

Board of Education Regular Meeting
Monday, June 15, 2020 7:30 PM
District Office
508 Jefferson Ave.
Morrill, NE 69358

I. CALL TO ORDER FOR REGULAR MEETING

1. Pledge to the Flag
2. Roll Call
3. Notification of Open Meetings Law Posting
4. Recognition of Recording

II. CONSIDER CONSENT AGENDA

1. Approval of June 15, 2020 Agenda
2. Approval of May 20, 2020 & June 1, 2020 minutes
3. Business Manager's and Financial Reports
4. 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

IV. REPORTS

1. Curriculum/Amer.Civics: Kaufman, Steiner, Burford
2. Facilities/Transportation: Sherrod (Chairman), Watson, Steiner
3. Finance/Negotiations: Hessler, Sherrod, Watson

4. Safety Committee: Steiner, Kaufman
5. Morrill School's Foundation: Watson, Kaufman
6. Student Council Report
7. Early Childhood Director's Report
8. Activity Director's Report
9. Secondary Principal's Report
10. Elementary Principal's Report
11. Superintendent's Report

V. OLD BUSINESS

1.
 1. Discuss, consider and take all necessary action with regard to the COVID-19
 - a. Report on final plans for Class of 2020 Graduation Ceremony
 - b. Report on Summer School, Summer Day Camp & Elementary Extended Summer Learning
 - c. Report on current plans for 2020-2021 school year
- 2.

VI. NEW BUSINESS

1.
 2. Consider/possibly approve any teacher contracts or classified hires for the 2020-2021 school year
 - a. Tom Milstead - Secondary English
 - b. Donica Allen and Vania Salgado Elementary Paras
- 2.
3.
 3. Consider/possibly approve district handbooks
 - a. Elementary & Secondary Parent/Student Handbook
 - b. Early Childhood Parent Handbook
 - c. Classified Employee Handbook
- 4.
5.
 4. Consider/possibly approve early kindergarten enrollments (they tested and qualified)
 - a. Brooklyn Green and Leonel Valles

6.

7.

5. Consider/possibly approve any teacher contracts or classified hires for the 2020-2021 school year
 - a. Tom Milstead - Secondary English
 - b. Becky Jo Wylie & Tiffany Geary - Early Childhood Teachers
 - c. Donica Allen and Vania Salgado Elementary Paras

8.

9. Consider/possibly approve payment of principal stipends for the 2019-2020 school year

10. Discuss a proposal for National General Health & Dental Insurance from Plains Insurance Brokers

VII. Next Regular Meeting Date

1. Regular Meeting July 20, 2020 at 7:30 pm

VIII. ADJOURNMENT

1. 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. The agenda is kept continuously current and can be viewed in the district office.

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 _____." Posted by 10 am 6/12/2020

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

2020 Board of Education: David Sherrod(President), Jim Hessler(Vice President), Bill Watson(Treasurer), Art Steiner(Secretary), Dick Burford(Member), Lisa Kaufman(Member)

BOARD OF EDUCATION – REGULAR MEETING

508 Jefferson Ave, District Board Room

June 15, 2020 @ 7:30 p.m.

Also available to watch by Facebook Livestream on the Morrill High School Facebook page

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II. CONSIDER CONSENT AGENDA

1. Approval of Agenda for June 15, 2020
2. Approval of minutes of May 18 & June 1, 2020
3. Claims Payable
4. Business Manager’s and Financial Reports
 - a) Working Monthly Budget
 - b) Monthly Budget of Receipts
 - c) Activity Accounts
 - d) County Treasurer’s Report

III. REPORTS

1. Curriculum/Amer.Civics: Kaufman, Steiner, Burford
2. Facilities/Transportation: Sherrod, Watson, Steiner
3. Finance/Negotiations: Hessler, Sherrod, Watson
4. Safety Committee: Steiner, Kaufman
5. Morrill School’s Foundation: Watson, Kaufman
6. Student Council Report
7. Early Childhood Director’s Report
8. Activity Director’s Report
9. Secondary Principal’s Report
10. Elementary Principal’s Report
11. Superintendent’s Report

IV. RECOGNITION OF VISITORS This section of the agenda is set aside as 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.

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 - b. Early Childhood Parent Handbook
 - c. Classified Employee Handbook
2. Consider/possibly approve early kindergarten enrollments (they tested and qualified)
 - a. Brooklyn Green and Leonel Valles
3. Consider/possibly approve any teacher contracts or classified hires for the 2020-2021 school year
 - a. Tom Milstead – Secondary English
 - b. Becky Jo Wylie & Tiffany Geary – Early Childhood Teachers
 - c. Donica Allen and Vania Salgado Elementary Paras
4. Consider/possibly approve payment of principal stipends for the 2019-2020 school year
5. Discuss a proposal for National General Health & Dental Insurance from Plains Insurance Brokers

VII. NEXT MEETING

Regular Meeting **July 20, 2020 at 7:30 pm**

VIII. ADJOURNMENT

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Posted by 10 am 6/12/2020

Monthly Finance Report to the Board
June 2020

Reconciled Balances as of May 31, 2020			
		2018-19	2019-20
General	\$	1,235,718.96	\$ 1,175,795.66
Cafeteria	\$	12,305.53	\$ 33,081.02
Depreciation	\$	56,012.14	\$ 157,714.97
Activity	\$	82,573.87	\$ 55,350.35
QCPUF	\$	124,008.01	\$ 122,626.93
Spec Building	\$	178,976.74	\$ 169,757.34
Empl Benefit	\$	4,581.58	\$ 11,632.00
FUNDS TOTAL	\$	1,694,176.83	\$ 1,725,958.27

June GF Expenditures			
		2018-19	2019-20
GF Bills Payable	\$	81,457.83	\$ 64,321.34
GF Payroll	\$	377,220.37	\$ 403,697.27
	\$	458,678.20	\$ 468,018.61
June Revenue			
Beginning Cash			\$ 1,175,795.66
State Aid			\$ 157,044.00
SPED			\$ 15,000.00
Sioux County			\$ 67,879.60
Scottsbluff County			\$ 131,777.50
Title I Claim			\$ 80,179.00
Early Childhood Revenue			\$ 6,600.00
Total Month Available			\$ 1,634,275.76

Three Year Comparison			
GF Revenue			
	2017-18	2018-19	2019-20
September	\$ 1,103,306.16	\$ 1,223,972.86	\$ 1,194,605.16
October	\$ 292,446.38	\$ 327,324.90	\$ 369,165.37
November	\$ 145,199.99	\$ 231,912.72	\$ 242,129.60
December	\$ 254,596.65	\$ 235,002.02	\$ 235,045.35
January	\$ 544,065.80	\$ 545,523.45	\$ 615,206.37
February	\$ 421,519.70	\$ 467,198.49	\$ 585,057.53
March	\$ 334,352.38	\$ 385,922.83	\$ 432,793.44
April	\$ 323,391.11	\$ 449,727.66	\$ 481,455.09
May	\$ 1,307,787.13	\$ 1,612,962.65	\$ 1,462,654.73
June	\$ 387,672.77	\$ 405,543.28	\$ -
July	\$ 62,335.48	\$ 59,243.77	\$ -
August	\$ 70,463.37	\$ 66,441.33	\$ -
Running Total	\$ 3,418,878.17	\$ 3,866,584.93	\$ 5,618,112.64
Total Revenue	\$ 5,247,136.92	\$ 6,010,775.96	

June Cafeteria Expenditures			
		2018-19	2019-20
CF Bills Payable	\$	4,815.96	\$ 36,734.05
CF Payroll	\$	10,408.93	\$ 19,691.49
	\$	15,224.89	\$ 56,425.54
June Revenue			
Beginning Cash			\$ 33,081.02
SFSP Lunch Claim			\$ 35,245.57
CACFP			\$ 1,342.00
			\$ 69,668.59

Three Year Comparison			
GF Expenditures			
	2017-18	2018-19	2019-20
September	\$ 592,705.89	\$ 569,242.35	\$ 669,050.35
October	\$ 510,532.90	\$ 503,878.30	\$ 551,904.96
November	\$ 482,454.47	\$ 486,224.06	\$ 522,609.86
December	\$ 449,070.65	\$ 468,530.03	\$ 503,391.79
January	\$ 440,752.58	\$ 518,419.64	\$ 495,847.13
February	\$ 458,749.47	\$ 448,139.22	\$ 504,797.44
March	\$ 420,455.59	\$ 451,373.49	\$ 488,284.31
April	\$ 412,995.40	\$ 449,958.15	\$ 502,735.07
May	\$ 705,318.50	\$ 448,859.45	\$ 474,654.64
June	\$ 435,615.92	\$ 461,582.68	\$ 468,018.61
July	\$ 429,307.90	\$ 417,680.03	\$ -
August	\$ 429,104.55	\$ 407,683.54	\$ -
Running Total	\$ 3,354,721.55	\$ 3,895,765.24	\$ 5,181,294.16
Total Expenditure	\$ 5,500,077.89	\$ 5,631,570.94	
	17-18	18-19	19-20
Annual Budget	\$ 5,506,043.00	\$ 5,868,345.00	\$ 7,013,255.98
% of Budget Spent	89%	82%	74%

2017-18 Early Childhood TOTALS			
Local Rev	\$99,749.10		
TEEOSA	\$174,000.00	Total Expenditures	\$263,280.87
Total Revenue	\$273,749.10		
2018-19 Early Childhood TOTALS			
Local Rev	\$152,140.90		
TEEOSA	\$390,000.00	Total Expenditures	\$296,117.66
Total Revenue	\$542,140.90		
Early Childhood Revenue Running Total			
Headstart payment		\$	44,425.03
Preschool Parent Payments		\$	45,079.74
Total Preschool		\$	89,504.77
DayCare DHHS Subsidy		\$	5,145.25
DayCare Parent Payments		\$	15,239.17
Total Pride Cub Care		\$	20,384.42
Total Early Childhood Revenue		\$	109,889.19
19-20 TEEOSA FUNDING			\$ 495,000.00
Running Total Revenue for 19-20			\$ 604,889.19
Running total Expenditures so far 19-20			\$ 370,003.28

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Budget Balances as of June 2020

	<u>Budget 19-20</u>	<u>Budget Spent</u>	<u>% Remaining</u>
General Fund	\$ 7,013,255.98	\$ 5,181,294.16	26%
Cafeteria Fund	\$ 315,000.00	\$ 195,234.22	38%
Activity Fund	\$ 290,852.38	\$ 134,035.64	53%
Special Building Fund	\$ 479,868.23	\$ 235,187.55	51%
QCPUF Fund	\$ 360,346.79	\$ 172,219.50	52%
Depreciation Fund	\$ 658,862.79	\$ 144,357.62	78%

Your last visit was Tue 04/28/2020 09:29 AM CDT

Confirmation

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

Confirmation Number **NB1DOR003674507**

Payment Details

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

Payment Amount \$10,755.30

Payment Date 05/22/2020

Status SCHEDULED

Tax Period End Date 05312020
(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 stacy.rodriquez@mpslions.org



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:	270054381024390
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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	Q2/2020
Payment Amount	\$72,688.32
Settlement Date	05/22/2020
Subcategories:	
1 Social Security	\$40,309.72
2 Medicare	\$9,427.28
3 Tax Withholding	\$22,951.32
Account Number	xxxxx4746
Account Type	CHECKING
Routing Number	104102309
Bank Name	PLATTE VALLEY BANK

Detail Check Register

Checking Account: 2

Depreciation Fund

Check Number: 2	Check Type: Automatic Payment	Check Date: 06/11/2020	Vendor: AMAZON	Amazon Capital Services	Check Total:	763.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
1VWP-6PTL-LMRG	06/11/2020		Interactive Board Mounts	02 9010 733 0 000	763.10	
V*1VWP-6PTL-LMRG	06/11/2020		Interactive Board Mounts	02 9010 733 0 000	(763.10)	
Check Number: 1130	Check Type: Check	Check Date: 06/11/2020	Vendor: AMAZON	Amazon Capital Services	Check Total:	763.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200611	06/11/2020		Interactive Board Mounts	02 9010 733 0 000	763.10	

