00	
4990	OTHER FED CATEGORICAL RECEIPTS	Total	0.00	156.24	0.00	0.00	0.00
4992	REAP						
01 4992 465 0	REAP-Computer Software	0.00	0.00	5,500.00	11,161.00	(102.93)	
4992	REAP	Total	0.00	0.00	5,500.00	11,161.00	(102.93)
5000	DEBT SERVICES						
01 5000 620 0	Interest On Short Term Debt	3,000.00	6,836.70	0.00	0.00	0.00	
01 5000 700 0	Repay Haz Mat(owe 36,000)	0.00	4,528.80	0.00	0.00	0.00	
01 5000 701 0	Repay Building Fund	0.00	444.26	0.00	0.00	0.00	
5000	DEBT SERVICES	Total	3,000.00	11,809.76	0.00	0.00	0.00
6000	SUMMER SCHOOL						
01 6000 140 0	SUMMER SCH -- TRANSPORTATION SAL	0.00	1,286.22	2,500.00	0.00	100.00	
01 6000 210 0	SUMMER SCH -- FICA/MEDICARE	0.00	98.39	191.25	0.00	100.00	
01 6000 220 0	SUMMER SCH -- RETIREMENT	0.00	127.04	246.95	0.00	100.00	
6000	SUMMER SCHOOL	Total	0.00	1,511.65	2,938.20	0.00	100.00
8000	TRANSFERS (OUTGOING)						
01 8000 750 0	Hot Lunch Trans	50,000.00	112,594.52	0.00	0.00	0.00	
01 8000 750 1	Building Fund Tranfser	100,000.00	0.00	0.00	0.00	0.00	
01 8000 752 2	Activities Transfer	15,000.00	1,988.90	0.00	170.80	0.00	
01 8000 753 2	Depreciation Fund Transfer	250,000.00	0.00	0.00	0.00	0.00	
8000	TRANSFERS (OUTGOING)	Total	415,000.00	114,583.42	0.00	170.80	0.00
9999	CONTINGENCY						
01 9999 999 9	CONTINGENCY	378,000.29	0.00	0.00	0.00	0.00	
9999	CONTINGENCY	Total	378,000.29	0.00	0.00	0.00	0.00
01	GENERAL FUND	6,520,308.29	5,130,573.59	5,317,850.50	4,761,843.65	10.04	

Account Number	Account Description	2014-2015 Budget	2014-15 Expenditures to date	2015-2016 Budget	Expenditures To Date	% Remaining	Page: 10
Grand Total:		6,520,308.29	5,130,573.59	5,317,850.50	4,761,843.65	10.04	

Regular; Processing Month 07/2016; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1110	Local District Taxes	3,526,237.84	41,149.16	3,196,245.66	90.64	329,992.18
01 1115	Carlina Tax	35,000.00	0.00	42,765.92	122.19	(7,765.92)
01 1125	Motor Vehicle	140,000.00	12,705.01	157,641.55	112.60	(17,641.55)
01 1210	Tuit Rec From Other Dist	6,000.00	0.00	0.00	0.00	6,000.00
01 1215	DISTANCE LEARNING FROM OTHER EDUC E	0.00	0.00	0.00	0.00	0.00
01 1250	Other Tuition	0.00	0.00	300.00	0.00	(300.00)
01 1270	PRE-K TUITION & FEES	13,000.00	0.00	22,539.00	173.38	(9,539.00)
01 1310	Trans-rec Frpm Other Dis	0.00	0.00	8,000.00	0.00	(8,000.00)
01 1330	SPED Transportation from other Districts	9,000.00	0.00	0.00	0.00	9,000.00
01 1410	Interest On Local Revenue	500.00	827.97	15,339.07	3,067.81	(14,839.07)
01 1610	Local License Fees	3,000.00	1,821.56	3,344.41	111.48	(344.41)
01 1810	Community Service Activities	30.00	0.00	0.00	0.00	30.00
01 1910	Rental of School Equip&Facilities	600.00	0.00	114.30	19.05	485.70
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	23.57	0.00	(23.57)
01 1929	TRACK/FB FIELD DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1990	Spiritwear	0.00	1,446.00	1,446.00	0.00	(1,446.00)
	Subtotal: LOCAL RECIEPTS	3,733,367.84	57,949.70	3,447,759.48	92.35	285,608.36
01 2110	County Fines & License	15,000.00	142.88	23,388.65	155.92	(8,388.65)
01 2130	Other County Sources	0.00	0.00	0.00	0.00	0.00
01 2210	Esu Receipts	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	15,000.00	142.88	23,388.65	155.92	(8,388.65)
01 3110	State Aid	1,029,840.40	0.00	1,029,955.40	100.01	(115.00)
01 3120	State Sped (5-21 Years)	0.00	0.00	74,691.00	0.00	(74,691.00)
01 3125	Sped Trans School Age	135,000.00	0.00	99,859.00	73.97	35,141.00
01 3130	Homestead Exemption	18,142.26	10,211.95	51,059.75	281.44	(32,917.49)
01 3131	Relief to Prop Tax Payers	0.00	0.00	167,737.64	0.00	(167,737.64)
01 3150	State School Lunch Reimb	0.00	0.00	0.00	0.00	0.00
01 3180	Pro Rata Motor Vehicle	9,000.00	2,785.11	12,146.99	134.97	(3,146.99)
01 3185	Other State Approp	1,000.00	0.00	0.00	0.00	1,000.00
01 3200	State Apportionment	40,000.00	0.00	54,740.60	136.85	(14,740.60)
01 3300	In-lieu-of Sch Land Tax	0.00	0.00	1,320.67	0.00	(1,320.67)
01 3500	State Categorical Program	8,000.00	0.00	0.00	0.00	8,000.00
01 3512	DISTANCE ED INCENTIVE PMTS	0.00	0.00	9,000.00	0.00	(9,000.00)
01 3540	State Early Childhood	0.00	0.00	0.00	0.00	0.00
01 3999	OTHER STATE RECEIPTS	5,000.00	0.00	0.00	0.00	5,000.00
	Subtotal: STATE RECEIPTS	1,245,982.66	12,997.06	1,500,511.05	120.43	(254,528.39)
01 4000	Carl Perkins Grant	0.00	0.00	0.00	0.00	0.00
01 4100	Chapt I Carry Over Funds	0.00	0.00	0.00	0.00	0.00
01 4200	Fed Chapt I Title 1	0.00	0.00	0.00	0.00	0.00
01 4201	TITLE I REVENUE	90,000.00	5,763.00	99,581.00	110.65	(9,581.00)
01 4310	TITLE II Part A	32,000.00	0.00	0.00	0.00	32,000.00
01 4400	Title Vi-b(birth-5)	0.00	0.00	0.00	0.00	0.00
01 4401	Preschool Sped Transport - IDEA Bas	0.00	0.00	0.00	0.00	0.00
01 4402	Preschool Tuition	55,000.00	0.00	0.00	0.00	55,000.00
01 4404	IDEA Part B Base	0.00	0.00	32,246.00	0.00	(32,246.00)
01 4405	IDEA BASE PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4406	IDEA B PREK -- REVENUES	0.00	0.00	3,789.00	0.00	(3,789.00)
01 4410	IDEA B Enrolled Poverty	0.00	0.00	59,337.00	0.00	(59,337.00)
01 4450	Medicaid in Public Schools	10,000.00	756.54	12,288.95	122.89	(2,288.95)
01 4455	Medicaid Admin	500.00	0.00	161.20	32.24	338.80
01 4690	Other Federal Non-Categorical Recei	0.00	0.00	0.00	0.00	0.00
01 4700	Voc Education	0.00	0.00	0.00	0.00	0.00
01 4940	HEAD START TRANSPORTATION	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 07/2016; Fund Number 01

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4992	REAP Grant	101,500.00	0.00	11,161.00	11.00	90,339.00
	Subtotal: FEDERAL RECEIPTS	289,000.00	6,519.54	218,564.15	75.63	70,435.85
01 5110	QUALIFIED ZONE ACADEMY BONDS	0.00	0.00	0.00	0.00	0.00
01 5150	Master Note	0.00	0.00	0.00	0.00	0.00
01 5200	Long Term Loans	0.00	0.00	0.00	0.00	0.00
01 5300	Insurance Adjust	30,000.00	0.00	0.00	0.00	30,000.00
01 5310	Damage Restitution	0.00	0.00	0.00	0.00	0.00
01 5400	Sale of Property	500.00	0.00	58.00	11.60	442.00
01 5500	Fund Transfer	0.00	0.00	(794.25)	0.00	794.25
01 5690	Other Non Revenue Recpts	4,000.00	0.00	3,260.33	81.51	739.67
01 5700	E-Rate Funds	0.00	0.00	7,310.20	0.00	(7,310.20)
	Subtotal: NON-REVENUE RECEIPTS	34,500.00	0.00	9,834.28	28.51	24,665.72
01 9100	UNUSED BUDGET AUTHORITY	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	5,317,850.50	77,609.18	5,200,057.61	97.78	117,792.89

Revenue Summary Report

Processing Month: 07/2016

User ID: DBAKER

Regular; Processing Month 07/2016; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	5,317,850.50	77,609.18	5,200,057.61	97.78	117,792.89

Activity Fund Balance Report - Summary - Include Encumbrances

07/2016 - 07/2016

Regular; Beginning Month 07/2016; Processing Month 07/2016; Fund Balance Account 46 Records Selected

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0100	MHS VOLLEYBALL	1,950.73	0.00	0.00	0.00	0.00	0.00	1,950.73
05 704 0101	MHS FOOTBALL	1,112.13	0.00	0.00	0.00	0.00	0.00	1,112.13
05 704 0102	MHS BOYS BASKETBALL	1,674.56	57.05	0.00	57.05	0.00	0.00	1,560.46
05 704 0103	MHS GIRLS BASKETBALL	7,649.22	2,486.16	25.00	0.00	0.00	0.00	5,188.06
05 704 0104	LIONS OF THE QUARTER -- MHS	60.00	0.00	0.00	0.00	0.00	0.00	60.00
05 704 0105	MORRILL ONE ACTS	465.17	0.00	0.00	0.00	0.00	0.00	465.17
05 704 0106	MHS CROSS COUNTRY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0107	MHS GOLF	87.18	0.00	0.00	0.00	0.00	0.00	87.18
05 704 0109	SPEECH	385.57	0.00	0.00	0.00	0.00	0.00	385.57
05 704 0110	MHS WRESTLING	29.86	0.00	0.00	0.00	0.00	0.00	29.86
05 704 0111	CHEERLEADING/SPIRIT SQUAD	13.25	1,433.00	1,880.00	0.00	3,000.00	0.00	(2,539.75)
05 704 0116	MHS TRACK	2,186.61	0.00	0.00	0.00	0.00	0.00	2,186.61
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES	(10,842.49)	1,450.00	9.22	0.00	0.00	0.00	(12,283.27)
05 704 0121	SPED Activity Fund	69.70	0.00	0.00	0.00	0.00	0.00	69.70
05 704 0130	WESTERN TRAILS CONF (WTC) SCHOLARSHIPS	(500.00)	0.00	0.00	0.00	0.00	0.00	(500.00)
05 704 0217	GRAD CLASS 2017	3,160.08	0.00	0.00	0.00	0.00	0.00	3,160.08
05 704 0220	GRAD CLASS 2018	2,292.34	0.00	0.00	0.00	0.00	0.00	2,292.34
05 704 0221	GRAD CLASS 2013	100.00	0.00	0.00	0.00	0.00	0.00	100.00
05 704 0222	GRAD CLASS 2014	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0223	GRAD CLASS 2015	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0224	GRAD CLASS 2016	1.94	0.00	0.00	0.00	0.00	0.00	1.94
05 704 0301	ELEMENTARY GENERAL ACTIVITIES/POP \$	(81.00)	0.00	0.00	0.00	0.00	0.00	(81.00)
05 704 0403	Jr High Student Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0416	JR HIGH OFFICIALS/GATE FEES	15.11	0.00	0.00	0.00	0.00	0.00	15.11
05 704 0425	LIONS CAFE -- 8TH GRADE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0504	Lion Cub Basketball	(239.00)	0.00	0.00	0.00	0.00	0.00	(239.00)
05 704 0505	Industrial Arts Fund	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0506	LIBRARY/BOOK FAIRS	1,376.89	0.00	0.00	0.00	0.00	0.00	1,376.89
05 704 0508	MUSIC MAKERS	2,255.71	80.00	0.00	0.00	0.00	0.00	2,175.71
05 704 0510	NATIONAL HONOR SOCIETY	12.47	0.00	150.00	0.00	0.00	0.00	162.47
05 704 0511	SPANISH CLUB	4,201.96	0.00	0.00	0.00	0.00	0.00	4,201.96
05 704 0512	Elementary Leadership Team	585.12	0.00	0.00	0.00	209.54	0.00	375.58
05 704 0513	STUDENT COUNCIL--MHS	751.35	0.00	0.00	0.00	0.00	0.00	751.35
05 704 0518	LIONTRACKS --SCHOOL PAPER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0519	ALL-SCHOOL PLAY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0520	FUTURE BUSINESS LEADERS OF AMERICA--FBLA	1,108.08	0.00	0.00	0.00	0.00	0.00	1,108.08
05 704 0521	FBLA - SCHOLARSHIP FUND	612.30	0.00	0.00	0.00	0.00	0.00	612.30
05 704 0523	Gamer's Club	2.98	0.00	0.00	0.00	0.00	0.00	2.98
05 704 0525	FFA (FUTURE FARMERS OF AMERICA)	25,784.86	0.00	0.00	0.00	155.00	0.00	25,629.86

Activity Fund Balance Report - Summary - Include Encumbrances

07/2016 - 07/2016

Regular; Beginning Month 07/2016; Processing Month 07/2016; Fund Balance Account 46 Records Selected

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Outstanding PO</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0611	QUIZBOWL	92.61	0.00	0.00	0.00	0.00	0.00	92.61
05 704 0614	YEARBOOK -- ALL YEARS	5,685.00	0.00	0.00	0.00	0.00	0.00	5,685.00
05 704 0903	CONCESSION STAND	2,090.62	0.00	0.00	0.00	0.00	0.00	2,090.62
05 704 0904	KEY DEPOSITS -- WEIGHT ROOM	500.00	0.00	0.00	0.00	0.00	0.00	500.00
05 704 0906	To Adjust Cash To Actual	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0907	GEORGE CALVERT MEMORIAL SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 704 1050	Cooking Club	220.00	0.00	0.00	0.00	0.00	0.00	220.00
Fund Total: 05		54,870.91	5,506.21	2,064.22	57.05	3,364.54	0.00	48,007.33

FINES AND LICENSE TO MORRILL SD #11

FOR THE MONTH OF JUNE 2016 IS \$1,821.56

TOPRPT
7/07/16
10:02AM

SCOTTS BLUFF
MONTHLY COLLECTION REPORT
FUND # 6111 SCHOOL DIST 11 GENERAL
JUNE 30, 2016

ACCOUNT	JUNE	YEAR-TO-DATE

185-00 DISBURSEMENTS	304,545.59-	2,913,878.88-
271-00 FUND BALANCE	304,545.59	.00
304-12 MOTOR VEHICLE TAX	.00	.00
304-13 MOTOR VEHICLE TAX	.00	.00
304-14 MOTOR VEHICLE TAX	.00	93,932.55
304-15 MOTOR VEHICLE TAX	11,918.61	56,400.84
305-08 LEVIED TAX 2008	.00	.00
305-09 LEVIED TAX 2009	.00	.00
305-10 LEVIED TAX 2010	.00	636.50
305-11 LEVIED TAX 2011	.00	286.84
305-12 LEVIED TAX 2012	.00	650.10
305-13 LEVIED TAX 2013	.00	2,504.09
305-14 LEVIED TAX 2014	27.31	1,066,922.81
305-15 LEVIED TAX 2015	26,909.65	1,490,958.06
306-08 RE & PP INTEREST 2008	.00	.00
306-09 RE & PP INTEREST 2009	.00	.00
306-10 RE & PP INTEREST 2010	.00	566.28
306-11 RE & PP INTEREST 2011	.00	147.56
306-12 RE & PP INTEREST 2012	.00	235.62
306-13 RE & PP INTEREST 2013	.00	524.65
306-14 RE & PP INTEREST 2014	2.94	10,625.72
306-15 RE & PP INTEREST 2015	332.37	758.07
343-01 STATE APPORTIONMENT	.00	.00
344-01 HOMESTEAD EXEMPT LOSS	10,117.92	61,359.81
344-05 PROPERTY TAX CREDIT	.44-	124,384.28
346-01 PRO-RATE MOTOR VEHICLE	2,436.74	10,685.49
346-02 CARLINE TAX	.00	31,734.01
353-01 IN LIEU TAX-NPPD 57 LEVY	.00	46.82
353-03 IN LIEU TAX-HOUSING AUTHORITY	.00	1,261.28
353-05 IN LIEU TAX-GAME & PARKS	.00	.00
357-01 TAX FROM ADJACENT CO-SIOUX	.00	.00
361-01 HOMESTEAD EXEMPT COMMISSION	101.18-	613.60-
363-01 PROPERTY TAX COMMISSION	272.72-	25,748.15-
470-05 COUNTY COURT FINES	48.00	502.00
475-03 CONFISCATED ARTICLES-DRUG	.00	.00
533-01 ONE TIME REVENUE	.00	.00
540-01 MISCELLANEOUS REVENUE	.00	.00
590-02 INTERFUND TRANSFER	.00	.00
CURRENT FUND BALANCE		51,419.20

TOPRPT
7/07/16
10:02AM

SCOTTS BLUFF
MONTHLY COLLECTION REPORT
FUND # 6811 SCHOOL DIST 11 HAZ/HANDI
JUNE 30, 2016

ACCOUNT		JUNE	YEAR-TO-DATE

185-00	DISBURSEMENTS		
271-00	FUND BALANCE	15,410.88-	136,331.91-
304-12	MOTOR VEHICLE TAX	15,410.88	.00
304-13	MOTOR VEHICLE TAX	.00	.00
304-14	MOTOR VEHICLE TAX	.00	.00
304-15	MOTOR VEHICLE TAX	.00	.00
305-08	LEVIED TAX 2008	.00	.00
305-09	LEVIED TAX 2009	.00	.00
305-10	LEVIED TAX 2010	.00	.00
305-11	LEVIED TAX 2011	.00	8.02
305-12	LEVIED TAX 2012	.00	.00
305-13	LEVIED TAX 2013	.00	.00
305-14	LEVIED TAX 2014	.00	.00
305-15	LEVIED TAX 2015	1.22	47,762.48
306-08	RE & PP INTEREST 2008	1,413.44	78,312.96
306-09	RE & PP INTEREST 2009	.00	.00
306-10	RE & PP INTEREST 2010	.00	.00
306-11	RE & PP INTEREST 2011	.00	7.13
306-12	RE & PP INTEREST 2012	.00	.00
306-13	RE & PP INTEREST 2013	.00	.00
306-14	RE & PP INTEREST 2014	.13	475.68
306-15	RE & PP INTEREST 2015	17.46	39.82
343-01	STATE APPORTIONMENT	.00	.00
344-01	HOMESTEAD EXEMPT LOSS	531.45	3,139.40
344-05	PROPERTY TAX CREDIT	.02-	6,533.32
346-01	PRO-RATE MOTOR VEHICLE	127.99	530.51
346-02	CARLINE TAX	.00	1,617.56
353-01	IN LIEU TAX NPPD 57 LEVY	.00	.00
353-03	IN LIEU TAX HOUSING AUTHORITY	.00	66.25
353-05	IN LIEU TAX-GAME & PARKS	.00	.00
361-01	HOMESTEAD EXEMPT COMMISSION	5.31-	31.37-
363-01	PROPERTY TAX COMMISSION	14.32-	1,266.06-
533-01	ONE TIME REVENUE	.00	.00
590-02	INTER-FUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	2,072.04	

TOPRPT
7/08/16
8:05AM

SIOUX
MONTHLY COLLECTION REPORT
FUND # 6111 SCH DIST 11S
JUNE 30, 2016

PAGE: 1

ACCOUNT		JUNE	YEAR-TO-DATE

185-00	DISBURSEMENTS SD 11S GENERAL	79,735.39-	749,797.97-
271-00	NET FUND BALANCE	79,735.39	.00
304-06	MOTOR VEHICLE TAX	.00	.00
304-07	MOTOR VEHICLE TAX	.00	.00
304-08	MOTOR VEHICLE TAX	.00	.00
304-09	MOTOR VEHICLE TAX	.00	.00
304-10	MOTOR VEHICLE TAX	.00	.00
304-11	MOTOR VEHICLE TAX	.00	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	.00
304-14	MOTOR VEHICLE TAX	.00	6,100.39
304-15	MOTOR VEHICLE TAX	786.40	15,557.45
305-01	REAL ESTATE & PERSONAL TAX	.00	.00
305-02	REAL ESTATE & PERSONAL TAX	.00	.00
305-03	REAL ESTATE & PERSONAL TAX	.00	.00
305-04	REAL ESTATE & PRERSONAL TAX	.00	.00
305-05	REAL ESTATE & PERSONAL TAX	.00	.00
305-06	REAL ESTATE & PERSONAL TAX	.00	.00
305-07	REAL ESTATE & PERSONAL TAX	.00	.00
305-08	REAL ESTATE & PERSONAL TAX	.00	.00
305-09	REAL ESTATE & PERSONAL TAX	.00	.00
305-10	REAL ESTATE & PERSONAL TAX	.00	.00
305-11	REAL ESTATE & PERSONAL TAX	.00	141.40
305-12	REAL ESTATE & PERSONAL TAX	.00	131.27
305-13	REAL ESTATE & PERSONAL PROPERT	.00	.00
305-14	REAL ESTATE & PERSONAL TAX	.00	233,859.77
305-15	REAL ESTATE & PERSONAL TAX	14,633.02	454,234.28
306-01	INTEREST	.00	.00
306-02	INTEREST	.00	.00
306-03	INTEREST	.00	.00
306-04	INTEREST	.00	.00
306-05	INTEREST	.00	.00
306-06	INTEREST	.00	.00
306-07	INTEREST	.00	.00
306-08	INTEREST	.00	.00
306-09	INTEREST	.00	.00
306-10	INTEREST	.00	.00
306-11	INTEREST	.00	67.43
306-12	INTEREST	.00	42.97
306-13	INTEREST	.00	.00
306-14	INTEREST	.00	670.82
306-15	INTEREST	133.25	175.22
324-03	LIQUOR LICENSE FEES	.00	52.15
335-01	FOREST RESERVE FUND	.00	.00
341-60	PROPERTY TAX RELIEF	.00	43,352.92
344-01	HOMESTEAD	195.21	1,299.11
346-01	PRO RATE	348.37	1,461.50
346-02	CARLINE TAX	.00	11,031.91
353-01	IN LIEU OF TAX PRIOR TO 1957	.00	12.57
361-01	HOMESTEAD EXEMP COMMISSION	.00	.00
363-01	TAX COMMISSION	147.66-	6,893.23-
470-05	COUNTY COURT FINES AND LICENSE	94.88	1,693.73
590-02	INTERFUND TRANSFER	.00	.00

TOPRPT
7/08/16
8:05AM

SIOUX
MONTHLY COLLECTION REPORT
FUND # 6111 SCH DIST 11S
JUNE 30, 2016

ACCOUNT ***** JUNE YEAR-TO-DATE *****

CURRENT FUND BALANCE 16,043.47

TOPRPT
7/08/16
8:05AM

SIOUX
MONTHLY COLLECTION REPORT
FUND # 6311 SCH DIST 11S SINK
JUNE 30, 2016

ACCOUNT	JUNE	YEAR-TO-DATE

185-00 DISBURSEMENTS SD 11S SINK	4,622.87-	29,900.28-
271-00 NET FUND BALANCE	4,622.87	.00
304-06 MOTOR VEHICLE TAX	.00	.00
304-07 MOTOR VEHICLE TAX	.00	.00
304-08 MOTOR VEHICLE TAX	.00	.00
304-10 MOTOR VEHICLE TAX	.00	.00
304-11 MOTOR VEHICLE TAX	.00	.00
304-12 MOTOR VEHICLE TAX	.00	.00
304-13 MOTOR VEHICLE TAX	.00	.00
304-15 MOTOR VEHICLE TAX	.00	.00
305-01 REAL ESTATE & PERSONAL TAX	.00	.00
305-02 REAL ESTATE & PERSONAL TAX	.00	.00
305-03 REAL ESTATE & PERSONAL TAX	.00	.00
305-04 REAL ESTATE & PRPERSONAL TAX	.00	.00
305-05 REAL ESTATE & PERSONAL TAX	.00	.00
305-06 REAL ESTATE & PERSONAL TAX	.00	.00
305-07 REAL ESTATE & PERSONAL TAX	.00	.00
305-08 REAL ESTATE & PERSONAL TAX	.00	.00
305-09 REAL ESTATE & PERSONAL TAX	.00	.00
305-10 REAL ESTATE & PERSONAL TAX	.00	.00
305-11 REAL ESTATE & PERSONAL TAX	.00	.00
305-12 REAL ESTATE & PERSONAL TAX	.00	.00
305-13 REAL ESTATE & PERSONAL PROPERT	.00	.00
305-14 REAL ESTATE & PERSONAL TAX	.00	1,027.00
305-15 REAL ESTATE & PERSONAL TAX	886.85	27,529.35
306-01 INTEREST	.00	.00
306-02 INTEREST	.00	.00
306-03 INTEREST	.00	.00
306-04 INTEREST	.00	.00
306-05 INTEREST	.00	.00
306-06 INTEREST	.00	.00
306-07 INTEREST	.00	.00
306-08 INTEREST	.00	.00
306-09 INTEREST	.00	.00
306-10 INTEREST	.00	.00
306-11 INTEREST	.00	.00
306-12 INTEREST	.00	.00
306-13 INTEREST	.00	.00
306-14 INTEREST	.00	2.96
306-15 INTEREST	8.08	10.62
324-03 LIQUOR LICENSE FEES	.00	.23
341-60 PROPERTY TAX RELIEF	.00	1,861.88
344-01 HOMESTEAD	11.83	60.57
346-01 PRO RATE	21.11	60.44
346-02 CARLINE TAX	.00	545.63
361-01 HOMESTEAD EXEMP COMMISSION	.00	.00
363-01 TAX COMMISSION	8.95-	285.71-
590-02 INTERFUND TRANSFER	.00	.00
CURRENT FUND BALANCE	918.92	

TOPRPT
7/08/16
8:05AM

SIOUX
MONTHLY COLLECTION REPORT
FUND # 6811 SCH DIST 11S HDCP
JUNE 30, 2016

PAGE: 1

ACCOUNT		JUNE	YEAR-TO-DATE

185-00	DISBURSEMENTS SD 11S HANDICAP	4,006.48-	35,607.65-
271-00	NET FUND BALANCE	4,006.48	.00
304-06	MOTOR VEHICLE TAX	.00	.00
304-07	MOTOR VEHICLE TAX	.00	.00
304-08	MOTOR VEHICLE TAX	.00	.00
304-10	MOTOR VEHICLE TAX	.00	.00
304-11	MOTOR VEHICLE TAX	.00	.00
304-12	MOTOR VEHICLE TAX	.00	.00
304-13	MOTOR VEHICLE TAX	.00	.00
304-15	MOTOR VEHICLE TAX	.00	.00
305-01	REAL ESTATE & PERSONAL TAX	.00	.00
305-02	REAL ESTATE & PERSONAL TAX	.00	.00
305-03	REAL ESTATE & PERSONAL TAX	.00	.00
305-04	REAL ESTATE & PRPERSONAL TAX	.00	.00
305-05	REAL ESTATE & PERSONAL TAX	.00	.00
305-06	REAL ESTATE & PERSONAL TAX	.00	.00
305-07	REAL ESTATE & PERSONAL TAX	.00	.00
305-08	REAL ESTATE & PERSONAL TAX	.00	.00
305-09	REAL ESTATE & PERSONAL TAX	.00	.00
305-10	REAL ESTATE & PERSONAL TAX	.00	.00
305-11	REAL ESTATE & PERSONAL TAX	.00	.00
305-12	REAL ESTATE & PERSONAL TAX	.00	.00
305-13	REAL ESTATE & PERSONAL PROPERT	.00	.00
305-14	REAL ESTATE & PERSONAL TAX	.00	10,469.11
305-15	REAL ESTATE & PERSONAL TAX	768.60	23,858.76
306-01	INTEREST	.00	.00
306-02	INTEREST	.00	.00
306-03	INTEREST	.00	.00
306-04	INTEREST	.00	.00
306-05	INTEREST	.00	.00
306-06	INTEREST	.00	.00
306-07	INTEREST	.00	.00
306-08	INTEREST	.00	.00
306-09	INTEREST	.00	.00
306-10	INTEREST	.00	.00
306-11	INTEREST	.00	.00
306-12	INTEREST	.00	.00
306-13	INTEREST	.00	.00
306-14	INTEREST	.00	30.03
306-15	INTEREST	7.00	9.20
324-03	LIQUOR LICENSE FEES	.00	2.33
341-60	PROPERTY TAX RELIEF	.00	1,613.62
344-01	HOMESTEAD	10.25	65.71
346-01	PRO RATE	18.30	72.88
346-02	CARLINE TAX	.00	562.48
361-01	HOMESTEAD EXEMP COMMISSION	.00	.00
363-01	TAX COMMISSION	7.76-	343.67-
590-02	INTERFUND TRANSFER	.00	.00
	CURRENT FUND BALANCE	796.39	

Morrill Board of Education Report

August 2016

Tom Peacock

Principal Report

1. The Z-Space Lab is in the process of being set up along with the data merge from IC into Sycamore.
2. May 12th the New teachers will have their first Odysseyware training at the new teacher inservice.
3. Keri and I have attached the draft of the combined high school-elementary student handbook for consideration for adoption this school year.
4. Please note the Public Service piece for a requirement. Please give me your questions or concerns about this addition.
5. The building is all but ready for the first day of school. A few teachers have already started working in their rooms.
6. The expected enrollment for the high school building is:
 - JH – 59 students
 - HS – 103 students
 - Total – 162 students

As long as the requesting 11 student return paperwork for registration we will be up 8 students for the total enrollment from last year's end count.

7. WPCI info for Drug Testing:
 - a. Nicotine - \$47.50 each
 - b. Urine – \$32.50 each
 - c. Oral (JH) - \$43.50 each
 - *In the past we did 1- Nicotine, 4-urine, 2-oral once a month.
 - *Urine/Oral are both 5 panel screens. Difference is urine test screens 48-72 hrs. of last usage, and oral is only 15-18 hrs.

August 2016 Board Report

Keri Homan

Elementary Principal/Director of Tri-Community Preschool

Preschool~

- The teachers did find many great items at the ESU Garage Sale.
- Both Preschool Teachers attended Teaching Strategies Gold Training.
- Both teachers and both paras will attend Head Start training in Scottsbluff on the 11th.
- We have 23 applications and 2 more prospective students for this year. (I will bring a class breakdown of numbers on Monday).
- PK Orientations will be the 17th at 6:30 and the 18th at 1:30.
- The first day of PK will be August 22.

Elementary School~

- Several teachers have been in their rooms and the school is being transformed. 😊
- Brad, Barb, and Dutch have all worked hard and done a lot to prepare the school. I appreciate all of their work.
- Craig and Jessie have been working to get Sycamore up and running for us. They have spent countless hours. We are hoping for training this week and for the staff on August 15th.
- Tom and I worked on the In-Service Schedule and would like to have a BBQ sponsored by the Board on the 16th.
- New Staff Orientation will be on the 12th.
- We attended Administrator Days in July and it was inspiring as usual. There were also some great sessions with helpful information.
- I am working on class lists, I will bring information on enrollment and class sizes on Monday night.
- I will post class lists for students on August 11th.
- We will hold Kindergarten Blast Off on Tuesday, August 16th, from 6:00-7:00 p.m.
- Open House for the Elementary School will be Tuesday, August 23, from 6:30-7:30 p.m.

Morrill Public Schools

2016-2017

K-12 Student Handbook

Tom Peacock, High School Principal
Keri Homan, Elementary School Principal



MISSION STATEMENT:

Morrill Public School District is committed to empowering students to become confident, knowledgeable, productive and responsible citizens of a diverse, ever-changing world.

Morrill Junior/Senior High School
411 East Hamilton Street/P.O Box 486
Morrill, Nebraska 69358
Phone: 308-247-2149
Fax: 308-247-2196

Morrill Elementary School
505 Center Avenue/P.O Box 486
Morrill, NE 69358
Phone: 308-247-2176
Fax: 308-247-2491

For more information about our schools, visit us on the World Wide Web at:

<http://www.morrillpublicschools.org>

****Please return the appropriately signed forms in the back of the handbook to the high school office****



MORRILL BOARD OF EDUCATION

President Mr. Jim Hessler

Vice PresidentMr. Bill Zwiebel

SecretaryDr. Cynthia Guerue

Treasurer.....Mr. Dick Burford

Board Member.....Mr. David Sherrod

Board Member.....Mr. Billy Stauffer



SCHOOL DISTRICT ADMINISTRATION TEAM

Superintendent Mr. Joe Sherwood

Junior-Senior High School PrincipalMr. Tom Peacock

Elementary Principal/Director of TriCommunity Preschool.....Mrs. Keri Homan

Technology Integration Director.....Mrs. Cary Laucomer

TABLE OF CONTENTS

ACADEMIC ISSUES.....	58
Graduation requirements	61
Student Classification	62
Junior High Classification	60
Student Registration.....	63
ATTENDANCE POLICY	21
Absences	23
CALENDAR	11
Bell Schedule.....	12
COMMUNITY SERVICE.....	60
DANCES AND PARTIES.....	44
DISCIPLINE.....	26
Definitions	33
Due Process Procedures.....	28
General Rules.....	27
Progressive discipline chart	40
Progressive discipline procedures.....	32
DRESS AND ATTIRE	43
FIRE DRILL PROCEDURE	49
FERPA	9
Harassment by Students Policy.....	18
Homeless Student Policy	15
Nebraska Anti-Hazing Policy	20
Staff Qualifications.....	14
Student Fee Policy	14
Title IX	16
GRIEVANCE PROCEDURE.....	65
GUIDANCE SERVICES.....	65
MEDICATIONS.....	53
NOTIFICATION	14
Bullying Policy	16
Anti-Hazing Policy	20
Dating Violence Policy.....	20
Disclosing Information to Recruiters.....	10
Directory Information.....	10
Drug Free School Policy.....	39
Parent Involvement Policy.....	14
OPERATIONAL PROCEDURES	47
Announcements	47
Change of Schedule	54
Grading Scale.....	59
Insurance.....	49
Progress Reports	48
Police Questioning.....	52
School Meal Program	48
Closed Campus Policy	48
Supervision	24
Telephone	48
Cell Phone Policy	47
Weather closings.....	50
SCHOOL PHILOSOPHY	6
SCHOOL PROPERTY	46
SEARCH AND SEIZURE.....	46
Video Surveillance.....	46

TABLE OF CONTENTS

SECTION 504 OF THE REHABILITATION ACT OF 1973	8
STATEMENT OF NONDISCRIMINATION.....	8
STUDENT ORGANIZATIONS.....	55
National Honor Society	56
Student Council	55
VISITORS	51
TECHNOLOGY POLICY.....	66
Cell Phone Policy	47
Computer Loan Agreement	68
TOBACCO-FREE CAMPUS.....	39
TORNADO/FIRE PROCEDURES	49
TRANSPORATATION ISSUES	45

ELEMENTARY HANDBOOK.....	72
Welcome	73
Letter from Principal.....	74
Admission and Attendance	75
Make-Up Work.....	76
School Day.....	76
Release During School Hours.....	77
Student Health	77
Emergency Drills	81
Discipline.....	81
Special Services	83
Reporting to Parents	84
Promotion and Retention	84
Band.....	85
Lunch.....	85
Telephone	86
Emergency Numbers	86
Title 1.....	86
Parent Involvement Policy.....	87
Student/Teacher/Parent Compact	90
Receipt of Handbook.....	91

Morrill Public Schools

August 8, 2016

Dear Students, Parents, Guardians, and Families:

Welcome to the 2016-2017 school year at Morrill Junior-Senior High School! The purpose of the Student Handbook is to acquaint you in writing with some of the rules, regulations, and general information regarding Morrill Junior-Senior (7-12) High School. The Student Handbook cannot adequately cover all situations that may arise. However, it will serve as a basic guide to assist you throughout the school year.