*Denotes Expensed Invoice Item

Checking Account ID: 2

Total without Voids: 763.10

Detail Check Register

Checking Account: 6		Cafeteria Fund					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 12243		Check Type: Check	Check Date: 06/03/2020	Vendor: MASICHEV	MASID CHEVROLET CO.	Check Total:	25,546.00
20200603	06/03/2020		Purchase new Cafeteria Van	06 3100 733 0 000	25,546.00		
V*20200603	06/03/2020		Purchase new Cafeteria Van	06 3100 733 0 000	(25,546.00)		
Check Number: 12244		Check Type: Check	Check Date: 06/03/2020	Vendor: MASICHEV	MASID CHEVROLET CO.	Check Total:	25,546.00
20200603-0001	06/03/2020		Cafeteria Van	06 3100 733 0 000	25,546.00		
Check Number: 12245		Check Type: Check	Check Date: 06/11/2020	Vendor: CASHWA	CASH-WA DISTRIBUTING	Check Total:	8,124.20
12459983	05/04/2020		Cafe Food	06 3100 630 0 000	674.84		
12463714	05/06/2020		Supplies	06 3100 610 0 000	30.90		
12463714	05/06/2020		Food	06 3100 630 0 000	1,390.96		
12468570	05/11/2020		Supplies	06 3100 610 0 000	107.25		
12468570	05/11/2020		Food	06 3100 630 0 000	535.03		
12471952	05/13/2020		Food	06 3100 630 0 000	1,010.44		
12476567	05/18/2020		Supplies	06 3100 610 0 000	338.76		
12476567	05/18/2020		Food	06 3100 630 0 000	794.68		
12480147	05/20/2020		supplies	06 3100 610 0 000	32.40		
12480147	05/20/2020		food	06 3100 630 0 000	1,385.95		
12484512	05/25/2020		Cafe Food	06 3100 630 0 000	1,239.55		
12487169	05/27/2020		Cafe Food	06 3100 630 0 000	583.44		
Check Number: 12246		Check Type: Check	Check Date: 06/11/2020	Vendor: HALSTEAD	Amanda Halstead	Check Total:	40.90
20200529	05/29/2020		Refund Lunch Accts for Stoneciphers	06 3100 630 0 000	40.90		
Check Number: 12247		Check Type: Check	Check Date: 06/11/2020	Vendor: MC	MASTER CARD	Check Total:	536.25
20200609	06/09/2020		GF Food	06 3100 630 0 000	23.93		
20200609	06/09/2020		GF Food	06 3100 630 0 000	72.20		
20200609	06/09/2020		GF Food	06 3100 630 0 000	26.97		
20200610	06/10/2020		Food Containers for Delivery	06 3100 610 0 000	413.15		
Check Number: 12248		Check Type: Check	Check Date: 06/11/2020	Vendor: SIMPLYCLEA	Simply Clean	Check Total:	80.54
2453	06/10/2020		Dishwasher Liquids	06 3100 610 0 000	80.54		
Check Number: 12249		Check Type: Check	Check Date: 06/11/2020	Vendor: USFOODS	US.Foods	Check Total:	1,557.58
4619689	05/07/2020		Cafe Food	06 3100 630 0 000	737.13		
4619691	05/07/2020		Cafe Food	06 3100 630 0 000	180.24		
4707705	05/14/2020		Cafe Food	06 3100 630 0 000	640.21		

Detail Check Register

Checking Account: 6

Cafeteria Fund

Check Number: 12250	Check Type: Check	Check Date: 06/11/2020	Vendor: WESTCO	WESTCO COOPERATIVE COMPANY	Check Total:	152.36
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200610	06/10/2020		Cafeteria Fuel	06 3100 890 0 000	152.36	
Check Number: 12251	Check Type: Check	Check Date: 06/11/2020	Vendor: WEX	WEX BANK	Check Total:	696.22
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	
20200610	06/10/2020		Fuel Charges for Cafeteria	06 3100 890 0 000	696.22	

*Denotes Expensed Invoice Item

Checking Account ID: 6

Total without Voids: 36,734.05

Detail Check Register

Checking Account: 1

General Fund Checks

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
40642	Check	06/11/2020	AMAZON	Amazon Capital Services	533.69
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200609	06/09/2020		Elem Supplies	01 1100 610 1 003	12.07
20200609	06/09/2020		PREK Supplies	01 1190 610 3 005	68.85
20200609	06/09/2020		PREK Supplies	01 1190 610 3 005	6.99
20200609	06/09/2020		PREK SPED Folders	01 1200 610 3 005	29.58
20200609	06/09/2020		Elem Supplies	01 2410 610 1 003	131.56
20200609	06/09/2020		HS Window Film	01 2620 610 2 001	284.64
40643	Check	06/11/2020	ASCENTRAL	AS CENTRAL SERVICES -- ST OFNEBRASKA	229.32
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1218503-0002	06/14/2020		Distance Teledcommunications	01 1100 382 0 000	229.32
40644	Check	06/11/2020	BANNERCO	BANNER COUNTY SCHOOL	450.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20-10	05/27/2020		College Algebra 2nd Semester	01 1100 382 0 000	450.00
40645	Check	06/11/2020	BLACKHILLS	Black Hills Energy	1,475.97
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
4915226993-0009	05/26/2020		PREK Gas Charges	01 2610 621 3 005	164.56
5029295697-0008	06/12/2020		Elem Speed Heat	01 1200 621 1 003	29.41
5029295697-0008	06/12/2020		Heat Elementary (410 Madison)	01 2610 621 1 003	558.79
5029295697-0008	06/12/2020		Heat HS(M#SG578003 400 E Hamilton)	01 2610 621 2 001	242.47
5029295697-0008	06/12/2020		Sped Heat HS	01 2610 621 2 001	12.76
5029295697-0008	06/12/2020		East Side(M#BHE426274-400 E Hamilton)	01 2610 621 2 001	245.06
5029295697-0008	06/12/2020		HS Athletic Fac(M#sg583858 & SGN590009)	01 2610 621 2 001	222.92
40646	Check	06/11/2020	BLUFSANI	Bluffs Facility Solutions	340.70
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
407189	05/05/2020		Elem Custodial Supplies	01 2610 610 1 003	84.95
407288	06/09/2020		Gloves for PREK	01 1190 610 3 005	69.99
407838	06/09/2020		Gloves and Cleaner for Custodial	01 2610 610 1 003	185.76
40647	Check	06/11/2020	BYTESCOMPU	Bytes Computer & Network Solutions,Inc.	6,237.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
CW27823	06/02/2020		Technical Services Monthly Fee	01 2230 432 0 000	6,237.50
40648	Check	06/11/2020	CDWG	CDW GOVERNMENT INC	2,500.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
XTK4249	05/11/2020	19-002-54	Chrome Education Upgrade License	01 2230 734 0 000	2,500.00
40649	Check	06/11/2020	CENTELEM	CENTURYLINK (ELEM)	203.72
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
314230519-0078	06/14/2020		Elem Pone Charges	01 2510 610 0 000	203.72

Detail Check Register

Checking Account: 1

General Fund Checks

Check Number:	Check Type:	Check Date:	Vendor:	Chart of Account Number	Check Total:
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
40650	Check	06/11/2020	CENTHIGH	CENTURYLINK (JR&SR HIGH)	616.77
314117981-0014	06/12/2020		HS Phone Charges	01 2510 610 0 000	616.77
40651	Check	06/11/2020	CONNPOIN	CONNECTING POINT	520.00
6186	05/26/2020		Copier Contract Monthly paymet	01 1100 443 0 000	520.00
40652	Check	06/11/2020	DOLLGENE	DOLLAR GENERAL REGIONS 410526	74.55
20200609	06/09/2020		Elem COVID Supplies	01 1100 610 1 003	20.50
20200609	06/09/2020		Elem COVID Supplies	01 1100 610 1 003	27.00
20200609	06/09/2020		supplies for PREK packets	01 1190 610 3 005	17.00
20200609-0001	06/01/2020		snacks and Drinks for Mandt training	01 1100 320 2 001	17.35
20200609-0001	06/01/2020		padded envelopes	01 1190 610 3 005	2.00
20200609-0001	06/01/2020		Prek Supplies	01 1190 610 3 005	4.00
20200609-0001	06/01/2020		Credit	01 1190 610 3 005	(64.25)
20200609-0001	06/01/2020		Cleaning Supplies for Uniforms	01 2190 490 0 000	5.00
20200609-0001	06/01/2020		Cleaning Supplies for Uniforms	01 2190 490 0 000	2.95
20200609-0001	06/01/2020		book cleaner	01 2220 610 1 003	9.00
20200609-0001	06/01/2020		Adhesive REMover	01 2610 610 1 003	18.00
20200609-0001	06/01/2020		PREK Supplies	01 2620 610 3 005	16.00
40653	Check	06/11/2020	ESU13	EDUCATIONAL SERVICE UNIT #13	17,297.91
20200610	06/10/2020		Distance Ed/Virtual Academy	01 1100 382 0 000	1,772.28
20200610	06/10/2020		Contracted Services Sped	01 1200 580 1 003	86.10
20200610	06/10/2020		Writing Great IEPS	01 1200 580 2 001	60.00
20200610	06/10/2020		Behavior Mental Health	01 1200 591 0 000	300.00
20200610	06/10/2020		Contracted Services Sped	01 1200 591 0 000	201.65
20200610	06/10/2020		Elem Contracted Service	01 1200 591 1 003	1,431.59
20200610	06/10/2020		Sec Sped Contracted Services	01 1200 591 2 001	3,426.94
20200610	06/10/2020		3-5 Contracted Services	01 1291 591 3 005	7,941.24
20200610	06/10/2020		0-2 Contracted	01 1292 591 3 005	798.11
20200610	06/10/2020		Onto College Test Prep	01 2120 610 0 000	1,280.00
40654	Check	06/11/2020	GREAMER	GREATAMERICA FINANCIAL SVCS.	1,975.00
27095481	05/22/2020		old Copier Lease	01 1100 443 0 000	1,175.00
27143772-0001	06/01/2020		Copier Lease	01 1100 443 0 000	800.00
40655	Check	06/11/2020	HORSCREE	HORSE CREEK TIRE INC.	223.52

Checking Account: 1

General Fund Checks

74062	05/11/2020		Tire Repair	01 2710 739 0 000	74.00
74086	05/13/2020		Tires	01 2710 739 0 000	149.52
Check Number: 40656	Check Type: Check	Check Date: 06/11/2020	Vendor: IDEALLINE	IDEAL LINEN SUPPLY	Check Total: 354.40
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1062171	05/05/2020		Elem Custodial Supplies	01 2610 610 1 003	44.30
1062171	05/05/2020		HS custodial Supplies	01 2610 610 2 001	44.30
1064309	06/09/2020		Elem custodial Supplies	01 2610 610 1 003	44.30
1064309	06/09/2020		HS Custodial Supplies	01 2610 610 2 001	44.30
1066347	06/09/2020		Elem custodial Supplies	01 2610 610 1 003	44.30
1066347	06/09/2020		HS custodial Supplies	01 2610 610 2 001	44.30
1068459	06/09/2020		Elem Custodial Supplies	01 2610 610 1 003	44.30
1068459	06/09/2020		HS Custodial Supplies	01 2610 610 2 001	44.30
Check Number: 40657	Check Type: Check	Check Date: 06/11/2020	Vendor: JJFLOORS	JJPratt Enterprises, LLC	Check Total: 2,592.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2259	06/01/2020		HS Gym Floor	01 2190 720 0 000	2,592.00
Check Number: 40658	Check Type: Check	Check Date: 06/11/2020	Vendor: KSBSCHOOLL	KSB School Law	Check Total: 150.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
8085	05/30/2020		legal fees for FFCRA Application forms	01 2310 317 0 000	150.00
Check Number: 40659	Check Type: Check	Check Date: 06/11/2020	Vendor: MC	MASTER CARD	Check Total: 5,696.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200609	06/09/2020		Ron Clark Meeting	01 1100 320 1 003	162.00
20200609	06/09/2020		Music Play online	01 1100 610 1 003	149.95
20200609	06/09/2020		postage to send case to CDI	01 1100 610 1 003	23.04
20200609	06/09/2020		Markers	01 1100 610 2 001	13.98
20200609	06/09/2020		Graduation Source HS	01 1100 610 2 001	97.10
20200609	06/09/2020		NECPERS Training for PREK	01 1190 320 3 005	86.49
20200609	06/09/2020		ECERS Training for PREK	01 1190 320 3 005	45.79
20200609	06/09/2020		Pyramid Training	01 1190 320 3 005	80.00
20200609	06/09/2020		Gold	01 1190 610 3 005	2,026.75
20200609	06/09/2020		PREK supplies	01 1190 610 3 005	29.03
20200609	06/09/2020		PREK Supplies	01 1190 610 3 005	64.74
20200609	06/09/2020		PREK Supplies	01 1190 610 3 005	215.51
20200609	06/09/2020		Totes PREK	01 1190 610 3 005	122.98
20200609	06/09/2020		Tadpoles	01 1190 734 3 005	49.50
20200609	06/09/2020		annual dues for NASN	01 2130 810 0 000	125.00
20200609	06/09/2020		Teambuilder Subscription	01 2190 490 0 000	1,000.00
20200609	06/09/2020		Drinks for meeting	01 2211 580 0 000	5.96
20200609	06/09/2020		Meals for Meeting	01 2211 580 0 000	141.10
20200609	06/09/2020		Graudation Buttons	01 2410 610 2 001	81.22