Our team of professional educators, support staff, and myself work hard to provide an educational environment where every student can learn, and all teachers will facilitate learning for every student. We make every effort to prepare every student at Morrill to meet the goals and objectives necessary for the career and college bound environments of tomorrow.

It is important that you be well informed, regarding this handbook's contents. The activity eligibility requirements have changed from last year. Also, make sure to read the cell phone policy. The handbook is to be read and discussed in detail by every student and his/her parents (guardians). If, after reading the contents, you have any questions, please include them on the Parent Receipt Form attached in the back of this handbook.

Please remember, all students must turn in a signed "PARENT/STUDENT RECEIPT FORM" attached to the back of this Handbook. In addition, your first period teacher will review this handbook with you in class by Friday, August 26, 2016. Your familiarity with the handbook will enable you to understand the goals and the rules of the school.

I encourage you to make learning one of your top priorities and that requires your best efforts at school every day. From all of the Morrill Junior-Senior High School staff, we wish you a very successful year at school and I hope that your experiences are challenging, enjoyable, and rewarding.

Yours sincerely,



Tom Peacock

Principal

Morrill Junior-Senior High School

NOTE: The Student Handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it chooses. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. You will be notified of changes or additions.

EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

(Board Policy 102)

The primary purpose of education in this school district is to impart knowledge so that students will have a cause to think objectively, to discriminate intelligently, and to express thoughts clearly.

The school recognizes each student as an individual, differing in ability and socio-economic background. The school will, therefore, attempt to provide an opportunity for each individual to reach his or her full potential as a student and member of a democratic society.

Objectives:

The Morrill Public School District will strive to provide for:

1. Mastery of the basic skills
2. Fostering of an inquiring mind
3. Development of communication skills (think, listen, discriminate, and express)
4. Development of decision making abilities
5. Understanding of one's self and of others
6. Encouragement of individuality
7. Understanding of democratic principles and economic skills
8. Developing healthy attitudes toward life in a changing society
9. Fostering of moral, ethical, and spiritual values
10. Development of physical and mental health

Legal Reference: Neb. Statute 79-526

79-701

NDE Rule 10.012.01A

**MORRILL PUBLIC SCHOOLS
SAFETY PLEDGE**

AS STUDENTS OF THIS SCHOOL WE...

HAVE A RIGHT TO A SAFE AND HEALTHY SCHOOL ENVIRONMENT

ALL HAVE A ROLE IN SCHOOL SAFETY AND VIOLENCE PREVENTION

SHOW RESPECT FOR OTHERS

DO NOT BRING WEAPONS TO SCHOOL OR TO SCHOOL ACTIVITIES

REPORT SUSPICIOUS ACTIVITY TO SCHOOL AUTHORITIES OR POLICE

REPORT THREATS OF VIOLENCE TO TRUSTED ADULTS

DO NOT TOLERATE BULLYING AND REPORT IT DO

NOT TOLERATE HARASSMENT AND REPORT IT

WELCOME NEW STUDENTS AND HELP THEM FEEL AT HOME

SETTLE DISAGREEMENTS WITHOUT VIOLENCE

ARE SAFE, SECURE, AND READY TO LEARN

STATEMENT OF NONDISCRIMINATION

Morrill Public Schools does not discriminate on the basis of race, color, national origin, sex, or handicap in admission or access to, or treatment, or employment of any of its programs or activities.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is a Federal Civil Rights Rehabilitation Act, which prohibits discrimination against persons with a disability in any program receiving federal financial assistance. The Act defines a person with a disability as anyone whom:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working); has a record of such impairment; or is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Morrill Public School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under section 504 (Part D), which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The school counselor will serve as the designated Section 504 coordinator. If there are questions concerning the 504 program, please feel free to contact the counselor during regular school hours.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are outlined below:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. 2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Morrill School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person who serves on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Morrill School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
WASHINGTON, D.C. 20202-4605

NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Morrill Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Morrill Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Morrill Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Recruiters;
- Enrollment status; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require public schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the public school that they do not want their student's information disclosed without their prior written consent. If you do not want Morrill Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the end of the first week of the first semester, or for new students, within the first week of enrollment. Morrill Public Schools has designated the following information as directory information:

- | | |
|--------------------------|---|
| -Student's name | -Participation in officially recognized activities & sports |
| -Address | recognized activities & sports |
| -Telephone listing | -Weight & height of members |
| -Electronic mail address | of athletic teams |
| -Photograph | -Degrees, honors, and |
| -Date and place of birth | awards received |
| -Major field of study | -The most recent educational |
| -Dates of attendance | agency or institution attended |
| -Grade level | |



2016							HOME OF THE LIONS	2017						
AUGUST							August 2016	JANUARY						
S	M	T	W	Th	F	S	7/30-8/6 County Fair	S	M	T	W	Th	F	S
	1	2	3	4	5	6	12 - New Staff Orientation	1	2	3	4	5	6	7
7	8	9	10	11	12	13	15-16- Teacher In-Service	8	9	10	11	12	13	14
14	15	16	17	18	19	20	16 - Kindergarten Blast Off	15	16	17	18	19	20	21
21	22	23	24	25	26	27	17 - First Day of School	22	23	24	25	26	27	28
28	29	30	31				September 2016	29	30	31				
					13	11	8- Labor Day						19	19
SEPTEMBER							20, 27 - PD A+ Maria Tale	FEBRUARY						
S	M	T	W	Th	F	S	October 2016	S	M	T	W	Th	F	S
				1	2	3	6,7 - Ed Tech Conference				1	2	3	4
4	5	6	7	8	9	10	20 - End of 1st Quarter (42)	5	6	7	8	9	10	11
11	12	13	14	15	16	17	21 - Teacher Workday-Grades Due	12	13	14	15	16	17	18
18	19	20	21	22	23	24	27 - No School P/T Conferences 12 - 8:30 PM	19	20	21	22	23	24	25
25	26	27	28	29	30		28 - NO SCHOOL	26	27	28			20	19
					21	19	November 2016							
OCTOBER							18-JH WR invite/PAC One Act(no 7-12 classes)	MARCH						
S	M	T	W	Th	F	S	23-25 - Thanksgiving Break	S	M	T	W	Th	F	S
						1	December 2016				1	2	3	4
2	3	4	5	6	7	8	22 - End of 2nd Quarter (39)	5	6	7	8	9	10	11
9	10	11	12	13	14	15	12/23-1/3 - Christmas Break	12	13	14	15	16	17	18
16	17	18	19	20	21	22	January 2017	19	20	21	22	23	24	25
23	24	25	26	27	28	29	4 - Teacher Workday-Grades Due	26	27	28	29	30	31	
30	31				20	16	5 - Students Return						23	21
NOVEMBER							February 2017	APRIL						
S	M	T	W	Th	F	S	20 No School - ESU PD Day	S	M	T	W	Th	F	S
						1	March 2017							1
6	7	8	9	10	11	12	9- End of 3rd Quarter (45)	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10 - Teacher Workday-Grades Due	9	10	11	12	13	14	15
20	21	22	23	24	25	26	16 - No School P/T Conferences 12 - 8:30 PM	16	17	18	19	20	21	22
27	28	29	30			19	17 - NO SCHOOL	23	24	25	26	27	28	29
					19	19	24 - PAC Music (no 7-12 classes)	30					18	18
DECEMBER							28 - PAC Jr/Sr Track (no 7-12 classes)	MAY						
S	M	T	W	Th	F	S	April 2017	S	M	T	W	Th	F	S
				1	2	3	14 & 17 - Easter Break							
4	5	6	7	8	9	10	May 2017	1	2	3	4	5	6	
11	12	13	14	15	16	17	2 - JH Track Invite (no 7-12 classes)	7	8	9	10	11	12	13
18	19	20	21	22	23	24	10 - District Track (no 7-12 classes)	14	15	16	17	18	19	20
25	26	27	28	29	30	31	11 - Senior's last day	21	22	23	24	25	26	27
					16	16	11 - Graduation Practice/Senior Lunch	28	29	30	31			
					89	81	13 - Graduation						19	18
First/Last Days of School & End of Qtr							24 - End of 4th Quarter (49)	188 Staff Contract Days						
No School/Vacation Day							25 Teacher Work Day-Grades Due	174 Kindergarten days 1192 hours						
P/T Conferences Day							Board Approved April 11, 2016	175 1st - 11th days 1199 hours						
Work day/No School								170 Senior days 1166 hours						
Professional Development								6/8/2016						
1:30 Dismissal for Prof Development														

MORRILL JR.-SR. HIGH SCHOOL 2016-2017

BELL SCHEDULE

Normal

1st hour	8:00 - 8:45	45 Minutes
2nd hour	8:49 - 9:34	45 Minutes
3rd hour	9:38 - 10:23	45 Minutes
4th hour	10:27 - 11:12	45 Minutes
5th hour	11:16 - 12:01	45 Minutes
LUNCH	12:01 - 12:35	34 Minutes
6th hour	12:39 - 1:24	45 Minutes
7th hour	1:28-2:13	45 Minutes
Pride Time	2:17-2:46	29 Minutes
8th hour	2:50-3:35	45 Minutes

Friday Schedule

Connections	8:00 - 8:12	12 Minutes
1st Hour	8:16 - 8:58	43 Minutes
2nd Hour	9:02 - 9:45	43 Minutes
3rd Hour	9:49 - 10:31	43 Minutes
4th Hour	10:35 - 11:17	43 Minutes
5th Hour	11:21 - 12:04	43 Minutes
LUNCH	12:04 - 12:37	30 Minutes
6th Hour	12:41 - 1:24	43 Minutes
7th Hour	1:28 - 2:11	43 Minutes
Pride Time	2:15-2:43	28 Minutes
8th Hour	2:47 - 3:30	43 Minutes

2-Hour Late Start

1st Hour	10:00 - 10:30	30 Minutes
2nd Hour	10:34 - 11:07	30 Minutes
3rd Hour	11:11 - 11:44	30 Minutes
4th Hour	11:47 - 12:21	30 Minutes
LUNCH	12:21 - 12:51	30 Minutes
5th Hour	12:55 - 1:25	30 Minutes
6th Hour	1:29 - 1:59	30 Minutes
7th Hour	2:03 - 2:33	30 Minutes
Pride Time	2:37-3:01	24 Minutes
8th Hour	3:05 - 3:35	30 Minutes

Friday Early Release

Connections	8:00 - 8:12	12 Minutes
1st Hour	8:16 - 8:45	29 Minutes
2nd Hour	8:49 - 9:18	29 Minutes
3rd Hour	9:22 - 9:51	29 Minutes
4th Hour	9:55 - 10:24	29 Minutes
5th Hour	10:28 - 10:57	29 Minutes
6th Hour	11:01 - 11:30	29 Minutes
7th Hour	11:34 - 11:53	29 Minutes
Pride Time	11:57-12:17	20 Minutes
LUNCH	12:17 - 12:50	33 Minutes
8th Hour	12:54 - 1:30	35 Minutes

UNIVERSAL RULES IN ALL 7-12 CLASSROOMS

- Show mutual respect for other students, teachers, and property of others. (No bullying, fighting, verbal putdowns).
- Students will arrive to class well prepared. (Books, pen/pencil, paper, finished homework, etc.)
- No Plagiarism! Incidents of cheating, copying, cut/pasting work from others or websites will be reported to the office for appropriate disciplinary action, and will become a part of the student's academic record.
- NO cell phones in the classroom.
- No profanity or slang substitutes for profanity.
- Students will not have food, pop, or candy in the classroom unless approved by the teacher in advance.
- Clear water bottles with water are permitted
- Students will have a written pass from a teacher at all times if they leave the classroom.
- All Teachers will post and enter into Sycamore two grades per week minimum.

NOTIFICATION CONCERNING STAFF QUALIFICATIONS

The ESSA; 20 U.S.C. § 6311 gives parents the right to get information, upon request, to parents whether their child is being provided services by a paraprofessional and, if so, the qualification of the paraprofessional. Schools receiving Title I funds, the Parents may request, and the district will provide to the parents information regarding the qualifications of the student's teachers. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner.

NOTIFICATION OF STUDENT FEE POLICY

(Board Policy 504.19)

The Public Elementary and Secondary Student Fee Authorization Act was adopted by the Legislature on April 11, 2001. It requires the adoption of a student fee policy. Please contact the school if you would like a copy of the policy.

Parental Involvement Policy

(Board Policy 1005.03)

It is the policy of the district to provide full access to the parent of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. It is the policy of the district to notify parents of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

HOMELESS POLICY NOTICE

(Board Policy 503.09)

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law. It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: 1) Homeless children are identified by school personnel; 2) Homeless children enroll in, and have a full and equal opportunity to succeed in, school; 3) Homeless children and their families receive educational services for which they are eligible and referrals to health, dental, and mental health services and other appropriate services; 4) The parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; 5) Public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; 6) Enrollment disputes are mediated in accordance with law; and 7) The parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

STUDENT ASSISTANCE TEAM (SAT)

To support and assist struggling learners, Morrill Public Schools has a Student Assistance Team (SAT) that is designed to assist students who are experiencing educational difficulties in regular educational programs. The team consists of several teachers, the guidance counselor, and the principal.

Teachers, the school counselor, administration, or a parent/guardian can refer students to the SAT Team. Upon referral, the SAT Team is activated and a meeting is held to brainstorm possible intervention strategies that would be of benefit to the student. The strategies are monitored for a specific amount of time and the effectiveness of the strategies evaluated. Hopefully, by implementing these strategies, we can assist struggling students to become more successful in school.

TITLE IX

The Superintendent shall designate the District's Title IX Coordinator. Students, their parents, and employees of the Morrill School District are hereby notified that this school does not discriminate on the basis of sex and is required by Title IX not to discriminate on the basis of sex in its educational activities and employment practices. Inquiries regarding compliance with Title IX may be directed to Cary Laucomer, (308)247-2149.

BULLYING PREVENTION

(Board Policy 504.20)

The Board of Education recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Bullying is defined as any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school sponsored activities or school-sponsored athletic events.

Bullying may constitute grounds for long-term suspension, expulsion or mandatory reassignment, subject to state and federal statutes and the district's student discipline and due process procedures.

It shall be the responsibility of the superintendent to implement appropriate programs or procedures for the purpose of educating students regarding bullying prevention.

Definition—"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal and physical aggression, threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment occurs on the basis of gender, disability, race or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Reporting---Staff shall not tolerate any bullying or harassment on school grounds or at any school activity on or off campus. Staff members who observe or become aware of an act of bullying or harassment shall take immediate, appropriate steps to intervene. If physical intervention poses a threat to a staff member's safety, the staff member is to take whatever other prudent action that will result in addressing the bullying. Staff members shall also report all acts of bullying to their building principal and shall file a report providing as much information as possible to assist in any investigation.

Investigation---Upon learning about a bullying incident, the building principal or designee shall contact the parents of both the aggressor and the victim, interview the students, involved witnesses, school staff, and parents; review the school records of those involved, and identify any other pertinent issues. Upon the filing of a written report or complaint of bullying, the building principal shall file a report of his/her investigation to the Superintendent of Schools within five (5) working days, and may invoke the appropriate consequences as outlined in the next paragraph.

Consequences---Consequences for students who bully others shall depend on the results of the investigation, and may include required counseling, parent conferences, detention, suspension up to ten school days, expulsion-up to the remainder of the semester-or involuntary assignment to an alternative education setting. Depending on the severity of the incident, or the repeated offense, the principal may also take appropriate steps to ensure student safety.

These may include implementing/ separation and supervision of the students involved; providing staff support for students as necessary; reporting incidents to law enforcement; and developing a supervision plan with the parents.

Students who are the victim of bullying and/or harassment or who observe such occurrences are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

HARASSMENT BY STUDENTS

(Board Policy 504.18)

Harassment of students, staff or visitors by other students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school owned and/or school operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- unwelcome touching;
- unwelcome and offensive public sexual display of affection;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

- verbal, physical or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, achievements, etc.;
- demeaning jokes, stories, or activities directed at an individual.

The district, will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy.

These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

NEBRASKA ANTI-HAZING LAW

28-311.06 Hazing, defined; penalty 1-for the purposes of this section and section 28-311.07:

Hazing shall mean an 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 with any organization as defined in subdivision (1) (b) of this section. Such hazing activity shall include whipping, beating, branding, 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 which endangers the physical or mental health or safety of any person; and organization shall mean an organization of student members operating under the sanction of a postsecondary educational institution but shall not include the alumni organization or any corporation which owns the house or real estate of such organization.

(2) It shall be unlawful to commit the offense of hazing. Any person who commits the offense of hazing shall be guilty of a Class II misdemeanor.

(3) Any organization as defined in subdivision (1) (b) of this section whose members commit the offense of hazing in violation of the provisions of this section shall be punished by a fine of not more than ten thousand dollars.

Morrill Public Schools complies with all Nebraska State Laws. Any participant involved in hazing as stated in state statute, could be suspended from activity participation. The administration will conduct an investigation and determine if a suspension is warranted. The suspension will range from 28 days to removal from activity.

DATING VIOLENCE AND PREVENTION

Board Policy 504.21

The Board of Education prohibits behavior that has a negative impact on student health, welfare, safety, and the school's learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious or long term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others.

ADDRESSING BARRIERS TO ATTENDANCE

Board Policy 503.04

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center. This policy, developed and annually reviewed in collaboration with the county attorney for the district's principal office location, is an attempt to address the barriers to student attendance. This policy shall include a provision indicating how the district and the county attorney will handle cases in which excessive absences are due to illness and shall state the circumstances and number of absences or hourly equivalent upon which the school shall render all services to address barriers to attendance.

Any superintendent, principal, teacher, or member of the school board who knows of any violation of the state school attendance laws (79-201) shall report that violation to the school attendance officer within 3 days.

The superintendent shall designate an attendance officer. The attendance officer will immediately investigate the report of any child who may be in violation of the state's compulsory attendance statutes.

If any student has exceeded the number of unexcused absences as defined in the student handbook, the school shall render all services to address barriers to attendance. These services shall include the following:

1. Verbal or written communication by school officials with the person or persons who have legal or actual charge or control of any child; and
2. A meeting or meetings between the school attendance officer, school social worker, a school administrator or designee, the person who has legal or actual control of the child, and the student (when appropriate) to address the barriers to attendance. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - (i) Illness related to physical or behavioral health of the child;
 - (ii) Educational counseling;
 - (iii) Educational evaluation;
 - (iv) Referral to community agencies for economic services;
 - (v) Family or individual counseling; and
 - (vi) Assisting the family in working with other community service

The school may report to the county attorney of the county in which the person resides when the school has documented the efforts it has made as required by statutes, that the collaborative plan to reduce barriers identified to improve regular attendance has not been successful, and that the child has been absent more than twenty days per year. The school shall notify the child's family in writing prior to referring the child to the county attorney. Illness that makes attendance impossible or impracticable shall not be the basis for referral to the county attorney.

Students are subject to disciplinary action for excessive absenteeism including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of excessive absenteeism. Disciplinary action for students receiving special education services will be assigned in accordance with the goals and objectives of the student's Individualized Education Program.

The superintendent shall report to the Commissioner of Education as directed by the commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials other than school resource officers by the district relative to a student enrolled in the district. The superintendent shall report annually to the Commissioner the required data for the number of students who have dropped out of school.

It shall be the responsibility of the superintendent to implement this policy. The implementation may include regulations indicating the disciplinary action to be taken for excessive absenteeism.

Legal Reference: Neb. Statute 79-201, 79-208
 and 209 NDE Rule
 10.012.01B

Cross Reference: 411.03 Attendance Officer
 505 Student Discipline
 506 Student Activities
 507 Student Records

ATTENDANCE OFFICERS

The attendance officers in the Morrill School District are the Junior-Senior High School principal and the Elementary School principal.

ABSENCE CLASSIFICATIONS

(Board Policy 503.03)

Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require approval in advance.

An absence for any of the following reasons will be excused, provided the required procedures have been followed: 1) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents). 2) Illness which causes a student to be absent from school **with a doctor's note**. 3) Doctor or dental appointment which require student to be absent from school. 4) Court appearances that are required by a court order. 5) School sponsored activities which require students to be absent from school. 6) Family trips in which student accompanies parent(s)/legal guardian(s). 7) Other absences, which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Unexcused Absence. An absence, which is not excused, is unexcused. If a student's absence is unexcused, the student will receive zeros for any class work missed during the absence, and may be required to make-up work for which zeros were given and the time missed.

STUDENTS NOT ATTENDING CLASS:

(Board Policy 503.04)

Any student who is habitually absent will face the possibility of expulsion from school. For the purpose of this policy, twenty (20) days of absence within **one school year** will be classified as being habitually absent. When a student reaches the fifteenth (15th) day of absence, a letter of notification will be sent to the parent and/or guardian informing them of the number of days of absences and that the student may face the possibility of expulsion if the number of days reaches twenty (20) days during the school year. If the number of days of absence for a student reaches twenty (20) days during the school year, the parent and/or guardian will be notified that the student is being dropped from the attendance roster.

ARRIVAL AT SCHOOL:

School supervision does not start until approximately 7:50 AM and continues until approximately 4:00 PM. Students should not arrive until there is adequate supervision available. Doors to the building will be locked until 7:55 each morning. On bad weather days the doors will be opened when the principal/superintendent deems it necessary. Students must be supervised at all times during the day while on school grounds (including: gym, weight room, locker rooms, etc.).

Regardless of the time of day, unless an administrator, teacher or para-professional is supervising a student, he/she will not be allowed in the building. Students will be required to obtain prior permission from a teacher they are wishing to see before being allowed in the classroom.

PRE-ARRANGED ABSENCES:

Absences for reasons other than illness, death in the family, or an emergency must be arranged through the principal's office in sufficient time that work can be made up before the absence is to occur. Failure to follow pre-arranged absence procedures will be grounds for an instructor to assign zeros for the assignments the student misses due to the absence.

ADDRESSING BARRIERS TO ATTENDANCE:

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will also be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

STUDENT OBLIGATIONS:

- to be in class or study hall during the regular school hours and at the announced scheduled times.
- when leaving the school or returning to the school, during school hours, you must report your absence and return to the office; a failure to do this will result in the student being considered truant and will be subject to disciplinary action by the principal.
- to obtain an *Prearranged Absence Slip* or an *Activities Absence Slip* for those occasions that they know in advance they will be absent. This should be taken care of at least three (3) days prior to the anticipated absence.
- to have all work made up in advance for all anticipated absences including school sponsored activities unless arrangements have been made with the teacher to turn the work in at a later date.
- students must attend school on any day they expect to participate in a scheduled student extra-curricular activity; any deviation to this requirement must have prior administrative approval. Any unexcused

absence (full day/partial period) on the day of an extracurricular activity will result in the student being suspended from the activity scheduled on that day.

- Make-up work, **with the exception of participation grades**, which was missed due to an excused absence; two (2) days, will be allowed for each day absent to make-up missed work. (Thus, if a student is absent four (4) days, he/she will be given eight (8) days to get his/her work made up.) For an extended illness of five (5) or more days, special arrangements will be made with individual teachers to extend the amount of make-up time that will be allowed; however, a teacher may only grant this extension one time for each period of illness. A doctor's note approving the student's return to school is required when a student misses school for five (5) or more consecutive days due to illness.

TEACHER OBLIGATIONS:

- Provide assigned homework, which may include written work not required of students in attendance, for each period of student absence.
- Make arrangements with students to receive missed instruction on missed content.
- Correct any work that is submitted to them for which time has expired and return it to the student for future reference and use.
- In grading, mark "incomplete" in Infinite Campus for the period of student absence. After allotted make-up time has expired, mark appropriate grade.
- Discuss attendance concerns with students and parents in a timely manner.

PARENT OBLIGATIONS:

- Encourage and require students over whom they have parental authority to attend school regularly.
- Within 24 hours of each absence call the office or send a note with their child to inform the school of the reason for each student absence. Failure to do so will result in the absence being classified as unexcused.
- Submit a doctor's statement for office visits.
- Submit a doctor's statement for each student absence due to extended illness when a student misses school.
- Appeal any attendance decisions with the principal in a timely manner.

STUDENT DISCIPLINE

RATIONALE:

The primary purpose of our rules included in this policy is to monitor the behavior of students at their place of work.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established.

Both society and schools are governed by laws, values and standards of conduct that influence and regulate individual behavior. A basic function of our school rules is to prepare students to live within the accepted framework of society. Our rules are not meant to threaten students; they are meant to enhance their growth as members of society.

CODE OF BEHAVIOR:

These practices are expected of all students:

1. Be honest
2. Be courteous
3. Be considerate of others feelings
4. Be respectful to others and to school property
5. Follow all rules and regulations of the school
6. Use sound judgment and common sense
7. Take pride in your school and in your appearance
8. Strive to always do your best in all your schoolwork
9. Strive for knowledge, wisdom, and respect

GENERAL CODE OF CONDUCT:

The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate mutual respect for the individual worth and dignity of those with whom they have contact.

GENERAL EXAMPLES OF MISCONDUCT:

- a. Disrespect for individuals and/or rules is not acceptable behavior nor are activities such as insubordination, student initiation, name calling, student hazing and similar behaviors.
- b. The use, possession, being under the influence of or delivery of intoxicating beverages, E-Cigarettes, tobacco and/or illegal and/or look alike drugs on school grounds or at any school, activity is prohibited.
- c. Theft or destruction of school or private property.
- d. Students who willfully destroy school property will pay for the property and are subject to discipline.
- e. Fighting, gambling, public displays of affection, lewd language or printed material, profanity and unsportsman-like conduct are unacceptable behavior and cannot be tolerated in school or at school activities.
- f. Sexual/racial harassment of any student by an individual under jurisdiction of Morrill Public Schools is expressly prohibited as a violation of law and Board policy.
- g. Aiding or abetting any type of misconduct.
- h. Any other conduct, which substantially interferes with school purposes, will not be permitted.
- i. Students are expected to obey these rules, other rules listed in this handbook, the rules of any host school when we are their guests, and all laws of the United States and/or the State of Nebraska.

LOCAL LAW ENFORCEMENT AUTHORITIES WILL BE NOTIFIED WHENEVER A LAW HAS BEEN BROKEN.

- j. Teachers have the authority and responsibility for establishing, communicating, and enforcing rules for student conduct within their own classroom.

These rules are established within the guidelines of school policy and law. Therefore, it is mandatory that students adhere to these rules.

Students who choose not to obey these rules will be subject to disciplinary action. The discipline may include, but not be limited to, any of the following: 1) loss of student privileges in regard the lunch hour; 2) loss of student privileges in regard to extra-curricular activities such as drama, music, athletics; 3) detention before or after the normal school day; 4) in-school suspension; 5) an out-of-school short-term suspension from school for five (5) or fewer days; 6) an out-of-school long-term suspension for six (6) to twenty (20) days; 7) expulsion from school and all school activities for the remainder of the semester; 8) expulsion from school and all school activities for the remainder of the semester and the following

semester if the offense occurs within ten (10) days of the end of the semester; 9) expulsion for a calendar year for firearm violations; and/or 10) any other logical consequences that may apply.

STUDENT DUE PROCESS:

(Board Policy 505.04R1)

Short-Term Suspension - Due Process

1. Short-term suspensions are for periods of time up to and including five (5) days. All assignments completed during out-of-school suspension are due upon the student's return to school. During a student's first short-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second short-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent short-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student serving an out-of-school suspension is not allowed to participate in or attend any school activities or functions during the suspension.

2. Before imposing suspension the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, and the opportunity to present his/her version.

3. The Principal may suspend a student after it is determined that the consequence is necessary to help the student or to prevent interference with school purposes.

4. The Principal will, within 24 hours (or such time as is reasonably necessary) following suspension, send a written statement to the student and the parents/guardians that describes the student's conduct or violation of rules and gives a reason or reasons for the action taken.

5. The Principal will make a reasonable effort to confer with the parents/guardians before, or at the time, the student returns to school.

Long-Term (6-19 days) Suspension or Expulsion - Legal Grounds

During a student's first long-term suspension, he/she will receive 80% of the original grade earned on any assignments given during the suspension. During a student's second long-term suspension, he/she will receive 70% of the original grade earned on any assignments given during the suspension. All subsequent long-term suspensions will result in a student receiving a zero for any assignments given during the suspension. A student will receive zeros for all assignments that occur during an expulsion. A student serving an out-of-school suspension or expulsion is not allowed to participate in or attend any school activities or functions during the suspension/expulsion.

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by the 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:

a. Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes;

b. 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;

c. 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;

d. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

e. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;

f. Engaging in the selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, a controlled substance, inhalants or being under the influence of any of the above; possession of drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.

g. Public indecency as defined in section 28-806, except that this subdivision shall apply only to students at least twelve years of age, but less than nineteen years of age;

h. 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 which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in section 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

i. 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

j. A repeated violation of any rules and standards validly established pursuant to section 79-262, if such violations constitute a substantial interference with school purposes.

It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a student who is truant, tardy, or otherwise absent from required school activities.

Emergency Exclusion from School - Legal Grounds

- a. Dangerous communicable disease.
- b. Creating a danger to self or others.
- c. Disrupting the opportunity of others to learn.

Long Term Suspension, Emergency Exclusion and Expulsion - Due Process Guarantees

Long-term out-of-school suspensions are for periods of time including or exceeding six (6) days, but less than twenty (20).

Emergency exclusion may not last longer than necessary to avoid the threats of the emergency.

An expulsion is a suspension for the remainder of the semester.

When misconduct occurs within ten (10) days prior to the end of the first semester, the expulsion will remain in effect through the second semester. When misconduct occurs within ten (10) days prior to the end of the second semester, the expulsion will remain in effect through the first semester of the following school year.

The expulsion of a student for (a) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student except as provided in subdivision (3) of section 79-267 or (b) the knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm, shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion takes place during the end second semester, the expulsion shall remain in effect for summer school and may remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

The expulsion of a student for the knowing and intentional possession, use, or transmission of a firearm as defined in 18 U.S.C. 921 as of January 1, 1995 shall be for a period as provided by the school district policy adopted pursuant to section 79-263. This subsection shall not apply to (a) the issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or (b)

firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing examiner after the hearing examiner 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 examiner that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the Board of Education. Otherwise, the student may be readmitted by action of the superintendent.

Before imposing discipline the Principal will make an investigation and give the student oral or written notice of charges, an explanation of the charges, notice of the accuser, and the opportunity to present his/her version.

The Principal will file with the Superintendent, on the date of the decision to suspend, expel, or exclude, a written charge and summary of the evidence in the case.

The school shall, within two school days after the decision to discipline in this manner, send a written notice by registered or certified mail to the student and his or her parent or guardians informing them of the rights established under the Student Discipline Act. This notice will include the following information: 1) the rule or standard of conduct 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; 2) the penalty, if any, which the principal has recommended in the charge, and any other penalty to which a student may be subject; 3) a statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student shall have a right to a hearing, upon request, on the specified charges; 4) a description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; 5) a statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian shall have 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 substances of their testimony; and 6) 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 as prescribed in section 79-268.

Authority to Suspend Until a Hearing

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 for school purpose or (b) a personal injury to the student himself or herself, other students, school employee or school volunteers."

PROGRESSIVE DISCIPLINE PROCEDURES:

The school's discipline plan is designed to be progressive in nature. Students who are repeatedly referred to the principal's office for additional disciplinary measures will be disciplined according to the following charts. The initial responsibility for the disciplining of a student, who is disobedient or disrespectful in class, is the classroom teacher. Each time a student is disciplined by the principal, he/she will receive a specific number of points. Any points received shall be cumulative throughout each semester. Accumulation of 50 or more points in any category or combination thereof, during any semester, will result in recommendation to the Board of Education of Education for expulsion from Morrill Public Schools.

Because a student's behavior away from school can influence school goals, our rules may be applied to a student's behavior away from school if an educational interest can be established. Fights and assaults at school activities, and/or on the way to or from school will be handled in the same manner. All students have the right to feel safe on the way to and from school.

Also, if the school participates in an activity that lasts more than one day, school rules will apply for the duration of the activity even if there are no Morrill students actively participating in the event. For example, if the basketball teams lose in the first round of a tournament, school rules will apply for the remainder of the tournament even though the teams are not competing.

Definitions of Terms

The following Definitions of Terms is provided in order to help clarify inappropriate behaviors. The list of definitions is not meant to be all-inclusive, but rather to serve as a guide. The administration of the “Progressive Discipline Procedures” cannot be an absolute for all students in all situations; therefore, the administration will consider mitigating circumstances when assigning discipline to individual students. In the event that a student’s offense does not fall within a defined category, the administration will assign discipline at a level consistent with like offenses.

Bottles/Containers

No bottles/containers are to be brought into the building without the permission of the principal. This includes items such as pop, juice, water, etc.

Cheating

Intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Detentions

Time during the day (before and after school) when a student is required to report to a specified area to make up time. Examples of reasons for being assigned detention would be misbehavior, tardies, lack of effort in class or classes, etc. Any student assigned detention will be allowed to choose detention that day or the next school day.

Disrespect to a Faculty Member

Lack of respect toward any employee of Morrill Public Schools.

Disruption of School/Class/Assemblies

Examples include: Yelling and/or running in the halls, persistent talking without permission, horseplay, throwing things, etc.

Disruptive Objects

Tacks, whistles, rubber bands, water guns, etc.

Electronic Devices:

Electronic devices such as iPods, MP3 players, CD players, radios, Walkman, tape players, lap tops, etc. are not to be brought to school without teacher permission. Approval will be based on educational need. **Cell phones, pagers, or other communication devices are not permissible in school and/or the**

classroom. Morrill Jr/Sr High School is not responsible for lost or stolen cell phones/devices, nor will we spend time investigating these issues. It will be the responsibility of the student or parent to turn the matter over to the local police department and any investigation by the police will be done outside the school day to avoid the interruption of instructional time). Students bring these items to school at their own risk.

Explosives, Fireworks, and Foul Substances

Any article containing an explosive or combustible substance-including fireworks- or foul, offensive or injurious substances or compounds, with intent to use the same against the person or property of another.

Extortion/Blackmail

The direct attempt to extract money, goods or favors from another individual through coercion, force or threats.

False Alarm of Fire

Raising or creating any false alarm of fire in and to any building, or part of any building, structure or property of the school district by any means or manner whatsoever.

False Call

The act of claiming the name of another person to excuse a student from class or school.

Fight/Assault

The act of quarreling (physical or verbal) which could or does result in bodily contact in or on school property, or going to and from school, including any activity under school sponsorship (e.g. dance, athletic event, etc.) Each fight is considered to involve at least two active participants. Fights should be reported to the office immediately.

Assault is defined as a physical attack by one student toward another student or adult. Assaults should be reported to the office immediately.

The principal will recommend the expulsion of any student involved in his/her second fight/assault. The principal's recommendation for expulsion due to fights or assaults can be delayed by appealing to a "Jury" composed of four (4) faculty or staff members. The "Jury" will listen to the testimony presented and make a final decision. A request to appear before the fight jury must be made within 24 hours of the fight/assault.

Forgery

The act of using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or parental notes.

Gross Misbehavior

Misbehaving that is totally beyond simple appropriate behavior, i.e. overt behavior that threatens property or the safety and well-being of others including the promotion of fighting.

Harassment/Intimidation

Any act of threat by force or verbalization against another person.

Illegal Entry

Forced entry or entry without administrative authorization into a building, room or school property.

Inappropriate Behavior/Gestures

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, gender, disability, national origin, or religion.

Inappropriate Dress/Speech

Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use. See "Dress Code" provisions for specific details.

Indecent Exposure

Making any open or indecent exposure of his or her person or the person of another.

Indecent Material

The act of portraying obscenity or vulgarity in pictures or caricatures in assignments, on any personal property visible to others at school, or on any school property.

In-School Suspension

The student will attend school, but will be placed in isolation from the general student body. The student will be expected to complete all work assigned and the student will receive credit for completed work.. The student will not be allowed to take part in any school activity scheduled for that date.

Insubordination

Disregard for the authority of a staff member.

Littering

To dump, deposit, place, throw, or leave litter in and upon school property other than in receptacle set aside for such purposes.

Loitering

Being somewhere other than where authorized and refusing to leave when ordered; being in a school area without an authorized pass.

Member of the Administrative Staff/Designee

A school district employee who is certificated under the statutes relating to the licensing of teachers and administrators and who has supervisory authority.

Misuse of School Materials

Misusing and/or using school materials in an unauthorized manner short of major destruction, e.g. writing on or marking desks, books, lockers, etc., using shop materials, FCS food products, etc.

Other School Personnel/Staff Members

All school district employees and functionaries except teachers. The term includes, but is not limited to, secretaries, student teachers, teacher's aides, cafeteria personnel, custodians, maintenance people, bus drivers, etc.

Physical or Verbal Assault

The act of initiating a violent physical or verbal attack against another student on school property, on a school bus or at a school sponsored event.

Plagiarize

To steal and pass off as one's own work without crediting the source.

Possession or Illegal Use of Weapon

The act of possession, using or threatening to use any weapon or instrument capable of inflicting bodily injury.

Possession/Use of Tobacco/E-Cigarettes

Smoking by any students or the possession of smoking materials and/or chewing tobacco is not permitted on school property.

Profanity

The use of language that is unacceptable to school/community standards.

Public Display of Affection

The showing of affection that is not appropriate in the school setting such as kissing, embracing, etc.

School Property

Any building, buildings, part of any building, structure, land or property of the school district or any property that is being leased or used by the school district.

Theft 1

The act of acquiring and/or being in possession of the property of another, without consent, at a value less than \$100.00

Theft 2

The act of acquiring and/or being in possession of the property of another, without consent, at a value of greater than \$100.00

Trespass

Entering upon the lands or premises of the school district without authority after having been forbidden to do so by school staff; or upon being notified to depart there from by members of the school staff, refusing or neglecting to depart there from.

Truancy

A student will be considered truant if he/she is absent without the knowledge and permission of his/her parents **or** the school. A student will be considered truant for cutting classes or leaving a class or the building without permission from the principal's office.

Unauthorized Games in School Building

Gambling, poker, electronic games, computer games, etc.

Unlawful Intimidation of School Authority

Interfering with administrators, teachers or other school personnel by force or violence.

Vandalism 1

Destruction of school property or property belonging to another at a value of less than \$100.00.

Vandalism 2

Destruction of school property or property belonging to another at a value of more than \$100.00.

Verbal/Physical/written Threat to Teacher/Staff

Any verbal, physical, or written threat which insults or abuses any staff member or otherwise shows disrespect.

Vulgarity

Offensive, lewd, obscene behavior or speech.

Possession/Use of Weapons/Use of Force

A weapon is any item specifically designed for use as a weapon or any everyday item that is used in an attempt to threaten or harm another person. Students are to leave at home any pocket knives, laser pointers, metal bars, toy guns or knives, fireworks, lighters, or any object or material that is ordinarily or generally considered to be a weapon. These items will be confiscated and turned over to the local law enforcement authorities. In addition, the student may be suspended or expelled from school. If the weapon is a firearm, the expulsion will be for a calendar year.

“Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) 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; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

1) Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

2) The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds. If the weapon is not a firearm the expulsion will not exceed the remainder of the current school year if this offense occurs in the first semester and the expulsion will remain in effect for the remainder of second semester, summer school, and first semester or the following school year if the offense occurs in the second semester.

5) Photos that contain weapons will not be published in the school yearbook, senior alumni pictures, or any other pictures used for school purposes.

TOBACCO-FREE ENVIRONMENT

(1006.02)

School district facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material and may be required to leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

PROGRESSIVE DISCIPLINE LEVELS AND EFFORTS TO KEEP STUDENTS IN SCHOOL:

- A: Detention
- B: Multiple Detentions
- C: 1-5 Days In-School Suspension
- D: 5-10 Days In-School Suspension
- E: 1-5 Days Out-of-School Suspension
- F: 5-10 Days Out-of-School Suspension
- G: Recommend Expulsion
- H: Referral to appropriate authorities for prosecution.

NOTE: Substitute Teachers play a unique role in continuing the educational mission of Morrill Junior-Senior High School while a teacher is absent from the class. It is critically important to insure that the substitute's experience at Morrill Junior-Senior High School will be positive, so that they will continue their service to the school. Note: assigned points and punishments will be doubled from the Progressive Discipline Chart for offenses incurred under the direction or supervision of a substitute.

There are several categories of inappropriate student actions listed in the table below. The categories range from **Category 1** offenses, which are minor offenses, those not typically associated with disrupting the learning process, to **Category 8** offenses, those that are criminal in nature and result in an automatic recommendation for expulsion. The following list is not meant to be totally inclusive. The principal will decide the appropriate placement for any inappropriate behavior not specifically addressed in the following table.

PROGRESSIVE DISCIPLINE CHART OF CONSEQUENCES

REPETITION

<u>Category 1 Offenses</u>	<u>PTS</u>	<u>1st</u>
1. Bottles/Containers in school	0	A(Confiscation of item)
2. Public display of affection	0	A
3. Minor cafeteria misbehaviors	0	A
4. Failure to keep locker clean	0	A
5. Dress code violations	0	A
6. Littering	0	A
7. Food in locker	0	A (Confiscation of item)
8. Inappropriate use of vehicle	0	A
9. Misuse/no pass	0	A
10. Bus misbehavior	0	A
11. Electronic device w/o permission	0	A (Confiscation of item)
12. Other	0	A

Category 2 Offenses

	<u>PTS</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
13. Repeated violations of Category I	8	A	B	C	D	E
14. Chronic tardiness	8	A	B	C	D	E
15. Disruption of class/school	8	A	B	C	D	E
16. Disruption of assembly	8	A	B	C	D	E
17. Parking inappropriately	8	A	B	C	D	E
18. Inappropriate behavior/materials	8	A	B	C	D	E
19. Spitting	8	A	B	C	D	E
20. Disruptive objects (Confiscation)	8	A	B	C	D	E
21. Profanity/vulgarity/inappropriate language	8	A	B	C	D	E
22. Unauthorized games used in classroom	8	A	B	C	D	E
23. Loitering	8	A	B	C	D	E
24. Other	8	A	B	C	D	E

Category 3 Offenses

	<u>PTS</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
25. Cheating/Plagiarism	10	A	B	C	E	F
26. Skipping/Cutting class/Truant	10	A	B/I	C/I	E/I	F/I
27. Bullying/Degrading fellow student	10	A	B	C	E	F
28. Disorderly conduct	10	A	B	C	E	F
29. Failure to identify self to school officials	10	A	B	C	E	F
30. Roughhousing	10	A	B	C	E	F
31. Indecent material/action	10	A	B	C	E	F
32. Jeopardizing the safety of oneself or others	10	A	B	C	E	F
33. Leaving school building/class without permission	10	A	B	C	E	F
34. Giving false information during an investigation.	10	A	B	C	E	F
35. Misuse of material & equipment	10	A	B	C	E	F
36. Not following request	10	A	B	C	E	F
37. Trespassing	10	A	B	C	E	F
38. Other	10	A	B	C	E	F

Category 4 Offenses

	<u>PTS</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>5th</u>
39. Leaving grounds w/o permission	14	B	C	E	F	H
40. Use/possession of tobacco products (E-cigarettes)	14	B/I	C/I	E/I	F/I	H/I
41. Careless driving/speeding	14	B/I	C/I	E/I	F/I	H/I
42. False calls	14	B	C	E	F	H
43. Forgery of notes	14	B	C	E	F	H
44. Vandalism 1	14	B/I	C/I	E/I	F/I	H/I
45. Theft 1	14	B/I	C/I	E/I	F/I	H/I
46. Other	14	B	C	E	F	H

<u>Category 5 Offenses</u>	<u>PTS</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
47. Gross misbehavior	21	E	F	H
48. Disrespect faculty members	21	E	F	H
49. Harassment/Intimidation	21	E	F	H
50. Vandalism 2	21	E/I	F/I	H/I
51. Theft 2	21	E/I	F/I	H/I
52. Insubordination	21	E	F	H
53. Fighting/Assault	21	E/I	H/I	
54. Under the influence	21	E/I	F/I	H/I
55. Other	21	E	F	H

<u>Category 6 Offenses</u>	<u>PTS</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>
56. Indecent exposure	28	F	G	H
57. Intimate acts	28	F	G	H
58. Open/persistent defiance of authority	28	F	G	H
59. Threatening behavior	28	F	G	H
60. Other	28	F	G	H

<u>Category 7 Offenses</u>	<u>PTS</u>	<u>1st</u>	<u>2nd</u>
61. Possession/Use of alcohol/drugs on school grounds or at school activity	42	G/I	H/I
62. Extortion	42	G/I	H/I
63. False fire alarm	42	G/I	H/I
64. Intimidation of administration	42	G/I	H/I
65. Possession or use of firecrackers	42	G/I	H/I
66. Possession of weapon	42	G/I	H/I
67. Other	42	G/I	H/I

<u>Category 8 Offenses</u>	<u>PTS</u>	<u>1st</u>
68. Selling/giving/exchanging alcohol/drugs	50	H/I
69. Arson	50	H/I
70. Use of weapon/force	50	H/I
71. Bomb Threat	50	H/I
72. Physical assault (school employee)	50	H/I
73. Possession and/or use of explosives	50	H/I
74. Possession of firearm	50	H/I (One calendar year)
75. Other	50	H/I

DRESS AND ATTIRE AND STUDENT APPEARANCE (DRESS CODE)

(Board Policy 504.06)

The educational climate of the school is affected by student appearance. As a result, administrative prerogative is reserved for judgment in cases of student dress that could be considered immoral, immodest, or in any way distracting or offensive to students, teachers, or staff. Students at Morrill Junior-Senior High School are expected to come to school and school activities being neat and clean. An individual's dress, personal appearance, and cleanliness, like his/her behavior, should reflect sensitivity to and a respect for others. Students attending school should at all times be dressed in a manner that is conducive to a businesslike scholastic atmosphere. The dress and grooming of a student does have a relationship to attitude and work habits, as well as interpersonal relationships with faculty, staff, and classmates. Hence, appropriate dress and grooming can have a positive effect on school discipline.

Student dress and grooming should be in good taste and appropriate for the occasion. It should reflect consideration for safety, health precautions, cleanliness, neatness, and academic endeavor.

The following are examples of clothing and/or jewelry that will not be allowed:

1. Clothing that is immodest or unnecessarily distracting to the learning environment (BOYS: shirts with no sleeves, tank tops, muscle shirts, mesh shirts or spandex top. GIRLS: shirt with bare backs, spaghetti strap tops, low-cut tops, tube tops, halter tops, see-through tops, excessively tight clothing (spandex, leggings, yoga pants, etc.) mesh shirts with no under garments, pajamas, etc.). All clothing should be sufficient to conceal undergarments (including sports bras and boxer shorts) at all times. **What is meant to be covered needs to be covered.**
2. Clothing that is suggestive or has on it suggestive phrases, promotes immoral or illegal practices, or advertises tobacco, alcohol, drugs, etc.
3. Clothing that is in any other way disruptive to the educational process. (Torn or soiled clothing, gang related apparel, jeans with excessive tears, etc.)
4. Pants, Shorts & Skirts: Shorts may be worn as long as they are in good taste and not excessively short or tight. The following shorts will not be allowed in school. a.) No bike shorts, b.) No cut offs, pajama pants, or flannel pants, etc.) No spandex type. Pants worn will NOT SAG, no excessive hole or tears. Legging/yoga types may be worn **IF**: the top must completely cover the backside.
5. Bare feet. Proper footwear should be worn at all times. Health laws require that shoes be worn at all times while in school. Slippers should not be worn to school.

6. The wearing of outdoor clothing such as backpack, book bags, hats, jackets, or coats must be stored in the assigned lockers during school hours.
7. Bare midriffs – All shirts should cover midriffs at all times. This includes when a student is standing, sitting, or bending over.
8. Hats, bandannas, or head covers of any type (hoods, etc.) are not to be worn in any fashion in the building during regular school hours. This rule applies to both girls and boys. Hats are to go in the student's locker when they enter the school and stay there until the student leaves the school. Hats are not to be carried from class to class.
9. Any articles that could cause injury to others such as spikes, chains, etc.

Clothing must be Appropriate, Modest, and Clean

The Principal and Guidance Counselor will determine if a student is wearing inappropriate clothing. The student will be asked to change clothes and/or cover the inappropriate clothing or have parents bring appropriate clothing for changing. Parents will be required to pick up all confiscated items. Repeated violations will be handled with progressive discipline measures and confiscation of the item for the remainder of the school year.

SCHOOL SPONSORED DANCES AND PARTIES:

Parties and dances must be scheduled through the Principal at least one week in advance of the desired date.

Proper conduct and behavior will be expected at parties and dances. All school policies and discipline procedures will apply.

Prom will consist of 10th-12th grade, where 9th graders will act as servers for the dinner. Servers may attend the dance following.

High School social activities shall be limited to full-time students in grades 9 through 12. Out-of-school dates may be brought to the following dances: Homecoming, Winter Royalty, and Prom. Out-of-school dates must be registered in the principal's office, be a high school student, or be approved by the principal. Dance guests who have turned 21 years of age one or before Aug. 1st of the current school year are not allowed. A student who brings a guest is responsible for their guest's behavior. A ticket, if applicable, must be purchased. Morrill students are responsible for the actions of their guests. **No person that is not a student, or the date of a student, will be allowed to attend school dances.**

Junior High students may not attend Senior High dances. Junior High students will be allowed no more than two Junior High dances a school year.

Unless otherwise approved by administration, one-half hour after a dance or party is scheduled to begin, there will be no further admittance to the function. A sponsor may deviate from this rule if the reason for late arrival is previously known and approved by administration.

Once a student arrives at a party or dance and the doors have been closed, they may not leave the confines of the building or entrance area and be re-admitted.

LIBRARY RULES:

The philosophy of the Morrill High School Library is centered on service to our student body, not only in providing resources and equipment for use, but also in providing aid in securing these materials and equipment. The library is to be a quiet area for students to study, do research and gather materials. Students will not be permitted to engage in casual conversations that are disruptive to the purposes of the library. A complete list of library rules is posted in the library.

TRANSPORTATION ISSUES

USE OF MOTOR VEHICLES:

In order to provide for the health, safety and welfare of students attending Morrill Public Schools, the following regulations governing the use of motor vehicles driven to school will be enforced.

I. Motor vehicles will not be moved from the parking lot during class time without the permission of the Principal or Superintendent (Student Aides). This permission will only be given to students who have a valid vehicle operator's license.

II. Drivers who are entering or departing the vicinity of the school and surrounding residential and business area will be subject to the disciplinary action of this regulation, if traffic laws of the state of Nebraska are violated.

III. All students who drive to school will park in the parking lot south of the high school building. Students are required to park their vehicles in an orderly fashion. Students are to leave room for buses and possible deliveries. In addition, you may not block anyone's car while parking.

IV. Students are not allowed to ride with another student during the lunch period without written permission from both parents. Closed campus at lunch for grades 7-10.

V. Discipline options for violations of any part of these provisions may include any of the following: 1.) Suspension of student privileges that may include driving privileges, 2.) Detention suspension from school, either in-school or out-of-school and expulsion, 3.) Citations issued by local authorities.

SCHOOL BUSES:

The buses are operated as a convenience for students and patrons of the district. They do represent a substantial investment. Therefore, students are expected to take care of and show respect for the property and investment. Rules concerning behavior are posted in the bus and will be given to each student at the beginning of the year. Bus drivers are to receive the same respect given to any other staff member. If students do not adhere to these rules, the privilege of riding the buses will be denied.

School buses will arrive at school at approximately 7:45 a.m. and leave at approximately 3:40 p.m., or five minutes after school is dismissed. If a student will not ride the bus on a given day, his parents will please see to it that the bus driver is informed. Bus drivers must follow their schedules. They will only wait for riders for a period of time that will not jeopardize the remainder of their schedule. In addition, school bus evacuation drills will be held twice per year.

SCHOOL PROPERTY

SEARCH AND SEIZURE:

All lockers, desks, Chrome Books, other school property, and storage areas belong to the school and may be inspected by the Principal or Superintendent whenever it is deemed necessary to do so. All lockers will be emptied prior to checking out the last day of school.

School officials also reserve the right to search an individual and/or automobiles located on or adjacent to school premises which may be used for parking or gaining access to school property when there is reasonable suspicion to believe contraband (drugs, weapons, alcohol, and other materials) may be present. Canine search teams will be used on a periodic random basis to search lockers and the school parking lot.

VIDEO SURVEILLANCE

(Board Policy 903.01)

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the school district.

SCHOOL EQUIPMENT:

Your parents and other taxpayers are paying for your education. This is their school and yours. Be proud of it and take care of it and its equipment. Students are financially responsible for loss or damage to any books or any school equipment. Anyone found causing damage to school property will pay for the damage and will be subject to disciplinary action. The teachers will assess fines for damaged schoolbooks and equipment.

The school is not responsible for lost or stolen articles. Students are discouraged from bringing valuables and large amounts of money to school. In addition, students are encouraged to use a pad-lock to lock items in their lockers while at school. Additionally, parents are required to purchase a lock to keep their child's property safely secured in their own lockers.

OPERATIONAL PROCEDURES

ANNOUNCEMENTS:

A daily bulletin will be published each morning. This bulletin will contain information about the events scheduled for the upcoming week. Items such as the school lunch menu and student activities will be addressed. All announcements must have a sponsor's signature or be placed on Infinite Campus.

Intercom announcements will occur on a daily basis at 8:05AM. Requests for information to be included on the intercom announcements should be given to the high school secretary in a timely fashion. All announcements must have a sponsor's signature. These forms of communication are to be used for school-sponsored events only.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance will be read each day when the daily announcements are read. Students are not required to say the Pledge, but they are required to stand and respect the right of those who choose to participate. Teachers will assign detention to anyone who disrupts this process.

JR/SR HIGH CELL PHONE POLICY

There are to be NO student cell phones in the classroom at any time.

1. Cell phones are to be in the "OFF", "SILENT" position.
2. Cell phones are to be left in a bag, pocket, or locker out of sight from the start to the end of class.
3. Students may NOT have cell phones out during a class period when in the library.
4. Students may ONLY use their phones between classes, lunch time, and before or after school.

TELEPHONE:

Telephone calls are limited to those of extreme importance and of short duration. Students are to use the student telephone provided at the office window with advanced permission from the teacher or the principal. Students are to use the phone between classes, as it will not be available to students during classes.

SCHOOL MEAL PROGRAM:

In order to provide a school meal program that benefits the health, nutrition, and learning capabilities of our students Morrill Public Schools participates in the School Breakfast Program and the National School Lunch Program.

It is our goal to have the school meal program as self-sufficient as possible. If conditions permit, those who make use of the program should assume the cost of operation.

Meal prices will be established prior to the beginning of each year, but we reserve the right to increase or decrease prices at any time. Price changes will be effective at the beginning of the month following board action to change prices.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720- 5964 (voice and TDD). USDA is an equal opportunity provider and employer.

While eating in the lunchroom, students will be expected to exercise proper table and dining manners. We expect nothing more than would be expected in most homes.

A CLOSED CAMPUS policy is effect for students in grades 7th – 10th. These students will not be allowed to leave campus during the lunch period. Grades 7-10 will be required to go to the cafeteria to eat a hot lunch or bring a sack lunch. Parents can pick up their own kids for the lunch period. Students in grades 11th – 12th may choose to leave campus during the lunch period, even though it is recommended they have a nutritious meal at the cafeteria. **Juniors and Seniors leaving during the lunch period are NOT allowed to ride with another student without written permission from both parents.**

PROGRESS REPORTS:

The school will attempt to keep parents informed concerning the academic progress of students. Progress reports will be made available at the midway point of each quarter for all students. Also, we will appreciate any inquiry that a parent wishes to make in regard to the classroom performance of their son or daughter.

INSURANCE:

Students and athletes will be given the opportunity to purchase insurance through the school, if they wish to do so. Insurance information will be sent home with the students at the beginning of the school year, or with the beginning of fall season sports, whichever is appropriate. As the insurance bulletins will indicate, there are various plans to be purchased.

All students out for athletics must have some type of insurance, either through the school or an agency chosen by the parents. Football insurance will be available and will cover only participation in this sport.

The cost of any of the offered plans is very nominal when compared to other plans. It should be expected that the coverage will be limited and may pay only a portion of the medical expenses.

FIRE DRILL PROCEDURES:

When the fire bell is rung, students and faculty are to leave their room and walk in an orderly manner outside. Windows are to be closed and the door closed behind them. Please observe the following routes:

- 1) The office, library, and rooms 210, and 230 will exit through the northeast exit.
- 2) The teachers work room, and rooms 240, 330, 340, 350, 360, and 370 will exit through the north west exit.(Band Room Door)
- 3) Rooms 310, 320, 410, 150, and 140 will exit through the southwest exit.(JH South Exit)
- 4) Rooms 110, 120, and 130, will exit through the southeast exit.
- 5) Students in the gym and weight room will exit through the east exits in those areas.
- 6) Students in the Industrial/Fine Arts Building will exit as directed by their teacher.

Teachers will move students to the area designated in the school safety plan and remain there with them until the all clear is given.

TORNADO WARNING PROCEDURES:

Tornado drills will be held periodically. All classroom doors should be closed. Teachers will escort students by the shortest route possible to the area specified for their classroom and remain in the

immediate area of his or her class. Students are to sit with their backs to the walls and cover heads when possible.

The tornado warning will be several bell rings in succession. Further instructions will be given over the intercom system. Please observe the following routes:

1. The boy's locker room will be used for students in the gym, weight room, library, shop, welding, distance learning, district offices, and Senior High classrooms 210, 230, 240, 340, 350, 360, 370, and 380. Students will use the north gym door. Students who are outside the gym shall also go directly to the boy's locker room. All students shall be seated next to the walls, lockers, and showers.
2. The girl's locker room will be used for students in the art room, HS offices, and Sr. /Jr. High classrooms 110, 120, 130, 140, 150, 310, 320, 330, and 410. Students shall use the south gym door and go directly to the girls locker room and be seated next to the walls and lockers.
3. If time does not permit, students in the Industrials Arts Building shall move to the boys/girls rest rooms in the building.
4. Teachers shall turn off electricity.
5. Students in the cafeteria will seek shelter in the closest rest rooms and storage rooms.
6. The all clear will be announced on the intercom.
7. During sporting events at the elementary gym/cafeteria attendees will go to the restrooms in the cafeteria, and gymnasium attendees will go the boys/girls locker rooms.

BAD WEATHER SCHOOL DISMISSAL:

In case school will be canceled because of bad weather, the information will be broadcast via local media and the district messenger system. It is important that all student contact information is up to date in the system. An attempt will be made to get this information to the public as soon as possible.

POSTERS AND SIGNS:

Posters and signs that are designed or constructed by students must have the approval of the administration or sponsor before being posted. All signs and posters, which are posted for public display, should reflect quality and high standards in both content and appearance.

Non-school groups who wish to display posters or signs may post them on the wall adjacent to the principal's office. All posters will require administrative approval.

ADULT VISITORS: (Board Policy 1005.07)

Visitors are welcome at Morrill Public Schools. A public school should be public. Our visitors should be treated as guests, even though most of the visitors will be taxpayers of the district and in that sense, the owners of the school.

Visitors are required to follow certain guidelines when visiting school. These are:

1. **All visitors must report to the Secretary/Principal's office before proceeding to their destination and obtain a visitors pass.**

2. If observation of a certain skill or subject is desired, parents will be asked to visit during a specified time period.

3. Children, 10 years of age or less, who wish to visit school must be accompanied by a parent. The Principal or Superintendent must give prior approval to all other visitors.

4. Parents may confer with a teacher during a **planning period and before or after school**. They are always encouraged to confer during parent-teacher conferences. **Parents are not to confer with teachers when class is in session.** Teachers are to be in their classroom if students are present, not in the hallway conferencing with a parent. If you feel the need for an immediate response, please report to the office and discuss the problem with administration.

5. Salesmen and other such agents will not be allowed to solicit or visit students during school hours without administrative approval.

6. Visitations are discouraged during the school day while classes are in session. All persons, except employees of the school district and representatives of firms performing service for the school and of public utility firms in the act of carrying out their duties, shall be prohibited from loitering on the school grounds or in the school buildings or from moving about the building and grounds while school is in session without first having obtained permission of the Superintendent or Principal. Any person seeking such permission shall be required to go immediately to the proper office and shall not move about the grounds or building until such permission is secured. All school personnel are required to aid in enforcing this rule.

Any person, other than a school employee, who wishes to visit or interview a student, must obtain the permission of the Principal or Superintendent prior to contacting the student. This permission shall not be granted unless in their judgment there is a clear and valid reason to grant such permission. Ordinarily, these visits shall be restricted to parents of the students or persons known by the administration to be family, friends or to have substantive reason for the request.

STUDENT VISITORS: (Board Policy 1005.07)

A student who is considering enrolling at Morrill JR/SR High School may visit classes of Morrill JR/SR High School. A visitor's pass must be secured from the office at least 24 hours prior to the visit. Visits should be limited to a maximum of one half day in duration and should occur for valid educational purposes only. The guidance counselor will place all visiting students in an appropriate grade level and assign a student mentor to assist the visitor throughout the day. These visits may not take place during the first two weeks or last two weeks of school.

POLICE QUESTIONING PROCEDURES:

Questioning or interview of students on the school premises will take place pursuant to the following guidelines:

1. If an interview of a student is requested during school hours concerning an ongoing investigation of a crime not related to the school setting, questioning should not take place until the parent, custodian, or guardian of the student has been contacted and permission is given for such interview. Unless a parent specifically requests the principal or other school agent to be present during the interview, such presence is not necessary. An attempt should be made to document the parent's consent either by obtaining such consent in writing or by confirming a consent given over the telephone by a letter.
2. If a representation is made by an investigator that an interview is necessary to collect information concerning an allegation of abuse, neglect, or an offense involving a family relation and it is clear that the obtaining of a parent's consent would be impossible or counterproductive, the principal may allow the interview on school premises. In these situations, the principal or his/her agent should be present during the interview to insure that the interview relates only to those matters specified by the law enforcement official.
3. If the investigation and the request for an interview relate to an incident that took place on school grounds and/or during school hours, it is not necessary to obtain the consent of the parents for an interview. In these situations the principal or his/her agent should be present during the interview to ensure that the matters inquired into relate only to the incident that took place on school property or something that is directly related thereto.

SCHOOL NURSE:

The nurse is shared between the elementary and JR-SR high school during this time. Should a student become ill or injured while at school, he/she should report to the office. If the nurse is not available and the injury or illness is serious, we will refer to the student emergency card for instructions or contact

emergency medical services, whichever is appropriate. An attempt to contact parents will be made in all cases of serious injury or illness. In no instances should a student go home without checking out with either the nurse or the office staff.

STUDENTS – DISPENSING OF MEDICATIONS: (Board Policy 508.02)

Non-prescription Medication – No district purchased non-prescription medication will be given by school personnel. The school will not stock non-prescription medication. A student may NOT carry medication on his/her person. However, it may be kept and dispensed at the office upon parental request. The office will not dispense non-prescription medications in the presence of a fever or for more than five (5) consecutive days. No loose capsules, tablets, aspirin, or unidentified non-labeled substance will be allowed in school or on school grounds. Taking non-prescription medication will be the responsibility of the student.

Students may not distribute any kind of medications. Consequences will range from in-school suspension to expulsion based on the severity of the offense.

Prescription Medications

Employees of School District #11 are not authorized to dispense prescription medications to students without full compliance with the provisions of this policy.

The parent or guardian of the student to whom prescription medication is to be dispensed shall provide written authorization on a form to be provided by Morrill Public Schools. The medication that is dispensed shall be recorded on a copy of that authorization form in a prescribed manner.

The written authorization forms provided by the school district shall provide that the parent or guardian agrees:

1. To provide the prescription medication(s) to be dispensed in a prescription container with child guard cap. Said prescription container shall have a glued label from the pharmacy, which shall contain the child's name, physician's name, and directions for dispensing said medication.
2. To consult the family physician as to any side effects of the medication being dispensed and to advise the employee of said side effects and procedures to be followed should side effects occur.
3. The authorization is limited to the medication(s) identified in writing, on form provided for that purpose, and should additional medication(s) be prescribed, additional authorization will be required.

4. That the authorization to dispense the medication(s) is limited to the school year identified on the form provided for that purpose.

5. To notify the school district in writing of the termination of the authorization to dispense the medication(s).

6. That any modification of the dispensing instructions shall be communicated to the school district by providing a new prescription container with child guard cap, with glued label from the pharmacy including student's name, physician's name, and instructions for dispensing.

7. That the school district cannot honor verbal instructions from the parent, guardian, or student to modify or alter the directions for dispensing medication(s) as specified on the prescription container.

8. That even though employees are authorized to dispense prescription medication under the terms and conditions of the policy, they shall not be required to do so. Employees shall give prior notice to the school when they elect to discontinue dispensing medication(s).

9. That any prescription medication and any medical equipment needed to dispense medications delivered to school employees shall be identified as per the requirements stated in this policy and shall be kept locked in a cabinet or in a manner that will restrict access to only authorized employees.

HEAD LICE/NITS:

Students with head lice or nits will not be allowed in school. If lice or nits are found students will not be allowed in school until, the students' hair has been treated with an appropriate treatment and the nits removed.

CHANGE OF SCHEDULE:

Drop and add requests are to be obtained from the guidance counselor. Drop and add requests must be completed prior to the end of the first full week of the semester. Students must obtain the permission of the teacher of the class to be dropped and the class to be added, the parent/guardian, along with the principal and guidance counselor's permission.

The only deviation to this policy that will be allowed will be a situation that involves the extended illness of a student. The extended illness must have created a situation that makes it impossible for a student to successfully complete a class or classes. If these circumstances exist, a student may be allowed to withdraw from classes or a class as (WP)-Withdraw Passing or (WF)-Withdraw Failing.

If permission to withdraw as WP or WF is given, the class will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw as WF or WP, the student and their parents, the guidance counselor, the principal, and the teacher(s) of the class or classes must meet and review the circumstances of the situation.

All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as passing or failing is given, by the Principal.

STUDENT ORGANIZATIONS

STUDENT COUNCIL:

The Student Council is the student governing organization. Its main objective is to increase the school effectiveness as a laboratory in which the ways of democracy may be learned and practiced.

Membership of the Council will consist of two (2) members from each class and a representative from all other student organizations. Officers for Student Council will be elected in the spring of each year. All students who will be in high school the following year and who maintain a “C” average or above in all classes are eligible to run for an office. All officers are expected to promote school pride as well as demonstrate an attitude of respect and responsibility.

This responsibility becomes effective upon the date of election to office and includes the entire calendar year. Elected offices will be:

- President
- Vice President
- Secretary
- Treasurer

A faculty advisor will be appointed for this organization. Meeting times will be announced in advance. The president or sponsor will call special meetings when needed.

NATIONAL HONOR SOCIETY:

Membership in the National Honor Society is based upon excellence in four areas: **Character, Scholarship, Leadership, and Service.**

The purpose of the organization is to recognize and foster those four qualities in outstanding high school students.

To be eligible for National Honor Society, students must be in grade 10, 11, or 12 and have a *cumulative* average of at least 90% in *scholarship*.

National Honor Society eligibility will be done twice a year. Early in the first and second semester, the school counselor will submit a list of eligible students to the NHS sponsor, who will notify each student in writing.

Students wishing to continue in the selection process must complete a Student Activity Form summarizing their qualifications, and then return it to the NHS Sponsor.

A Faculty Advisory Council, chosen by the membership of the National Honor Society, then reviews and ranks each eligible candidate in the areas of Character, Scholarship, Leadership, and Service. Each category is judged independently on a scale of 1 to 4. Rankings are then totaled. (The NHS sponsor conducts the process but has no vote.) Membership is not *guaranteed* to anyone, and the Faculty Advisory Council makes the final decision for selection.

Those students that the Council recommends for selection will receive a written invitation to be inducted into the Morrill Chapter of the National Honor Society during an informal “tapping” ceremony.

Students choosing to be inducted must agree in writing to maintain a cumulative average of 90% in scholarship and to uphold the four ideals of the organization, as defined in the *National Honor Society Handbook*, (pp. 27-9):

A student who possesses leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes

- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work, and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude (27).

In showing **service**, the *NHS Handbook* states that a student:

- Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in inter-class and inter-scholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- Mentors persons in the community or students at other schools
- Shows courtesy by assisting visitors, teachers, and students (28).

A student with **character**, according to the *NHS Handbook*:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern, and respect for others
- Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment (28-9).

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Rights:

The student becomes a National Honor Society member for life and receives a National Honor Society pin. At graduation from Morrill High School, he/she wears the National Honor Society stole and is allowed to keep it.

Responsibilities:

The student must take part in the annual induction ceremony while in Morrill High School, attend National Honor Society meetings as called, and remain active in at least three (3) school activities during both the junior year and the senior year. (NHS counts as one.)

REMOVAL POLICY:

The student is a member for life unless removed for cause as outlined in Article XII of the By-Laws of the Morrill Chapter. Summer violations are also grounds for removal. Once removed from the National Honor Society, the student must return the National Honor Society pin and cannot continue to use membership in the National Honor Society on résumés or on scholarship applications. Once removed, the student is never again eligible for membership.

FUND-RAISERS:

Each class or organization is allowed to have one moneymaking project per year that involves sales of products. Additional community service oriented moneymaking projects may be permitted at the discretion of the Principal.

All moneys earned by any class or school organization must be put in that group's account and shared by all members who participated in raising funds. Each account will be handled through the principal's office and the revolving fund.

ACADEMIC ISSUES

TRANSCRIPTS:

Transcripts of a student's academic record, will be sent, upon request, to designated institutions. Federal law requires that a signed release be filed with each request for transcripts. This release must be signed by a parent of any student under 18 years of age and by the student if he/she is 18-years of age or older. Please remember this when you request a copy of your transcript, as this will speed up the process considerably.

7-12 GRADING SYSTEM: (Board Policy 611.05)

Awards and honors will be based on a student's percentage GPA. The following are the number grades and the comparable letter grade, which are used by the faculty of Morrill JR/SR High School.