Detail Check Register

Checking Account: 1

General Fund Checks

20200609	06/09/2020	Background Checks	01 2510 320 0 000	43.50
20200609	06/09/2020	Background Checks	01 2510 320 0 000	31.00
20200609	06/09/2020	Background Checks	01 2510 320 0 000	77.00
20200609	06/09/2020	IRS	01 2510 531 0 000	59.10
20200609	06/09/2020	Fix Elem Wheel	01 2620 610 1 003	363.59
20200609	06/09/2020	HS Paing	01 2620 610 2 001	356.97
20200609	06/09/2020	Materials for PREK Shed	01 2620 733 0 000	60.91
20200609	06/09/2020	Tom's Gas	01 2710 626 0 000	20.00
20200609	06/09/2020	Rim for Prius	01 2710 739 0 000	119.98
20200609	06/09/2020	Banners	01 3300 610 0 000	20.23
20200609	06/09/2020	HS Banners	01 3300 610 0 000	23.76

Check Number: 40660 Check Type: Check Check Date: 06/11/2020 Vendor: MENARDS Menards Check Total: 1,745.11

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
12382	06/09/2020		Paint and supplies	01 2620 610 1 003	560.06
12887	06/09/2020		Elem Transfer Switch (returned later)	01 2620 733 1 003	139.00
13188	06/09/2020		Return of Safety Switch for Elem Coding	01 2620 733 1 003	(139.00)
13194	06/09/2020		Supplies for PREK Fence expansion	01 2620 610 0 000	913.16
13206	06/09/2020		Carriage Bolts	01 2620 610 0 000	17.04
13476	06/09/2020		15 Fence for PREK yard	01 2620 610 0 000	254.85

Check Number: 40661 Check Type: Check Check Date: 06/11/2020 Vendor: MOBIUSES MOBIUS COMMUNICATIONS COMPANY Check Total: 31.02

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
0308247341-0006	06/01/2020		Phone Charges	01 2510 629 0 000	31.02

Check Number: 40662 Check Type: Check Check Date: 06/11/2020 Vendor: MORRHARD MORRILL HARDWARE & BUILDING SUPPLIES Check Total: 529.04

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200608	06/08/2020		HS Maint	01 2620 430 2 001	72.58
20200608	06/08/2020		DIST Maint	01 2620 610 0 000	39.15
20200608	06/08/2020		Elem Maint	01 2620 610 1 003	29.75
20200608	06/08/2020		HS Shop	01 2620 610 2 001	172.83
20200608	06/08/2020		PREK	01 2620 610 3 005	214.73

Check Number: 40663 Check Type: Check Check Date: 06/11/2020 Vendor: MORRSUPP MORRILL SUPPLY Check Total: 227.09

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200608	06/08/2020		HS Banners	01 2620 430 2 001	7.52
20200608	06/08/2020		Credit	01 2620 610 2 001	(0.36)
20200608	06/08/2020		HS Shop	01 2620 610 2 001	147.53
20200608	06/08/2020		Bus Barn	01 2710 430 0 000	72.40

Check Number: 40664 Check Type: Check Check Date: 06/11/2020 Vendor: NESAFEFIRE NEBRASKA SAFETY AND FIRE EQUIPMENT, INC. Check Total: 360.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
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Detail Check Register

Checking Account: 1		General Fund Checks			
14673	06/01/2020		Annual Monitoring FEE	01 2660 490 0 000	360.00
Check Number: 40665	Check Type: Check	Check Date: 06/11/2020	Vendor: NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	Check Total: 930.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200611	06/11/2020		2020-2021 Activities Registration Fee	01 2190 890 0 000	930.00
Check Number: 40666	Check Type: Check	Check Date: 06/11/2020	Vendor: ONESOURCE	ONE SOURCE - THE BACKGROUND CHECK COMPAN	Check Total: 93.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
2046-20200531	05/31/2020		Background Checks on current and New emp	01 2510 320 0 000	93.00
Check Number: 40667	Check Type: Check	Check Date: 06/11/2020	Vendor: VISA	PLATTE VALLEY BANK VISA	Check Total: 587.60
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200609	05/20/2020		Paint & Paint Supplies for Winkler's Roo	01 2620 610 2 001	351.67
20200609	05/20/2020		Safety Switch for Elem Coding Tower	01 2620 733 1 003	124.10
20200609-0001	06/01/2020		Paint for Signs to Failies	01 1100 111 1 003	40.55
20200609-0001	06/01/2020		Paint for Signs to Failies	01 1100 610 1 003	71.28
Check Number: 40668	Check Type: Check	Check Date: 06/11/2020	Vendor: PYRAMIDSCH	Pyramid School Products Div. of Pyramid Paper Co.	Check Total: 551.10
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
S1410812.001	06/09/2020		District Supplies	01 1100 610 0 000	337.50
S1410812.002	06/09/2020		District Supplies	01 1100 610 0 000	213.60
Check Number: 40669	Check Type: Check	Check Date: 06/11/2020	Vendor: QUILL	Quill Corporation	Check Total: 49.79
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
7419796	06/09/2020		Elem Supplies	01 1100 610 1 003	49.79
Check Number: 40670	Check Type: Check	Check Date: 06/11/2020	Vendor: REALLYGREA	Really Great Reading	Check Total: 688.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
23025	04/30/2020	19-002-47	Countdown online Subscriptions 1 Year	01 1100 735 0 000	190.00
23025	04/30/2020	19-002-47	Blast Foundations Online SubSubscription	01 1100 735 0 000	190.00
23025	04/30/2020	19-002-47	HD Word Online Subscription 1-Year	01 1100 735 0 000	190.00
23025	04/30/2020	19-002-47	HD Word Plus Online 1-Year	01 1100 735 0 000	118.00
Check Number: 40671	Check Type: Check	Check Date: 06/11/2020	Vendor: RIDER	Justin Rider	Check Total: 15.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200529	05/29/2020		Reimbursement for Vehicle Registration	01 2710 732 0 000	15.00
Check Number: 40672	Check Type: Check	Check Date: 06/11/2020	Vendor: SPICSPAN	SPIC AND SPAN CLEANERS	Check Total: 565.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
6258	05/16/2020	19-002-51	Speed Zone	01 2620 610 0 000	425.00
6258	05/16/2020	19-002-51	Runger	01 2620 610 0 000	140.00
Check Number: 40673	Check Type: Check	Check Date: 06/11/2020	Vendor: STARHERA	STAR-HERALD	Check Total: 250.00

Detail Check Register

Checking Account: 1

General Fund Checks

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
i0000143813-0523	06/10/2020		Advertisement for Elem Para	01 2510 350 0 000	250.00
Check Number: 40674	Check Type: Check	Check Date: 06/11/2020	Vendor: TOTALLABOR	Total Laboratory Solutions	Check Total: 2,449.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
TLS 6871 (Sinks)	06/10/2020	19-002-61	Duratop Epoxy Resin Sinks and Accessory.	01 1100 733 0 000	2,449.00
Check Number: 40675	Check Type: Check	Check Date: 06/11/2020	Vendor: VILLMORR	VILLAGE OF MORRILL	Check Total: 7,954.59
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
01-0006	06/01/2020		Sped Electric Elem	01 1200 622 1 003	183.30
01-0006	06/01/2020		Sped HS Electric	01 1200 622 2 001	92.18
01-0006	06/01/2020		Elem Sped Water, Sewer, Trash	01 1200 629 1 003	75.34
01-0006	06/01/2020		HS Swr, Wtr, Trsh	01 1200 629 2 001	534.42
01-0006	06/01/2020		HS Sped Swr, Wtr, Trsh	01 1200 629 2 001	28.13
01-0006	06/01/2020		Elem Electric	01 2610 622 1 003	3,482.74
01-0006	06/01/2020		HS Electric	01 2610 622 2 001	1,751.45
01-0006	06/01/2020		Elem sewer, Trash, Water	01 2610 629 1 003	1,431.37
02-0006	06/01/2020		PREK Electric	01 2610 622 3 005	194.86
02-0006	06/01/2020		Swr, Trsh, Wtr	01 2610 629 3 005	180.80
Check Number: 40676	Check Type: Check	Check Date: 06/11/2020	Vendor: VOICENEWS	Voice News	Check Total: 116.14
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
WC8837	05/27/2020		5/18 Meeting Minutes	01 2510 343 0 000	116.14
Check Number: 40677	Check Type: Check	Check Date: 06/11/2020	Vendor: WNCC	WESTERN NEBRASKA COMMUNITY COLLEGE	Check Total: 5,708.63
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20200609	06/09/2020		WNCC Spring 2020 Classes	01 1100 382 0 000	5,708.63