<u>Percent</u>	<u>Letter Grade</u>	<u>GPA Equivalent</u>
94 – 100	A	4.0
87 – 93	B	3.0
78 – 86	C	2.0
70 – 77	D	1.0
69 – Below	F	Failing–No Credit

I: Incomplete – no credit for class until all requirements met.

S: Satisfactory

U: Unsatisfactory–Failing–No Credit

ELECTIVE COURSES, ETC.

Physical education/weights, driver's education, student aide/tutor, work-study, yearbook, study skills, and music/band grades will not be averaged into grades 7-12 grade point averages for purposes of the Honor Roll or the cumulative grade point average that determines the individual student's class rank. A grade of 77% or less in any class will disqualify a student for the honor roll.

Special education students will be graded according to goals and objectives established by IEP's, if the course content has been modified to meet the needs of the individual student. If the course content has not been modified, the appropriate grading method for the grade level of the student will be used.

HONOR ROLL:

Morrill Junior –Senior High school recognizes three levels of student effort in the classroom. The three levels of the Honor Roll are:

1. "Straight A" Honor Roll – Students who have all A's. (4.0)
2. "A Average" Honor Roll – Students who have a grade average of 3.51-3.99
3. "B Average" Honor Roll – Students who have an average of 3.0 to 3.50.

In all cases, if a student has a grade of 77% or less, they will not be recognized on the Honor Roll. Grades for physical education/weights, driver's education, yearbook, student aide/tutor, study skills, and music/band courses will not be used to compute averages for the honor roll, but **the Straight A and 77% rule will apply** to these courses. In addition, any student who loses credit for any class due to violation of the attendance policy will not be recognized on the Honor Roll.

SENIOR/12TH GRADE GRADUATION OBLIGATION

Per Morrill Board of Education 2013 mandate, all seniors who are scheduled for graduation must have all school work completed and turned in prior to the seniors' last school day. The principal will ensure students comply with this mandate. If a student fails to complete all of the graduation requirements, he or she will not be allowed to participate in the Commencement exercises unless the board of education waives those requirements. (Board Policy 611.09)

JUNIOR 11TH – SENIOR 12TH GRADE COMMUNITY SERVICE OBLIGATION

The purpose of the community service program is to provide all Morrill High School students the opportunity to have a positive impact on our local community while learning service to others is an on-going, important part of life.

Students must serve a minimum of 15 hours of community service during their 11th and 12th grade year as a requirement for graduation from Morrill High School.

It is recommended that students accumulate at least 10 hours of community service by the end of their 11th grade year. Service will be prorated 5 hours per semester for students transferring in to Morrill High School during their 11-12 grade years.

Community Service recommendations:

- Must be completed NOT for profit, preferably by a non-profit organization.
- Students are encouraged to complete hours in area related to their interests.
- Job related hours, or working for family members does not qualify.
- Students must complete a Community Service Verification form for each organization they volunteer at.

JUNIOR HIGH STUDENT CLASSIFICATION:

7th Grade – Students that have been promoted from the 6th grade and are currently enrolled in the Morrill Public Schools.

8th Grade – In order to be considered an 8th grade student, the student must have passed 4 of the core courses and at least 80% of all non-core courses. Core courses are defined as Mathematics, Language Arts, Reading, Social Science, and Science.

Failure to meet grade level requirements will result in the student being retained in their current grade level. Successful completion of summer school will result in the student being considered for grade level advancement. A student will not be allowed to remain in the Junior High Program for more than three (3) years.

SENIOR HIGH STUDENT CLASSIFICATION:

GRADUATION REQUIREMENTS: (Board Policy 611.07)

Students graduating from Scotts Bluff County School District No. 11 are required to have earned the number of credit hours as described in Board policy 611.07. Each student must complete the requirements listed below in order to graduate. Any deviation from these courses and the sequence of courses must be approved by the Morrill Board of Education.

English	40 Semester Hours
Social Science	40 Semester Hours (Must include Government and US History)
Mathematics	30 Semester Hours (Must be enrolled in math class during 9 th , 10 th , & 11 th grade)
Science	30 Semester Hours (Must be enrolled in science class during 9 th , 10 th , & 11 th grade)
Fine Arts	10 Semester Hours
Computers I	10 Semester Hours
Personal Finance	10 Semester Hours (10 th w/Instructor Permission 11 th , 12 th grade)
Foreign Language	20 Semester Hours
P.E. and/or Health	10 Semester Hours
Electives	50 Semester Hours

Total Semester Hours: 250 Minimum

In order to graduate, the student must have 8 semesters of secondary attendance and been classified as a senior at the beginning of the school year in which the student wishes to graduate.

Seniors must have **ALL** work completed (class work, dual-credit, extra-curricular work, locker clean up, bills, fines paid, and completed check out sheet) on the last official day of school for graduating seniors in order to earn a diploma. Students who have completed the requirements for graduation from Morrill High will be allowed to participate in the graduation ceremony and receive their diploma.

EARLY GRADUATION: (Board Policy 611.07)

The Morrill Board of Education reserves the right to waive the eight (8)-semester requirement during a senior's last year if the student has all required courses completed and at least 260 credit hours at the proposed time of graduation.

If a student would like the Morrill Board of Education to consider a waiver of the eight (8) semester requirement, the student and/or his/her parent/guardian must request to be placed on the agenda on or before the **October** Board of Education regular meeting. The Board of Education decision is final. **Any student who is granted early graduation by the Board of Education will be allowed to participate in the spring commencement exercise.**

HIGH SCHOOL GRADE CLASSIFICATIONS:

Students will be classified according to grade, relative to the total number of hours that they have accumulated. Students who do not keep current with their original class will be classified in the proper grade according to class hours. Their classification may be increased at semester time.

Freshman – Pass 4 of the 5 Junior High core courses and at least 80% of the non-core courses or the student must have been a Junior High student for at least three (3) years.

Sophomore – In order to be classified as a sophomore, the student must have passed and have listed on the transcript at least 60 hours on the first day of the current school year.

Junior – In order to be classified as a junior, the student must have passed and have listed on the transcript at least 120 hours on the first day of the current school year.

Senior – In order to be classified as a senior, the student must have passed and have listed on the transcript at least 180 hours on the first day of the current school year.

STUDENT REGISTRATION:

******ALL FINES AND/OR FEES MUST BE PAID BEFORE A STUDENT WILL BE SCHEDULED INTO NEXT YEAR'S CLASSES.******

Students will pre-register for classes. The guidance counselor will assist students in selecting appropriate courses. Courses will be selected according to the Morrill JR/SR High School Course Description Catalog. Parental approval of a student's proposed selection of courses will be required.

REPEATING ACADEMIC COURSES:

Students may repeat a course in order to improve their original grade for that course, but in doing so forfeit their eligibility for the senior top 10 ranking, valedictorian, or salutatorian. If a student requests to repeat an academic course, the grade earned in the repeat session may be used in place of the original grade, but the student will only **receive credit for the course one time**. All requests for repeating a course must be made to the guidance counselor by the end of the drop and add period (Drop and add requests must be completed prior to the second full week of the semester).

COLLEGE COURSES:

College courses will count towards GPA, and will qualify for credit upon administrative approval if completed before the last official day of school for graduating seniors. All college course grade percentages will be converted to the Morrill Junior-Senior High school grade percentages. If a student passes, a college course credit will be determined by dividing the clock hours of the course by 900 as defined in the Nebraska Department of Education Rule 10.

VERIFIED LEARNING HANDICAP GRADUATION REQUIREMENTS:

The Individual Educational Plan (IEP) team is responsible for determining whether a student has completed a course of study that makes him/her eligible to receive a signed, regular diploma. Even if the student with disabilities will continue his/her education program until age 21, the IEP team may recommend that the student would benefit from participation in the graduation ceremony with his/her peers.

Upon completion of a course of study that meets the following requirements, the student will be awarded a regular diploma using any of the following options.

Option 1

- a. A student completes a standard course of study based upon meeting all requirements for graduation and IEP/Transition goals.
- b. The student would be eligible to receive a signed, regular diploma and participate in the graduation ceremonies.

Option 2

- a. A student completes the standard or modified course of study but not the IEP/Transition goals.
- b. The student may participate in graduation ceremonies with his/her peers without receiving a signed regular diploma. The student may continue to receive services and support from the school district until the IEP/Transition goals are met or until the student completes the school year in which he/she reaches the age of 21. At this time, the student will receive a signed, regular diploma.

Option 3

- a. A student completes his/her IEP/Transition goals but not the standard course of study.
- b. When a student's disability prevents him/her from completing the standard course requirements for graduation, the IEP team must identify IEP/Transition goals for graduation that are consistent with the student's individual needs. Upon completion of those goals, the student will be allowed to graduate with a signed, regular high school diploma. A student may elect to participate in graduation ceremonies with peer classmates or upon completion of their course of study.

Graduation Considerations:

- a. Graduation plans must be a part of all IEP's for students 14 and over. Graduation should be considered in development of the course of study and reviewed annually.
- b. The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.
- c. All diplomas awarded by the school district will be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.

- d. A Special Education student who receives a certificate of attendance is eligible to continue receiving special education services until receipt of a signed diploma or until the end of the academic year in which the student turns 21.
- e. At the exit IEP, meeting the IEP team will review and document that all requirements for receipt of a signed, regular high school diploma have been met.

GUIDANCE SERVICES (Board Policy 608.01)

Guidance services at Morrill Junior-Senior High School are designed to assist students in sound career and educational planning, increasing self-understanding, enjoying healthy personal, social, and emotional growth, and in maximizing scholastic achievement.

THE GUIDANCE COUNSELOR:

The counselor, in cooperation with administration and staff, aims to provide up-to-date vocational, educational, and social-personal information, as well as providing opportunities for individual and group contacts. The counselor also works to interpret student test data, so the students understand the results.

LOCAL ASSESSEMENT PROGRAM:

In general, the purpose of Morrill Public School's testing program is to furnish accurate and dependable information about important characteristics of the school and its students. The appraisal program provides a system of collection, maintenance, and dissemination of information. This data is properly integrated into the student's individual school program because the data provides a relatively thorough picture of the student's potential capabilities.

Summative assessments are designed to measure the amount of progress that students made toward educational objectives in subject matter areas. These assessments will be administered annually at appropriate grade levels in accordance with State and Federal requirements. A student's grade level is determined by the number of credit hours earned prior to the administration of the tests. Interest inventories are designed to assess an individual's likes and dislikes. The results, in certain instances, might prove valuable for educational and vocational planning.

GRIEVANCE PROCEDURE: (Board Policy 1005.01)

As problems arise, they should be addressed at the level from which they originate. The grievant should bring his/her concern (1) to the school employee, if the allegation concerns that employee's actions or procedures. If the issue is not resolved to, the grievant's satisfaction, he/she should (2) contact the Principal

regarding their concern. If the issue is not resolved to, the grievant's satisfaction at this level he/she should (3) then contact the Superintendent of schools regarding their concern. A formal grievance procedure is available for any problems that are not solved by following the proper chain of command and may be obtained in the Principal's office.

COMPUTER EQUIPMENT, TECHNOLOGY, NETWORK, E-MAIL, & INTERNET ACCESS

(Board Policy 606.06)

We are pleased to offer the staff and students of the Morrill Public School District access to the district computer network and equipment, which may include, but not be limited to, electronic mail (e-mail) and the Internet, hereinafter sometimes collectively referred to as the "network". **To gain access to the network all staff, students and parents must sign and return the agreement form.**

Access to the network will enable staff and students to explore thousands of libraries, data based, and bulletin boards, while exchanging messages with users throughout the world. Staff, students, and parents should be warned, however, that along with access comes a waiver or relinquishment of rights to privacy or confidentiality and access to some material, which may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Users should not expect privacy or confidentiality.

Ultimately, however, each individual and parents and guardians of minors are responsible for setting and conveying standards that they or their students should follow when using the network and its media and information resources.

General Rules:

1. The network is provided to staff and students to conduct research and communicate with others. Access to Network services is given to staff and students who have agreed to act in a responsible manner. Parental/Guardian permission is required for student use. Access for all staff and students is a privilege and not a right. 2) Individual users of the district network are responsible for their behavior, actions, problems, and communications as they apply to the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of the individuals utilizing the network or the end product or result of such utilization. 3) Network storage areas are the property of the school. Network administrators may review files, information, equipment, messages, and communications of staff and students to maintain system integrity

and insure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers will be private. No reasonable expectation of privacy shall exist in relation to network use. 4) Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained or used on the network will be private, and use of the network waives and relinquishes all such privacy acts, interests or claims to confidentiality the user may have under state or federal law. 5) The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

Rules for acceptable Use of Computers and the Network:

The following rules for acceptable use of computers and the network, including Internet, shall apply to all district administrators, faculty, staff, and students. The superintendent, or the superintendents designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment. 1) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs, or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages to the computer, information, files, programs, or disks. 2) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members). 3) Users shall not use or try to discover another user's account or password. 4) Users shall not use the computers or network for non- instructional or non-administrative purpose (ex. Games, activities for personal profit, chat rooms, or non- approved e-mail carriers). 5) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software. 6) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators. 7) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computers memory, file system, or software. Such software is often called a bug, virus, worms, Trojan horse, or similar name. 8) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or image. 9) Users shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources. In addition to any other disciplinary action or legal action that may occur, any user violating this or any other rule shall be liable for any and all damages to the computer, network, information, files, programs, or disks. 10) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network

administrator. 11) Users shall not take home technology equipment (hardware or software) without permission from the network administrator.

12) Students will only work on the network when a teacher, aid, or administrator is present in the immediate room to supervise. District employees are responsible for keeping access to the network secure (i.e. locking classroom doors when out of the room). 13) Morrill Public Schools will educate all students about appropriate online behavior and safety, including interacting with other individuals on-line, on social networking websites, and in chat rooms; as well as, cyber bullying awareness and response. 14) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

Etiquette and Rules for Access/Use of School Computers and the Network:

All users of computers and the network are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for use of and communications on the network, Internet, and other on-line services. These rules of behavior include (but are not limited to) the following:

- 1) Be polite. Do not become abusive in your messages to others.
- 2) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.
- 3) Do not reveal your personal account, address, or phone numbers, or that of other student or colleagues.
- 4) Note that electronic mail (e-mail) is specifically not guaranteed to be private. People who operate the system do have access to mail. Messages relating to or in support of illegal activities may be reported to the authorities. Messages, which violate the rules, will result in disciplinary action.
- 5) All communications and information accessible via the network should be assumed to be private property of others.
- 6) Do not place unlawful information on any network system.
- 7) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- 8) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- 9) The network administrators or teachers may establish other rules from time to time.

Morrill Public School Student Computer Loan Agreement

The equipment is the property of Morrill Public School of Morrill, NE and is herewith being loaned to the student/parent for educational purposes only for the 2016-2017 Academic School Year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year. The laptop may be used by the student/parent only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used

only in accordance the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of such license. Student/parent **may not** install or utilize any software in connection with the use of the laptop other than the software owned by the District and made available to the student/parent in accordance with this computer loan agreement. The student/parent also agrees **NOT** to make any unauthorized use of or modifications of such software. The student/parent acknowledges and agrees that their use of the laptop is a privilege and that by this agreement, the student/parent acknowledges the student's responsibility to protect and safeguard the laptop and to return the same in good condition and repair.

Nebraska § 79-737 and 79-2, 217 allow the district to obtain reimbursement from, or on behalf of, the borrower for any damage to, loss of, or failure to return school property.

Penalties for Violation of Rules:

All of the policies, rules, and procedures for acceptable use of computers and network are intended to make the computers and network more reliable for users. They are intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services.

Use of the computer and access to telecommunications resources is a **privilege not a right**. Violation of the policies, rules, and procedures concerning the use of computers and the network may result in disciplinary action up to, and including, loss of access, suspension and/or expulsion of students from school and loss of access, suspension, termination, non-renewal or cancellation of the contract of administrators, teachers, or other school employees.

Staff, Student and Parent Agreements:

Anyone using any of the aforementioned technology will be required to sign an appropriate use agreement form.

Morrill Public Schools
411 East Hamilton Street
Morrill, Nebraska 69358-0486

Administrative Contact Information:

Mr. Joe Sherwood
Superintendent
Phone: 308-247-3414
Fax: 308-247-2196

Mr. Tom Peacock
Principal
Junior-Senior High School
Phone: 308-247-2149
Fax: 308-247-2094

Mrs. Keri Homan
Principal
Elementary School
Phone: 308-247-2176
Fax: 308-247-2196

Mrs. Cary Laucomer
Technology
Integration Director
Phone: 308-247-2149
Fax: 308-247-2196

Ms. Janelle Johnson, Principal's Secretary
Phone: 308-247-2149
Fax: 308-247-2196

Morrill Junior-Senior High School

2016-2017

Student Handbook

Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2016-2017 Junior-Senior High School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. You agree to abide by the code of conduct set forth in the handbook. In the event you have questions regarding the meaning of any of the material, you can request a conference with the Principal or Athletic Director for an explanation. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Date: _____

Print Parent's Name:

Print Student's Name:

Parent/Guardian's Signature: _____

Student's Signature: _____

Return this form to the High School Office/Secretary

Morrill Public Schools

2016-2017

MORRILL ELEMENTARY SCHOOL
SECTION



Home of the Lions

Welcome

Welcome to Morrill Elementary School! The staff members are looking forward to an exciting and successful school year. We have prepared this handbook to bring a better understanding among the school, parents, and students. In this section you will find additional information specific to Morrill Elementary School. Only differences between the buildings will be listed in this section. If you do not find the information that you are looking for, refer to the main section of the handbook or call the elementary office for clarification. Working together, we can provide your child with a rewarding and enriching educational experience. Please take time to read the handbook thoroughly. On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, volunteer in the classroom and become an active member in the P.T.O. We are very happy to have you and your child with us at Morrill Elementary.

Morrill Elementary Student Expectations

1. Morrill students display character traits that represent the school and community in a positive way.
2. Morrill students strive for success and accept responsibility for their success and failures.
3. Morrill students avoid any contact with alcohol and drugs.
4. Morrill students respect the rights and property of others and are courteous and polite.

Morrill Elementary and Effective Schools

Morrill Elementary School prides itself on being an effective place for children to learn.

1. Effective schools are places that are safe, orderly, and conducive to students learning.
2. Effective schools have goals that are clear, understood, and shared by teachers, students, and parents.
3. In effective schools, teachers feel that their students can be successful.
4. In effective schools, basic skills are emphasized.
5. In effective schools, classroom management and teaching strategies used are likely to promote higher achievement.
6. In effective schools, every child's progress is checked frequently.
7. In effective schools, administrators are effective instructional leaders.

Welcome to Morrill Elementary Principal's Message

Dear Parents and Students:

Welcome! The new school year is upon us and the staff and I would like to welcome you to the 2016-2017 school year. We are excited to work hand in hand with you to ensure your child has a positive learning experience. It is important that your child attends school on a daily basis to maximize his/her learning potential. Classroom instruction can't be replaced when children are absent from school and it makes it more difficult for them to understand the concepts being taught.

The entire staff at Morrill Elementary School wants your child's educational experience to be a successful adventure. We have a lot to offer your children and with the right attitude and effort much success can be achieved. The staff is committed to supplying your child an abundant amount of time, talent, and energy. The student's focus on the future will hopefully be learning; not just memorizing a head full of interesting facts, as well as learning how to be a self-directed, life-long learner.

I encourage you as parents to play an important role in your child's education and create open lines of communication with your child's teacher. Effective communication with parents is essential and will help to improve educational opportunities for all students. Please feel free to call, e-mail, visit, or write a note to the teacher or principal at any time.

We are excited about the 2016-2017 school year and hope that your child will have a positive and rewarding learning experience. It is a great day to be a Morrill Lion!

Mrs. Homan
Principal, Morrill Elementary School

NOTE: The Student Handbook does not form a contract and the school reserves the right to change or modify the handbook whenever it chooses. The rules, regulations and policies contained in this handbook will be constantly monitored for effectiveness. You will be notified of changes or additions.

Admission and Attendance

ALL PARENTS SHOULD CALL THE SCHOOL TO REPORT ABSENT AND/OR TARDY CHILDREN PRIOR TO 9:00 A.M.

Morrill Elementary School.....247-2176

Notify Bus Driver 247-2149

A pupil must be five (5) years of age on or before July 31, 2016 to be enrolled in Kindergarten. Kindergarten students and any other student entering Morrill Public Schools for the first time from out of state, must present a valid birth certificate, a complete record of immunizations, and a physical and eye examination, all requirements specified by Nebraska School Law. Students will be required to be immunized against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, hepatitis B, tetanus and varicella (chicken pox). This must be taken care of prior to enrollment and any students not in compliance shall not be permitted to continue in school.

Each student shall be protected prior to enrollment against the diseases listed, except as follows:

1. Immunization shall not be required for a student's enrollment in any school in this state if he or she submits to the admitting official either of the following:
 - a. A statement signed by a physician licensed under the Uniform Licensing Law stating that, in the physicians' opinion, the immunizations required would be injurious to the health and well-being of the student or any member of the student's family or household; or
 - b. An affidavit signed by the student or, if he or she is a minor, by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personal and sincerely followed religious beliefs of the student.

Elementary Student Absences

Regular attendance at school is the responsibility of the student's parent or guardian. The Board of Education believes it is the shared responsibility of the parent or guardian, the student and the school to work together to monitor school attendance and intervene early when absences occur. Parents or guardians are expected to account for student absences. The administration shall have the authority to determine authorized absences and establish necessary procedures for the recording and validation such absences.

The parents are asked to cooperate with the attendance policy. When absences reach the 5th day of each nine weeks, the principal will notify the parent in writing that a student's attendance at school is unsatisfactory, and a letter may be sent to the County Attorney, which may result in legal action against the parent or guardian, accumulations of one-half days of absence will be counted in total days missed. After a formal written notification, a meeting will be held to develop a plan to reduce barriers and improve regular attendance. Once documented efforts have been made to improve attendance, the family will be notified in writing that the county attorney will be notified.

NEBRASKA LAW STATES THAT NO STUDENT SHOULD CUMULATE MORE THAN 20 DAYS OF ABSENCES IN ONE SCHOOL YEAR.

Students absent from school during any portion of the day on which an extra-curricular event is scheduled may not be allowed to participate in that extra-curricular event also scheduled for that day unless permission has been granted by the administration.

Make-up Work

When a child returns to school after an absence, all make-up work should be completed as soon as possible. Generally, students will be allowed 2 days to make-up work for each day missed except when make-up work must be completed sooner because it is impeding the child's progress. For example, if a student is absent for two (2) days, he/she will have four (4) days to make-up the missed work before being required to give up recesses and other free time. Chronic absentees or student's who have failed to make-up work in the past may be required to stay additional time at school until their work has been made up and missing concepts taught.

Parents should work closely with the teacher to make the task of make-up work as easy and profitable as possible for the returning student. If an absence is anticipated, arrangements should be made for the make-up work prior to the absence.

School Day

The school day at Morrill Elementary School, for grades Kindergarten through sixth is from 8:00 a.m. to 3:25 p.m. Monday through Friday. On designated Fridays, school will be dismissed for students at 1:25 p.m.

Supervision for all children will be provided as follows:

- Students may eat breakfast in the cafeteria starting at 7:30 a.m.
- Students may attend the Reading Wagon starting at 7:30 a.m.
- Students may use the computer lab starting at 7:30 a.m.
- Students may line up in designated areas starting at 7:45 a.m.
- Students may play on the playground starting at 7:45 a.m.

There is outside supervision from 7:45 a.m. to 3:30 p.m. ONLY! Therefore, for safety purposes, children are not to arrive before 7:45 a.m. unless they are attending a school

program that starts at 7:30 a.m. Students must leave the school grounds immediately after school is dismissed, unless requested to stay by the principal or classroom teacher.

Release During School Hours

Students will not be permitted to leave the school grounds during the school day unless parent(s) or guardian check them out in the office and it is cleared through the principal's office. Appointments with doctors and/or dentists should be scheduled outside the regular school day. Students will not be released during a tornado, fire, lockdown drill. Nor will they be released during a real fire, tornado, or lockdown.

Health Program

The School Health Program of Morrill Public Schools is a part of the total school education program, and designed to strengthen the student's educational progress by assisting with the maintenance or improvement of the student's health. Parents always have had and should continue to have the ultimate responsibility for the health care of their children. The school does not intend to take over that responsibility, but rather, assists with the health care through health screening, counseling and education at the school. The school health program also has the responsibility of complying with all laws pertaining to the health of students.

The Morrill Public School nurse divides her time between 2 school buildings. Much of the school nurse's time is spent carrying out the various screening programs, communicating with students and their parents when further health examinations are needed and maintaining individual permanent student's health records. Additionally, the school nurse is involved with presentation of some of the health classes.

Health screenings are an important part of the school health program. They are very useful for discovering possible health problems, which can affect schoolwork. However, a screening is not a thorough examination – it is only a quick procedure done to determine if further examination by the individual family health care provider is needed. For example, if a parent questions whether his/her child has a vision problem following the school screening, then they are encouraged to take the child to an eye specialist for a thorough examination.

It is important to report yearly to the school nurse the date your child has had an eye or dental exam or immunization boosters.

The following screening programs are done yearly:

- | | |
|-----------------------------|---|
| 1. Height, weight, and oral | All students K – 12 |
| 2. Vision and hearing | All students K – 12 |
| 3. Immunizations | All students K – 12 are surveyed yearly |

for completeness, and required summary report is sent to the Nebraska State Health Department.

Simple, basic first aid is administered when needed on the school premises by school personnel. If more extensive health care is needed, the parent or emergency contact person is called to come to the school for the student.

When a student is too ill to attend classes, it is expected that the parents make arrangements for the child to recuperate at home or elsewhere outside of the school. The school cannot care for sick children.

Occasional "colds" and stomach upsets are a fairly common experience in a student's life. Many times when these conditions are minor, the child using good health practices can and should continue to attend classes.

IF YOUR CHILD:

1. has a fever, is vomiting, or had diarrhea; don't send him/her to school.
2. is absent because he/she has any of the following diseases: Diphtheria, Hepatitis A, Meningitis (Bacterial or Viral), Pertussis (Whooping Cough), Poliomyelitis, Tuberculosis, Enterobiasis (Pinworms), or Impetigo, he/she must have a doctor's permit to return to school.
3. has a health condition; such as severe allergies, diabetes, epilepsy, asthma, urinary or bowel problems, please report the condition to the school nurse.
4. has had a yearly eye or dental exam or immunization booster; please notify the school nurse and bring updated records to the school.
5. needs to be excused from Physical Education; he/she needs a written note from their parent. If a student needs to be excused for more than 3 days, a note from a doctor will be required. If students are excused from PE they will also be expected to sit during recess and other physical activities.
6. needs to take medication during the school day; please refer to the medication page in your Parent/Student handbook.
7. if both parents work and no one is home during the day; please make arrangements for a place to send your child; should he/she become ill during the day.
8. is absent because he/she has any of the following diseases; please call the school nurse, immediately.

Conjunctivitis	(pink eye)	may return after 24 hrs. with prescription medication or documentation from physician that student is no longer infectious.
----------------	------------	---

Fifth Disease		with documented physician approval may return with rash
---------------	--	---

Ringworm	may return after treatment is started
Scabies	may return after treatment is started
Hand, Foot and Mouth Disease	will be excluded during acute phase; may return after fever-free without the use of fever-reducing medication.
Influenza	exclude for duration of the illness
Pediculosis (head or body lice)	may return when all the nits (eggs) have been removed. In the case of re-infestation of the same student, the student will not be readmitted until all treatment is completed and student is free of nits and casts. We allow 2 days absence to be excused for this condition; on the 3 rd day, the student needs to be re-examined by our nurse who will determine if the student can return to school. If it is determined that the days absent are being misused, then the days missed will be unexcused.
Strep throat	may return to school after being on medication and temperature free for 24 hours

KEEP THESE RULES AVAILABLE SO YOU MAY REFER TO THEM WHEN NECESSARY

Medication Rules

It is recognized that many children are only able to attend regular school because of the effective use of medication in the treatment of chronic disabilities and acute illness. Students who are required to take medication during the regular school day must comply with school regulations. The following regulations have been developed for the protection of every child receiving medication.

1. Prescription medications must be brought to school in a prescription container, properly labeled, including: child's name, physician's name, and directions and dates/times for administration. Medication must be accompanied by a signed school permit from parent/guardian and physician (see attached school permit school form). The permit must be renewed annually or whenever the medication prescription changes. Use of short-term medication needs only a parent/guardian authorization.
2. . The school will not dispense non-prescription medication without parental notification and permission. No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.
3. The schools are not staffed with a full-time nurse. The school staff will do everything they can to insure that medication is given at appropriate times.

The student has a responsibility to help remember he/she needs to take his/her medication.

Darby Hoffman, School Nurse.....247-2176

Fire Drills and Tornado Drills

Fire drills are held once a month throughout the school year. Each classroom has directions and maps that are followed for these procedures. We will evacuate the entire school when the fire alarm is sounded.

Civil defense and tornado drills are conducted throughout the year. Tornado Drills will be held at least twice during a school year. A message over the intercom will be announced if there is a tornado warning in the area. The procedures and instructions are located in each classroom and should be followed carefully. The students will relocate to the hallways where they are not exposed to any windows or glass. We will not release students during this time, as we need to practice just as it were the real thing.

Lock Down Procedures

If we are ever in a situation where we need to have a lock down the office will make the following announcement over the intercom: "Teachers the school is in lockdown." Students will stay in their classrooms away from visual eyesight and remain quiet. The classrooms will remain in lock down until the administration or police officials open the door and release them.

Student Discipline

The primary objective of the public schools is the education of children and youth. It is recognized that this objective can be best realized with students who are happy, well adjusted, law abiding and healthy young citizens. Unfortunately, not all children and youth are socially adjusted to the extent that they conform to the recognized standards of good conduct. It is sometimes necessary for the schools to take disciplinary action, for the sake of the individual who does not obey the laws and regulations and for the sake of other students. Students will be held accountable for their behavior on or in close proximity to the school grounds, on the playground, during an intermission, recess, field trips, and all other school sponsored activities.

As a learning environment, the Morrill School District shall expect acceptable behavior on the part of all students who attend school in the district. Discipline shall be enforced fairly and consistently, regardless of race, creed, sex, color, age or national origin. Discipline shall be consistent with federal and state law.

The primary responsibility for discipline in the classroom rests with the

teacher. The teacher shall use reasonable and professional judgment in controlling and maintaining order and in administering fair and equitable disciplinary measures.

Teachers develop their own classroom management plans consistent with the disciplinary policies endorsed by the district and administration. These plans clearly state expected behaviors, consequences, and positive reinforcements used daily in the classroom. Inappropriate behavior may result in a “time out” period in the classroom. A “time out” may also happen in a different room or in the office. A “time out” period offers the student time needed to gain ownership of the problem.

Discipline and the welfare of students is a primary concern of the principal. The principal will handle extreme behavior cases. Serious student discipline may include but not be limited to: suspension from interscholastic activities or suspension from school. Expulsion is processed through the Disciplinary Procedures Policy, adopted by Morrill School’s administration and Board of Education. When intervention by the principal is necessary, a discipline form will be completed, signed, and a copy given to the parents.

Our rules are based on common sense, courtesy, safety consideration, and respect for the rights of others. When a student gets an office referral there will be consequences for that behavior. Each incident of misbehavior will be dealt with on an individual basis.

Morrill Elementary School follows a School Wide Behavior Plan where students are rewarded for positive behavior. For most behavior, the school-wide plan will be followed by teachers and paraeducators in classrooms, on the playground, and other school settings.

Serious discipline measures will be taken when the following occur:

- inappropriate behavior on or off school property
- safety concerns for other students and staff
- willful destruction or defacing of school property
- repeated behavioral referrals and discipline procedures
- disruption of student learning
- disobedience and defiant behavior towards authorities
- intentional aggressive behavior
- weapons possession

- threat to use weapon
- use of weapon
- use of tobacco products or other illegal drugs on school grounds or during school sponsored activities
- verbal or written use of profane/vulgar language
- repeated, willful truancy or tardiness
- theft
- sexual misconduct
- physical injury to others
- participation in any unlawful activity
- bullying other students which may include but not be limited to include the repeated, purposeful, negative physical, emotional, or verbal abuse of another student or group of students.

The above mentioned offenses will carry the following consequences or combination of consequences as determined by the administration:

Conference with Principal

Parents Notified

Time Out

In-School Suspension

Out-of-School Suspension

Expulsion

Other Consequences to be determined by the principal

Special Services

The staff of Special Services has a goal of helping each student to develop appropriate academic and behavioral adjustment skills. Special Services is designed to complement regular instruction by offering services for handicapped students, including testing and diagnosis, developing Individual Education Plans, and providing placement in appropriate educational programs.

Children who have need for special services may be recommended by the regular classroom teacher, referred by other agencies, or considered as a result of a request from parents to the principal or classroom teacher. Planning for the educational program of a handicapped child will include a conference with specified staff members, classroom teacher, administrator and parents.

Nebraska ChildFind provides information to parents, school personnel, and service providers on child development and special education for children from birth (or date of diagnosis) to age 21. ChildFind also helps parents access information on rights and resources to help them advocate for an appropriate education for their child. A referral can be made by any person who sees a concern for any child birth to age 21. Please call the school for assistance in making a referral.

Reporting To Parents

It is very important for parents/guardians to be informed about the student's progress in school. A good reporting system is necessary to enable teachers to understand student needs, students to understand their strengths and weak areas; and to enable parents/guardians to assist their child.

The following procedures will be followed in reporting to parents:

1. Kindergarten through sixth grade will have 2 parent-teacher conferences during a school year, October and March. These conferences will be scheduled for parents at the end of the first 9 weeks of school and again at the end of the third nine week period. Report cards will be given to parents at that time.
2. For the 2nd and 4th quarters, report cards will be sent home with the students.
3. In addition to scheduled parent-teacher conferences, individual conferences may be scheduled when a need exists or upon the request of a teacher or parent.

Promotion and Retention

The Morrill Public School's administration and teachers have an interest in each individual student and all staff members are willing to work with students and parents to insure that academic progress is achieved. When academic progress has not been achieved, the decision must be made as to whether or not to retain the child in the same grade for another year. The following policy will be followed when considering the promotion or retention of a child:

Promotion and Retention Policy

1. The best interest and the future of the student are the primary consideration of decisions regarding grade placement.
2. In reaching a decision to retain a child, the teacher and principal, and when necessary, the school psychologist and specialists involved, have studied all available data before a decision was reached.
3. Poor attendance and physical and emotional immaturity may be justification for retention.
4. The teacher, principal, and possible specialists may consider achievement test results to help in the decision process.
5. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other action taken within his/her school.

6. As the study of all factors is carried out to determine whether to promote or retain a child, close contact with parents will be maintained. Conferences with the teacher, principal, parents, and other professionals will be utilized.

Band

The opportunity for students to participate in band and learn to play an instrument is available to those students in grades five and six. The school does have several instruments that may be checked out from the music teacher.

The school is not responsible for privately owned instruments. It is the responsibility of the instrument owner to take care of the instrument at all times.

Lunch

Lunch is served and eaten in the cafeteria/dining room. If you have special diet concerns, please see the principal and/or nurse. Children have the opportunity to purchase lunch, bring a sack lunch, or go home for lunch when pre-arranged through the office. You are encouraged to prepay for meals; charging will not be permitted. Parents are welcome to eat lunch with their student. Please notify the office in the morning. NO POP is allowed in the cafeteria/dining room.

LUNCH DOWNTOWN IS PROHIBITED UNLESS STUDENTS ARE ACCOMPANIED BY THEIR PARENTS/GUARDIANS. STUDENTS MAY NOT GO TO A FRIEND'S HOME DURING LUNCH. LUNCHESES ARE NOT TO BE CHARGED.

Cafeteria Rules and Lunch Account Procedures

A supervised lunchroom is maintained for children who eat hot or cold lunches/breakfasts at school. White or chocolate milk is included with each meal. Additional lunch items may be purchased from the lunch line depending on food availability. Desserts may not be purchased as seconds or a` la carte. Students that bring a cold lunch from home may purchase milk from the lunch line. Water will also be available. A note will be sent home at the beginning of the year with meal and milk prices.

In addition to the lunch program we offer a breakfast program that starts at 7:30 to 8:00 each morning. We encourage you to have your students here before 7:45 if they plan on eating school breakfast.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or

disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Telephone Messages

The school telephone is a business phone and isn't to be used by students except in special cases. Students must receive permission from their teacher to use the phone. Students are not allowed to use the phone to make personal arrangements such as requesting permission to go to another student's home after school.

In order to keep classroom interruptions at a minimum, we are requesting that parents phone the school and leave messages for their children before 2:30 PM. Unless it is an emergency we will not deliver messages to students after 2:30 PM.

A teacher or staff member will not be called out of the classroom during school hours except in an emergency situation. A message will be placed in the teacher's mailbox for them to return your call when convenient.

Emergency Procedures

In case of an emergency, it is absolutely necessary for school personnel to be able to contact parents of a child or someone who know the child. Therefore, it is very important that telephone numbers and addresses be kept up-to-date. An emergency phone number where a parent/guardian can be contacted at all times should be listed with the school. Unlisted numbers are becoming more frequent; however, school will not release an unlisted number to any individual, so please list a telephone number with the school.

Title I Schoolwide Program

Title I School-wide Program enables schools to provide opportunities for all children served to meet the challenging content and performance standards developed for children.

1. High standards for all children
2. Enriched and accelerated educational programs
3. Effective instructional strategies and challenging academic content
4. Quality professional development
5. Coordinating services with other educational services
6. Quality parent and community involvement
7. Distribution of resources
8. Improving accountability
9. Greater decision-making and flexibility

Morrill Elementary School Parent Involvement Policy

Morrill Elementary School recognizes the importance of having parents involved in the educational programs of their children. Since research indicates that a home/school partnership and greater involvement of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism, parents of students enrolled at Morrill Elementary School are encouraged to take an active role in the education of their children.

In an attempt to ensure that parents of our students more fully participate in their child's educational program, the following parental involvement activities will be promoted at Morrill Elementary School.

- Morrill Elementary School will hold an annual meeting, at a convenient time for parents, to inform parents of their school's participation of the Title I Program. The annual meeting will be held in the fall and appropriate notice will be given to parents regarding the time and place of this meeting. More than one meeting may be held in order to accommodate scheduling needs of parents.
- Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
- Parents are encouraged to support the implementation of district policy and regulations.
- Parents are encouraged to monitor their student's progress by reviewing quarterly report cards and attending Parent/Teacher Conferences in the Fall and the Spring.
- Parents are provided access to records of students according to law and school policy.
- Requests by parents to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.
- Parents are invited to express their concerns, share their ideas and advocate for their children's education with staff and administrators.
- School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

Shared Responsibilities for High Student Academic Achievement

As a component of the school-level parental involvement policy, Morrill Elementary School will jointly develop with parents a school-parent compact that outlines how parents, the entire school staff, and students will share responsibility for improved student academic achievement.

- Once a year a meeting will be held to look at the compact and update it as needed.

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, Morrill Elementary School will:

- Provide assistance to the parents of children served by the school, as appropriate, in understanding academic content standards and State student academic achievement standards, State and Local academic assessments, the requirements of Title I , and how to monitor a child's progress and work with educators to improve the achievement of their children.
- Provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate to foster parental involvement
- Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value of utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.
- To the extent feasible and appropriate, coordinate and integrate parent involvement in programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.
- Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language that parents can understand.
- May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonable available sources of funding for such training
- May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- May train parents to enhance the involvement of other parents
- May arrange school meetings at a variety of times, or conduct in-home conferences between teachers and other educators, who work directly with participating children, with parents who are unable to attend such conferences in school, in order to maximize parental involvement

- May establish a district parent advisory council to provide advice on all matters related to parental involvement in programs supported by Title I
- May adopt and implement model approaches to improving parental involvement
- May develop appropriate roles for community-based organizations and businesses in parent involvement activities;
- Provide other reasonable support for parental involvement activities under the as parents may request

Accessibility

In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports in a format and, to the extent practicable, in a language such parents can understand.

Use, distribution, and updating of this policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Morrill Elementary School
Parent-Student-Teacher Compact
2016-2017 School Year

Parent/Caring Adult

I want my child to achieve; therefore I will encourage him/her by doing the following:

1. See that my child has the necessary supplies needed throughout the school year.
2. Make sure my child is at school every day and on time, unless he/she is ill.
3. Provide a quiet place and time to do schoolwork and encourage my child to complete schoolwork.
4. Communicate and work with teachers and school staff to support and challenge my student.
5. _____

Parent Signature

Student

I know my education is important to me. It is important that I work to the best of my ability. I agree to the following.

1. Be at school every day and on time unless I am sick.
2. Come to school each day prepared with supplies and an attitude to learn.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Return completed schoolwork on time.
6. Read at home.
7. _____

Student Signature

Teacher

It is important that students achieve. I agree to the following:

1. Provide a safe, positive, and healthy learning environment for your child.
2. Provide a high-quality curriculum and instruction to meet state academic achievement standards while being aware of the specific needs of your child.
3. Regularly communicate with you on your child's progress.
4. Demonstrate professional behavior and positive attitude.
5. _____

Teacher Signature

Principal Signature

Morrill Elementary School
2016-2017
Student Handbook
Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2016-2017 Elementary School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. You agree to abide by the code of conduct set forth in the handbook. In the event you have questions regarding the meaning of any of the material, you can request a conference with the Principal for an explanation. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Date: _____

Print Parent's Name:

Print Student's Name:

Parent/Guardian's Signature: _____

Student's Signature: _____

Return this form to the Elementary School

Morrill Public Schools

2016-2017

STUDENT ACTIVITIES HANDBOOK



Home of the Lions

Section 1: Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provides experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Extracurricular Activity Code of Conduct: The general code of conduct that should govern the actions of individuals as they attend Morrill Junior-Senior High School.

Students and adult personnel will at all times demonstrate respect for the individual worth and dignity of those with whom they have contact.

Section 2:

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Purpose of the Code of Conduct.

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and team rules. The expectation for the Code of Conduct, school policy and procedures are a YEAR-ROUND expectation and will be monitored during the school year and summer break.

Grounds for Extracurricular Activity Discipline.

Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, sportsmanship, and respect for authority. Misconduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation.

The use or possession of tobacco products (e-cigarettes) or herbal chew on campus or any school related activity is not permitted.

Possession, consumption or evidence of previous consumption of a narcotic, controlled substance, alcohol, or other intoxicants is not permitted.

Student Self-Reporting.:

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of **(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 identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will 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.

Consequences

Infractions include: Use or Possession, or in Attendance at places where illegal activity is taking place. Athletes are expected to leave compromising situations.

1. First Offense – Students will be suspended from all competition for 28 days – 14 days for self-reporting. Suspensions begin with the date of self-reporting (within a school day of incident), or verification of violation.
 - a) Athletes are expected to practice, but CAN NOT participate in any way or dress at home competitions. Athletes may not travel with team to away competitions.
 - b) Athletes may not be eligible for special awards/honors during the season. (Dance royalty, special team awards/honors, etc.) Excluding Lettering.
2. Second Offense – During the same season, athletes will be suspended for the rest of that season.

Procedures for Extracurricular Discipline.

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3: Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have five or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.
2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance or other activity is in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

Section 4: Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

Eligibility and Progress Reports. (Board Policy 506.01)

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA (20 Credits from the previous semester).

Additional requirements are listed below.

1. Students doing unsatisfactory work will have their parents contacted by the teacher and given a student progress report.
2. A failing list will be generated on Monday. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning the 3rd week, any students who appear on the weekly failing list in **TWO** or more classes OR in **The Same Class**, Two weeks in a row (grades 7 – 12) will be ineligible at the time of the report.
3. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any extra-curricular school activities.
4. Any Morrill student failing ONE or More classes at the end of a semester will be ineligible until week three of the following semester.

Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

Section 5: School Dances

A school-sponsored dance, is a school activity subject to all provisions of the Student Activity Code, and is a privilege available to students meeting all requirements for participation.

Students currently attending Morrill High School or another area high school who have not been restricted from attending extracurricular activities at Morrill High School or their own school are generally considered appropriate date or invited guests. Persons who turn 21 years of age by August 1st of the current school year are considered not to be appropriate dates or invited guests and therefore, may not attend.

Eligibility for Selection as Royalty.

Nomination and selection as royalty for school sponsored dances is an honor awarded by students to those of their peers that exemplify the highest standards of integrity and achievement. Students nominated for dance royalty must have demonstrated through their conduct, academic achievement and activities that they have represented, and will represent, themselves, their classmates, and their school in a manner which reflects outstanding effort, commitment to their school and fellow students, and integrity and good citizenship in the school and in the community. The students selected to be the “royalty” for the Homecoming and Prom or any other school sponsored dance or activity shall meet that general standard as determined by the administration and, in addition, meet the guidelines for academic eligibility set forth by Morrill Public School.

Section 6: Specific Dance Eligibility and Selection Requirements:

The determination of whether a student meets the foregoing conduct and citizenship standards shall be made by a committee including the Principal and STUCCO sponsor for each dance.

Queen and King (Homecoming, Winter Royalty, Prom)

- Only a senior girl shall be eligible to be Queen and only a Senior boy shall be eligible to be King.
- The queen and king will be chosen from the qualified nominees by secret ballot by the senior class during Dance week. Final selection will be made by secret ballot by the student body. Ballots will be counted by the principal and Sponsor. Crowning will be held at the sporting event deemed to have the largest attendance.
- To be eligible, a candidate must be eligible in good academic standing, and agree to attend the entire Dance and represent the school properly.

Achievement, Citizenship and Conduct

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must maintain a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. Students must be academically eligible according to school policy during the week of the dance.
4. Students must not have had excessive violations of school policies or referrals.
5. Students must participate in at least **1** sport/activity/club.

Violations

1. Students exhibiting unsportsmanlike conduct will be subject to review by a committee, and eligibility for Royalty during that season will be based on their ruling.
2. Students violating school policy for drugs/alcohol will not be eligible for Royalty during that season.
3. Students academically ineligible will not be eligible for Royalty during the time of the particular dance.
4. ANY SECOND OFFENSE for the same violation in removes the student from any Royalty selection for the rest of the school year.
5. Any student engaged in criminal violations including: Felony or convictions of a criminal offense will not be eligible for dance Royalty.
6. Students will be expected to follow the players contract implemented by the activity the student is participating in.

Section 7: 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.

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

- Make sure that your children know that win or lose, scared or heroic, you love them, appreciate their efforts and are not disappointed in them. This will allow them to do their best without fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Be helpful but don't coach them. It's tough not to, but it is a lot tougher for the child to be flooded with advice and critical instruction.
- Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitudes. Help them develop the feeling for competing, for trying hard, for having fun.
- Try not to relive your athletic life through your child in a way that creates pressure. If they are comfortable with you win or lose, then they are on their way to maximum enjoyment.
- Don't compete with the coach. If your child is receiving mixed messages from two different authority figures, he or she will likely become disenchanted.
- Don't compare the skill, courage, or attitude of your child with other members of the team.
- Get to know the coach(s). Then you can be assured that his or her philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his or her leadership.
- Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.

Communicating with the Coach and/or Coaches

- Communication you should expect from your child's coach includes:
 - Philosophy of the coach
 - Expectations the coach has for your child
 - Locations and times of all practices and contests
 - Team requirements
 - Procedure should your child be injured
 - Discipline that results in the denial of your child's participation
- Communication coaches expect from parents
 - Concerns expressed directly to the coach
 - Notification of any schedule conflicts well in advance
 - Specific concerns in regard to a coach's philosophy and/or expectations
- Appropriate concerns to discuss with coaches:
 - The treatment of your child, mentally, and physically
 - Ways to help your child improve
 - Concerns about your child's behavior
 - Injuries or health concerns. Report injuries to the coach immediately!! Tell the coach about any health concerns that may make it necessary to limit your child's participation or require assistance of trainers. Students are sometimes unwilling to tell coaches when they are injured, so please make sure the coach is told.
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student-athletes (except for reporting activity code violations)
- Appropriate procedures for discussing concerns with the coaches:
 - Call to set up an appointment with the coach
 - Call to set up an appointment with the Athletic Director
 - Do not confront a coach before or after a contest or practice (these can be emotional times for all parties involved and do not promote resolution or good sportsmanship)

Section 8: Activity Chain of Command

1. Concerns do arise throughout the course of activities. Parents/Athletes are asked to follow the chain of command when resolving concerns:
2.
 - First contact the head coach/sponsor of the activity.
 - If there is no resolution; he or she would then contact the Athletic/Activities Director.
 - Followed by the Superintendent
 - Followed by the Board of Education

Section 9: Good Sportsmanship—Behavior Expectations of Spectators

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents 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. We ask that you support good sportsmanship when you attend events at Morrill Public Schools.

Responsibilities of Spectators Attending Interscholastic Athletic Events and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. There can be no vulgar or inappropriate language from the spectators.
3. Spectators should be supportive and positive and not interfere or impede during the activity.

**MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED
IN EXTRACURRICULAR ACTIVITIES**

(Board Policy 506.50)

POLICY STATEMENT

The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy.

The purpose of this policy is as follows:

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

The drug testing policy is mandatory for any student participating in an activity that meets the guidelines of an extracurricular activity at Morrill Secondary School will be subject to this policy. The mandatory drug testing policy is not based on reasonable suspicion and is not part of the Student Discipline Act. In order to be constitutional, the policy does not involve student discipline, pursuant to Neb. Rev. Stat., §79-254 et seq. This policy is promoted as a deterrent to illegal drugs and alcohol use. Any attempt to subpoena the results of these drug tests, is prohibited for discovery or disclosure pursuant to the Public Health Service Act, 42 USC §290dd-2. (See 42 CFR §2.11 defining “program” for purposes of the Public Health Services Act.)

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Morrill Public Schools, which shall include, but not be limited to, the following:

Basketball	Football	Gaming Club	Spanish Club
Cheerleading	Golf	Cooking Club	Speech Team
Computer Club	Volleyball	STUCO	National Honor Society
Cross Country	One-Act Play	Quiz Bowl	Track
Dances	Show Choir	Yearbook	Pep/Marching/Honor Band
FBLA	FFA	Wrestling	Prom, Homecoming, Winter
Royalty			

Morrill High School Fight Song

“Hail to the Varsity”

Hail to the Varsity
Cheer them along the way
Onward to Victory
May they win again today!
We'll give a cheer for the Varsity
Long may they rein supreme
Shout till the echoes ring
For the glory of our team!

Fight! Fight! Fight!

Ever faithful we will stand united
Cheering Morrill High!
We'll revere her forever
Morrill do or die!
We will proudly march along to Victory
Watch our colors fly!
For its RAH RAH RAH for Morrill
Let's cheer for our dear old High!

Morrill Junior-Senior High School

2016-2017

Activities Handbook

Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2016-2017 Junior-Senior High School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. You agree to abide by the code of conduct set forth in the handbook. In the event you have questions regarding the meaning of any of the material, you can request a conference with the Principal or Athletic Director for an explanation. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Print Parent's Name: _____ Print Student's Name: _____

Parent/Guardian's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

Return this form to the High School Office/Secretary



Scotts Bluff County School District #79-0011

Activities
Coaches/Club Sponsor
HANDBOOK

2016-2017

MISSION STATEMENT

It is the mission of the Morrill Board of Education and Administration to provide and maintain a level of excellence unmatched in this region. The following expectations were developed to help facilitate coaches on the responsibilities that come with the distinct honor of being a coach/sponsor in the Morrill School District.



Contents

Mission Statement	1
Intent of Handbook	3
Coach and Sponsor Guidelines	4
Goals and Objectives	4
Responsibilities of Coaches / Sponsors	5
Duties of Coaches / Sponsors	5
Professionalism of Coaches / Sponsors	6
School Expectations	7
Practice	7
Games/Film and stats/Parents/Continuing Education	8
Guidelines for Utilization of Volunteer Coaches	8
Student Supervision	9
Transporting Students	9
Overnight and/or Out-of-District Trips	9
Travel Expenses	10
Scheduling Athletic Events	11
School Postponement and Game Cancellation	11
Holiday / Sunday Practice Sessions/ Games	11
Practices/Games Scheduled for Professional-Development Meeting Days	11
Facilities	11
Weight Room	12
Off Season Expectations	12
Summer Events at Schools	12
Youth Camps, Clinics, and Programs	12
Rules Violations	13
Injuries	13
Ambulance Arrangements	13
Concussion on Sports	13
Community Service	13
Conflict of Interest / Use of Outside Athletic Facilities	14
Catastrophic Insurance Coverage	14
Student Conflicts in Extracurricular Activities	14
Student Participation	15
Squad Selections	15
Student Managers	15
Fundraising	15
Awards	16
Number of Coaches/Sponsors and Tenure	16
Assistant Coaches	16
Substitutes or Classified Staff as Coaches / Activity Sponsors	17
Guidelines for Activity Funds	17
Statement of Purpose	17
Receipt and Deposit Procedures	18
Internal Control Over Receipts	19
Cash Disbursement and Checks	19
Cash Advances	20
Cash Per Diem for Students	20
Disposition of Cash Balance in Discontinued Activity Accounts	20
Employee Policies	21
Student Policies	25
Appendix	
Job Description	28
Signature Page	30

Intent of Handbook

Welcome to Morrill Public Schools; aka, Scotts Bluff County School District #79-0011. This handbook is intended to be used by coaches, club and organization sponsors, and class sponsors to provide general information about Morrill Public Schools and to serve as a guide to policies, rules and regulations, travel, and performance expectations.

Each activity sponsor is responsible for becoming familiar with the handbook and knowing the information contained in it. Morrill Public Schools policies/procedures, rules/regulations, and all state/federal regulations apply to ALL individuals paid by Morrill Public Schools and acting in an official, contracted capacity with the District.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law and Board policies and regulations will have power over this handbook.

Administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interest of the District.

This handbook will be in effect for the 2016-2017 school year and subsequent school years unless replaced by a later edition.

PLEASE NOTE: This handbook was created using approved policies of the school district. The policies are indicated in brackets []. Those policies with an * indicates that the full policy is not included in the handbook. The full policy may be obtained by contacting the Superintendent's office or can be found on the server folder named "District#79-0011". Any policy or change in the policy for Morrill Public Schools – also known as, Scotts Bluff County School District #79-0011 – supersedes any items contained within this handbook. The handbook -- or any items within the handbook -- may be revised, deleted, or added at anytime without prior notice.

Coach and Sponsor Guidelines

Morrill Public Schools (MPS) believes that all personnel affiliated with school activities should strive to teach the basic principles of leadership, competitiveness, fair play, self-discipline, and responsibility for adult living.

Goals and Objectives

The goals of Morrill Public Schools are to help all students and school staff to:

- increase their knowledge of skills in a particular area by being an active participant of the school activity, contest, or program.
- Academics and activities should combine to provide a total educational experience for the participants.
- develop a realistic, positive attitude toward themselves and the local school and a feeling of belonging and community. To instill a sense of sportsmanship, responsibility and fair play to all participants both at home and away.
- have a positive attitude toward the value of extracurricular activities. To establish a competitive atmosphere to get the participants to perform to his/her maximum ability. Nothing more or less should be expected or accepted.
- offer and make available the activities to as many students as possible with the maximum amount of success possible, since activities are an integral part of our educational process.
- maximize participation at the Junior high levels; since these levels are exploratory type activities and every child that has a desire to participate in any activity will be given an opportunity to do so.
- involve as many students in extracurricular activities as possible.

Our objectives are to encourage and promote friendly relationships and good sportsmanship throughout all MPS. These objectives will be accomplished by requiring courtesy and proper decorum at all times. Through acquainting coaches/sponsors with ideals of good sportsmanship and by so publicizing these concepts and attitudes, all members of the school and community will understand their meaning.

Sportsmanship is not inherent. It should be stressed that each coach/sponsor has a role in encouraging and promoting friendly relationships and good sportsmanship in our school community. The coach/sponsor shall work with the school administrators, athletic directors, and teachers to ensure that each participant is fully aware of the academic standards approved by MPS and the local school. He or she shall encourage team members to achieve academic success.

- The coach/sponsor shall serve as an example of fair play and sportsmanship toward all players, spectators, game officials and other coaches. He or she must exemplify the highest moral character, behavior, and leadership on and off the field. The coach/sponsor shall promote ethical relationships among and between his or her constituents. He or she shall persevere to eliminate negative behavior that surfaces when left unchecked during competition. The coach/sponsor shall follow the Nebraska Schools Athletic Association (NSAA) Code of Ethics (<http://www.nsaahome.org>).
- The coach/sponsor shall take an active role in the prevention of drug, alcohol, and tobacco abuse, and under no circumstances should authorize its use.
- The coach/sponsor shall be thoroughly acquainted with all contest rules and interpret them properly to team members, parents, etc.
- The coach/sponsor shall respect and support contest officials.
- The coach/sponsor shall not indulge in conduct that will incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach/sponsor shall not exert pressure on faculty members to give student athletes special consideration such as grades.
- The coach/sponsor shall never leave any students unattended without appropriate adult supervision.
- MPS coaches/sponsors should always keep the common good of the District in mind when making decisions and dealing with opposing coaches.

Responsibilities of Coaches / Sponsors

The Coach will be responsible for providing services in accordance with the directions of supervisory coaches and the Athletic Director and adhering to the following expectations:

- a. **Working with Students:** Coach and supervise students participating in the activity during practice, travel, and competitions. Assure that students engage in good sportsmanship and follow team and school rules. Place the emotional and physical well-being of the players ahead of any personal desire to win. Implement due process disciplinary procedures consistent with school policy. Explain eligibility requirements and participation rules to students and follow rules. Treat students fairly and without discrimination and provide them with a positive activity experience. Maintain student confidentiality.
- b. **Planning:** Plan and implement practice and competition objectives and strategies. Assist with scheduling of interscholastic contests or activities.
- c. **Equipment:**
 - An inventory list will be filled out at the beginning and end of every season. This will include all equipment: balls, dummies, pads, helmets, water bottles, ball cages, blocks, pole vault poles, shots, discuses, batons, and any other equipment the program has. Uniforms, practice jerseys, warm-ups, travel bags, and pants will also be inventoried. This list will be turned into the athletic director.
 - In the event of equipment malfunction or damage, the athletic director will be notified.
 - At the conclusion of the season, the head coach will submit a list that will include all wants and needs for the following year to be reviewed by the athletic director.
 - The fields, track, weight room, and gyms are considered equipment and will be monitored and taken care of at all times. Students will not be permitted to use any of the Morrill facilities unless they are being monitored by a Morrill school district staff member.
 - All practice times and facility usage will be documented in the activities calendar. (athletic director will have the activities calendar at all times)
- d. **Communication and Records:** Perform assigned communication and record-keeping duties, which may include reporting or turning in accurate equipment records, practice and competition scores/times, etc., rosters, student award or recognition records, communications to students and parents about scheduling and expectations, etc.
- e. **Positive Relations:** Develop positive relations with students, parents, school staff, the community and other schools and serve as an appropriate role model for the students. Coaches/sponsors must be available to parents to discuss team issues although parents should recognize that it is within the coach's/sponsor's authority to determine the amount of a student-athlete's playing time.
- f. **Development:** Attend meetings and in-services to be familiar with rules, expectations and innovative ideas or techniques. Adhere to rules as promulgated by the Nebraska State Athletic Association (NSAA) for your activity(ies).
- g. **Attendance:** Regular, dependable and punctual attendance is an essential function of this service. The Coach must have the physical and mental ability to effectively perform the above expectations. Coaches/sponsors shall never leave supervision of practices and or games with anyone not employed and under contract with Morrill Public Schools. All coaches/sponsors are to be responsible for their participants and their equipment and are to be present at all practices/events unless excused by the Principal.

Duties of Coaches / Sponsors

The duties of the Coach/Sponsor shall include such duties as may be set forth in the applicable job description for the position, the policies of the Board of Education, and as are assigned by the Superintendent and by the Athletic Director. The Coach/Sponsor agrees to perform the duties faithfully and to the best of the Coach's ability. Duties include but limited to the following:

1. Checking all clearance forms are in order (physicals, insurance, consent forms, guidelines).
2. Scheduling of transportation with Transportation Director.
3. Submitting purchase orders to the Athletic Director. **Any purchases, samples, or equipment received without a signed purchase order is the financial responsibility of the individual coach/sponsor.** Any materials or supplies to be purchased by student participants must have a signed purchase order before ordering. The

students are to pay for the items in the office before receiving them. Shipping and handling charges will be added to the purchase price. Items will be transferred through the individual staff members activity account.

4. Maintenance and proper care of equipment.
5. Submitting a list of students to be released from classes to the school office and staff at least two days in advance of the trip.
6. To make arrangements for substitutes through the Principal or School Secretary and to leave meaningful work for classes (no study halls or movies) when away on approved activities.
7. Reporting game results to media in a timely manner. The local media should be contacted after every event at any level. This is important to those kids who participate. Give the score and any other information you feel will be positive for your program. Media includes: Star Herald Sports, Lincoln Journal Star, Omaha World Herald Sports, KNEB Radio, KOLT Radio, KPNY Radio, KSTF-TV Sports, KDUH-TV Sports, The Mitchell Index.
8. Pre-game preparation.
9. Arranging pre-season orientations for parents.
10. Scheduling "Off-Season" training and improvement opportunities.
11. Fundraising.
12. Coaches and sponsors are responsible for the safety, welfare, and the supervision of students on the bus, in the motels, before, during, and after practices, contests/activities, both in town and out of town. The person in charge of the extracurricular activity must stay with their people until the building is empty. Make sure that all lights are out and doors are locked if the activity occurs before or after school. If the showers or locker rooms are used, the coach is in charge and responsible for making sure they are cleaned before leaving the area.
13. Coaches and sponsors need to organize out-of-town trips in advance, so all involved parties receive timely, practical information regarding the activity (i.e., bus drivers, students, parents, administration). This information should be current and reflect any changes in student travel status up to the time of departure. (see travel handbook)
14. Coaches and sponsors will provide an accurate list of students traveling to both the attendance or activities office and the bus driver prior to departure.
15. Coaches and sponsors will develop and follow a budget in line with district guidelines and expectations. Coaches and sponsors are responsible for seeing that all financial obligations resulting from the participation in an activity (meals, lodging, fees, etc.) have been budgeted and appropriate steps have been taken to assure payment.
16. The Coach/Sponsor shall comply with the policies of the Board of Education, the rules and regulations of the District and the directives of supervisors. The Coach should be aware that the policies of the Board of Education and rules and regulations of the district may be changed at any time, with or without notice to the Coach. The Coach will adhere to the NSAA rules, by-laws, and the Coaches Code of Conduct for the respective activity.
17. The days and hours of employment shall be as assigned by the Superintendent or Athletic Director. Regular, dependable and punctual attendance is an essential function of the Coach's position.
18. The Coach/Sponsor may be assigned to different positions and duties. In such event the Board shall retain the discretion to adjust the salary commensurate with such changed position or duties.
19. The Coach/Sponsor represents that the Coach meets all qualifications and has all credentials to be employed to the position assigned. If employed as a head or assistant coach for NSAA sanctioned activities, the Coach possesses a valid Nebraska Teaching Certificate or Nebraska Administrative and Supervisory Certificate or a Provisional Trades Certificate and/or Special Services Certificate endorsed in coaching.
20. Other duties as assigned by the Principal or Athletic Director.

Professionalism of Coaches/Sponsors

- All coaches will be expected to conduct themselves to the highest level of professionalism during all practices, games, and school functions.
- **ALL COACHES AND ASSISTANTS WILL BE EXPECTED TO HELP WITH EVENTS THAT WE HOST SUCH AS HOME CONTESTS, TRACK MEETS, WRESTLING MEETS, AND ANY EVENT OR CONTESTS IN WHICH ASSISTANCE IS NEEDED.**
- The Board of Education adopted a district-wide NO SMOKING/LOOK ALIKE PRODUCTS POLICY. Since all extracurricular activities are considered an extension of the school day, it is understood there will be NO SMOKING/LOOK ALIKE PRODUCTS during the sponsorship or supervision of school activities at home or away.

- The Board of Education adopted a district wide DRUG FREE ZONE. Since all extracurricular activities are considered an extension of the school day, it is understood there will be absolutely no drugs, alcohol, smokeless tobacco or look alike products used during the sponsorship or supervision of school activities at home or away, including out-of-town trips when students are in for the night. This includes use, possession, or under the influence.
- There is no situation in athletics or clubs that requires profanity.
- Be part of a unified effort. Abstain from negative comments when in the presence of those you are coaching with and for. Be positive and constructive.
- Attire- appropriate clothing will be worn at all times.
- Provide timely responses to all requests from teachers, coaches, media and administration.
- Participate in all coaches' meetings and development sessions.
- Attend all conference and district coaches' meetings.
- Professional development (continuing education) will be expected and facilitated by the school district. Coaches will be expected to stay current with the science and technology of the sport/activity. This will include coaches' clinics, seminars, and camps.

School Expectations

- It will be made clear to all student athletes that academics are the priority and extracurricular activities are a privilege.
- The athletic director will notify the coaches and sponsors of any students that have not met their academic expectations and have been placed on the ineligible list.
- Communication between the coaches/sponsors and teachers is vital in assuring the success of our student athletes.
- Coaches/sponsors need to hold students accountable when they will be missing school for contests. Coaches/sponsors need to reinforce any expectations that the teachers have for students missing class.

Practice

- Practices need to be organized and intense with a focus on execution and excellence.
- All coaches will have a detailed practice plan for every practice. This will include drills, duration, goals, and expectations.
- Practice plans must be kept and will be part of the coach's annual evaluation.
- At the junior high level practices will be held during the final hour of the school day. There are to be no two a day practices at the junior high level. Extra practice times are encouraged ex. weekend practice or evening practice, however these cannot be mandatory and must be approved by the athletic director.
- There will be no practices before school for junior high athletics.
- There are to be no practices after 6:00pm on Wednesday evenings or Sundays at any level without prior authorization from the athletic director.
- Two a day practices are allowed at the high school level as long as they comply with the NSAA rules. Students need to be released no later than 7:15am on mornings in which two a day practices are held and classes are in session. Students being late for their first hour is not acceptable.
- Coaches need to ensure that the gym, field, track and locker rooms are clean and all trash is picked up at the conclusion of the practice.
- It is the responsibility of the coach to make sure that all students have been picked up or left the facilities at the end of practice before the coach leaves.
- Equipment must be put away and locked up at the conclusion of practices. Lights are to be shut off and doors are to be locked upon exiting the facilities.

Games

- It is encouraged for students to ride to and from the contest with the team. In the event that a parent wants their child to ride home with them the parent must have signed the parent release form prior to the student's release.
- Parent release form can be obtained from the athletic director.
- Results will be reported by the coach to the media at the conclusion of the contest.
 - sports@starherald.com Star-Herald (Scottsbluff newspaper)
 - sports@geringcitizen.com Gering Courier (Gering newspaper)
 - theindexpaper@gmail.com Index (Mitchell newspaper)
 - ccottrell@kneb.com KNEB (Scottsbluff radio station)
 - john@kotatv.com Kota territory news (Scottsbluff news station)
 - brandonb@bluffsbroadcasting.com Bluffs broadcasting (Scottsbluff radio station)
 - www.maxpreps.com coaches will need to be signed up with maxpreps and enter all results and stats via their web-site. NSAA requires all stats and results be entered on maxpreps for most sports.
- Students are to be monitored at all times during the contest this includes- locker rooms, tents, and any other areas students will be spending a substantial amount of time.

Film and stats

- Contests will be filmed and kept via hudl or another form of record for applicable sports.
- Students will be given access to film for study or recruiting.
- Video cameras will be provided by the school. It will be the coach's responsibility to arrange for a person to film the contest.
- Stats will be taken during the contest or done from the film after the conclusion.
- A master records sheet will be kept in the athletic director's office of all current records.
- Coaches will send stats to all reporting agencies to ensure our students have every opportunity at post season awards.

Parents

- All coaches/sponsors will have a parent meeting at the beginning of the season.
- Coaches will provide parents and students with an expectation sheet or player handbook at the parent meeting.
- A template for a player contract/handbook can be obtained from the athletic director if desired.

Continuing Education and Development

- The constant development and growth of coaches is important to the Morrill School District. Coaches will be provided opportunities to stay current with the latest techniques and strategies at the districts expense.
- Coaches will communicate with the athletic director which clinics or tools they feel will be beneficial in helping them reach their full potential.
- Clinics and continuing education seminars will be provided through-out the year.

Guidelines for Utilization of Volunteer Coaches

- Volunteer coaches are to be assigned to help coaches provide better instructional services to student athletes.
- Volunteer coaches are not assigned to relieve coaches of their responsibilities or to change the overall athlete to coach ratio.
- Written assignments shall be established for all volunteer coaches defining their function and responsibilities. These assignments shall be established by the head coach with a copy provided to the Athletic Director and superintendent.
- Under no circumstances shall volunteer coaches be assigned any of the following responsibilities:
 - Prescribing disciplinary action relating to a student or students.
 - Excusing students from attendance or participation in any classroom or school-related activity.

- Assuming the responsibility for a student or group of students.
- Treating any injuries sustained by a student, though appropriate first aide may be applied.
- Volunteer coaches shall receive all applicable handouts and information provided to paid coaches.
- Volunteer coaches shall refer concerns regarding their position, responsibilities, student safety, etc., to the head coach, Athletic Director, or superintendent.

Student Supervision

From a safety and legal standpoint, participants involved in an activities' program must be constantly supervised.

- Dressing and shower areas should be appropriately supervised.
- When visiting other schools for contests, the coach/sponsor should take strict precautionary measures against theft and vandalism. This includes, but is not limited to, picking up trash and towels in dressing rooms, motel rooms, bleachers, etc.
- Supervision of students being transported is required. Nothing is to be extended or thrown from the windows of the vehicle. On overnight trips, rules of expected student behavior will be outlined and presented to the students and parents and properly enforced.
- Students are NOT to use the gymnasium, weight room or other school facilities without a coach/sponsor present. It is the coach/sponsor's responsibility to be certain lights are turned off and doors are locked when vacating the facility. Facilities should be left in the same or better condition than which they were found.
- Upon returning to the school after an out-of-town event, the coach/sponsor will remain with students until all have been picked up by parents or authorized persons, or under the supervision of an adult. **AT NO TIME ARE STUDENTS TO BE LEFT UNSUPERVISED AT THE SCHOOL.**
- Students are not to be left unsupervised when the team is out of town. If a group or team is on an overnight trip, the coaches are not to leave the students unsupervised at any time. One Coaches/Sponsors must not leave the motel once the students are in for the night.