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 64,321.34

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 1
01	GENERAL FUND						
1100	REGULAR INSTRUCTIONAL PROGRAMS						
01 1100 111 1 003	Instructional Salaries Elem	350,000.00	325,539.14	440,000.00	240,314.47	45.38	
01 1100 111 2 001	Instructional Salaries Sec	635,000.00	497,789.70	550,000.00	514,039.26	6.54	
01 1100 111 4 000	Regular Flat Salaries	87,000.00	72,000.00	80,000.00	63,000.00	21.25	
01 1100 123 1 003	Elementary Substitute Teachers	25,000.00	18,813.02	15,000.00	16,819.82	(12.13)	
01 1100 123 2 001	Highschool Substitute Teachers	20,000.00	32,748.44	15,000.00	14,645.00	2.37	
01 1100 150 1 003	Instructional Aide -Sub Para Elementary	5,000.00	2,789.00	3,000.00	2,309.99	23.00	
01 1100 150 2 001	Instructional Aide - Sub Para Highschool	0.00	0.00	500.00	323.75	35.25	
01 1100 151 1 003	STIPENDS -- ELEM XTRA DAYS	0.00	4,110.00	5,000.00	1,515.02	69.70	
01 1100 151 2 001	STIPENDS - SEC XTRA DAYS	0.00	440.00	4,500.00	0.00	100.00	
01 1100 210 1 003	Benefit Package - Elementary	110,000.00	68,230.09	118,000.00	56,780.64	51.88	
01 1100 210 2 001	Benefit Package - Secondary	155,000.00	134,526.50	150,500.00	97,263.62	35.37	
01 1100 220 1 003	Social Security - Elementary	26,000.00	28,772.27	37,000.00	23,281.60	37.08	
01 1100 220 2 001	Social Security Secondary	48,500.00	46,417.62	51,000.00	45,573.36	10.64	
01 1100 220 4 000	SOCIAL SECURITY-FLAT	0.00	5,482.70	6,500.00	4,798.22	26.18	
01 1100 230 1 003	Retirement - Elementary	25,000.00	32,714.73	51,000.00	35,326.52	30.73	
01 1100 230 2 001	Retirement - Secondary	65,500.00	49,420.01	66,000.00	72,394.55	(9.69)	
01 1100 230 4 000	RETIREMENT-FLAT	0.00	7,112.00	6,200.00	6,222.96	(0.37)	
01 1100 237 0 000	RETIREMENT ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00	
01 1100 270 0 000	Workman's Comp-District	40,000.00	27,867.00	40,000.00	40,000.00	0.00	
01 1100 290 1 003	OTHER BENEFITS	0.00	0.00	0.00	7,875.00	0.00	
01 1100 290 2 001	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 1100 320 1 003	Prof Dev- Elementary	3,000.00	820.00	3,000.00	3,692.17	(23.07)	
01 1100 320 2 001	Professional Dev - Secondary	3,000.00	520.00	1,500.00	522.31	65.18	
01 1100 340 1 003	Repairs/Maint Computers Elem	2,000.00	485.99	1,000.00	0.00	100.00	
01 1100 340 2 001	Repairs/Maint Computers- Second	2,000.00	607.51	1,000.00	95.93	90.41	
01 1100 382 0 000	DISTANCE ED & TELECOMMUNICATIONS	30,000.00	17,909.91	28,000.00	29,325.85	(4.74)	
01 1100 443 0 000	Copier-Lease District	28,000.00	21,111.65	24,000.00	25,705.00	(7.10)	
01 1100 580 0 000	STF DEV/TRAVEL	1,000.00	460.96	1,000.00	685.23	31.48	
01 1100 610 0 000	SUPPLIES DISTRICT	3,000.00	17,428.22	20,000.00	4,716.56	75.42	
01 1100 610 1	SUPPLIES-- ELEM	20,000.00	18,244.06	20,000.00	15,994.94	6.44	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 2
003							
01 1100 610 2 001	SUPPLIES--SECOND	13,000.00	13,437.23	25,000.00	22,149.19	9.26	
01 1100 640 1 003	ELEM CURRICULUM /PERIODICALS	60,500.00	61,270.12	70,000.00	19,461.32	71.97	
01 1100 640 2 001	Second Curriculum/PERIODICALS	15,500.00	5,350.58	60,000.00	71,238.54	(19.42)	
01 1100 733 0 000	Equipment District	5,000.00	6,388.92	10,000.00	8,030.44	19.70	
01 1100 734 0 000	COMPUTER HARDWARE DISTRICT	44,000.00	49,094.42	50,000.00	14,037.82	71.92	
01 1100 734 2 001	COMPUTER HARDWARE SEC	0.00	2.30	0.00	0.00	0.00	
01 1100 735 0 000	COMPUTER SOFTWARE	20,000.00	20,654.18	25,000.00	1,378.00	94.49	
01 1100 735 1 003	ELEM-COMPUTER SOFTWARE	12,000.00	5,585.80	15,000.00	14,097.86	2.35	
01 1100 735 2 001	SECOND-COMPUTER SOFTWARE	5,000.00	1,070.83	5,000.00	8,778.67	(75.57)	
01 1100 810 0 000	DUES AND FEES	1,000.00	1,519.45	2,000.00	5,284.00	(164.20)	
1100	REGULAR INSTRUCTIONAL PROGRAMS	Total	1,860,000.00	1,596,734.35	2,000,700.00	1,487,677.61	25.41
1125	FLEX SPENDING						
01 1125 111 0 000	FLEX REGULAR SALARIES	12,000.00	0.00	14,500.00	0.00	100.00	
01 1125 150 0 000	FLEX OTHER STAFF SALARIES	4,500.00	0.00	5,000.00	0.00	100.00	
01 1125 220 0 000	FLEX SOCIAL SECURITY	1,500.00	0.00	1,000.00	0.00	100.00	
01 1125 230 0 000	RETIREMENT	2,000.00	0.00	1,200.00	0.00	100.00	
01 1125 610 0 000	FLEX SUPPLIES	2,500.00	0.00	300.00	0.00	100.00	
1125	FLEX SPENDING	Total	22,500.00	0.00	22,000.00	0.00	100.00
1150	LIMITED ENGLISH PROF PROGRAMS						
01 1150 111 1 003	LEP INSTRUCTIONAL SALARIES ELEM	56,500.00	56,160.00	70,824.00	53,118.00	25.00	
01 1150 210 1 003	LEP BENEFIT PACKAGE - ELEM	3,200.00	3,172.70	4,020.00	333.21	91.71	
01 1150 220 1 003	LEP FICA/MEDICARE - ELEM	6,000.00	4,044.40	6,200.00	3,825.99	38.29	
01 1150 230 1 003	LEP RETIREMENT - ELEM	7,000.00	5,547.39	8,100.00	7,912.59	2.31	
1150	LIMITED ENGLISH PROF PROGRAMS	Total	72,700.00	68,924.49	89,144.00	65,189.79	26.87
1160	PROVERTY PROGRAMS						
01 1160 111 1 003	POVERTY INSTR. SALARIES - ELEM	290,000.00	310,770.00	390,000.00	289,084.59	25.88	
01 1160 111 4 000	REGULAR SALARIES-FLAT	79,100.00	0.00	0.00	0.00	0.00	
01 1160 210 1 003	POVERTY BENEFIT PKG - ELEM	11,500.00	87,931.14	105,000.00	48,528.22	53.78	
01 1160 220 1 003	POVERTY FICA/MEDICARE - ELEM	29,000.00	27,529.51	35,500.00	22,856.38	35.62	
01 1160 230 1 003	POVERTY RETIREMENT - ELEM	22,000.00	30,697.17	46,200.00	39,206.68	15.14	
01 1160 230 4 000	RETIREMENT-FLAT	0.00	0.00	0.00	0.00	0.00	
1160	PROVERTY PROGRAMS	Total	431,600.00	456,927.82	576,700.00	399,675.87	30.70
1190	EARLY CHILDHOOD ED PROGRAMS						
01 1190 111 3 005	INSTRUCTIONAL PRE-K	34,000.00	14,720.00	73,000.00	70,555.54	3.35	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 3
01 1190 112 3 005	Preschool Instructional Aides	7,000.00	3,811.31	140,000.00	85,773.49	38.73	
01 1190 141 3 005	Provisional Teacher	95,000.00	77,077.35	70,500.00	98,336.86	(39.48)	
01 1190 150 3 005	Preschool Building Coordinator	105,000.00	98,954.52	30,000.00	34,695.21	(15.65)	
01 1190 210 3 005	BENEFITS -- PRE-K	20,000.00	10,360.10	30,000.00	8,774.68	70.75	
01 1190 220 3 005	FICA/MED -- PRE-K	18,000.00	15,170.15	20,000.00	21,842.25	(9.21)	
01 1190 230 3 005	RETIREMENT -- PRE-K	20,000.00	17,235.29	20,000.00	27,463.65	(37.32)	
01 1190 320 3 005	PROF DEV	1,500.00	954.24	2,000.00	3,524.81	(76.24)	
01 1190 580 3 005	STF DEV/TRAVEL -- PRE-K	500.00	230.92	1,000.00	289.41	71.06	
01 1190 610 3 005	SUPPLIES -- PRE-K	10,000.00	2,974.83	8,000.00	11,163.33	(41.57)	
01 1190 630 3 005	SNACKS--PRE K	500.00	1,421.99	2,000.00	978.77	51.06	
01 1190 640 3 005	CURRICULUM-PREK	3,800.00	5,392.25	3,500.00	1,705.45	51.27	
01 1190 733 3 005	EQUIPMENT-PRE K	2,500.00	3,027.75	3,500.00	2,779.95	20.57	
01 1190 734 3 005	Pre-K Computer Hardware	5,000.00	193.50	1,500.00	601.25	(23.42)	
01 1190 735 3 005	PRE K-COMPUTER SOFTWARE	6,000.00	0.00	1,500.00	1,468.25	2.12	
01 1190 810 3 005	DUES AND FEES-PRE K	500.00	50.00	1,000.00	50.38	94.96	
1190	EARLY CHILDHOOD ED PROGRAMS	Total	329,300.00	251,574.20	407,500.00	370,003.28	8.86
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS						
01 1200 111 1 003	Sped Sal Elem	38,500.00	31,860.00	40,200.00	38,320.55	4.68	
01 1200 111 2 001	Sped Sal Sec	0.00	0.00	60,100.00	0.00	100.00	
01 1200 111 3 005	Sped Sal Preschool	0.00	19,423.40	40,200.00	38,159.25	5.08	
01 1200 112 1 003	Sped Elem Aides	76,000.00	70,194.61	84,200.00	55,422.67	34.18	
01 1200 112 2 001	Sped Sec Aides	66,500.00	60,176.14	71,000.00	62,256.71	12.31	
01 1200 150 3 005	Sped Preschool Aides	50,000.00	50,532.34	0.00	1,959.24	0.00	
01 1200 210 1 003	Sped Bene Elem	13,500.00	12,615.68	14,600.00	8,270.03	43.36	
01 1200 210 2 001	Sped Bene Sec	11,300.00	7,535.14	18,800.00	566.47	96.99	
01 1200 210 3 005	Sped Bene Prek	0.00	0.00	10,500.00	0.00	100.00	
01 1200 220 1 003	Soc Sec	9,000.00	8,247.99	10,400.00	7,496.23	27.92	
01 1200 220 2 001	SOCIAL SECURITY	5,000.00	4,729.23	11,000.00	4,730.26	57.00	
01 1200 220 3 005	SOCIAL SECURITY	5,000.00	5,273.19	4,600.00	3,059.53	33.49	
01 1200 230 1 003	Sped Retire Elem	10,000.00	10,074.08	13,500.00	11,212.73	16.94	
01 1200 230 2 001	Sped Retire Sec	7,000.00	5,661.80	14,000.00	10,230.28	26.93	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 4
01 1200 230 3 005	RETIREMENT	6,500.00	6,445.01	6,000.00	3,184.92	46.92	
01 1200 270 1 003	Sped Workmns Elem	4,500.00	4,100.00	4,500.00	4,500.00	0.00	
01 1200 270 2 001	Sped Workmns Sec	4,500.00	3,800.00	4,500.00	4,500.00	0.00	
01 1200 320 1 003	Other Prof & Tech Services	500.00	240.00	2,500.00	75.00	97.00	
01 1200 338 1 003	REPAIRS AND MAINTENANCE	2,000.00	0.00	2,000.00	0.00	100.00	
01 1200 340 1 003	OTHER CONTRACTED OR SECURED SERVICES	0.00	0.00	2,500.00	0.00	100.00	
01 1200 382 0 000	DISTANCE EDUCATION AND TELECOMMUNICATION	4,800.00	1,790.28	3,000.00	1,772.28	40.92	
01 1200 520 0 000	Liability Insurance	0.00	0.00	0.00	0.00	0.00	
01 1200 561 2 001	HS Sped TUIT PD OTHER DIST	0.00	780.00	5,000.00	0.00	100.00	
01 1200 561 3 005	TUIT PD OTHER DIST	5,000.00	720.00	2,500.00	0.00	100.00	
01 1200 580 1 003	SPED--STF DEV--ELEM	750.00	906.65	1,500.00	1,679.45	(11.96)	
01 1200 580 2 001	SPED--STF DEV--SEC	750.00	438.55	1,500.00	1,487.75	0.82	
01 1200 591 0 000	Contr Serv Sped	60,000.00	32,702.23	60,000.00	11,011.40	81.65	
01 1200 591 1 003	SPED ELEM CONTRACT SERVICES	44,000.00	37,152.85	44,000.00	50,608.71	(15.02)	
01 1200 591 2 001	2nd SPED CONTRACT SERVICES	40,000.00	31,999.38	40,000.00	45,058.07	(12.65)	
01 1200 610 1 003	Elem Sped Suppl	600.00	297.23	800.00	1,179.90	(47.49)	
01 1200 610 2 001	Sec Sped Suppl	500.00	374.18	600.00	524.25	12.63	
01 1200 610 3 005	Pre K SUPPLIES	500.00	0.00	500.00	202.29	59.54	
01 1200 621 1 003	HEAT	800.00	741.79	800.00	582.83	27.15	
01 1200 621 2 003	HEAT	650.00	0.00	650.00	0.00	100.00	
01 1200 621 3 005	HEAT	150.00	0.00	150.00	0.00	100.00	
01 1200 622 1 003	ELECTRICITY	3,250.00	2,666.56	3,300.00	2,560.57	22.41	
01 1200 622 2 001	ELECTRICITY	2,000.00	1,772.10	2,100.00	1,911.97	8.95	
01 1200 622 3 005	ELECTRICITY	150.00	0.00	600.00	0.00	100.00	
01 1200 629 1 003	WATER AND SEWER	800.00	740.10	1,000.00	972.23	2.78	
01 1200 629 2 001	WATER AND SEWER	350.00	224.36	350.00	3,619.03	(934.01)	
01 1200 629 3 005	WATER AND SEWER	100.00	0.00	100.00	0.00	100.00	
01 1200 640 1 003	ELEM SPED CURRICULUM	800.00	0.00	800.00	63.88	92.02	
01 1200 640 2 001	Sec Sped Curriculum	700.00	208.78	700.00	0.00	100.00	
01 1200 734 0 000	SPED COMPUTER HARDWARE	500.00	167.41	500.00	0.00	100.00	
01 1200 810 0 000	Sped Fees	1,200.00	0.00	500.00	50.00	90.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 5
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	Total	478,150.00	414,591.06	586,050.00	377,228.48	35.63
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU						
01 1291 591 3 005	Sped Age 3-5 Contract Services	16,000.00	12,669.18	16,000.00	39,042.38	(144.01)	
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU	Total	16,000.00	12,669.18	16,000.00	39,042.38	(144.01)
1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM						
01 1292 591 3 005	0-2 Sped Contracted Services	9,500.00	6,358.26	8,000.00	8,303.97	(3.80)	
1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM	Total	9,500.00	6,358.26	8,000.00	8,303.97	(3.80)
2120	GUIDANCE SERVICES						
01 2120 116 1 003	Guidance/LMHP Counselor Salary	45,000.00	38,694.20	74,000.00	66,401.73	10.27	
01 2120 116 2 001	Guidance Counselor Secondary	9,000.00	13,452.10	40,000.00	18,904.59	52.74	
01 2120 210 0 000	GUIDANCE BENEFITS	15,200.00	3,370.10	24,500.00	7,875.00	67.86	
01 2120 210 1 003	Benefits	0.00	0.00	0.00	108.31	0.00	
01 2120 210 2 001	Benefits	0.00	0.00	0.00	108.31	0.00	
01 2120 220 0 000	GUIDANCE FICA/MEDICARE	4,300.00	3,479.41	9,900.00	602.46	93.91	
01 2120 220 1 003	Social Security	0.00	0.00	0.00	4,647.75	0.00	
01 2120 220 2 001	Social Security	0.00	0.00	0.00	1,276.80	0.00	
01 2120 230 0 000	GUIDANCE RETIREMENT	5,500.00	4,579.24	12,900.00	0.00	100.00	
01 2120 230 1 003	Retirement	0.00	0.00	0.00	7,425.59	0.00	
01 2120 230 2 001	Retirement	0.00	0.00	0.00	2,733.80	0.00	