Transporting Students (see also Student Transportation for Extracurricular Activities Policy 801.06 on page 21)

Morrill Public Schools will provide transportation to and from activities where students are participating. Student will be required to ride to and from the activity in the transportation provided by the school, unless proper written request is obtained from the student's parents/guardian. Travel to and from school related activities should be done in the most expeditious manner possible.

If busing is required, the Transportation Department must be notified at least two weeks prior to the trip by filling out a Transportation Request Form. These trips must be approved by the Principal. Late requests can only be approved by the Superintendent or designee. All personnel assigned to drive the **activity bus** shall be certified by the MPS Transportation Office and State of Nebraska. Wages of drivers, if necessary, will be paid by District funds. State Law prohibits transporting students in vans which carry more than fifteen (15) passengers including the driver. It is the coach/sponsor responsibility to make certain that vehicles are cleaned at the conclusion of the trip. The Coach/Sponsor should also inspect the vehicle for any damage that might have occurred on the trip. If a sponsor/coach drives a van or other school vehicle, he/she must follow the following rules:

- Driver must be authorized by the Superintendent.
- Must be at least 21 years of age.
- The van/vehicle must be picked up at departure time – not before – and is to be returned to the parking lot immediately after the trip.
- Gas and oil must be checked at fuel stops.
- Upon completion of the trip, fill out the van/vehicle request form completely. Be sure to list any problems observed during the trip and return this form to the Activities Office.
- All vehicles must be returned with a full tank of gas.

With the approval of the Superintendent, private **automobiles** may be used for transporting students taking part in athletic events. Schools must ensure that any parent transporting students has completed all requirements of the District. With proper parental authorization, a student may transport himself or herself, but **under no circumstances, may a student transport another student to or from athletic events.**

Overnight and/or Out-of-District Trips

- Hotel reservations will be made through the Morrill administrative offices.

- Hotel information will be left with the athletic director. This will include address, phone number, arrival and departure dates.
- Coaches and sponsors will supervise students at all times. Under no circumstances is the coach or sponsor to leave the students at the hotel or any other venue unsupervised. This includes the time after lights out.
- If more than one coach is attending the event. The coaching staff can assign a coach to supervise the students. This will provide the opportunity for a member of the coaching staff to visit family or attend an event. School vehicles will be used for the school activities only.
- The competition is an extension of the school and all the school's expectations. Thus there will be no participation in the following: smoking, alcohol consumption, or the use of any drugs or look alike products by the students, coaches or sponsors.
- Coaches and sponsors will be expected to implement a reasonable "lights out" time.
- Room checks will be performed at lights out and in the morning.
- Coaches and sponsors will provide a detailed itinerary to the athletic director and the parents of the students. This will include all information involving the contest, free time, meals, team building activities, and any other events through-out the duration of the stay.

Travel Expenses

It is the responsibility of the coach/sponsor to assure that all travel charged to Morrill Public Schools, regardless of the source of funds, is accomplished for the benefit of the District, is necessary, and that such travel utilizes the most cost effect arrangements and the least amount of time out of school. An employee traveling on official business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, spouse/family accommodations, and delays or services unnecessary or unjustified in the performance of official business are not reimbursable under the District guidelines. Employees are responsible for all excess costs and for additional expenses incurred for personal preference or convenience, such as phone calls, room movie rentals, tips, room service, etc. **All travel arrangement must be pre-approved by the Activities Director or Superintendent. All travel arrangements such as lodging will be made through the District Office.**

- **Sales Tax:** All receipts/invoices must show that Morrill Public Schools is tax exempt. Any sales tax incurred that cannot be recouped from the vendor will be the responsibility of the coach/sponsor to reimbursement the school district.
- **Meals:** The district will pay for meals for out-of-town activities based on the type of activity, the purpose, the distance from Morrill, and the length of the activity.
 - The District will provide a meal allowance for those participating students who attend **District or State activities only**. These meals will be paid with a school district credit card, voucher, or reimbursement to coaches/sponsors with detailed, **original receipts**. Cash may given to students based on the type of activity and will be limited. Meals or meal allowances will not be provided for non-district or non-state activities. Meals will be limited to the amount of time the team is out of town and only for the minimum amount of time. Meals will be limited to three per day for a full-day gone, and one-meal per day for a half day. Meals will also be limited to an average of \$7.00 per meal per participant and/or coach(s)/sponsor(s). Meals in excess of this amount should be paid by the coach, sponsor, students, or booster organization.
 - In some instance, the activity organization, parents, or booster club may elect to provide or assist in the cost of meals for participants who are traveling to certain activities that are not covered by the District. Students may be required to pay for their own meals or bring a sack lunch on certain occasions.
- **Registration Costs and/or Entry Fees:** Costs for registrations and entry fees for students to participate in any school-sponsored and/or sanctioned event, shall be paid by the Activities Fund. These revenues are generated from Morrill's gate and entry fees.
- **Lodging:** The District **or activity organization** will provide for the costs of lodging in the event of an overnight stay being required related to an activity or event being attend by Morrill students. In certain instances students may be required to participate in lodging expenses. Lodging will only be paid by the District for the minimum

number of nights needed for the activity. The District will not pay for spouses or any other family for coaches/activity sponsors. The District maintains that the minimum number of rooms and nights will be paid for by the District.

- **Other:** The District will pay incidentals such as toll fees with an original, detailed receipt.
- **National Events:** The Board of Education acknowledges the accomplishments of high school students who qualify for attendance at national conferences, workshops or competitions. Those students, including supervisors, who place first on state level competitions, will be eligible to receive \$100 to be applied towards their travel expenses.
- **Pep Band, Cheer leaders, Flag/Drill Teams:** When determined by the activities director and/or superintendent that one of the above named groups shall participate in a non-overnight athletic activity, the school shall provide transportation to and from the event according to the above stipulations. The district will not provide transportation/lodging/meals for the Pep Band to travel to overnight athletic events such as the State Tournament. The district will provide for the cost of admissions that may be required for events where the Pep Band will play. Cheerleaders shall be considered under the same policy guidelines as the participating athletes.

Scheduling Athletic Events

The Athletic Director and Superintendent should schedule all athletic events. Coaches/sponsors should never schedule events without consulting with school administration (including, but not limited to: scrimmages, off-season clinics, weight lifting, and workouts). All events must have contracts from both schools which describe all conditions and exceptions for the event. All schools must abide by the Morrill Public School's Master Schedule. No exceptions. Every attempt will be made to insure a balance home/away schedule. Sometimes it will be impossible to accomplish a balance, but a concerted effort will be made. Contracting of officials will be handled through the Activities Director. Coaches will be consulted for input concerning which officials to contract.

Holiday / Sunday Practice Sessions / Games

No practice sessions or games are permitted in any school on Sundays or legal holidays without prior approval from the Superintendent. No player will be penalized for missing practice during family vacation (one week), if he or she has a valid reason and has cleared his or her absence in advance with the coach.

School Postponement and Game Cancellation

- If school is closed all day, all extracurricular and intramural events are cancelled. This includes all practices and home or away games/activities for all Morrill Public Schools regardless of opponent. Game cancellation must be made by 2:00 p.m.
- If school is closed all day on a Friday due to inclement weather, all extracurricular and intramural events can be conducted on Saturday of that week at the Superintendent's discretion. It is also at the Superintendent's discretion on whether to utilize activity buses. Schools should exercise extreme caution in decisions regarding poor weather conditions.
- If the Superintendent/designee directs the cancellation of all events due to weather, no exceptions shall be made.

Practices/Games Scheduled for Professional-Development Meeting Days

- On flexible Professional Development days, practices/games may be conducted.
- On parent-teacher conference days, practices/games may be conducted; however, the superintendent will determine the starting times of practices and games.
- Games may be played on election days as long as traffic flow at election sites is not impeded or affected.

Facilities

- The practice and contest facilities of the Morrill Public Schools are generally adequate. Some facilities, of necessity, will be shared. The coach/sponsor involved will be charged with developing a suitable practice schedule in coordination with the Activities Director. In case of conflict, the Activities Director will try to determine an acceptable facility use schedule.
- Our facilities may at times be used by outside groups and organizations. The needs of our school system will be met before renting our facilities to outside groups.
- All coaches/sponsors are encouraged to direct their participants to treat the facilities in such a manner that would promote cleanliness and that would simplify maintenance procedures. The development of pride in our

school and facilities is just one step toward total program success. All locker rooms are to be kept cleaned and picked up. Coaches are responsible to see that this is done during each season they coach.

- Keys are to be checked out from the Superintendent's Office. All keys are to be checked in or rechecked out at the end of the school year.
- To insure appropriate security of our facilities, coaches/sponsors are instructed not to give keys to student managers, other students, non-school employees, or other unauthorized persons.
- Coaches/Sponsors ARE NOT TO OPEN the school facilities to outside groups without the written approval of the Activities Director and/or Superintendent.
- Facility usage will be coordinated and documented by the athletic director. **It is the coach's responsibility to make sure all practices and usage times are documented in the activities calendar.**

Weight Room

- **The weight room must be supervised at all times during the lifting sessions of student athletes.**
- Non-school personnel will not be allowed in the weight room during the school day when classes are in session (7:00 a.m. to 3:45 p.m.). When using the facility, it must be understood that Morrill students and Morrill Public Schools program have priority.
- If at any time non-school individuals abuse the facility or interfere with Morrill students or Morrill Public Schools programs, they will forfeit their privileges in using the facility.
- **Each person must file a weight room disclaimer of liability and have a copy on file in the Athletic Director's office.**
- All keys disbursed for the weight room will be checked out through the Superintendent's Office.

Off season expectations

- Respect and consideration must be made for current in season sports and activities.
- Coordination between the in season coach and out of season coach must take place whenever off season training is occurring.
- It is expected that all coaches implement a summer program that includes open gyms, field time, weight training, and camps.
- Coaches will provide students opportunities for camps and clinics involving, literature and sign-up sheets when requested by students or parents.
- All coaches will follow the offseason rules and regulations set forth by the NSAA.

Summer Events at Schools (Camps, Leagues)

In order to permit outside organizations to conduct any camp, league, clinic, etc., the following guidelines must be followed:

1. The organization must complete a facility and grounds use application prior to the league or camp.
2. This application must be approved by the Superintendent and forwarded to the Athletic Director and Superintendent for final approval.
3. All money must be run through the Business Office.
4. If a camp, league, clinic, etc. is school-sponsored, it must be approved by the Superintendent and all money must be turned in to the School Secretary and accounted for by the Business Office.

Youth camps, clinics, and programs

- It is expected that all coaches and sponsors will have a significant role in the development and implementation of the youth programs that correspond with that activity.
- Every coach/sponsor will provide a youth camp for the activity that they are in charge of.
- All coaches in the program as well as the junior high coaches will be expected to help with the camps or clinics put on by the varsity head coach.
- It is encouraged for the coaches/sponsors to attend contests and practices on occasion and provide support for the youth coaches.

- Varsity coaches will provide support and encouragement to the junior high coaches and ensure that the philosophy and standards are being met.
- Every sport or activity needs to have a youth program for our school and community.
- Athletic Director along with the head coach of that particular sport will supervise the coaches and hold them accountable for all activities involving practice times and tournaments.

Rules Violations

Any coach, sponsor, or athletic director who violates any MPS and/or Nebraska rules or regulations (NSAA) will be subject to the following disciplinary process:

- Notification of all violations must be submitted in writing to the Athletic Director and signed by the person submitting it.
- The local school principal and Superintendent will be notified and will be provided a copy of the complaint. The Athletic Director will notify the NSAA or NDE, when appropriate.
- The Athletic Director and the school principal shall recommend penalties to the NSAA.
- A local school conference will be held with the coach/sponsor, the Principal, and the Athletic Director. Coaches/sponsors have the right to hear or read any allegation, as well as ask questions or present evidence pertinent to the allegations or charges.

Injuries

In case of an injury with one of the students, administer whatever first aid you can.

- Play it safe, and if the injury appears to be serious, call a doctor or ambulance service immediately.
- A doctor or medical EMT should be on the bench or at the game for all home varsity football games.
- Head coaches/sponsors should have a file with names and telephone number of all parents/contacts and the names of family doctors.
- If a participant is injured in practice, call his or her parents at once and proceed to their wishes.
- If it is necessary to take a participant to the hospital or to a doctor, a coach/sponsor should accompany the athlete if a parent/guardian is unavailable. This pertains to both home and away contests. NEVER SEND A MANAGER alone with the injured party.
- Assist a visiting team with an injury.
- When playing away from home, check to see if a doctor or EMT is on the bench or on call.
- Coaches/sponsors must file an accident report on every injury within 24 hours which should include time and date of injury, type of injury, first aid administered, etc. Prior to return to practice and play, a permission slip from a doctor must be on file in the Principal's Office.
- Common practice would dictate when there is an injury, the head coach/sponsor would make a call to the parent to check on the condition of the students.

Ambulance Arrangements

- An ambulance will be on the premises for varsity football contest.
- For all other contests, the ambulance hot line will bring an ambulance to the scene within a few minutes.
- Patients will be responsible for payment of ambulance claims.
- In the event that extra services are required en route to the hospital, the services may be charged to the patient.

Concussion in Sports

Coaches are mandated to complete concussion training each year. Certificates of completion are to be kept on file in the Superintendent's Office. Parents, players, and officials are encouraged to complete the same on-line training, "Concussion in Sports – What you Need to Know."

- Education course available at www.nfhslern.com
- Any athlete who exhibits signs, symptoms or behaviors consistent with a concussion, such as loss of consciousness, headaches, dizziness, confusion or balance problems, shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

Community Service

- We would like to encourage our students to be active members of our community.
- All programs need to provide some form of community service through-out the year.

- The Village Office of Morrill (308-247-2312) is a great resource for ideas and projects to help our community thrive.

Conflict of Interest/Use of Outside Athletic Facilities

Schools may use outside athletic facilities for practice once the following conditions are met:

- No school may make payments exceeding \$25.00 per year for the use of an outside practice facility, studio, gym, etc., if any employee of the school district has a direct or indirect financial interest in the facility, studio or gym. Also, see Conflict of Interest -- Board Policy 402.03.
- Students cannot be required to pay additional fees to outside facilities as part of team membership.
- Facility-use fees may be paid from the local school activity funds.
- All practice sessions must be under the direct supervision of the coach/sponsor who is employed by the district.
- Students must be transported to these facilities in accordance with the established district transportation policies.
- Athletic insurance will cover only those injuries that occur during established, school-designated practice times.
- Uniforms, equipment, etc., must follow the Purchasing Manual as set forth by Morrill Public Schools.

Catastrophic Insurance Coverage

Morrill Public Schools provides excess catastrophic insurance coverage for all student athletes. Details can be obtained by contacting the Principal's office. This plan has a \$25,000 deductible. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from all activities under the jurisdiction of the MPS and the direct supervision of a school employee, and has many other provisions and benefits. Parents should present the MPS physical form to their child's physician for his or her signature following his or her examination of the child. The examination is valid for participation in athletics for one year from the date signed. Parents should return the completed form to their child's high school principal to be maintained by the school.

Student Conflicts in Extracurricular Activities

An individual student who attempts to participate in several extracurricular activities may encounter conflicts from time to time.

- The activities program recognizes that each student should have the opportunity for a broad range of experience in the area of extracurricular activities and should attempt to schedule events in a manner to minimize conflicts.
- Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cognizant about becoming a member of too many activities during the same seasons.
- When conflicts do arise, the sponsors/coaches will get together and work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the Activities Director or Superintendent will have to make the decision based on the following information:
 - The relative importance of each event;
 - The importance of each event to the student;
 - The relative contribution the student can make;
 - How long each event has been scheduled;
 - Feeling of the students involved;
 - Talk with parents.
- Under no condition will a coach or activity sponsor put pressure on a student to become involved in one activity in lieu of another activity.
- Once the decision has been made and the student has followed that decision/ he/she will not be penalized in any way by the coach/sponsor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

Student Participation

Coaches/Sponsors should identify students for participation in the sport or activity and encourage students to participate. The recommended participation **guidelines** to have an effective program and to also be cost effective for the District to provide with the current number of coaches are listed in the table below:

Football : 22 or more	Honor Band/Pep Band: 10 or more
Volleyball: 12 or more	Vocal/Show Choir: 10 or more
Boys Basketball: 10 or more	Speech: 7 or more
Girls Basketball: 10 or more	One Act Plays: 7 or more
Wrestling: 7 or more	All-School Play: 20 or more
Golf: 5 or more	Quiz Bowl: 7 or more
Track: 22 or more	All clubs including, but not limited to, FFA, FBLA, Spanish Club, Student Council, NHS, etc: 7 or more
Cross Country: 5 or more	
Cheerleading: 5 or more	

Activities with less than the minimum number of students participating will be reviewed and may be cancelled or the number of coaches reduced (see page 14) at the discretion of the Board of Education with the pay for the activity sponsor/coach prorated accordingly.

Squad Selections

- Squads will NOT be cut on the junior high level.
- Whenever squads are reduced, use tact and good judgment.
- Coaches who anticipate the need to cut squad size will submit to the Activities Director a written copy of criteria to be used. It is advisable that coaches to apprise their participants of the criteria to be used in squad selection.

Student Managers

- Elementary students may be a student manager, with the approval of the elementary principle.
- Student managers will be expected to attend all practices and games.
- Students managers will be held to the same code of ethics as the student athlete.
- Student managers will adhere to the same academic requirements as the student athlete. Failure to meet the academic standard will result in the manager being removed from their position.
- Student managers must be approved by the Activities Director

Fundraising

Coaches, Club Sponsors, Organization Sponsors, and Class Sponsors are required to provide for fund-raising projects to finance the normal, legitimate, co-curricular activities of the team; i.e., parent night; special uniforms, t-shirts, or warm-ups; etc. Monies should be expended to benefit those pupils who have contributed to the accumulation of such money.

- All fundraising will be approved by the athletic director, principal and superintendent.
- Each sponsor will give a yearly proposal of fundraiser ideas and goals. This will include how the money will be raised and what the money will be used for.
- Vendors must be pre-approved before anything may be purchased or ordered.
- Fundraising will be dispersed through-out the year for all activities. We want to avoid multiple fundraisers going on at any one time.
- No coach shall have an outside account in which fundraising money is deposited into.
- All funds raised will be deposited into the Morrill Public Schools account in a timely manner. All proceeds will be given to the secretary at the high school in an envelope with the total amount and the account in which the money is to be deposited.
- All checks are to be made out to Morrill Public Schools with the activity account on the memo section of the check.

- Items may not be purchased until the amount in the activities account is able to cover that purchase. Example: a coach orders 15 basketballs but has a zero balance in their account. That coach would not be able to order those basketballs until their fundraiser money was in that account.
- Any variance from the above expectations must be approved by the superintendent.

All school sponsored fundraising activities should contribute to the educational experience of the students enrolled in school. These activities and projects should never be in conflict with the instructional program. School activity fundraising must have the approval of the Activities Director and/or Superintendent, either directly or through policy and procedures. If a fundraiser is a form of donation to a scholarship fund, then the money should be accounted for in the Activities Fund.

Awards

Awards presented to students must follow the NSAA rules/regulations. The school shall have the control and supervision of the giving and receiving of awards to students. Awards shall be kept within reasonable bounds.

- For each activity season sponsored by the NSAA in which a student participates, he/she may accept a symbolic or merchandise award.

No school shall accept a cash or merchandise award for participation in any interscholastic contest in activities sponsored by the NSAA except that organizations sponsoring such contest may underwrite the cost of the participants not to exceed their total expenses, and provided that all contesting schools are subsidized on an equal basis.

Number of Coaches/Sponsors and Tenure

The following table shows the number of coaches that will be assigned to each activity. It also shows the number of students needed for a head coach to request an additional assistant coach. Any Club or Activity not listed will only be allowed one paid sponsor.

Activity/Sport	Number of Paid Coaches	Number of Students needed to request an additional Assistant Coach
Football	1 Head Coach, 2 Assistants	33
Volleyball	1 Head Coach, 1 Assistant	24
Boys Basketball	1 Head Coach, 1 Assistant	20
Girls Basketball	1 Head Coach, 1 Assistant	20
Wrestling	1 Head Coach, 1 Assistant	25
Golf	1 Head Coach	15
Track	1 Head Coach & 3 Assistants	60
Cross Country	1 Head Coach	20
Speech	1 Head Coach	25
One Act Plays	1 Head Coach	25
Cheerleaders	1 Head Coach	20

All coaching and sponsorships are considered a one-year assignment and **no tenure** will be granted.

Assistant Coaches

- Head coaches will expect players to give the same respect to the assistant coaches as they would the head coach.
- Assistant coaches will be reviewed and evaluated by the head coach.
- Athletic director will provide head coaches with an evaluation form to be used.
- Head coach will meet with the assistant coaches before the season starts to prepare them for their role and expectations. At the conclusion of the season the head coach will meet with the assistants and preform a season ending evaluation.
- All coaches will be held to the same professional standard including professional development and certifications.

- Assistants should be a valuable asset to the program and should be expected to be coaching at all times during practice and games.
- The assistant coach should be able to run practice with the same organization and intensity as the head coach in the event that the head coach was not able to attend.
- Assistants should demand the same level of respect and effort from the players as the head coach.
- Head coaches will provide the evaluation and effectiveness of their assistants to the Athletic Director as part of their evaluation.

Substitute of Classified Staff as Coaches/Activity Sponsors

Substitutes: Certified substitute teachers are considered “exempt” as they qualify for the professional exemption since their primary duty is teaching and imparting knowledge in an educational establishment; and therefore, may be paid a regular stipend to coach or sponsor activities. **However, substitute custodians, substitute office workers, substitute para-educators (para’s), and other hourly substitutes and/or temporary employees will fall under the non-exempt status for coaching/activity/club sponsorship duties.**

Non-exempt/Classified Employee and an Exempt Position: When a non-exempt employee works in more than one capacity and the second position is typically held by an exempt employee (for example: teacher assistant as athletic coach), the employee will be subject to overtime/compensatory time rules as outlined in the Classified Staff Wage and Overtime Compensation Policy [413.02] and this type of overtime will be calculated according to Appendix C – Overtime Calculation for Multiple Positions. Persons recruited to coach who are not regular employees of Morrill Public Schools, may be paid hourly or may voluntarily coach with no compensation. Reasonable reimbursement of expenses may be paid to volunteers.

Guidelines for Activity Funds

These guidelines have been established in an effort to comply with the generally accepted guidelines for student activity and scholarship funds. Student activity funds shall not be used for any purpose that represents an accommodation, loan or credit to members of the Board of Education/general fund, District employees, or other persons. Post-dated checks may not be accepted and checks may not be cashed for anyone. Board of Education members, employees, or others may NOT make purchases through a student body, club or organization in order to take personal advantage of student body purchasing privileges or the tax exempt status of the school. No organization shall be obligated for purchases made unless supported by a District purchase order. Minimum requirements for such funds include:

- Receipts should be detailed showing date, source and purpose, and amount received. Deposits should be made in a timely manner
- Disbursements should also show date, vendor, check number, purpose, and amount.
- Checks should have two or more original authorized signatures, and appropriate supporting documentation.
- Book balances must be reconciled with bank balances. Monthly reports must include a statement of receipts and disbursements and current balances. These should be made available to the activity advisor, principal and athletic director monthly and at least quarterly to the student group as a whole. These same statements should be available to the Board for its periodic review as requested.

Several actions must be taken before the actual establishment of an activity fund.

- There is assurance that the fund is not under the control of the Board.
- There is assurance that the fund is not an adult or staff-related (convenience) account nor an external account (e.g. booster club or PTA) which cannot be included with student activity accounts or accounted for by the school district.
- An adult is designated as custodian of the fund. If it is a building-level fund, the site leader and the supervisor of the activity (if different) have a copy of this manual.
- After leadership is assured that foundations are in place, including all appropriate district-wide policies and centralized procedures, there is a need to develop or review the purpose of a particular activity and its related accounting.
 - **Statement of Purpose:** A statement of purpose must exist for each activity within the fund. An *Activity Purpose Form* must be completed, signed by the advisor, Principal, and Athletic Director. This form will be placed on file at the district office. The form needs to include the name of the designated advisor and acknowledgment of responsibility for assuring that proper procedures are followed.

Prohibited expenditures include, but are not limited to:

- equipment, supplies, textbooks, etc., for curricular or classroom use;
- repairs or maintenance of district equipment;
- salaries or supplies which are the responsibility of the district, including employee comp, gifts, or awards;
- any type of cash rewards or cash meal stipends;
- gifts, loans or purchase of accommodations for district employees;
- items of clothing that will be retained by the user;
- flowers for a funeral, retirement or any other personal or personnel event;
- donations; except as a club/organization project.

All expenses should directly benefit the students/student organization who raised the money. If the trip encompasses unusual and/or irregular trip experiences, they should be subject to the following approval process:

1. The Board should approve the trip if district owned property is being used and/or if a district employee is supervising or chaperoning the trip and whose salary is being paid by the district while on the trip. The approval should encompass the expenditure of district monies and the use of district property that is being absorbed by the district.
2. Administrative approval is used in other cases when the trip involves students being absent from scheduled classes, but no district subsidy is involved or when there is no overnight. The expenditures subsidized by the district are recorded in the appropriate district fund. The other expenditures financed by the group are recorded in the student activity fund, e.g., the annual band trip is Board approved to the extent that the district is paying the employee's salary who is supervising the trip. The salary is recorded in the general fund and the other travel expenses financed by fundraisers or other non-district monies are recorded in the student activity fund. Care must be taken, even in this example. If the band trip and its outcomes are typically viewed as part of a graduation requirement, the trip is under Board control as a co-curricular activity and, therefore, must be recorded in the District accounting system.

A final distinction must be made regarding the funding of activities. Whether an extracurricular activity is under Board control or not, the nature of the funds is critical. Taxpayer money (taxes or public funds as it is referred to), cannot be used for personal gain as in a gift. Therefore, as long as public funds are not involved in the category above—appropriate expenditures for student activities, the expenditures are appropriate.

Earnings from Investment: These earnings will be maintained in a separate activity account called the "general account" with activity in this account to include cost of checks, deposit slip printing, cost of other bank charges, cost of activity account bookkeeping software, and the allocation of school district costs (phone, copying, accounting expense, and audit costs).

Receipt and Deposit Procedures

Several procedures should be utilized by schools to properly receipt and deposit funds including:

- All money collected should be given a pre-numbered receipt.
- Upon receipt, all checks should be endorsed "For Deposit Only to the Morrill Public Schools Activity Account."
- Two different people should count the deposit, e.g., activity advisor, school district accounting secretary and/or bank teller.
- Material discrepancies in the counting of receipts should be reported immediately to Superintendent.
- Bank deposit slips should contain the issuer name and the amount of each check. For large collections, a separate spreadsheet or adding-machine tape may be used to record all checks and amounts and summarized on the deposit slip.
- Receipts should be deposited daily. Student activity money should not be left in a school over a weekend. Money collected after regular banking hours or on weekends, will be placed in a bank bag and placed in the "night depository" at the bank for safekeeping. The bank will return the bag on the next business day for proper depositing.
- Returned checks must be re-deposited on a separate deposit slip indicating "not entered as a receipt." If checks are deemed uncollectible, the amount of the check is entered as a negative receipt and the activity account that originated the revenue will have its revenue reduced by that entry. The returned check is filed with the bank

statements for an audit trail. Bank fees for the returned check will be charged to the activity account that originated the revenue.

The integrity of dollars must be maintained. That is:

- at no time must payments be made from these monies prior to their deposit.
- at no time are checks to be cashed for individuals, nor any form of labor paid in cash.
- receipted dollars must be deposited in the manner and form in which they were received and contain only those dollars from the particular activity or event.

Internal Control Over Receipts

Common sources of receipts are listed below. A Board issuance of funds is a separate transaction from an internal transfer and must have the appropriate paper trail (see page 19). Precautions must be taken to protect all activity money from loss and to limit the liability of persons handling the money. Common sources of receipts and related controls include:

Admissions/Ticket Sales

- Use pre-numbered tickets or stamps.
- Change ticket/stamp colors at consecutive events.
- Store tickets in a safe or locked cabinet.
- Require the ticket taker to destroy each ticket by tearing it and returning half to customer and retaining the other half.

Membership Dues and Student Fees

- The advisor will supervise membership campaigns, turn in receipts daily, and complete an accurate report at the close of the campaign.
- A record of memberships issued should be maintained. If membership cards are issued, maintain a record of the number of membership cards given to each solicitor of membership.
- Solicitors will return unused membership cards along with money collected. Money should be turned in daily.
- Free or credit memberships must be approved by the advisor.
- Student fees for items such as wood for a woodworking project or special art supplies in a ceramics class shall be turned in daily and charged for in accordance with appropriate district policy and state statutes.

Fund Raising

- Follow prescribed procedures stated previously.
- Students who collect money shall issue pre-numbered receipts in duplicate when it is practical. The purchaser is given the original and the copy is turned in to the administrative office (or advisor) along with the money collected.
- Cash from sales are turned in daily to the administrative office and NOT CONVERTED TO A CHECK FROM THE ADVISOR.
- A record of reconciling items taken, sold, returned, and money turned in are maintained with the advisor and duplicated for the building or central office.

Donations

- Donations to a club or activity should be turned in to the administrative office where receipts will be issued
- Board of Education action for acceptance of the donation must be enacted.
- Restricted gifts, such as a scholarship fund, shall be accounted for as a separate activity in the activity accounts with the restrictions noted.

Cash Disbursement and Checks

Disbursements must be made from original vendor invoices. If the original invoice is unavailable, the reason shall be noted on the document supporting the payment (affidavit). Check requests or requisitions for purchases must be signed by the person requesting the check/payment and approved by the Athletic Director. A disbursement request form

should contain the following information: name of organization, explanation of disbursement, name of vendor(s), date requested, date needed, account code, appropriate documentation such as an original invoice or sales slip.

Disbursements must be made **by check only**. Checks made out to service entities or officials will require a W-9 form prior to a check being cut for the service. The Principal or Athletic Director must authorize all payments. In addition to having proper approval for the payment, each payment must be made only after an affirmation on the availability of cash in the individual student activity account. Deficit spending is the drawing of checks against student activity accounts that have cash balances insufficient to cover the checks. That practice is not acceptable. Items submitted for payment are subject to review for the purpose of confirming their propriety and their conformance with policy and statutory authority. Items must also have appropriate support such as invoices, check requests, approval signatures, evidence of receipt, or purchase order copies.

Cash Advances

When it is necessary to advance cash to persons in charge of school groups making class trips or outings, a form must be completed with supporting documents attached to the form. The request for cash must be signed by the sponsor and the Activity Director. Unused cash is returned **immediately** after the trip and deposited into the activity fund account. Documentation supporting the use of the advance must address the return of unused cash. A pre-numbered receipt will be given for the cash received. **The unused cash and the receipts returned must equal the total amount of cash initially disbursed.** The sponsor/coach is responsible for obtaining the backup receipts. If receipts are not obtained, the sponsor/coach will be responsible for making up the cash difference.

Cash Per Diem for Students

Cash may be given to students for meals for out-of-town trips sponsored by their activity with funds raised by the students for this purpose. (Cash is never given out of the General Fund operated by Morrill Public Schools.) The cash given to students will be documented on a signature sheet as proof that the student received the cash from the sponsor. This signature sheet(s) will be returned to the Business Office as backup documentation for the expenditure.

Disposition of Cash Balance in Discontinued Activity Accounts

An inactive activity account may be closed at any time after one year with no activity. This termination may be made by the Activity Director upon written request to the Superintendent. This written request should also state the planned disposition of any money or materials that remain in an account (as per the *Activity Purpose Form*). Graduating class accounts cease to exist at graduation since the graduated students are no longer part of the student body and, therefore, cannot have an account in the student activity fund. Well in advance of graduation, plans should be submitted in writing by the class advisor and a student representative to utilize the balance of funds or transfer the balance to another activity account or class. This should be approved by the Activities Director, and Superintendent with adequate documentation maintained. Whereby monies left unused or uncommitted for a maximum of one year shall be deemed to be inactive and transferred to the Student Activity Fund for any proper school-related purpose. Further, for the disposition of accounts include the following items:

- All liabilities and obligations made by the participants in the activity account must be paid.
- Any money that was received subject to special limitations should be returned to the donor. If any money was donated for a specific purpose, which could be fulfilled by donating the funds to another activity account, then that should be noted to the donor.
- At no time may any student activity dollars be used for any purpose that represents an accommodation, loan or credit to any individual.

Employee Policies

Employee Travel Compensation [402.08]

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Classified staff may attend conferences necessary to maintaining skill and information levels related to their assignment, as directed by the Superintendent of schools. Reimbursement will be made for appropriate and validated expenses that are within budgetary allocations. Guidelines for travel logistics and reimbursement:

1. All travel and attendance logistics will be coordinated through the office of the Superintendent of schools.
2. For all reimbursed travel, an accounting of expenses will be submitted to the office of the Superintendent of schools, including receipts and vouchers, immediately upon return and placed on file for audit purposes. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt may make the expense non-reimbursable.
3. When practical and available, school vehicles will be used for transportation.
4. Where possible registration and conference-related expenses will be prepaid by district warrant. For those expenses that cannot be prepaid, individuals will be reimbursed upon the participant's filing and auditing of the request for reimbursement of expenses.
5. If circumstances of distance render it impractical for the use of a school vehicle, mileage for the use of private vehicle will be reimbursed at a rate predetermined annually by the Board of Education at the regular July meeting of the Board of Education. Transportation via commercial carrier will be reimbursed at coach rate. Mileage will not be paid in excess of what it would normally cost for airfare.

Allowable travel expenses include:

1. Registration fees.
2. Necessary lodging (when travel time is more than two hours, to be determined by the need of attending early a.m. and/or late p.m. sessions).
3. Transportation to and from and at the conference. This includes rental car and/or cab fare.
4. Meals.
5. Ancillary costs to include luggage handling and business-related telephone calls.

Expenses not allowed include: cost of spouse (or significant other) attendance, alcoholic beverages, personal items, entertainment. If a staff member wishes to attend a conference at his or her own expense, the Superintendent will weigh the merits of the request. Areas of concern shall include the relationship of the conference to the employee's job assignment and the impact of the individuals' absence from assigned task. For any national conference, the attendee will prepare and submit a summary for the next regular meeting of the Board of Education and may be requested to present a report to staff members.

Purchasing Procedures [706.01*]

General procedures to be followed in purchasing shall include a research of potential suppliers, invitations for bids or proposals, issuance of purchase orders, verification of receipt of goods or completion of services, and submission of claims for formal approval by the Board of Education. Ordinarily, bills must be submitted by the first of the month to be approved at the next regular Board meeting. The Board of Education is to be informed of any circumstance wherein intended purchases are not within budgetary limitations. **No school employee is to obligate district funds without prior authorization from the Superintendent of schools.**

Payment for Goods and Services [706.06*]

The Board will give final approval to all payments of bills. Payment of bills shall be submitted by the Superintendent for the Board's approval only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The Superintendent shall audit all claims, and shall submit the same to the Board of Education for approval and authorization for payment. School district monies shall be disbursed only upon final Board approval of the monthly list of bills.

Credit Cards [402.11]

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties, which include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the Board and employees, and other expenses required by employees and the Board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt may make the employee responsible for expenses incurred. In exceptional circumstances, the Superintendent or Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The Superintendent may maintain a school district credit card for actual and necessary expenses incurred in the performance of the Superintendent's duties. The Superintendent shall be responsible for checking them out to school personnel.

It shall be the responsibility of the Superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the Board to determine through the audit and approval process of the Board whether the school district credit card use by the Superintendent and the Board is for appropriate school business. The Superintendent shall be responsible for implementing policies regarding actual and necessary expenses and use of a school district credit card.