01 2120 320 0 000	PROF DEV	500.00	395.10	0.00	0.00	0.00	
01 2120 580 0 000	Guid-Prof Dev	500.00	0.00	0.00	0.00	0.00	
01 2120 580 1 003	GUIDANCE PROF-DEVELOPMENT	0.00	0.00	600.00	41.50	93.08	
01 2120 580 2 001	GUIDANCE PROF Development	0.00	0.00	600.00	2,134.25	(255.71)	
01 2120 610 0 000	GUIDEANCE-OTHER SUPPLIES AND MATERIALS	8,500.00	8,055.02	15,000.00	10,014.76	32.35	
01 2120 735 0 000	GUIDANCE-COMPUTER SOFTWARE	0.00	629.99	500.00	6,865.00	(1,273.00)	
01 2120 810 0 000	DUES AND FEES	500.00	0.00	750.00	0.00	100.00	
01 2120 890 0 000	Guid-Other misc expenses	500.00	33.31	500.00	0.00	100.00	
2120	GUIDANCE SERVICES	Total	89,500.00	72,688.47	179,250.00	129,139.85	27.88
2130	HEALTH SERVICES						
01 2130 116 0 000	Salary Nurse	0.00	0.00	49,500.00	31,937.91	35.48	
01 2130 150 1 003	Nurse Salary Aide	45,000.00	37,500.00	9,750.00	10,337.72	(6.03)	
01 2130 210 0 000	Nurse-Benefits	15,200.00	9,416.70	10,500.00	7,875.00	25.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 6
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01 2130 220 0 000	Social Security	4,400.00	3,580.10	4,550.00	3,038.41	33.22	
01 2130 220 1 003	GROUP INSURANCE	0.00	0.00	0.00	790.84	0.00	
01 2130 220 2 001	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 2130 230 0 000	Retirement Nurse	4,500.00	3,704.20	5,900.00	3,036.23	48.54	
01 2130 230 1 003	SOCIAL SECURITY	0.00	0.00	0.00	1,021.13	0.00	
01 2130 230 2 001	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 2130 580 0 000	Prof Dev Nurse	350.00	118.00	400.00	0.00	100.00	
01 2130 610 0 000	Supplies Nurse	2,000.00	767.78	2,000.00	504.74	70.87	
01 2130 810 0 000	DUES AND FEES	300.00	0.00	300.00	125.00	58.33	
01 2130 890 0 000	Other Nurse	0.00	685.11	1,000.00	143.85	85.62	
2130 HEALTH SERVICES	Total	71,750.00	55,771.89	83,900.00	58,810.83	29.81	
2190 OTHER PUPIL SUPPORT SERVICES							
01 2190 112 0 000	ACTIVITY BUS DRIVER	0.00	6,361.66	7,000.00	10,341.68	(47.74)	
01 2190 150 0 000	Non Instructional staff salaries/A/D	40,500.00	26,315.66	30,000.00	30,192.89	(0.64)	
01 2190 151 0 000	REGULAR SALARIES-ACTIVITY	118,000.00	121,536.24	151,215.00	124,125.40	17.91	
01 2190 210 0 000	Insurance	0.00	4,367.90	5,500.00	924.67	83.19	
01 2190 220 0 000	Social Security/Med-- ACTIVITY BUS	13,000.00	12,464.16	15,000.00	13,892.54	7.38	
01 2190 230 0 000	RETIREMENT -- ACTIVITY BUS	13,500.00	13,720.26	17,000.00	21,681.21	(27.54)	
01 2190 320 0 000	EXTRA DUTY -- NON-STAFF	13,000.00	15,320.25	16,500.00	22,172.00	(34.38)	
01 2190 340 0 000	ATHLETIC TRAINER SERVICES-ACTIV	2,000.00	916.66	2,000.00	1,877.50	6.13	
01 2190 490 0 000	Activity Supplies Purchases Athletics	23,000.00	16,333.15	24,500.00	14,597.66	40.42	
01 2190 580 0 000	Activities -- Travel Expenses	7,500.00	5,429.99	15,000.00	3,105.39	79.30	
01 2190 626 0 000	Activities -- Gas & Oil	8,000.00	6,522.73	9,000.00	7,337.78	18.47	
01 2190 720 0 000	TRACK/FB FIELD--SITE IMPROVEMENTS	10,000.00	11,322.50	12,000.00	13,900.56	(15.84)	
01 2190 890 0 000	DUES/FEES -- ACTIVITIES	3,000.00	3,925.32	4,000.00	4,064.13	(1.60)	
2190 OTHER PUPIL SUPPORT SERVICES	Total	251,500.00	244,536.48	308,715.00	268,213.41	13.12	
2211 SCHOOL IMPROVEMENT							
01 2211 580 0 000	SCH IMP: TRAVEL EXPENSES	10,000.00	474.00	2,500.00	7,843.67	(213.75)	
01 2211 890 0 000	SCH IMP: ACCREDITATION EXP	5,000.00	5,365.00	20,000.00	0.00	100.00	
2211 SCHOOL IMPROVEMENT	Total	15,000.00	5,839.00	22,500.00	7,843.67	65.14	
2212 INST STAFF TRNG AND CURR DEV							
01 2212 320 0 000	PROFESSIONAL SERVICES	0.00	0.00	15,000.00	0.00	100.00	
01 2212 580 0 000	TRAVEL EXPENSE AND MILEAGE	25,000.00	0.00	20,000.00	0.00	100.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 7
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2212	INST STAFF TRNG AND CURR DEV	Total	25,000.00	0.00	35,000.00	0.00	100.00
2220	2220						
01 2220 111 0 000	Salary Librarian	38,500.00	31,860.00	40,200.00	30,134.25	25.04	
01 2220 112 0 000	Substitute or Temporary Salaries	500.00	0.00	500.00	7,656.82	(1,431.36)	
01 2220 112 1 003	Elem Library Paraprofessional	0.00	0.00	16,500.00	11,265.62	31.72	
01 2220 210 0 000	Benefit Library	15,500.00	12,481.42	14,700.00	7,875.00	46.43	
01 2220 220 0 000	Fica Librarian	3,900.00	2,838.76	4,400.00	3,493.47	20.60	
01 2220 220 1 003	Elem Library Paraprofessional	0.00	0.00	0.00	861.82	0.00	
01 2220 230 0 000	Retire Library	3,900.00	3,147.08	5,700.00	3,073.43	46.08	
01 2220 230 1 003	RETIREMENT	0.00	0.00	0.00	428.74	0.00	
01 2220 580 0 000	Library-Travel expense and mileage	200.00	0.00	200.00	0.00	100.00	
01 2220 610 1 003	Elem Library Supplies	1,200.00	2,392.35	1,500.00	598.90	60.07	
01 2220 610 2 001	Sec Library Supplies	800.00	508.23	1,000.00	1,111.60	(11.16)	
01 2220 640 1 003	Library Books Elem	1,200.00	2,114.28	2,000.00	2,650.15	(32.51)	
01 2220 640 2 001	Library Books Sec	1,300.00	0.00	1,300.00	46.40	96.43	
01 2220 735 0 000	Library-Computer Software	250.00	84.00	300.00	84.00	72.00	
01 2220 810 0 000	Dues and Fees	350.00	0.00	200.00	0.00	100.00	
2220	2220	Total	67,600.00	55,426.12	88,500.00	69,280.20	21.72
2230	Technical Services						
01 2230 114 0 000	Technology Assistant	29,000.00	16,362.99	22,000.00	15,147.00	31.15	
01 2230 210 0 000	Benefit Tech	0.00	0.00	0.00	0.00	0.00	
01 2230 220 0 000	Fica Tech	2,300.00	1,251.75	1,500.00	1,158.74	22.75	
01 2230 230 0 000	Retire Tech	2,900.00	1,616.31	1,700.00	1,496.19	11.99	
01 2230 320 0 000	PROF DEV-TECH	400.00	75.60	250.00	0.00	100.00	
01 2230 340 1 003	Repairs Elem Tech	1,000.00	12.99	500.00	0.00	100.00	
01 2230 340 2 001	Repairs Sec Tech	1,000.00	0.00	500.00	309.73	38.05	
01 2230 432 0 000	Technology Contracted Services	65,000.00	59,826.90	75,000.00	62,375.99	16.83	
01 2230 580 0 000	Mileage Tech	200.00	101.81	200.00	89.00	55.50	
01 2230 610 0 000	Supplies Tech	2,000.00	302.95	750.00	622.15	17.05	
01 2230 734 0 000	Tech Hardware	5,000.00	239.99	5,000.00	2,500.00	50.00	
01 2230 810 0 000	Tech Dues/fees	400.00	0.00	200.00	0.00	100.00	
01 2230 890 0	Other Tech	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 8
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2230	Technical Services	Total	109,200.00	79,791.29	107,600.00	83,698.80	22.21
2310	BOARD OF EDUCATION						
01 2310 310 000	Prof Dev	3,000.00	2,621.75	10,000.00	3,320.00	66.80	
01 2310 315 000	Audit	80,000.00	14,708.64	73,000.00	69,696.74	4.53	
01 2310 317 000	Legal Services	4,000.00	6,720.00	9,000.00	8,894.78	1.17	
01 2310 350 000	Advertising And Printing	10,000.00	3,951.40	10,000.00	7,772.05	22.28	
01 2310 440 000	Periodicals Board	300.00	0.00	300.00	0.00	100.00	
01 2310 520 000	District Liability Insurance	0.00	57,717.00	0.00	0.00	0.00	
01 2310 521 000	Board Fidelity Bond Premiums	250.00	0.00	250.00	0.00	100.00	
01 2310 580 000	Mileage And Expense	2,000.00	796.80	4,000.00	2,566.53	35.84	
01 2310 610 000	Supplies Board	500.00	141.45	1,000.00	16.95	98.31	
01 2310 810 000	Dues And Fees	9,000.00	8,893.00	10,000.00	8,660.00	13.40	
01 2310 890 000	Other Board	5,000.00	523.04	5,000.00	2,101.35	57.97	
2310	BOARD OF EDUCATION	Total	114,050.00	96,073.08	122,550.00	103,028.40	15.93
2320	EXECUTIVE ADMINISTRATION						
01 2320 105 000	SALARY-SUPERINTENDENT	120,000.00	100,000.00	125,000.00	93,750.03	25.00	
01 2320 150 000	Clerical Salary Supt	28,000.00	23,971.25	29,500.00	23,252.61	21.18	
01 2320 210 000	Benefits Supt	22,000.00	18,252.68	25,000.00	8,797.56	64.81	
01 2320 220 000	Fica Supt	12,000.00	9,456.02	12,000.00	8,715.21	27.37	
01 2320 230 000	Retire Supt	15,500.00	12,295.03	15,500.00	19,558.04	(26.18)	
01 2320 290 000	OTHER BENEFITS	600.00	500.00	600.00	1,200.00	(100.00)	
01 2320 320 000	SUPER-PROF DEV	2,000.00	1,034.00	3,500.00	645.00	81.57	
01 2320 432 000	Comp Hardware Supt	1,500.00	1,169.98	500.00	0.00	100.00	
01 2320 580 000	TRAVEL - SUPT.	2,000.00	1,123.78	2,000.00	576.57	71.17	
01 2320 610 000	Office Supplies	300.00	9.25	100.00	0.00	100.00	
01 2320 699 000	SUPERINTENDENT CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2320 733 000	Equip Supt	500.00	11.95	500.00	0.00	100.00	
01 2320 810 000	Dues And Fees	1,500.00	1,832.00	2,000.00	474.49	76.28	
01 2320 890 000	Other Supt	800.00	377.37	800.00	42.40	94.70	
2320	EXECUTIVE ADMINISTRATION	Total	206,700.00	170,033.31	217,000.00	157,011.91	27.64
2410	PRIN						
01 2410 111 003	Salary Elem Prin	103,000.00	85,833.34	110,000.00	78,750.00	28.41	
01 2410 111 2	Salary Sec Prin	82,000.00	68,333.34	91,000.00	63,751.77	29.94	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 9
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01 2410 150 1 003	Clerical Elem Prin	33,000.00	28,937.23	35,000.00	26,993.68	22.88	
01 2410 150 2 001	Clerical Sec Prin	36,000.00	35,294.24	44,000.00	32,052.71	27.15	
01 2410 210 1 003	Benefit Elem Prin	0.00	0.00	0.00	0.00	0.00	
01 2410 210 2 001	Benefit Sec Prin	12,000.00	17,964.70	16,000.00	4,252.93	73.42	
01 2410 220 1 003	Fica Elem Prin	10,500.00	8,766.41	12,000.00	8,077.18	32.69	
01 2410 220 2 001	Fica Sec Prin	8,500.00	7,227.79	10,000.00	6,643.59	33.56	
01 2410 230 1 003	Retire Elem Prin	13,500.00	11,273.93	13,700.00	10,313.60	24.72	
01 2410 230 2 001	Retire Sec Prin	11,000.00	10,221.21	13,000.00	21,886.84	(68.36)	
01 2410 320 1 003	ELEM PRINCIPAL-PROF DEV	1,500.00	24.00	1,500.00	240.00	84.00	
01 2410 320 2 001	SEC PRINCIPAL-PROF DEV	1,500.00	0.00	1,500.00	0.00	100.00	
01 2410 580 1 003	Mileage Elem Prin	100.00	585.41	700.00	346.42	50.51	
01 2410 580 2 001	Mileage Sec Prin	100.00	221.70	400.00	328.84	17.79	
01 2410 610 1 003	Supplies Elem Prin	500.00	157.70	500.00	335.25	32.95	
01 2410 610 2 001	Supplies Sec Prin	500.00	281.85	500.00	610.15	(22.03)	
01 2410 610 3 005	SUPPLIES-PRE K Director	200.00	0.00	0.00	0.00	0.00	
01 2410 733 1 003	Equip Elem Prin	0.00	0.00	0.00	0.00	0.00	
01 2410 734 1 003	Comp Hardware Elem Princ	800.00	683.23	800.00	0.00	100.00	
01 2410 734 2 001	Comp Hardware Sec Princ	800.00	629.99	800.00	0.00	100.00	
01 2410 810 1 003	Dues Elem Prin	1,000.00	552.00	1,000.00	650.50	34.95	
01 2410 810 2 001	Dues Sec Prin	500.00	0.00	500.00	335.00	33.00	
01 2410 810 3 005	DUES AND FEES-Director Early Childhood	250.00	0.00	0.00	0.00	0.00	
2410 PRIN	Total	317,250.00	276,988.07	352,900.00	255,568.46	27.58	
2510	GENERAL ADMIN-BUSINESS SERVICE						
01 2510 116 0 000	Business Manager--Salary	52,000.00	56,514.37	65,000.00	59,480.26	8.49	
01 2510 210 0 000	Business Manager--Benefits Package	0.00	0.00	0.00	0.00	0.00	
01 2510 220 0 000	Business Manager--FICA/Medicare	4,800.00	4,125.45	5,500.00	4,251.82	22.69	
01 2510 230 0 000	Business Manager--Retirement	5,000.00	5,356.14	7,000.00	5,477.92	21.74	
01 2510 260 0 000	UNEMPLOYMENT COMP OR INS	10,000.00	3,642.02	5,000.00	3,811.97	23.76	
01 2510 320 0 000	Professional & Technical Svcs	1,000.00	6,216.70	7,500.00	814.25	89.14	
01 2510 340 0 000	Contracted Services	500.00	138.50	500.00	345.00	31.00	
01 2510 343 0 000	ERate	0.00	0.00	0.00	116.14	0.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 10
01 2510 350 000	Adver/print General	2,500.00	4,282.85	5,000.00	3,447.26	31.05	
01 2510 531 000	Postage General	3,000.00	435.05	2,000.00	1,879.97	6.00	
01 2510 580 000	Travel/Mileage Expenses-General	1,500.00	1,627.98	3,000.00	837.70	72.08	
01 2510 610 000	Supplies General	750.00	1,447.86	1,500.00	8,718.89	(482.19)	
01 2510 629 000	Telephone General	10,000.00	10,352.63	15,000.00	2,925.66	80.50	
01 2510 733 000	Equip General	500.00	27.98	500.00	698.85	(39.77)	
01 2510 735 000	BUSINESS SOFTWARE	6,000.00	100.00	7,500.00	656.31	91.25	
01 2510 810 000	DUES AND FEES	600.00	171.98	3,000.00	217.35	92.76	
01 2510 890 000	Other General	500.00	476.94	500.00	964.45	(92.89)	
2510	GENERAL ADMIN-BUSINESS SERVICE	Total	98,650.00	94,916.45	128,500.00	94,643.80	26.34
2610	Custodian						
01 2610 150 1003	CUSTODIAL SALARY--ELEM	38,000.00	45,006.46	50,000.00	45,473.59	9.05	
01 2610 150 2001	CUSTODIAL SALARIES -- SEC	35,000.00	19,693.89	35,000.00	17,860.91	48.97	
01 2610 150 3005	CUSTODIAL-PRE K	5,000.00	452.75	3,000.00	783.08	73.90	
01 2610 210 1003	Benefits Elem	6,000.00	11,736.08	13,600.00	1,528.81	88.76	
01 2610 210 2001	Benefits Sec	2,500.00	5,824.61	7,100.00	566.47	92.02	
01 2610 210 3005	BENEFITS-PRE K CUSTODIAL	0.00	0.00	0.00	0.00	0.00	
01 2610 220 1003	Fica Elem Custodian	3,200.00	3,398.56	4,100.00	3,433.36	16.26	
01 2610 220 2001	Fica Sec Custodian	2,700.00	1,495.51	2,700.00	1,354.80	49.82	
01 2610 220 3005	SOCIAL SECURITY-PRE K CUSTODIAL	400.00	0.00	250.00	0.00	100.00	
01 2610 230 1003	Retire Elem Cust	4,000.00	4,272.19	5,200.00	14,009.13	(169.41)	
01 2610 230 2001	Retire Sec Cust	3,600.00	1,945.32	2,900.00	6,316.70	(117.82)	
01 2610 230 3005	RETIREMENT-PRE K CUSTODIAL	500.00	0.00	350.00	0.00	100.00	
01 2610 320 000	PROPERTY SERVICES-Equip Rental	500.00	0.00	500.00	0.00	100.00	
01 2610 610 000	Custodial-Supplies	0.00	737.92	4,000.00	846.03	63.85	
01 2610 610 1003	Supplies Elem Cust	15,000.00	10,179.85	15,000.00	8,471.43	33.61	
01 2610 610 2001	Supplies Sec Cust	15,000.00	12,380.67	15,000.00	4,947.88	58.62	
01 2610 610 3005	CUSTODIAL SUPPLIES - PRE K	6,000.00	5,118.80	6,000.00	1,632.30	48.21	
01 2610 621 1003	Heat - Elem	17,000.00	14,083.46	17,000.00	9,830.28	42.17	
01 2610 621 2001	Heat - Highschool	13,500.00	11,284.65	14,000.00	10,132.58	27.62	
01 2610 621 3005	HEAT-PRE K	3,000.00	2,613.46	3,200.00	2,689.24	15.96	
01 2610 622 1	Elec Elem	68,000.00	50,665.39	68,000.00	51,322.85	24.53	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 11
003							
01 2610 622 2 001	Elec Sec	42,000.00	38,755.40	45,000.00	37,205.84	17.32	
01 2610 622 3 005	ELECTRICITY-PRE K	4,500.00	2,415.62	4,500.00	2,457.77	45.38	
01 2610 629 1 003	Water and Sewer Elem	19,000.00	14,062.13	19,000.00	14,922.85	21.46	
01 2610 629 2 001	Water/sewer Sec	8,000.00	5,881.87	8,000.00	2,219.92	72.25	
01 2610 629 3 005	WATER AND SEWER-PRE K	2,500.00	1,739.10	2,500.00	1,777.10	28.92	
01 2610 733 0 000	Equipment Cust	5,000.00	0.00	5,000.00	179.00	96.42	
2610 Custodian	Total	319,900.00	263,743.69	350,900.00	239,961.92	30.24	
2620 Maintenance							
01 2620 150 0 000	District Maintenance Salaries	65,000.00	49,325.73	65,000.00	46,257.33	28.83	
01 2620 210 0 000	HEALTH INSURANCE	9,000.00	7,316.18	14,100.00	566.47	95.98	
01 2620 220 0 000	SOCIAL SECURITY	5,000.00	3,731.01	5,000.00	3,518.30	29.63	
01 2620 230 0 000	RETIREMENT	6,500.00	4,838.37	6,500.00	9,317.99	(43.35)	
01 2620 340 0 000	Maint-Repairs	10,000.00	1,241.11	10,000.00	0.00	100.00	
01 2620 340 1 003	Contr Serv Elem Maint	5,000.00	2,546.24	5,000.00	1,430.00	71.40	
01 2620 340 2 001	Contr Serv Sec Maint	5,000.00	2,744.00	5,000.00	108.75	97.83	
01 2620 340 3 005	CONTR SERV (FIRE MONITOR)	1,500.00	0.00	4,000.00	0.00	100.00	
01 2620 430 1 003	Elem Repairs Maint	3,000.00	0.00	3,000.00	0.00	81.21	
01 2620 430 2 001	HS Maint. Repairs	3,000.00	143.00	300.00	1,085.94	(449.91)	
01 2620 430 3 005	MAINT/REPAIR-PRE K	1,500.00	15.45	1,500.00	142.99	77.13	
01 2620 610 0 000	Dist-Repair/Maintenance Grounds	10,000.00	5,159.41	10,000.00	5,238.74	42.29	
01 2620 610 1 003	Elem-Maintenance/Repair Supplies	4,000.00	2,974.32	6,000.00	2,733.16	52.78	
01 2620 610 2 001	Sec Repair/Maintenance Supplies	3,000.00	3,515.15	5,000.00	3,808.72	14.93	
01 2620 610 3 005	PRE K MAINTENANCE SUPPLIES	1,000.00	563.38	2,500.00	1,537.79	38.49	
01 2620 720 0 000	Bldg Improv District	10,000.00	0.00	25,000.00	3,663.74	85.35	
01 2620 733 0 000	Maint-Equip-Concession Stand	5,000.00	575.43	20,000.00	60.91	99.70	
01 2620 733 1 003	Equip Maint	6,000.00	1,029.56	7,000.00	2,556.77	63.47	
01 2620 733 2 001	Equip Maint	2,500.00	0.00	2,500.00	6,724.06	(168.96)	
01 2620 733 3 005	FURNITURE AND EQUIPMENT-PRE K	2,500.00	609.00	2,500.00	277.77	87.09	
2620 Maintenance	Total	158,500.00	86,327.34	199,900.00	89,029.43	54.24	
2660 Security							
01 2660 490 0 000	Safety and Security/School Resource	10,000.00	5,333.56	95,000.00	2,599.61	97.26	
2660 Security	Total	10,000.00	5,333.56	95,000.00	2,599.61	97.26	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 12
2710	REGULAR PUPIL TRANSPORTATION						
01 2710 112 0 000	Trans-Sub Bus Salary	5,000.00	11,022.30	10,000.00	21,706.85	(117.07)	
01 2710 150 0 000	Salary Bus	110,000.00	89,821.55	105,000.00	70,528.72	32.83	
01 2710 210 0 000	Benefits	3,000.00	4,561.21	5,000.00	414.81	91.70	
01 2710 220 0 000	Fica Bus	9,000.00	7,617.93	8,500.00	7,006.86	17.57	
01 2710 230 0 000	Retire Bus	11,000.00	8,153.22	9,900.00	9,746.05	1.56	
01 2710 320 0 000	PROFESSIONAL DEV	2,500.00	1,606.50	2,500.00	1,311.00	47.56	
01 2710 430 0 000	Repairs And Maintenance	20,000.00	12,142.41	20,000.00	10,790.78	46.05	
01 2710 610 0 000	Supplies	7,000.00	3,107.33	7,000.00	1,282.06	81.68	
01 2710 626 0 000	Gas And Oil	33,000.00	30,522.58	35,000.00	20,689.55	40.89	
01 2710 732 0 000	Vehicle Acquisition	25,000.00	0.00	100,000.00	923.68	99.08	
01 2710 739 0 000	Other Equipment Tires/Parts	16,000.00	1,651.75	16,000.00	1,559.41	90.25	
01 2710 890 0 000	Other	2,500.00	25.00	1,000.00	474.18	52.58	
2710	REGULAR PUPIL TRANSPORTATION	Total	244,000.00	170,231.78	319,900.00	146,433.95	54.23
2712	SCHOOL AGE SPEC ED TRANSPORT						
01 2712 150 2 001	SPED TRANSPORTATION/BUS DRIVER	5,000.00	0.00	5,000.00	0.00	100.00	
01 2712 220 2 001	FICA/Medicare SPED Transportation	200.00	0.00	400.00	0.00	100.00	
01 2712 230 2 001	Retirement -- SPED Transportation	500.00	0.00	600.00	0.00	100.00	
01 2712 337 0 000	SPED TIRES & PARTS -- MINI BUS	1,000.00	0.00	1,000.00	50.00	95.00	
01 2712 338 0 000	SPED RPRS & MAINT -- PRIUS	1,000.00	0.00	1,000.00	0.00	100.00	
01 2712 520 0 000	SPED Vehicle Liability Insurance	1,000.00	0.00	0.00	0.00	0.00	
01 2712 610 0 000	SPED TRNS SUPPLIES -- PRIUS	500.00	0.00	500.00	0.00	100.00	
01 2712 626 0 000	SPED GAS & OIL -- PRIUS	500.00	521.77	1,000.00	486.43	51.36	
01 2712 890 0 000	SPED TRANS -- OTHER	0.00	0.00	500.00	0.00	100.00	
2712	SCHOOL AGE SPEC ED TRANSPORT	Total	9,700.00	521.77	10,000.00	536.43	94.64
2900	Early Retirement						
01 2900 220 0 000	SOCIAL SECURITY	2,900.00	2,805.00	573.75	573.75	0.00	
01 2900 239 0 000	EARLY RETIRMENT	37,000.00	36,666.67	7,500.00	7,500.00	0.00	
2900	Early Retirement	Total	39,900.00	39,471.67	8,073.75	8,073.75	0.00
3135	High Ability Learner						
01 3135 111 0 000	REGULAR SALARIES	2,500.00	0.00	2,500.00	0.00	100.00	
01 3135 210 0 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 3135 220 0 000	SOCIAL SECURITY	168.00	0.00	180.00	0.00	100.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 13
01 3135 230 000	RETIREMENT	250.00	0.00	270.00	0.00	100.00	
01 3135 320 000	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00	0.00	
01 3135 610 000	SUPPLIES	0.00	0.00	500.00	0.00	100.00	
01 3135 640 000	CURRICULUM	0.00	0.00	500.00	0.00	100.00	
3135 High Ability Learner	Total	2,918.00	0.00	3,950.00	0.00	100.00	
3300 COMMUNITY SERVICES							
01 3300 610 000	Community Service	1,000.00	757.94	8,000.00	3,937.98	50.78	
3300 COMMUNITY SERVICES	Total	1,000.00	757.94	8,000.00	3,937.98	50.78	
5000 DEBT SERVICES							
01 5000 832 000	Interest On Short Term Debt	0.00	321.22	0.00	0.00	0.00	
5000 DEBT SERVICES	Total	0.00	321.22	0.00	0.00	0.00	
6200 TITLE I, PART A NCLB IMPROV THE ACADEM							
01 6200 111 000	TITLE I SALARIES INSTRUCTIONAL	67,500.00	34,452.00	43,447.80	83,252.25	(91.61)	
01 6200 112 000	TITLE I SUBSTITUTES OR TEMP SALARIES	0.00	0.00	3,000.00	0.00	100.00	
01 6200 150 000	TITLE I SALARIES/AIDES	48,000.00	55,788.58	64,277.00	61,181.09	4.82	
01 6200 210 000	TITLE I BENEFITS	2,300.00	6,147.22	9,033.06	1,583.82	82.47	
01 6200 220 000	TITLE I FICA/MEDICARE	8,800.00	6,465.07	8,745.90	9,429.10	(7.81)	
01 6200 230 000	TITLE I RETIREMENT BENEFITS	11,500.00	8,913.79	11,369.90	27,394.30	(140.94)	
01 6200 580 000	STAFF DEV/TRAINING	0.00	0.00	1,000.00	0.00	100.00	
01 6200 610 000	TITLE I SUPPLIES	0.00	0.00	1,000.00	0.00	100.00	
01 6200 734 000	Title I Computer Hardware	0.00	0.00	0.00	0.00	0.00	
01 6200 735 000	TITLE I COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
01 6200 890 000	OTHER TITLE I	0.00	0.00	0.00	0.00	0.00	
6200 TITLE I, PART A NCLB IMPROV THE ACADEM	Total	138,100.00	111,766.66	141,873.66	182,840.56	(28.88)	
6210 TITLE I ACCOUNTABILITY							
01 6210 100 000	Title1 Accountability SALARIES	8,000.00	0.00	10,000.00	0.00	100.00	
01 6210 112 000	TITLE I FY12 -- SUB SALARIES	0.00	0.00	0.00	0.00	0.00	
01 6210 220 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 6210 230 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
6210 TITLE I ACCOUNTABILITY	Total	8,000.00	0.00	10,000.00	0.00	100.00	
6310 TITLE II, PART A NCLB TCHR QUAL GRANTS							
01 6310 320 000	PROF SVCS -- TITLE IIA	5,000.00	2,000.00	0.00	0.00	0.00	
01 6310 580 000	STF DEV/TRAVEL -- TITLE IIA	13,000.00	640.86	12,000.00	17,487.55	(45.73)	
01 6310 890 000	Title II Indirect Costs	800.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 14
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS	Total	18,800.00	2,640.86	12,000.00	17,487.55	(45.73)
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4						
01 6404 591 0 000	IDEA B BASE -- PROFESSIONAL SERVICE	0.00	9,266.02	10,000.00	0.00	100.00	
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	Total	0.00	9,266.02	10,000.00	0.00	100.00
6406	IDEA PRESCHOOL(619) BASE ALLOC						
01 6406 591 3 005	IDEA B PREK--PROFESSIONAL SVCS	7,300.00	26,613.10	30,000.00	0.00	100.00	
6406	IDEA PRESCHOOL(619) BASE ALLOC	Total	7,300.00	26,613.10	30,000.00	0.00	100.00
6410	IDEA ENROLLMENT/POVERTY						
01 6410 111 0 000	IDEA-EP--CERTIFIED SALARY	50,000.00	47,655.00	50,000.00	47,372.04	5.26	
01 6410 150 0 000	IDEA-EP--CLASSIFIED SALARIES	3,000.00	0.00	0.00	0.00	0.00	
01 6410 210 0 000	IDEA-EP--OTHER BENEFITS	0.00	8,160.78	9,000.00	8,208.21	8.80	
01 6410 220 0 000	IDEA-EP--FICA/MEDICARE	3,900.00	3,985.56	4,000.00	3,736.56	6.59	
01 6410 230 0 000	IDEA-EP--RETIREMENT	5,300.00	4,707.30	4,900.00	5,678.91	(15.90)	
01 6410 591 0 000	IDEA-EP--PROFESSIONAL SVCS	28,000.00	47,786.26	50,000.00	2,074.26	95.85	
6410	IDEA ENROLLMENT/POVERTY	Total	90,200.00	112,294.90	117,900.00	67,069.98	43.11
6450	Medicaid in Public Schools						
01 6450 591 0 000	MEDICAID	0.00	0.00	0.00	175.00	0.00	
6450	Medicaid in Public Schools	Total	0.00	0.00	0.00	175.00	0.00
6700	FED VOC & APP TECH ED (CARL PERKINS)						
01 6700 610 0 000	FED VOC & APP (CARL PERKINS) SUPPLIES	0.00	0.00	5,000.00	1,388.85	72.22	
6700	FED VOC & APP TECH ED (CARL PERKINS)	Total	0.00	0.00	5,000.00	1,388.85	72.22
6969	TITLE IV GRANTS						
01 6969 111 2 001	TITLE IV SALARIES	0.00	0.00	3,000.00	0.00	100.00	
01 6969 320 0 000	PROFESSIONAL SERVICES	0.00	0.00	3,000.00	40.00	98.67	
01 6969 580 0 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	53,622.59	19,317.85	63.97	
01 6969 610 0 000	TITLE IV SUPPLIES AND MATERIALS	0.00	0.00	2,000.00	180.00	91.00	
6969	TITLE IV GRANTS	Total	0.00	0.00	61,622.59	19,537.85	68.29
6990	OTHER FED CATEGORICAL RECEIPTS						
01 6990 610 0 000	Other Fed grant Supplies	3,200.00	0.00	0.00	0.00	0.00	
6990	OTHER FED CATEGORICAL RECEIPTS	Total	3,200.00	0.00	0.00	0.00	0.00
6992	REAP						
01 6992 735 0 000	REAP-Computer Software	10,000.00	14,350.00	20,000.00	33,224.00	(66.12)	
6992	REAP	Total	10,000.00	14,350.00	20,000.00	33,224.00	(66.12)
8000	TRANSFERS (OUTGOING)						
01 8000 753 2 001	Depreciation Fund Transfer	202,627.00	0.00	24,000.00	0.00	100.00	
01 8000 912 0	Hot Lunch Trans	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page:
000							15
01 8000 913 2 001	Activities Transfer	10,000.00	(1,083.89)	10,000.00	0.00	100.00	
8000	TRANSFERS (OUTGOING)	Total	212,627.00	(1,083.89)	34,000.00	0.00	100.00
9000	NON-PROGRAM EXPENDITURES						
01 9000 890 0 000	Unencumbered Balance	775,550.00	0.00	222,626.98	0.00	100.00	
9000	NON-PROGRAM EXPENDITURES	Total	775,550.00	0.00	222,626.98	0.00	100.00
01	GENERAL FUND	6,635,645.00	4,802,400.14	7,013,255.98	4,786,657.57	31.56	