Smoke-Free Environment [404.07]

School district facilities, including school vehicles, shall be off limits for smoking. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and nonschool-sponsored events. Persons failing to abide by this request shall be required to extinguish their smoking material or leave the school district premises immediately. It shall be the responsibility of the administration to enforce this policy.

Substance-Free Workplace [404.07]

The Board expects the school district and its employees to remain substance free. No employee shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicles. "Workplace" also includes nonschool property if the employee is at any school-sponsored, school-approved or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is convicted of a violation of any criminal drug offense committed in the workplace, the employee shall notify the employee's supervisor of the conviction within five days of the conviction. The Superintendent will make the determination whether to require the employee to undergo substance-abuse treatment or to discipline the employee. An employee who violates the terms of this policy may be subject to discipline up to and including termination. An employee who violates this policy may be required to successfully participate in a substance abuse treatment program approved by the Board. If the employee fails to successfully participate in a program, the employee may be subject to discipline up to and including termination.

The Superintendent shall be responsible for publication and dissemination of this policy to each employee. In addition, the Superintendent shall oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the Superintendent to develop administrative regulations to implement this policy. This policy and related administrative regulations shall have a biennial review to determine its effectiveness, implement needed changes and ensure that the sanctions are consistently enforced.

Communication with Employees by Board [402.13]

The Board desires to maintain open communication channels between itself and the staff. The basic line of communication will be through the Superintendent. The Superintendent will develop and recommend to the Board processes for communications between the Board and district employees. Communications or reports to the Board or Board committee from any staff member or members should be submitted through the Superintendent. This procedure will not be construed as denying the right of any employee to address the Board about issues which are neither part of an active administrative procedure, nor disruptive to the operation of the district. All official communications, policies and directives of staff interest and concern will be communicated to staff members through the Superintendent. The Superintendent will communicate as appropriate to keep staff fully informed of the Board's concerns and actions.

Staff Conduct with Students [402.15*]

The Board expects all staff members, including teachers, coaches, counselors, administrators, and others to maintain the highest professional, moral, and ethical standards in their conduct with students. For the purposes of this policy, staff members also include

school volunteers. The interactions and relationships between staff members and students should be based upon mutual respect and trust; an understanding of the appropriate boundaries between adults and students in and outside of the educational setting; and consistency with the educational mission of the schools. Staff members are expected to be sensitive to the appearance of impropriety in their conduct with students. Staff members are encouraged to discuss issues with their building administrator or supervisor whenever they are unsure whether particular conduct may constitute a violation of this policy.

Examples of unacceptable conduct by staff members include but are not limited to the following:

- Any type of sexual or inappropriate physical contact with students or any other conduct that might be considered harassment under the Board's policy on Harassment By Employees;
- Singling out a particular student or students for personal attention and friendship beyond the normal teacher-student relationship;
- Associating with students in any situation or activity that includes the presence of alcohol, drugs, or tobacco or that could be considered sexually suggestive;
- For non-guidance/counseling staff, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, staff members are expected to be supportive but to refer the student to appropriate guidance/counseling staff. In either case, staff involvement should be limited to a direct connection to the student's school performance;
- Sending students on personal errands;
- Sexual banter, allusions, jokes, or innuendos with students;
- Asking a student to keep a secret.

Student Transportation in Private Vehicles [801.12]

Standing authorization for student transportation in private vehicles shall be granted by the Board to school administrators, school nurses and other student services personnel designated by the superintendent. No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance providing as follows:

1. The school administrator has approved the activity;
2. A permission slip signed by the student's parent(s) has been received by the principal or his/her designee, granting permission for the student to participate in the field trip/activity and to ride in a privately-owned vehicle;
3. The employee, parent or other adult driving the vehicle is properly licensed to drive; and
4. The vehicle contains an adequate number of seat restraints and the adult driver requires their use.
5. Rules of conduct regarding passengers and drivers will be established in advance.

Student Transportation for Extracurricular Activities [801.06]

The Board in its discretion may provide school district transportation for extracurricular activities including, but not limited to, transporting student participants and other students to and from extracurricular events. Transportation arrangements must be made through the appropriate supervisor. If the trip is organized by a student organization, the organization may be asked to assume all or part of the cost of the transportation. Athletic program transportation shall be provided by the school buses or other vehicles owned by the District and such costs shall be considered part of the athletic budget.

Students participating in extracurricular events, other than those held at the school district facilities, may be transported to the extracurricular event by school district transportation vehicles or by another means approved by the Superintendent. Students attending extracurricular events, other than those held at the school district facilities may be transported to the extracurricular event by school district transportation vehicles.

Students who are provided transportation in school district transportation vehicles for extracurricular events shall ride both to and from the event in the school vehicle unless arrangements have been made with the athletic director prior to the event. A student's parent may personally appear and request to transport the student home from a school-sponsored event in which the student traveled to the event on a school district transportation vehicle.

It shall be the responsibility of the Superintendent to make a recommendation to the Board annually as to whether the school district shall provide the transportation authorized in this policy. In making the recommendation to the Board, the Superintendent shall consider the financial condition of the school district, the number of students who would qualify for such transportation, and other factors the board or superintendent deem relevant.

Procedures: The following procedures will be followed by staff requesting transportation or vehicles. **Only employees of Morrill Public Schools may request and/or drive school district vehicles.**

Requisitions: Bus and Vehicle requisitions must be turned in two weeks prior to departure. The request must first be approved by the Building Principal, then the Business Office, and finally by the Transportation Director. After approvals, the request must be in the Transportation Office 48 hours PRIOR to the trip. No vehicle will leave on an extra-curricular trip without a completed bus requisition. All requisitions must be completely filled out with signatures/approvals, etc. -- when indicating departure and return times, make sure to specify A.M. or P.M. Field trip request forms submitted with incomplete or illegible information will delay processing.

Destinations: All destinations should be made known to the bus driver in advance. The sponsor is responsible for assisting bus driver in locating a destination. An itinerary should be provided for overnight trips.

Arrangements for Bus Drivers: Sponsors are responsible for ticket and lodging arrangements for the drivers in cooperation with the Activities Director or Principal. Transportation personnel should have a separate room from the students and sponsors and should be paid for by the Club unless it is a District sponsored trip. Meal money will also be paid to the driver through the Club according to the District reimbursement policy unless it is a District sponsored trip.

Speed Limit: All speed limits will be strictly adhered to by the driver. The driver should not be expected to make up time lost due to late departure or poor trip planning.

Drivers other than Bus Drivers: Staff driving district vehicles, including cars and vans, will strictly adhere to the following requirements:

- Prior to driving District vehicles, a current (not expired) copy of the driver's official drivers license will be on file in the Business Office and a new copy of driver's license upon expiration.
- Prior to driving a District vehicle, the driver must provide an original Motor Vehicle Report to the Business Office. Motor vehicle reports will be required every three years. If a driver has over three moving violations in less than three years, the Superintendent may deny this person driving privileges.
- Drivers are not allowed to use cell phones in any way while driving district vehicles.
- Drivers need to leave the vehicles in the same way they found them, clean and filled with fuel.
- Only CDL and NE permitted Bus Drivers are allowed to drive school district buses.

Responsibilities:

Sponsor: It is the sponsor's responsibility to take care of all students and their property; to see that students follow bus rider rules, and to see that the bus is left clean and orderly at the end of the trip. Sponsor must call 24 hours in advance to verify the trip.

Bus Driver: It is the driver's responsibility to drive safely and to take care of the bus. If the sponsor is incapable of handling discipline problems, it may become necessary for the driver to take charge. The driver should first discuss the problem with the sponsor and give the sponsor the opportunity to resolve the problem. If the sponsor cannot or will not do so, the driver is then to take appropriate action to correct the situation and notify school officials upon completion of the trip.

Students: Activity trips are a privilege. We believe all students can behave appropriately and safely while riding on a school bus or in a school-district vehicle. We will not tolerate any students interfering with drivers. Students using District transportation must understand that they are under the jurisdiction of the school district from the time they board the bus until they exit the bus. All students who are members of a team, squad, and/or a school sponsored group shall ride to out-of-district school events in a vehicle provided by the school district. Parents may pick-up their child after an out-of-district event by signing the student out with the event's sponsor. Only the parent will be able to sign their child out, unless arrangements are made prior to the event.

Student Policies

STUDENT ACTIVITIES FUNDS [506.09]

The Student Activities Funds of the school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible. Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the School Board.

The superintendent will have custody of these funds and a complete record of receipts and disbursements shall be maintained at all times. A separate account will be maintained for each fund. All funds will be maintained in one general account, the Activity Fund, and will be deposited in the bank. A complete record of all receipts and expenditures shall be maintained at all times and those records and the Activity Fund shall be audited once a year as part of the regular district audit. The superintendent of schools will submit to the Board of Education a report, on a monthly basis, of receipts, disbursements, and the balance of the Activity Fund and of the accounts comprising the Activity Fund.

Any class money in an inactive student activity account will be left for a period of one school year in order to make sure all expenses have been paid. Any money left in the account at the end of the school year will be transferred to a special account within the activity account. This money shall accumulate and be used for activities or material that benefits the student body. The activity or material purchased from this fund must be approved by the Board.

STUDENT FUND RAISING [506.08]

Students may raise funds for school sponsored events with the permission of the Superintendent. Collection boxes for school fund raising must have prior approval from the Superintendent before being placed on school property. The main emphasis of any fund-raising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises. No contribution of money for any purposes will be collected from or by school children except as authorized by the Board. Fund raising by non-school agencies or by students for events other than school sponsored events is not allowed. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

STUDENT ACTIVITY ELIGIBILITY [506.01]

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities (including selection of royalty) students must follow the guidelines of eligibility set forth by Morrill Public Schools.

Eligibility and Progress Reports

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will be mailed, via their parents, a student progress report.
2. A failing list will be generated on Monday. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning with the fourth week, any students who appear on the weekly failing list in more than TWO or more classes (grades 7 – 12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to 70% or higher. The activities director must be notified by the teacher to verify the student's grades. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any non-curricular school activities.
3. Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

STUDENT PERFORMANCES [506.07]

Students, as part of the education program, may participate in contests, performances or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the Board must approve of the performance. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

Public events involving student participation must be consistent with the following educational goals of the schools:

1. Programs should have both educational and inspirational value.
2. Programs should have interest variety.
3. Wide participation in the programs should be encouraged.
4. Good taste should be demonstrated in the kinds of programs and behavior shown.

It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

STUDENT PHYSICALS FOR ATHLETICS [506.10]

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by parents and the physician. Only proper forms are to be used in all cases.

STUDENT MEMBER OF SCHOOL BOARD [506.05]

1. The Board will include one (1) student Board member beginning in September.
2. The student Board member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the Board.
3. The term of office shall begin on September of each year and shall be for a term of one year.
4. The student Board members shall have the privilege of attending all open meetings of the Board, but shall be excluded from executive sessions.

The student Board member shall be a non-voting member of the Board

MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Junior High School (Grades 7 & 8) [506.51*]

MISSION STATEMENT: The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

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

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Morrill Junior High School, which shall include the following:

All School	Play	FBLA	Track	Basketball	FCCLA	Volleyball
Computer Club	Football	Wrestling	Drug Free Clowns	STUCO		

Participant: Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. *Partial policy, see Morrill Public Schools Policy Book for complete policy.

MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Senior High School [506.50*]

MISSION STATEMENT: The Board of Education for Morrill Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

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

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Morrill High School, which shall include the following:

All School Play	Football	Spanish Club	Basketball	SADD
Golf	Speech Team	Cheerleading	Math Day	FBLA
STUCO	Computer Club	One Act Play	Track	FCCLA
Cross Country	Power Lifting Club	Volleyball	Drug Free Clowns	FFA
Quiz Bowl	Wrestling	Show Choir	NHS	Quiz Bowl
Cooking Club	Gamers Club			

Participant: Any student who participates in any extracurricular activity as herein before set forth shall be a participant, and his/her name shall be included in the participant pool. *Partial policy, see Morrill Public Schools Policy Book for complete policy.

**Morrill Public Schools
Coach
Job Description**

It is the policy of Morrill Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Coach
- B. Department:** Activities
- C. Education Level and Certification:** High school degree or GED required. Nebraska Teaching or Administrative and Supervisory Certificate, with a Special Services Certificate in coaching, preferred (required for all Coaches). First Aid and CPR training required (may be obtained on the job and must be kept current). Must possess a motor vehicle operator's license with a certificate to operate a school van. On-staff certificated employee preferred. Coaching experience preferred.
- D. Reports To:** Activities Director
- E. Performance Responsibilities and Job Tasks:** The Coach is to educate students through participation in extracurricular activities. Competitive success is desirable. The primary objectives, however, are to: (1) enhance the student participants' academic achievement, (2) promote the physical, mental, moral, social and emotional well-being of the student participants, (3) promote appreciation of discipline and good sportsmanship; and (4) promote an extracurricular activity program that represents the school in a positive manner.
1. Maintaining Rule Compliance
 - a. Adhere to all district policies, rules, regulations, and supervisor directives.
 - b. Adhere to the Coach's Code of Ethics.
 - c. Ensure that students meet and maintain eligibility to participate as determined by the rules of the NSAA as applicable and of the school. The coach's level of responsibility in this regard is to be arranged between the coach and the Athletic Director; provided that the coach is required to respond to any known or suspected ineligibility situations.
 - d. Set or recommend conduct rules, standards and goals for the sport or activity consistent with the mission and goals and policies of the school district, and recommend and implement policies and procedures to carry them out.
 2. Coaching and Developing the Team
 - a. Identify students for participation in the sport or activity and encourage students to participate.
 - b. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team try-out procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
 - c. Conduct try-outs and make fair and consistent decisions regarding team selection, level of participation (varsity), and playing time. Students will not be cut on the junior high, freshman, or JV levels.
 - d. Head coaches and other coaches with supervisory responsibility will: assign specific duties to team staff (assistant coaches, equipment managers, volunteers, etc.); provide guidance and direction to the team staff; motivate the team staff to achieve the objectives of the activity; monitor their performance; and report on their performance to the Athletic Director for purposes of evaluations.
 - e. Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
 - f. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
 - g. Instruct individuals or groups in sport or activity rules, strategies, and performance principles, such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
 - h. Provide training direction, positive encouragement, and motivation in order to prepare students for games or competitive events.
 - i. Encourage and build mutual trust, respect and cooperation among team members.
 - j. Adjust coaching techniques based on the strengths and weaknesses of participants.
 - k. Analyze the strengths and weaknesses of opposing teams in order to develop game strategies.
 - l. Coach games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.
 - m. Select students for recognition (letters) and attend end of season or activity event to present the recognition awards.
 3. Student Safety
 - a. Provide for the reasonable care and safety of students under the coach's supervision.

- b. Supervise or ensure the supervision of student participants during activities, including in the locker room, the playing/practice area, and during team travel.
 - c. Explain and enforce safety rules and regulations.
 - d. Monitor students' use of equipment in order to ensure safe and proper use.
 - e. Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
 - f. Report damaged equipment to the Athletic Director and do not allow use of equipment that is in a condition that may cause injury.
 - g. Exercise care in dealing with injuries and particularly those that are of a serious nature. Provide emergency response within the area of the coach's level of competency. Secure medical assistance in emergency situations.
 - h. Evaluate students' skills and condition in order to determine their fitness to participate or the level in which they may participate.
 - i. Maintain a record of injuries and submit accident reports to the trainer or Athletic Director.
 - j. Communicate to students and parents that use of performance enhancing drugs are not permitted and report any suspected use to the Athletic Director.
 - k. Report suspected child abuse or neglect to the Athletic Director or Principal.
4. Student Safety
- a. Establish and distribute to students and parents written coach rules for behavior that are consistent with the rules of the school.
 - b. Be consistent in requiring students to follow rules and standards of the school, the coach, and the sport or activity.
 - c. Encourage good sportsmanship, fair play, and high academic achievement.
 - d. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
5. Record Keeping
- a. Maintain accurate individual and team statistics, records, and results of the season.
 - b. Maintain an accurate and current team roster and submits copies to the Athletic Director.
 - c. Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.
6. School Property
- a. Provide for proper care, maintenance, and reasonable security of all District property in the coach's control.
 - b. Select, acquire, store, and issue equipment and other materials as necessary.
 - c. Make recommendations to the Athletic Director in matters of scheduling and budgeting.
 - d. Responsibly maintain funds within the coach's control, use such funds for the purposes intended and in the manner directed, and submit financial reports as directed by the Athletic Director.
 - e. Ensure that all windows, doors, and gates are locked in any area that has been used when the area is not going to be immediately used by others and custodians or others are not on site or not responsible for lock-up at that time.
 - f. Submit an accurate inventory of equipment and supplies for the coach's activity at the end of the season.
7. Coaching Development
- a. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport or activity.
 - b. Participate in coaching skill development to maintain competence and to perform duties.
 - c. Attend NSAA Rules Meeting (head coach).
 - d. Attend annual Concussion training.
8. General
- a. Develop and maintain a positive rapport with students and parents and with others outside the school community, such as coaches from other schools and media. Seek out assistance of the Athletic Director for parent conflict resolution.
 - b. Develop and maintain a positive and professional working relationship with other staff and administration.
 - c. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
 - d. Adhere to the code of ethics of the District for non-certificated positions. Coaches are to be an exemplary role model and maintain the highest standard of conduct at all times.
 - e. Provide for fund-raising projects to finance the normal, legitimate, co-curricular activities of the team; i.e., parent night; special uniforms, t-shirts, or warm-ups; etc. Monies should be expended to benefit those pupils who have contributed to the accumulation of such money.
 - f. Perform other tasks as assigned by administration; and in the case of assistant coaches, by the head coach.

Morrill Public Schools

**Coach and Sponsor
Commitment Page**

I, _____ (print name) have read and understand the Morrill Public Schools' Coach and Club Sponsorship Handbook as well as the Nebraska School Activities Association's (NSAA) current Student Eligibility Booklet/Rules/Bylaws (located online at www.nsaahome.org/nsaaforms/pdf/elbook.pdf) and Coaches Code of Conduct. I further agree to provide for needed fundraising for my activities/clubs.

By signing this page, I agree to fully abide by all of these requirements in fulfilling my coaching/sponsor duties. I understand that failure to abide by all requirements will lead to disciplinary action which could include termination as a coach/sponsor.

Please list all Extra-Duty Contracts for the current school year -- _____ :

Type of Duty(ies): _____

Signature of Coach/Sponsor: _____ **Date:** _____

Signature of Athletic Director: _____ **Date:** _____





NEBRASKA STATE FIRE MARSHAL
PLANS DIVISION

Code Review



8/4/2016 M 07106-16

Shane Cochran Paul Reed Construction 2970 North 10th Street Gering, NE 69341-	Morrill Public Schools-Adm Off & Public Daycare Corner of Jefferson Ave & Charles St Morrill 69358-
--	---

Your items have been reviewed for compliance with the Nebraska State Fire Marshal Act.

* Approval is conditional upon conformance with comments listed in remarks.

Final Fire Code Review

REMARKS:

Review applies to a new daycare center. Occupant load 180.

1. Fire department access roads shall be provided such that any portion of an exterior wall of the building is located not more than 150 feet from the fire department access road as measured around the exterior of the building. NFPA 1-18.2.2.3.1
2. All storage rooms, mechanical room and janitor/laundry room shall be separated from other spaces by one-hour fire rated construction and equipped with 45 minute fire rated self closing doors. LSC 16.3.2.1
3. Attic space shall be subdivided by draft stops into areas not to exceed 3000 sf. LSC 8.2.7
4. Shop drawings for the automatic sprinkler system and underground fire main shall be submitted for a separate review and approval. Title 153 Ch. 21, 003.01

This code review does not determine compliance with the State of Nebraska Accessibility Guidelines. This determination shall be done by the local jurisdiction in which the project is located.

REVISED 8/5/16

An automatic sprinkler system is not required and is not being provided. Comment item #4 above does not apply and was meant to required Fire Alarm Shop Drawings. Shop drawings for the fire alarm system shall be submitted for a separate review and approval. Title 153 Ch. 21, 003.01

**PLEASE CONTACT OFFICE INDICATED BELOW FOR A FINAL INSPECTION.
FINAL APPROVAL IS REQUIRED PRIOR TO OCCUPANCY OR USE**

SIGNED:  Jim Kenney

Reviewed By: Main Office
246 S 14th St
Lincoln, NE 68508-1804
(402) 471-2027

Contact for Inspection: District B
438 W Market
Albion NE 68620-1241
(402) 395-2164

8/4/2016 M 07106-16

Shane Cochran
Paul Reed Construction
2970 North 10th Street
Gering, NE 69341-

Morrill Public Schools-Adm Off & Public Daycare
Corner of Jefferson Ave & Charles St
Morrill 69358-

Your items have been reviewed for compliance with the Nebraska State Fire Marshal Act.

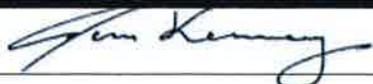
* Approval is conditional upon conformance with comments listed in remarks.

Final Fire Code Review

Page 2 of 2

**PLEASE CONTACT OFFICE INDICATED BELOW FOR A FINAL INSPECTION.
FINAL APPROVAL IS REQUIRED PRIOR TO OCCUPANCY OR USE**

SIGNED:



Jim Kenney

Reviewed By: Main Office
246 S 14th St
Lincoln, NE 68508-1804
(402) 471-2027

Contact for Inspection: District B
438 W Market
Albion NE 68620-1241
(402) 395-2164

Russell's Excavation & Construction

PO Box 139
Morrill, Ne. 69358
308-247-3171

Estimate

DATE	ESTIMATE #
8/8/2016	1100

NAME / ADDRESS
Morrill Public Schools PO Box 486 Morrill, Ne. 69358

RUSSELL'S EXCAVATION & CONSTRUCTION

- EXCAVATING
- DOZING
- GENERAL CONST.
- FREE ESTIMATES
- DEMOLITION
- SEPTIC SYSTEMS
- CARPENTRY
- BY JOB OR HOUR
- GRADING
- BASEMENTS
- CONCRETE WORK
- TRENCHING
- SITE WORK
- HAULING



RUSSELL C. REISIG
247-3171
or 247-3441



PROJECT

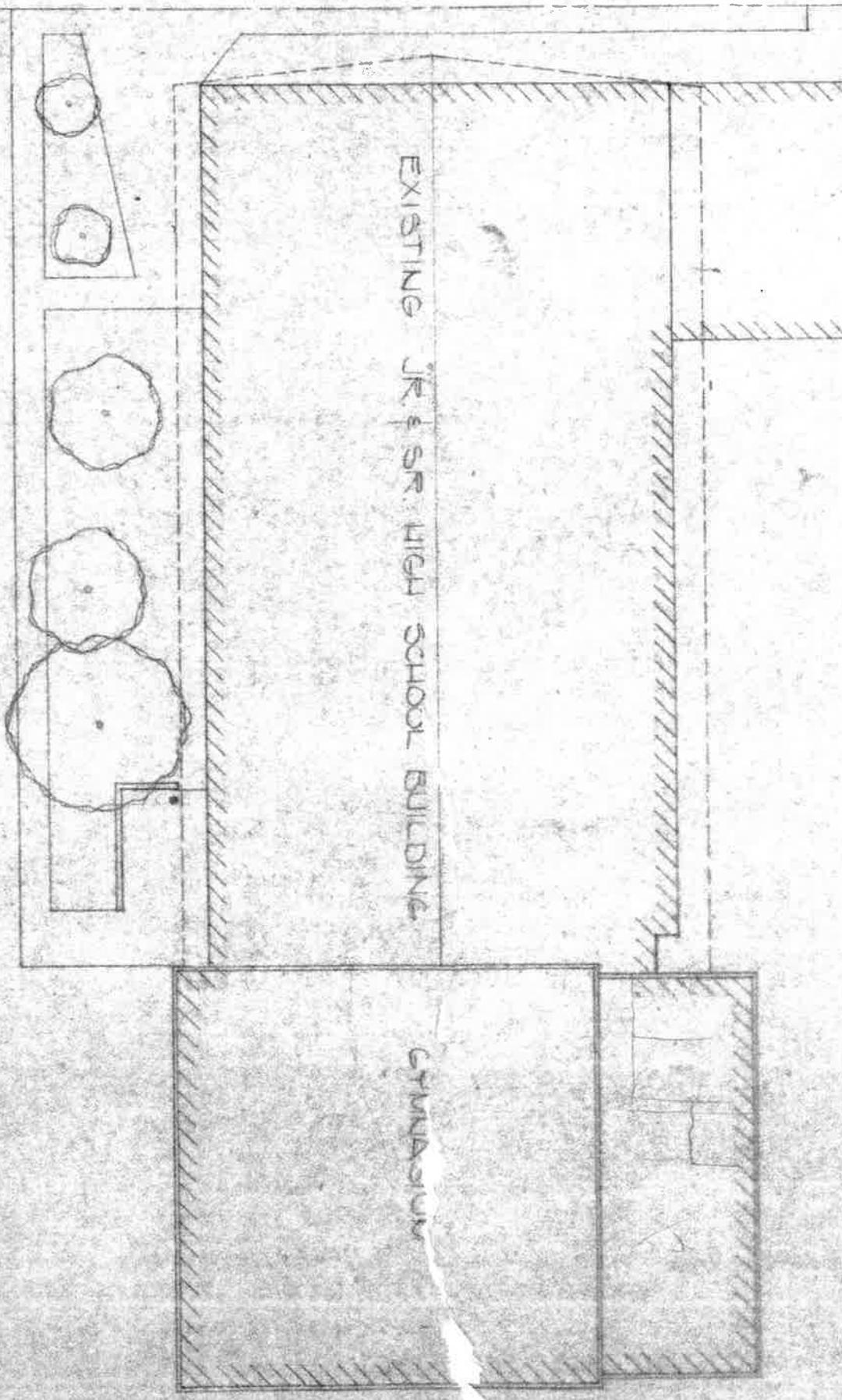
ITEM	DESCRIPTION	QTY	TOTAL
1	Athletic complex <i>@ 4.00 per sqft</i> 4,235 Sq. Ft. x 4" Floor w/ #4 rebar 30" On Center Both Ways @\$4.90	4,235	16,940
2	(6) 4'x4'x3' Piers @\$680.00	6	4,080.00
3	261' 12"x36" Footing w/ (4) #5 Bars @\$17.00	261	4,437.00
4	(52) Bolts 18" @\$4.80 ea.	52	249.60
	Sales Tax		0.00
If a pumper is required there will be an additional charge.		TOTAL	\$29,518.10

3811.5

25,706.60

JIRDON AVENUE

gravel parking



DATE: 11/11/11 BY: [illegible]

		Working Monthly Bud		07/28/2016 11:26 AM					
Account Number		2014-15 Expenditures to date 8/31/15	2015-2016 Budget	2015-16 YtD	% left	2016-2017 Budget	Proposed Budget		
01	GENERAL FUND								
1100	REGULAR INSTRUCTIONAL PROGRAMS								
01 1100 110 1	Instructional Salaries Elem	844,495.75	752,155.04	478,490.59	36.38	377,885.57		include Steele Le	
01 1100 110 2	Instructional Salaries Sec	655,517.04	693,948.59	534,482.02	22.98	611,741.70			
01 1100 120 1	Substitutes-elementary	27,715.23	20,000.00	16,874.37	15.63	20,000.00			
01 1100 120 2	Substitutes - Secondary	18,667.50	54,771.00	46,546.80	17.69	15,000.00			
01 1100 130 1	STIPENDS -- ELEM XTRA DAYS	0.00	750.00	150.00	80.00	750.00			
01 1100 130 2	STIPENDS - SEC XTRA DAYS	0.00	750.00	0.00	100.00	750.00			
01 1100 140 1	Instructional Aide - Elementary	25,376.28	0.00	6,166.64	0.00				
01 1100 140 2	Instructional Aide - Highschool	0.00	0.00	0.00	0.00				
01 1100 149 2	XTRA DUTY SALARY--Concessions	10,772.00	0.00	0.00	0.00				
01 1100 210 1	Social Security - Elementary	67,200.64	57,539.86	37,472.86	34.87	28,908.25			
01 1100 210 2	Social Security Secondary	53,304.80	54,674.44	44,064.69	19.41	46,798.24			
01 1100 220 1	Retirement - Elementary	86,442.51	74,370.45	47,706.19	35.85	43,567.76			
01 1100 220 2	Retirement - Secondary	64,592.75	68,620.94	44,813.80	34.69	59,816.10			
01 1100 230 1	Benefit Package - Elementary	70,448.85	108,285.92	12,422.35	88.53	38,691.20			
01 1100 230 2	Benefit Package - Secondary	83,236.65	74,741.20	96,106.96	(28.59)	138,402.40			
01 1100 240 0	Workman's Comp-District	37,818.00	38,031.00	42,620.00	(12.07)	50,000.00			
01 1100 283 1	Unemploy Elem	0.00	2,000.00	0.00	100.00				
01 1100 283 2	Unemploy Second	0.00	2,000.00	0.00	100.00				
01 1100 318 1	Repairs/Maint Computers-Elem	0.00	5,000.00	0.00	100.00	3,000.00			
01 1100 318 2	Repairs/Maint Computers-Second	0.00	5,000.00	160.00	96.80	3,000.00			
01 1100 319 1	Prof Dev- Elementary	5,882.02	2,000.00	1,206.09	39.70	2,000.00			
01 1100 319 2	Professional Dev - Secondary	3,522.15	2,000.00	778.74	61.06	2,000.00			
01 1100 327 0	Copier Lease-District	15,463.27	18,000.00	18,249.07	(1.38)	19,000.00			
01 1100 364 2	Tuition Other Dist Secon	8,019.96	0.00	0.00	0.00				
01 1100 382 0	DISTANCE ED & TELECOMMUNI	21,779.74	20,000.00	21,409.47	(8.18)	25,000.00			
01 1100 410 0	SUPPLIES DISTRICT	691.73	5,000.00	3,417.82	31.64	4,000.00			
01 1100 410 1	SUPPLIES-- ELEM	2,606.60	7,500.00	9,624.38	(40.99)	10,000.00			
01 1100 410 2	SUPPLIES--SECOND	9,228.99	7,500.00	8,859.44	(38.38)	10,000.00			
01 1100 420 1	ELEM CURRICULUM	1,536.12	10,000.00	11,764.06	(82.64)	12,000.00			
01 1100 420 2	Second Curriculum	2,407.58	10,000.00	20,041.15	(100.41)	15,000.00			
01 1100 440 1	PERIODICALS -- ELEMENTARY	668.65	1,000.00	1,064.37	(6.44)	1,200.00			
01 1100 440 2	PERIODICALS -- SECOND	204.79	1,000.00	900.63	9.94	1,000.00			
01 1100 460 0	HARDWARE DISTRICT	10,107.45	41,000.00	41,397.48	(0.97)	61,878.25			
01 1100 460 1	HARDWARE-Elem	2,914.50	0.00	9,402.67	0.00				
01 1100 460 2	HARDWARE-SECOND	3,362.22	0.00	0.00	0.00				
01 1100 465 0	COMPUTER SOFTWARE	2,287.90	7,000.00	8,456.00	(20.80)	10,000.00			
01 1100 465 1	ELEM-COMPUTER SOFTWARE	6,497.34	7,000.00	9,135.97	(30.51)	12,000.00			
01 1100 465 2	SECOND-COMPUTER SOFTWARE	1,130.99	7,000.00	1,856.44	73.48	6,000.00			
01 1100 530 0	Equipment District	2,400.00	5,000.00	110.00	85.24	5,000.00			
01 1100 560 0	Comp Hardware Dist-5000.00	12,455.00	7,099.00	2,854.00	59.80	10,000.00			
01 1100 630 0	DUES AND FEES	0.00	2,000.00	565.95	71.70	2,000.00			
01 1100 670 0	STF DEV/TRAVEL	2,677.91	2,500.00	480.62	80.78	2,500.00			
1100	REGULAR INSTRUCTIONAL PROGRAMS Total	2,161,432.91	2,175,237.44	1,579,651.62	26.93	1,648,889.47			
1125	FLEX SPENDING								
01 1125 110	FLEX REGULAR SALARIES	13,111.71	14,000.00	11,500.78	17.85	8,500.00			
01 1125 140	FLEX OTHER STAFF SALARIES	1,654.97	2,000.00	2,210.53	(10.53)	2,000.00			
01 1125 210	FLEX SOCIAL SECURITY	1,128.13	1,224.00	946.92	22.64	803.25			

01 1125 220	RETIREMENT		1,399.63	1,580.45	1,052.37	33.41	1,037.17
01 1125 410	FLEX SUPPLIES						2,159.58
1125	FLEX SPENDING	Total		18,804.45	15,710.60	16.45	14,500.00
1150	LIMITED ENGLISH PROF PROGRAMS						
01 1150 110 1	LEP INSTRUCTIONAL SALARIES ELEM		75,592.50	75,000.00	70,722.63	5.70	77,152.00
01 1150 210 1	LEP FICA/MEDICARE - ELEM		5,502.32	5,738.00	5,173.85	9.83	5,902.13
01 1150 220 1	LEP RETIREMENT - ELEM		7,466.88	7,410.00	6,985.88	5.72	7,628.02
01 1150 230 1	LEP BENEFIT PACKAGE - ELEM		3,466.80	3,648.00	3,090.78	15.27	3,525.60
1150	LIMITED ENGLISH PROF PROGRAMS	Total		91,796.00	85,973.14	6.34	94,207.75
1160	POVERTY PROGRAMS						
01 1160 110 1	POVERTY INSTR. SALARIES - ELEM		89,000.00	89,000.00	376,869.74	(323.45)	386,920.19
01 1160 110 2	POVERTY INSTR. SALARIES - SEC		88,500.00	88,500.00	0.00	100.00	0.00
01 1160 210 1	POVERTY FICA/MEDICARE - ELEM		6,809.00	6,809.00	28,929.66	(324.87)	29,599.39
01 1160 210 2	POVERTY FICA/MEDICARE - SEC		6,770.00	6,770.00	0.00	100.00	0.00
01 1160 220 1	POVERTY RETIREMENT - ELEM		8,793.00	8,793.00	37,128.62	(322.25)	38,219.20
01 1160 220 2	POVERTY RETIREMENT - SEC		8,744.00	8,744.00	0.00	100.00	0.00
01 1160 230 1	POVERTY BENEFIT PKG - ELEM		0.00	0.00	48,614.04	0.00	59,302.40
01 1160 313 0	CONTRACTED SERVICES		0.00	0.00	1,643.75	0.00	2,000.00
1160	POVERTY PROGRAMS	Total		208,616.00	493,185.81	(136.41)	516,041.19
1190	EARLY CHILDHOOD ED PROGRAMS						
01 1190 110 3	INSTRUCTIONAL PRE-K		53,105.31	44,122.50	42,968.34	2.62	82,461.50
01 1190 120 3	INSTR -- SUBSTITUTE PRE-K		1,805.00	2,000.00	475.00	76.25	
01 1190 140 3	PRE-K--INSTRUCTIONAL AIDES		12,124.79	27,750.00	24,900.19	10.27	28,927.50
01 1190 210 3	FICA/MED -- PRE-K		5,904.42	5,584.76	5,774.25	(3.39)	8,521.26
01 1190 220 3	RETIREMENT -- PRE-K		5,265.73	7,099.42	6,691.13	5.75	11,002.78
01 1190 230 3	BENEFITS -- PRE-K		14,766.80	14,948.24	13,449.15	10.03	22,600.00
01 1190 319 3	PROF DEV		0.00	0.00	15.00	0.00	1,000.00
01 1190 410 3	SUPPLIES -- PRE-K		137.80	400.00	0.00	100.00	1,000.00
01 1190 465 3	PRE K-COMPUTER SOFTWARE		0.00	300.00	0.00	100.00	500.00
01 1190 470 3	SNACKS--PRE K		3,007.64	2,000.00	2,230.14	(11.51)	2,500.00
01 1190 670 3	STF DEV/TRAVEL -- PRE-K		60.00	100.00	0.00	100.00	500.00
1190	EARLY CHILDHOOD ED PROGRAMS	Total		104,304.92	96,503.20	7.48	159,013.04
1210	SPED						
01 1210 110 1	Sped Sal Elem		39,445.96	33,255.75	30,782.56	7.44	34,771.00
01 1210 110 2	Sped Sal Sec		41,769.76	45,617.00	42,512.88	6.80	49,126.00
01 1210 120 1	Sped Subs Elem		332.50	500.00	475.00	5.00	700.00
01 1210 120 2	Sped Subs Sec		950.00	1,000.00	1,900.00	(90.00)	1,700.00
01 1210 140 1	Sped Aides Elem		31,105.87	45,440.63	36,470.11	19.74	65,944.00
01 1210 140 2	Sped Aides Sec		35,730.87	29,137.50	27,256.94	6.45	30,566.25
01 1210 210 1	Soc Sec		11,692.78	6,020.27	5,676.90	5.70	7,704.70
01 1210 210 2	SOCIAL SECURITY		360.57	5,718.72	6,260.57	(9.48)	6,096.46
01 1210 220 1	Sped Retire Elem		6,284.40	7,773.55	6,657.89	14.35	9,948.43
01 1210 220 2	Sped Retire Sec		7,655.35	7,384.10	6,962.13	5.71	7,871.84
01 1210 230 1	Sped Bene Elem		4,408.49	14,948.00	13,449.15	10.03	11,300.00
01 1210 230 2	Sped Bene Sec		11,300.00	11,300.00	10,358.37	8.33	11,300.00
01 1210 240 1	Sped Workmns Elem		0.00	4,500.00	2,250.00	50.00	3,000.00
01 1210 240 2	Sped Workmns Sec		0.00	0.00	2,250.00	0.00	3,000.00
01 1210 283 1	SPED Unempl-Elem		0.00	0.00	0.00	0.00	0.00
01 1210 313 0	Contr Serv Sped		166,883.19	130,621.00	78,611.24	39.82	121,356.00
01 1210 319 1	Other Prof & Tech Services		0.00	0.00	30.00	0.00	250.00
01 1210 410 1	Elem Sped Suppl		545.98	500.00	1,874.95	(460.97)	2,000.00
01 1210 410 2	Sec Sped Suppl		19.35	250.00	1,095.99	(338.40)	1,500.00
01 1210 420 1	Elem Sped Curriculum		0.00	500.00	0.00	100.00	500.00
01 1210 420 2	Sec Sped Curriculum		428.64	500.00	838.64	(67.73)	1,000.00