Account Number	Account Description	2018-2019	2018-2019	2019-2020	2019-2020	% Remaining	Page: 16
Grand Total:		6,635,645.00	4,802,400.14	7,013,255.98	4,786,657.57	31.56	

Fund: 01 GENERAL FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Local District Taxes	3,785,289.88	1,212,200.62	3,230,793.05	85.35	554,496.83
01 1115	Carlina Tax	42,000.00	24,273.52	25,587.68	60.92	16,412.32
01 1125	Motor Vehicle	60,000.00	10,280.42	122,663.05	204.44	(62,663.05)
01 1312	Other Tuition	0.00	0.00	0.00	0.00	0.00
01 1315	DISTANCE LEARNING FROM OTHER EDUC E	0.00	0.00	0.00	0.00	0.00
01 1321	Tuit Rec From Other Dist	4,000.00	0.00	0.00	0.00	4,000.00
01 1370	PRE-K TUITION & FEES	20,000.00	509.00	45,079.74	225.40	(25,079.74)
01 1421	Trans-rec Frpm Other Dis	0.00	0.00	0.00	0.00	0.00
01 1423	SPED Transportation from other Districts	0.00	0.00	0.00	0.00	0.00
01 1510	Interest On Local Revenue	1,200.00	259.85	20,304.82	1,692.07	(19,104.82)
01 1800	Community Service Activities	49,760.00	1,159.00	20,384.42	40.97	29,375.58
01 1910	Rental of School Equip&Facilities	0.00	0.00	0.00	0.00	0.00
01 1911	Local License Fees	1,000.00	0.00	10,663.38	1,066.34	(9,663.38)
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	0.00	0.00	0.00
01 1925	Categorical Grants/non Governmental	0.00	4,617.00	4,617.00	0.00	(4,617.00)
01 1990	Other Revenue from Local sources	10,000.00	0.00	35.00	0.35	9,965.00
	Subtotal: LOCAL RECIEPTS	3,973,249.88	1,253,299.41	3,480,128.14	87.59	493,121.74
01 2110	County Fines & License	2,000.00	2,707.65	9,130.35	456.52	(7,130.35)
01 2130	Other County Sources	0.00	0.00	0.00	0.00	0.00
01 2210	Esu Receipts	30,000.00	0.00	0.00	0.00	30,000.00
	Subtotal: COUNTY AND ESU RECEIPTS	32,000.00	2,707.65	9,130.35	28.53	22,869.65
01 3110	State Aid	1,570,438.00	157,044.00	1,413,396.00	90.00	157,042.00
01 3120	State Sped (5-21 Years)	90,000.00	25,135.00	137,434.00	152.70	(47,434.00)
01 3125	Sped Trans School Age	0.00	0.00	264.00	0.00	(264.00)
01 3130	Homestead Exemption	0.00	11,202.75	33,454.25	0.00	(33,454.25)
01 3131	Relief to Prop Tax Payers	0.00	0.00	81,246.15	0.00	(81,246.15)
01 3132	Personal Property Tax Credit Railroad	0.00	0.00	146,355.46	0.00	(146,355.46)
01 3134	Personal Property Tax Credit Railroad	0.00	0.00	2,485.05	0.00	(2,485.05)
01 3150	State School Lunch Reimb	0.00	0.00	0.00	0.00	0.00
01 3166	Flex Funding School Age	0.00	0.00	0.00	0.00	0.00
01 3180	Pro Rata Motor Vehicle	9,000.00	0.00	9,097.50	101.08	(97.50)
01 3300	In-lieu-of Sch Land Tax	0.00	1,370.02	1,429.41	0.00	(1,429.41)
01 3400	State Apportionment	20,000.00	0.00	56,735.51	283.68	(36,735.51)
01 3500	State Categorical Program	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE ED INCENTIVE PMTS	0.00	0.00	6,761.52	0.00	(6,761.52)
01 3535	High Ability Learner Grant	0.00	0.00	0.00	0.00	0.00
01 3540	State Early Childhood	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	1,689,438.00	194,751.77	1,888,658.85	111.79	(199,220.85)
01 4000	Carl Perkins Grant	0.00	0.00	0.00	0.00	0.00
01 4100	Unrestricted Grants-in-Aid Federal Gov	0.00	0.00	0.00	0.00	0.00
01 4105	UNIVERSAL SVC FUND (E-RATE)	0.00	0.00	0.00	0.00	0.00
01 4201	TITLE I REVENUE	0.00	0.00	30,825.00	0.00	(30,825.00)
01 4309	HEADSTART	0.00	6,600.00	44,425.03	0.00	(44,425.03)
01 4310	REAP Grant	0.00	0.00	33,224.00	0.00	(33,224.00)
01 4400	Title Vi-b(birth-5)	0.00	0.00	0.00	0.00	0.00
01 4505	Fed Chapt I Title 1	40,000.00	0.00	34,148.00	85.37	5,852.00
01 4507	Title I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II Part A	0.00	0.00	18,229.00	0.00	(18,229.00)
01 4512	IDEA Part B Base	30,000.00	0.00	9,961.00	33.20	20,039.00
01 4515	IDEA BASE PRESCHOOL	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA B PREK -- REVENUES	0.00	0.00	3,420.00	0.00	(3,420.00)
01 4519	IDEA B Enrolled Poverty	0.00	0.00	47,786.00	0.00	(47,786.00)
01 4524	Other Federal Non-Categorical Recei	1,000.00	0.00	0.00	0.00	1,000.00