01 1210 460 0	COMPUTER HARDWARE		0.00	0.00	159.00	0.00	250.00	
01 1210 630 0	Sped Fees		1,528.97	0.00	0.00	0.00	500.00	
01 1210 670 1	SPED--STF DEV--ELEM		251.41	0.00	0.00	0.00	500.00	
01 1210 670 2	SPED--STF DEV--SEC		120.00	0.00	0.00	0.00	500.00	
01 1210 690 0	OTHER MISC EXPENSES		0.00	0.00	0.00	0.00	0.00	
1210	SPED	Total		344,966.52	275,872.32	19.76	371,384.67	
1213	SPED							
01 1213 110 0	SPED Dir Salary		26,645.07	0.00	0.00	0.00		
01 1213 210 0	SPED Dir FICA		1,967.49	0.00	0.00	0.00		
01 1213 220 0	SPED Dir Retirement		2,631.95	0.00	0.00	0.00		
01 1213 230 0	SPED Dir Benefits		10,973.35	0.00	0.00	0.00		
01 1213 670 0	SPED Dir Travel		823.13	0.00	0.00	0.00		
1213	SPED	Total		0.00	0.00	0.00	0.00	
2120	GUIDANCE SERVICES							
01 2120 110 0	GUIDANCE SALARIES		81,295.95	69,584.55	75,714.26	(8.81)	42,190.90	
	GUIDANCE SALARIES/CLASSIFIED						10,140.00	
01 2120 210 0	GUIDANCE FICA/MEDICARE		5,753.55	5,323.22	5,291.17	0.60	4,003.31	
01 2120 220 0	GUIDANCE RETIREMENT		8,030.22	6,873.42	7,478.90	(8.81)	5,169.14	
01 2120 230 0	GUIDANCE BENEFITS		3,466.80	14,648.24	2,627.34	82.06	14,825.60	
01 2120 319 0	PROF DEV		0.00	0.00	132.66	0.00	500.00	
01 2120 410 0	SUPPLIES/TESTING		1,361.53	6,700.00	6,402.00	(53.24)	6,700.00	
01 2120 490 0	GUIDANCE-OTHER SUPPLIES & MATERIALS		112.90	250.00	0.00	100.00	500.00	
01 2120 630 0	DUES AND FEES		203.00	260.00	193.00	25.77	260.00	
01 2120 670 0	Guid-Prof Dev Travel		260.75	500.00	4.35	99.13	500.00	
01 2120 690 0	Guid-Other misc expenses		0.00	100.00	0.00	100.00	100.00	
2120	GUIDANCE SERVICES	Total		104,239.43	97,843.68	2.43	84,888.96	
2130	HEALTH SERVICES							
01 2130 110 0	Salary Nurse		0.00	41,000.00	37,658.37	8.15	41,000.00	
01 2130 120 0	SUBSTITUTE NURSE		3,515.00	0.00	0.00	0.00	0.00	
01 2130 140 0	Salary Nurse		39,520.00	0.00	0.00	0.00		
01 2130 210 0	Social Security		3,139.23	3,136.50	2,670.49	14.86	3,136.50	
01 2130 220 0	Retirement Nurse		3,903.72	4,049.90	3,719.80	8.15	4,049.90	
01 2130 410 0	Supplies Nurse		1,211.97	1,000.00	166.86	54.29	500.00	
01 2130 630 0	DUES AND FEES		0.00	0.00	215.00	0.00	300.00	
01 2130 670 0	Prof Dev Nurse		0.00	0.00	40.00	0.00	250.00	
01 2130 690 0	Other Nurse		230.00	0.00	0.00	0.00	100.00	
2130	HEALTH SERVICES	Total		49,186.40	44,470.52	9.00	49,336.40	
2150	SAFETY & SECURITY							
01 2150 390 0	Safety and Security-other		6,130.79	21,000.00	27,790.39	(32.34)	15,000.00	
2150	SAFETY & SECURITY	Total		21,000.00	27,790.39	(32.34)	15,000.00	
2190	OTHER PUPIL SUPPORT SERVICES							
01 2190 110 0	REGULAR SALARIES-Certified		20,797.73	76,569.75	92,679.36	(21.04)	100,651.50	
01 2190 140 0	OTHER SALARIES non certified		8,178.73	39,750.00	49,025.11	(0.19)	33,335.50	
01 2190 210 0	Social Security/Med		3,515.82	8,898.46	10,634.83	(19.51)	10,250.01	133,987.00
01 2190 220 0	RETIREMENT		2,032.65	7,563.41	8,492.45	(12.28)	13,427.24	
01 2190 230 0	Insurance		1,365.93	0.00	2,686.14	0.00		
01 2190 318 0	ATHLETIC TRAINER SERVICES -		1,719.99	0.00	533.33	0.00	1,000.00	
01 2190 319 0	PROFESSIONAL DEVELOPMENT		20,087.41	0.00	0.00	0.00	4,000.00	
01 2190 336 0	Activities -- Gas & Oil		5,034.24	5,500.00	3,851.87	29.97	5,500.00	
01 2190 390 0	STATE FEES -- ACTIVITIES		381.45	450.00	250.00	44.44	750.00	
01 2190 410 0	Activities Supplies		1,625.88	12,000.00	17,466.67	(66.39)	18,000.00	
01 2190 410 4	Activities-Spiritwear						0.00	
01 2190 490 0	Activities --Weight Room Supplies		11,757.11	0.00	5,712.67	0.00	2,500.00	
01 2190 500 0	TRACK/FB FIELD--SITE IMPROVE		0.00	3,000.00	292.00	90.27	2,500.00	

01 2190 670 0	Activities -- Travel Expenses		8,300.71	10,000.00	4,129.58	58.70	5,000.00	
01 2190 690 0	DUES/FEES -- ACTIVITIES		2,242.11	4,000.00	3,602.32	9.94	4,000.00	
2190	OTHER PUPIL SUPPORT SERVICES	Total		167,731.62	199,356.33	(20.34)	200,914.24	
2212	INST STAFF TRNG AND CURR DEV							
01 2212 319 0	SCHO IMP: PROF DEV		0.00	10,000.00	0.00	100.00	10,000.00	
2212	INST STAFF TRNG AND CURR DEV	Total		10,000.00	0.00	100.00	10,000.00	
2213	SCHOOL IMPROVEMENT							
01 2213 670 0	SCH IMP: TRAVEL EXPENSES		0.00	5,000.00	40.00	99.20	5,000.00	
01 2213 690 0	SCH IMP: ACCREDITATION EXP		0.00	500.00	25.00	95.00	500.00	
2213	SCHOOL IMPROVEMENT	Total		5,500.00	65.00	98.82	5,500.00	
2222	SCHOOL LIBRARY SERVICES							
01 2222 110 0	Salary Librarian		53,008.50	51,039.00	47,663.88	6.61	51,997.00	
01 2222 210 0	Fica Librarian		4,566.40	3,904.48	4,138.65	(6.00)	3,977.77	
01 2222 220 0	Retire Library		5,236.07	5,041.53	4,708.22	6.61	5,136.16	
01 2222 230 0	Benefit Library		14,766.80	16,556.31	13,346.56	19.39	14,825.60	
01 2222 410 1	Supplies Library		271.58	200.00	2.04	98.98	200.00	
01 2222 410 2	Supplies Library		228.95	200.00	0.00	100.00	200.00	
01 2222 430 1	Libr Books Elem		453.70	3,000.00	381.75	87.28	1,500.00	
01 2222 430 2	Libr Books Sec		473.70	3,000.00	2,029.79	32.34	2,000.00	
01 2222 440 1	Elem Library Periodicals		0.00	900.00	445.06	50.55	500.00	
01 2222 440 2	Second Library Periodicals		88.40	900.00	75.00	91.67	250.00	
01 2222 465 0	Library-COMPUTER SOFTWARE		899.00	1,000.00	699.00	30.10	1,000.00	
01 2222 670 0	Library-TRAVEL EXPENSE & MILEAGE		14.67	400.00	0.00	100.00	200.00	
2222	SCHOOL LIBRARY SERVICES	Total		86,141.32	73,489.95	14.69	81,786.53	
2224	EDUCATIONAL TELEVISION SERVICES							
01 2224 110 0	Salary Tech Director		50,946.15	70,500.00	39,145.64	44.47	72,000.00	
01 2224 140 0	OTHER TECH STAFF SALARIES		3,333.12	35,000.00	40,981.21	(17.09)	61,600.00	
01 2224 210 0	Fica Tech		3,809.66	8,070.75	5,642.47	30.09	10,220.40	
01 2224 220 0	Retire Tech		5,175.59	10,421.08	5,948.66	42.92	13,196.74	
01 2224 230 0	Benefit Tech		3,168.03	3,648.00	4,032.45	(10.54)	17,000.00	
01 2224 318 1	Repairs Elem Tech		0.00	500.00	0.00	100.00		
01 2224 318 2	Repairs Sec Tech		0.00	0.00	0.00	0.00		
01 2224 319 0	PROF DEV-TECH		449.00	800.00	840.81	(5.10)	1,000.00	
01 2224 410 0	Supplies Tech		25.00	4,000.00	1,953.00	51.18	4,000.00	
01 2224 560 0	Tech Hardware		0.00	0.00	1,429.75	0.00	2,000.00	
01 2224 630 0	Tech Dues/fees		2,545.20	1,000.00	0.00	100.00	500.00	
01 2224 670 0	Mileage Tech		255.16	250.00	488.49	(95.40)	500.00	
01 2224 690 0	Other Tech		89.28	0.00	0.00	0.00	0.00	
2224	EDUCATIONAL TELEVISION SERVICES	Total		134,189.83	100,462.48	25.13	182,017.14	
2310	BOARD OF EDUCATION							
01 2310 310 0	Prof Dev		0.00	5,000.00	2,338.00	53.24	5,000.00	
01 2310 317 0	Legal Services		24,099.94	10,000.00	4,997.00	50.03	10,000.00	
01 2310 318 0	Audit		11,979.68	14,000.00	12,501.73	10.70	14,000.00	
01 2310 340 0	Liability Insurance		0.00	51,000.00	50,371.00	1.23	55,000.00	
01 2310 342 0	Board Fidelity Bond Premiums		6,265.00	900.00	100.00	88.89	250.00	
01 2310 350 0	Advertising And Printing		6,238.49	21,000.00	19,722.61	6.08	21,000.00	
01 2310 410 0	Supplies Board		3,639.04	500.00	1,111.10	(122.22)	1,000.00	
01 2310 440 0	Periodicals Board		0.00	300.00	0.00	100.00	300.00	
01 2310 630 0	Dues And Fees		7,093.32	8,000.00	12,744.57	(59.31)	8,000.00	
01 2310 670 0	Mileage And Expense		4,710.26	5,000.00	1,070.46	78.59	3,000.00	
01 2310 690 0	Other Board		6,134.19	2,750.00	1,105.19	59.81	2,000.00	
01 2310 699 0	BOARD CONTINGENCY		3,600.00	0.00	0.00	0.00	0.00	
2310	BOARD OF EDUCATION	Total		118,450.00	106,061.66	10.46	119,550.00	
2320	EXECUTIVE ADMINISTRATION							

01 2320 105 0	SALARY-SUPERINTENDENT		114,368.39	110,000.00	91,666.66	16.67	115,000.00	
01 2320 140 0	Clerical Salary Supt/Stacy		22,368.52	28,683.20	23,778.34	17.10	35,360.00	
01 2320 210 0	Fica Supt		10,303.20	10,609.26	9,513.86	10.32	11,502.54	
01 2320 220 0	Retire Supt		12,555.85	13,698.85	12,246.20	10.60	14,852.26	
01 2320 230 0	Benefits Supt		3,258.62	19,551.72	27,078.10	(38.49)	20,092.20	
01 2320 290 0	OTHER BENEFITS		100.00	600.00	550.00	8.33	600.00	
01 2320 310 0	Super Prof Dev-Outside		0.00	0.00	240.00	0.00		
01 2320 319 0	SUPER-PROF DEV		449.00	3,500.00	165.00	90.00	3,500.00	
01 2320 410 0	Office Supplies		1,602.40	300.00	(30.10)	110.03	300.00	
01 2320 460 0	Comp Hardware Supt		5,697.33	1,000.00	668.88	33.11	1,000.00	
01 2320 530 0	Equip Supt		1,001.98	500.00	0.00	100.00	2,500.00	
01 2320 630 0	Dues And Fees		1,519.93	2,000.00	959.50	52.03	2,000.00	
01 2320 670 0	TRAVEL - SUPT.		2,390.73	1,500.00	1,578.96	(5.26)	2,000.00	
01 2320 690 0	Other Supt		1,552.48	500.00	0.00	100.00	500.00	
2320	EXECUTIVE ADMINISTRATION	Total		192,443.03	168,415.40	12.39	209,207.00	
2410	PRIN							
01 2410 110 1	Salary Elem Prin		94,555.17	96,350.00	88,013.50	8.65	99,000.00	
01 2410 110 2	Salary Sec Prin		96,046.87	75,912.00	68,919.30	9.21	86,474.00	
01 2410 140 1	Clerical Elem Prin		28,086.09	32,626.00	27,775.81	14.87	42,379.00	
01 2410 140 2	Clerical Sec Prin		30,230.13	32,656.00	31,946.05	2.17	42,379.00	
01 2410 210 1	Fica Elem Prin		8,909.13	9,866.66	8,507.37	13.78	10,815.49	
01 2410 210 2	Fica Sec Prin		9,229.07	8,305.45	6,972.77	16.05	9,857.25	
01 2410 220 1	Retire Elem Prin		12,031.24	12,739.99	11,503.34	9.71	13,965.13	
01 2410 220 2	Retire Sec Prin		11,601.67	10,724.13	10,029.16	6.48	12,727.84	
01 2410 230 1	Benefit Elem Prin		8,522.67	5,893.68	7,927.16	(34.50)	5,700.00	
01 2410 230 2	Benefit Sec Prin		12,523.47	10,581.00	8,193.55	22.56	12,751.00	
01 2410 319 1	ELEM PRINCIPAL-PROF DEV		1,757.85	3,500.00	1,302.01	57.51	2,500.00	
01 2410 319 2	SEC PRINCIPAL-PROF DEV		1,757.85	3,500.00	1,292.01	57.80	2,500.00	
01 2410 410 1	Supplies Elem Prin		721.42	500.00	55.90	88.82	500.00	
01 2410 410 2	Supplies Sec Prin		1,015.49	500.00	1,581.51	(216.30)	500.00	
01 2410 460 1	Comp Hardwar Elem Prin		345.16	0.00	378.88	0.00	500.00	
01 2410 460 2	Comp Harware Sec Prin		345.16	0.00	378.88	0.00	500.00	
01 2410 630 1	Dues Elem Prin		947.00	1,000.00	937.50	6.25	1,000.00	
01 2410 630 2	Dues Sec Prin		910.00	1,000.00	285.00	71.50	1,000.00	
01 2410 670 1	Mileage Elem Prin		1,008.86	1,500.00	140.82	90.61	500.00	
01 2410 670 2	Mileage Sec Prin		1,201.47	1,500.00	56.71	96.22	500.00	
01 2410 690 1	Other Elem Prin		318.28	500.00	0.00	100.00		
01 2410 690 2	Other Sec Prin		318.25	500.00	(38.40)	107.68		
2410	PRIN	Total		309,654.91	276,158.83	10.70	346,048.72	
2510	GENERAL ADMIN-BUSINESS SERVICE							
01 2510 140 0	Business Manager--Salary		42,700.01	46,000.00	42,139.60	8.39	46,690.00	
01 2510 210 0	Business Manager--FICA/Medicare		3,266.55	3,519.00	3,223.67	8.39	3,571.79	
01 2510 220 0	Business Manager--Retirement		4,217.82	4,543.78	4,162.48	8.39	4,616.24	
01 2510 230 0	Business Manager--Benefits Package		5,896.80	5,896.80	5,258.99	10.82	5,700.00	
01 2510 318 0	Contracted Services		2,839.61	2,800.00	222.45	90.26	500.00	
01 2510 319 0	Professional & Technical Svcs		3,400.00	5,500.00	5,453.17	0.85	6,000.00	
01 2510 324 0	Telephone General		9,028.09	9,000.00	8,181.18	9.10	9,000.00	
01 2510 327 0	Rent/lease General		232.00	250.03	36.00	85.60	250.00	
01 2510 350 0	Adver/print General		3,743.32	0.00	222.72	0.00	500.00	
01 2510 381 0	Postage General		2,459.80	3,500.00	2,314.94	33.86	3,500.00	
01 2510 410 0	Supplies General		523.06	500.00	621.39	(24.28)	750.00	
01 2510 465 0	BUSINESS SOFTWARE		0.00	0.00	384.65	0.00	500.00	
01 2510 530 0	Equip General		544.82	500.00	0.00	100.00	500.00	
01 2510 630 0	DUES AND FEES		0.00	0.00	760.00	0.00	1,000.00	

01 2510 670 0	Prof Dev-General		724.54	500.00	231.15	53.77	500.00	
01 2510 690 0	Other General		667.00	500.00	626.00	(32.70)	750.00	
01 2510 699 0	BUSINESS SVCS CONTINGENCY		0.00	0.00	0.00	0.00		
2510	GENERAL ADMIN-BUSINESS SERVICE	Total		83,009.61	73,838.39	10.94	84,328.03	
2610	Custodian							
01 2610 140 1	CUSTODIAL SALARY--ELEM		58,618.89	58,760.00	52,205.80	11.15	80,600.00	????
01 2610 140 2	CUSTODIAL SALARIES -- SEC		61,788.75	75,952.96	73,832.00	2.79	101,925.20	????
01 2610 210 1	Fica Elem Custodian		4,454.87	4,495.14	3,969.18	11.70	6,165.90	
01 2610 210 2	Fica Sec Custodian		4,196.72	5,810.40	5,636.25	3.00	7,797.28	
01 2610 220 1	Retire Elem Cust		5,790.24	5,804.20	5,117.13	11.84	7,961.51	
01 2610 220 2	Retire Sec Cust		5,061.83	7,502.48	6,934.31	7.57	10,067.97	
01 2610 230 1	Benefits Elem		6,933.72	6,933.72	6,181.56	10.85	5,700.00	
01 2610 230 2	Benefits Sec		2,600.10	3,466.92	0.00	100.00	5,700.00	
01 2610 320 0	PROPERTY SERVICES-Equip Rental		0.00	0.00	210.73	0.00	500.00	
01 2610 321 1	Heat - Elem		14,466.43	16,000.00	13,725.76	14.21	16,000.00	
01 2610 321 2	Heat - Highschool		12,561.97	13,000.00	10,698.50	17.70	13,000.00	
01 2610 322 1	Elec Elem		58,854.87	60,000.00	56,079.12	6.53	60,000.00	
01 2610 322 2	Elec Sec		43,976.35	40,000.00	34,849.15	12.88	40,000.00	
01 2610 323 1	Water/sewer Elem		19,689.51	19,000.00	10,874.21	42.77	13,000.00	
01 2610 323 2	Water/sewer Sec		10,996.81	9,000.00	6,004.79	33.28	9,000.00	
01 2610 324 1	Drinking Water - Elem		843.20	1,000.00	422.74	57.73	500.00	
01 2610 324 2	Drinking Water - Highschool		766.15	1,000.00	2,118.76	(111.88)	500.00	
01 2610 410 0	Custodial-Supplies		401.82	500.00	628.03	(45.61)	1,000.00	
01 2610 410 1	Supplies Elem Cust		13,789.01	13,000.00	15,348.99	(31.54)	15,000.00	
01 2610 410 2	Supplies Sec Cust		13,176.85	13,000.00	14,409.00	(30.12)	15,000.00	
01 2610 530 0	Equipment Cust		65.92	0.00	0.00	0.00	1,500.00	
2610	Custodian	Total		354,225.82	319,246.01	8.64	410,917.85	
2620	Maintenance							
01 2620 318 0	Maint-Repairs		10,697.45	10,000.00	1,089.36	89.11	15,000.00	
01 2620 318 1	Contr Serv Elem Maint		5,230.04	7,000.00	3,382.96	51.67	5,000.00	
01 2620 318 2	Contr Serv Sec Maint		2,121.85	2,500.00	557.30	77.71	2,500.00	
01 2620 328 0	Property Insurance		29,797.83	0.00	0.00	0.00		
01 2620 338 1	Elem Repairs Maint		876.56	5,000.00	1,397.24	72.06	5,000.00	
01 2620 338 2	HS Maint. Repairs		3,398.75	5,000.00	2,001.36	59.97	5,000.00	
01 2620 410 0	Dist-Repair/Maintenance Grounds		5,029.52	5,000.00	5,134.70	(6.23)	7,500.00	
01 2620 410 1	Elem-Maintenance/Repair Supplies		383.10	3,500.00	1,599.13	5.51	4,000.00	
01 2620 410 2	Sec Repair/Maintenance Supplies		1,010.27	3,500.00	5,408.68	(54.53)	4,000.00	
01 2620 520 0	Bldg Improv District		50,064.87	20,000.00	17,489.75	12.55	20,000.00	
01 2620 530 0	Maint-Equip-Concession Stand		466.41	70,000.00	73,951.11	(5.64)	70,000.00	
01 2620 530 1	Equip Maint		0.00	5,000.00	464.70	90.71	3,500.00	
01 2620 530 2	Equip Maint		0.00	5,000.00	2,925.40	36.22	3,500.00	
01 2620 690 0	Maint-Other		348.00	500.00	0.00	100.00		
01 2620 699 0	CUSTODIAL/MAINT CONTINGENCY		0.00	0.00	0.00	0.00		
2620	Maintenance	Total		142,000.00	115,401.69	17.22	145,000.00	
2750	REGULAR PUPIL TRANSPORTATION							
01 2750 120 0	Trans-Sub Bus Salary		5,377.97	0.00	4,871.72	0.00	5,000.00	
01 2750 140 0	Salary Bus		105,642.85	113,109.00	83,320.15	26.34	87,875.00	
01 2750 140 3	PRE-K BUS DRIVER SALARY		15,464.18	10,175.00	8,009.43	21.28	0.00	
01 2750 210 0	Fica Bus		8,461.66	8,652.84	6,721.12	22.32	6,722.44	
01 2750 210 3	PRE-K BUS DRIVER FICA/MED		1,270.11	778.39	612.59	21.30	1,455.02	
01 2750 220 0	Retire Bus		9,697.55	11,172.68	6,941.82	37.87	8,680.12	
01 2750 220 3	PRE-K BUS DRIVER RETIRE		1,442.62	1,005.07	354.47	64.73	0.00	
01 2750 230 0	Benefits		0.00	0.00	0.00	0.00		
01 2750 319 0	PROFESSIONAL DEV		0.00	0.00	657.50	0.00	1,000.00	

01 2750 336 0	Gas And Oil		32,142.21	38,000.00	18,854.10	50.38	30,000.00	
01 2750 337 0	Tires And Parts		15,785.56	9,000.00	6,731.30	20.09	9,000.00	
01 2750 338 0	Repairs And Maintenance		13,091.86	14,000.00	19,891.33	(43.51)	20,000.00	
01 2750 340 0	Vehicle Liability Insurance		8,336.39	8,500.00	8,500.00	0.00	9,000.00	
01 2750 410 0	Supplies		5,997.97	10,500.00	3,823.13	63.59	9,000.00	
01 2750 540 0	Vehicle Acquisition		20,817.66	40,000.00	0.00	100.00	40,000.00	
01 2750 690 0	Other		7,336.39	0.00	1,444.80	0.00	2,500.00	
01 2750 699 0	TRANSPORTATION CONTINGENCY		0.00	0.00	0.00	0.00		
2750	REGULAR PUPIL TRANSPORTATION	Total	250,864.98	264,892.98	170,733.46	35.18	230,232.57	
2760	SCHOOL AGE SPEC ED TRANSPORT							
01 2760 140 2	SPED TRANSPORT/BUS DRIVER		9,802.00	5,000.00	240.00	95.20	5,000.00	
01 2760 210 2	FICA/Medicare SPED Transportation		765.93	382.50	18.36	95.20	382.50	
01 2760 220 2	Retirement -- SPED Transportation		358.31	494.00	0.00	100.00	500.00	
01 2760 336 0	SPED GAS & OIL -- PRIUS		3,842.20	2,500.00	529.95	78.80	1,500.00	
01 2760 337 0	SPED TIRES & PARTS -- MINI BUS		1,249.09	2,000.00	149.50	92.53	500.00	
01 2760 338 0	SPED RPRS & MAINT -- PRIUS		95.00	0.00	0.00	0.00	1,000.00	
01 2760 340 0	SPED Vehicle Liability Insurance		845.82	4,000.00	0.00	100.00	1,000.00	
01 2760 410 0	SPED TRNS SUPPLIES -- PRIUS		0.00	0.00	0.00	0.00	250.00	
01 2760 690 0	SPED TRANS -- OTHER		0.00	0.00	0.00	0.00	250.00	
2760	SCHOOL AGE SPEC ED TRANSPORT	Total		14,376.50	937.81	93.48		
2900	Early Retirement							
01 2900 210 0	SOCIAL SECURITY		0.00	0.00	459.00	0.00	2,958.00	
01 2900 284 0	EARLY RETIRMENT		0.00	12,918.00	6,000.00	53.55	38,666.67	
2900	Early Retirement	Total		12,918.00	6,459.00	50.00	41,624.67	
4201	Title I							
01 4201 110 0	TITLE I FY12 --INSTRUCTION SALARIES		27,814.75	120,422.50	26,778.84	77.76	29,213.24	
01 4201 120 0	SUBSTITUTE/ TEMPORARY SALARIES		0.00	0.00	1,645.01	0.00	2,000.00	
01 4201 140 0	TITLE I FY12 -- SALARIES/AIDES		52,286.39	82,649.81	67,372.87	18.48	66,495.00	
01 4201 210 0	TITLE I FY12 -- FICA/MEDICARE		6,002.03	15,535.03	7,423.42	52.21	7,321.68	
01 4201 220 0	TITLE I FY12 -- RETIREMENT		7,374.29	20,059.08	9,029.14	54.99	9,453.87	
01 4201 230 0	TITLE I FY12 -- BENEFITS		1,735.58	0.00	2,071.63	0.00	2,260.00	
01 4201 410 0	TITLE I -- SUPPLIES		0.00	0.00	0.00	0.00	500.00	
01 4201 460 0	Title I Computer Hardware		0.00	0.00	6,063.00	0.00	5,000.00	
01 4201 465 0	Title I Computer Software		0.00	0.00	1,001.00	0.00	1,500.00	
01 4201 670 0	STAFF DEV/TRAINING		0.00	0.00	6,251.16	0.00	6,000.00	
01 4201 690 0	OTHER -- TITLE I		950.00	0.00	0.00	0.00		
4201	Title I	Total		238,666.42	127,636.07	46.52	129,743.79	
4210	TITLE I ACCOUNTABILITY							
01 4210 100 0	Title1 Accountability SALARIES		0.00	0.00	25,733.36	0.00		
01 4210 210 0	SOCIAL SECURITY		0.00	0.00	1,968.64	0.00		
01 4210 220 0	RETIREMENT		0.00	0.00	2,541.90	0.00		
4210	TITLE I ACCOUNTABILITY	Total		0.00	30,243.90	0.00	0.00	
4310	TITLE II, PART A NCLB TCHR QUAL GRANTS							
01 4310 110 0	SALARY -- TITLE II PART A		55,346.88	35,832.25	46,348.05	(29.35)		
01 4310 210 0	SUB FICA/MED-- TITLE II FY13		3,273.61	2,741.17	3,100.00	(13.09)		
01 4310 220 0	TITLE II SUB RETIREMENT		4,629.87	3,539.44	4,578.20	(29.35)		
01 4310 230 0	BENEFITS -- TITLE IIA		9,116.78	14,948.24	13,449.15	10.03	34,000.00	
01 4310 670 0	STF DEV/TRAVEL -- TITLE IIA		0.00	0.00	31,456.50	0.00		
01 4310 690 0	Title II Indirect Costs		0.00	0.00	0.00	0.00		
4310	TITLE II, PART A NCLB TCHR QUAL GRANTS	Total		57,061.10	98,931.90	(73.38)	34,000.00	
4404	IDEA PART B(611) BASE ALLOC BIRTH TO 4							
01 4404 313 0	IDEA B BASE PROFESSIONAL SERV		37,627.77	0.00	32,245.84	0.00		
01 4404 670 0	TRAVEL EXPENSE AND MILEAGE		1,369.88	0.00	0.00	0.00		

4404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	Total		0.00	32,245.84	0.00	0.00	
4406	IDEA PRESCHOOL(619) BASE ALLOC							
01 4406 110 3	IDEA B PREK SPED SALARY		770.77	0.00	0.00	0.00		
01 4406 313 3	IDEA B PREK--PROFESS SERVICE		3,520.06	0.00	3,424.49	0.00		3,500.00
01 4406 670 3	IDEA PREK--STAFF DEVELOPMENT		140.00	0.00	0.00	0.00		
4406	IDEA PRESCHOOL(619) BASE ALLOC	Total		0.00	3,424.49	0.00		3,500.00
4410	IDEA ENROLLMENT/POVERTY							
01 4410 140 0	IDEA-EP--CLASSIFIED SALARIES		24,926.92	0.00	26,875.41	0.00		30,780.00
01 4410 210 0	IDEA-EP--FICA/MEDICARE		1,893.45	0.00	2,039.74	0.00		2,354.67
01 4410 220 0	IDEA-EP--RETIREMENT		2,371.35	0.00	2,613.02	0.00		3,040.39
01 4410 230 0	IDEA-EP--OTHER BENEFITS		0.00	0.00	0.00	0.00		
01 4410 313 0	IDEA-EP--PROFESSIONAL SVCS		14,561.02	0.00	52,760.59	0.00		
01 4410 410 0	IDEA-ER--SUPPLIES		2,081.51	0.00	0.00	0.00		
01 4410 670 0	IDEA-EP--PROF DEV/TRAVEL		0.00	0.00	81.90	0.00		
4410	IDEA ENROLLMENT/POVERTY	Total		0.00	84,370.66	0.00		36,175.06
4412	IDEA PART B PROPORTIONATE SHARE							
01 4412 313 0	CONTRACT SERVICES		0.00	0.00	1,956.00	0.00		1,980.00
4412	IDEA PART B PROPORTIONATE SHARE	Total		0.00	1,956.00	0.00		1,980.00
4700	FED VOC & APP TECH ED (CARL PERKINS)							
01 4700 410 0	FED VOC & APP (CARL PERKINGS)		500.00	0.00	0.00	0.00		
4700	FED VOC & APP TECH ED (CARL PERKINS)	Total		0.00	0.00	0.00		0.00
4990	OTHER FED CATEGORICAL RECEIPTS							
01 4990 410 0	Other Fed grant Supplies		156.24	0.00	0.00	0.00		
4990	OTHER FED CATEGORICAL RECEIPTS	Total		0.00	0.00	0.00		0.00
4992	REAP							
01 4992 465 0	REAP-Computer Software		0.00	5,500.00	11,161.00	(102.93)		9,600.00
4992	REAP	Total		5,500.00	11,161.00	(102.93)		9,600.00
5000	DEBT SERVICES							
01 5000 620 0	Interest On Short Term Debt		6,836.70	0.00	0.00	0.00		
01 5000 700 0	Repay Haz Mat(owe 36,000)		4,528.80	0.00	0.00	0.00		
01 5000 701 0	Repay Building Fund		444.26	0.00	0.00	0.00		
5000	DEBT SERVICES	Total		0.00	0.00	0.00		0.00
6000	SUMMER SCHOOL							
01 6000 140 0	SUMMER SCH -- TRANSPORT SALARY		1,286.22	2,500.00	0.00	100.00		
01 6000 210 0	SUMMER SCH -- FICA/MEDICARE		98.39	191.25	0.00	100.00		
01 6000 220 0	SUMMER SCH -- RETIREMENT		127.04	246.95	0.00	100.00		
6000	SUMMER SCHOOL	Total		2,938.20	0.00	100.00		0.00
8000	TRANSFERS (OUTGOING)							
01 8000 750 0	Hot Lunch Trans		112,594.52	0.00	0.00	0.00		15,000.00
01 8000 752 2	Activities Transfer		1,988.90	0.00	170.80	0.00		9,000.00
01 8000 753 2	Depreciation Fund Transfer		0.00	0.00	0.00	0.00		76,000.00
8000	TRANSFERS (OUTGOING)	Total		0.00	170.80	0.00		100,000.00
01	GENERAL FUND		5,130,573.59	5,317,850.50	4,717,767.95	10.80		5,335,387.07