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4525	Voc Education	3,724.99	0.00	0.00	0.00	3,724.99
01 4708	Medicaid in Public Schools	500.00	0.00	5,197.56	1,039.51	(4,697.56)
01 4709	Medicaid Admin	1,000.00	0.00	2,952.56	295.26	(1,952.56)
	Subtotal: FEDERAL RECEIPTS	76,224.99	6,600.00	230,168.15	301.96	(153,943.16)
01 5102	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	Fund Transfer	0.00	0.00	0.00	0.00	0.00
01 5300	Sale of Property	0.00	3,985.90	3,985.90	0.00	(3,985.90)
01 5301	Insurance Adjust	0.00	0.00	0.00	0.00	0.00
01 5310	Damage Restitution	0.00	0.00	0.00	0.00	0.00
01 5400	Long Term Loans	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non Revenue Recpts	0.00	1,310.00	6,041.25	0.00	(6,041.25)
	Subtotal: NON-REVENUE RECEIPTS	0.00	5,295.90	10,027.15	0.00	(10,027.15)
01 9000	Non-program Receipts	0.00	0.00	0.00	0.00	0.00
01 9100	UNUSED BUDGET AUTHORITY	1,242,343.11	0.00	0.00	0.00	1,242,343.11
	Subtotal: NON-PROGRAM RECEIPTS	1,242,343.11	0.00	0.00	0.00	1,242,343.11
	Fund Total:	7,013,255.98	1,462,654.73	5,618,112.64	80.11	1,395,143.34

Revenue Summary Report

Processing Month: 05/2020

User ID: SRODRIGUEZ

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,013,255.98	1,462,654.73	5,618,112.64	80.11	1,395,143.34

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704	FUND BALANCE	32,542.62	0.00	4,855.49	0.00	37,398.11
05 704 0000	IN/OUT	(27,058.09)	4,356.30	0.00	0.00	(31,414.39)
05 704 0100	MHS VOLLEYBALL	3,661.69	6,108.67	650.00	0.00	(1,796.98)
05 704 0101	MHS FOOTBALL	3,587.38	5,493.16	1,853.77	0.00	(52.01)
05 704 0102	MHS BOYS BASKETBALL	869.93	9,444.05	11,088.33	0.00	2,514.21
05 704 0103	MHS GIRLS BASKETBALL	5,614.19	10,262.25	2,472.00	0.00	(2,176.06)
05 704 0104	LIONS OF THE QUARTER -- MHS	60.00	0.00	0.00	0.00	60.00
05 704 0105	MORRILL ONE ACTS	264.41	1,125.35	795.00	0.00	(65.94)
05 704 0106	MHS CROSS COUNTRY	1,217.27	853.09	987.25	0.00	1,351.43
05 704 0107	MHS GOLF	234.09	0.00	0.00	0.00	234.09
05 704 0109	SPEECH	385.57	0.00	0.00	0.00	385.57
05 704 0110	MHS WRESTLING	716.95	2,381.40	578.00	0.00	(1,086.45)
05 704 0111	CHEERLEADING/SPIRIT SQUAD	894.08	1,400.35	1,370.00	0.00	863.73
05 704 0112	Jr. High Cheerleading	0.00	276.80	300.00	0.00	23.20
05 704 0116	MHS TRACK	0.00	0.00	500.00	0.00	500.00
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES	(4,259.52)	27,552.36	19,131.64	0.00	(12,680.24)
05 704 0121	SPED Activity Fund	69.70	70.00	0.00	0.00	(0.30)
05 704 0130	WESTERN TRAILS CONF (WTC) SCHOLARSHIPS	(500.00)	0.00	500.00	0.00	0.00
05 704 0221	GRAD CLASS 2019	(931.24)	0.00	0.00	0.00	(931.24)
05 704 0222	GRAD CLASS 2022	290.16	0.00	0.00	0.00	290.16
05 704 0223	GRAD CLASS 2020	748.32	2,052.90	0.00	0.00	(1,304.58)
05 704 0224	Alaric	987.62	175.96	643.00	0.00	1,454.66
05 704 0225	Meraki	3,133.15	1,625.18	4,020.16	0.00	5,528.13
05 704 0226	Klaus	2,883.09	635.96	2,102.59	0.00	4,349.72
05 704 0227	Sabio	2,723.00	1,132.95	2,108.45	0.00	3,698.50
05 704 0416	JR HIGH OFFICIALS/GATE FEES	(550.58)	0.00	0.00	0.00	(550.58)
05 704 0417	JR HIGH VOLLEYBALL	(511.00)	742.90	346.00	0.00	(907.90)
05 704 0418	JR HIGH GIRLS BASKETBALL	28.00	0.00	474.00	0.00	502.00
05 704 0504	Lion Cub Basketball	2,294.83	850.00	1,987.51	0.00	3,432.34
05 704 0505	Industrial Arts Fund	(440.00)	0.00	0.00	0.00	(440.00)
05 704 0506	LIBRARY/BOOK FAIRS	1,390.89	614.16	614.16	0.00	1,390.89
05 704 0508	MUSIC MAKERS	1,848.90	2,701.30	3,385.16	0.00	2,532.76
05 704 0510	NATIONAL HONOR SOCIETY	1,332.59	293.35	336.80	0.00	1,376.04
05 704 0511	SPANISH CLUB	4,109.26	125.00	0.00	0.00	3,984.26
05 704 0512	Elementary Leadership Team	3,745.32	6,786.67	8,595.38	0.00	5,554.03
05 704 0513	STUDENT COUNCIL--MHS	4,216.67	2,248.29	2,500.45	0.00	4,468.83
05 704 0520	FUTURE BUSINESS LEADERS OF AMERICA--FBLA	823.71	1,443.11	2,407.69	0.00	1,788.29
05 704 0521	FBLA - SCHOLARSHIP FUND	612.30	0.00	0.00	0.00	612.30

Fund: 05 Activity Fund

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0523	Gamer's Club	172.84	0.00	0.00	0.00	172.84
05 704 0525	FFA (FUTURE FARMERS OF AMERICA)	21,646.97	19,685.72	7,541.51	0.00	9,502.76
05 704 0526	ELEMENTARY CLOSET DONATIONS	0.00	34.00	1,300.00	0.00	1,266.00
05 704 0527	PLATTE VALLEY BANK DONATIONS	0.00	5,235.00	10,000.00	0.00	4,765.00
05 704 0528	Early Childhood Fundraiser/ Donations	0.00	3,007.30	5,171.00	0.00	2,163.70
05 704 0611	QUIZBOWL	2.61	409.24	0.00	0.00	(406.63)
05 704 0614	YEARBOOK -- ALL YEARS	5,875.41	2,438.93	659.65	0.00	4,096.13
05 704 0903	CONCESSION STAND	2,912.06	10,086.13	9,397.26	0.00	2,223.19
05 704 0904	KEY DEPOSITS -- WEIGHT ROOM	460.78	0.00	0.00	0.00	460.78
05 704 1050	Cooking Club	220.00	0.00	0.00	0.00	220.00
Fund Total: 05		78,325.93	131,647.83	108,672.25	0.00	55,350.35

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6111 MORRILL SD 11 GENERAL
May 31, 2020

Account	May	Year-To-Date
185-00 DISBURSEMENTS	-1,022,103.07	-3,038,089.94
304-18 MOTOR VEHICLE TAX	0.00	79,098.97
304-19 MOTOR VEHICLE TAX	6,195.20	46,500.19
305-14 LEVIED TAX 2014	0.00	147.42
305-15 LEVIED TAX 2015	0.00	9.95
305-16 LEVIED TAX 2016	0.00	9.98
305-17 LEVIED TAX 2017	131.48	1,625.34
305-18 LEVIED TAX 2018	152.52	1,158,610.37
305-19 LEVIED TAX 2019	114,461.57	1,576,995.86
306-14 RE & PP INTEREST 2014	0.95	228.40
306-15 RE & PP INTEREST 2015	0.45	5.39
306-16 RE & PP INTEREST 2016	0.45	4.01
306-17 RE & PP INTEREST 2017	34.09	183.50
306-18 RE & PP INTEREST 2018	18.13	13,620.64
306-19 RE & PP INTEREST 2019	212.70	212.70
320-33 MOTOR SRM COMMISSION	0.00	-462.44
344-01 HOMESTEAD EXEMPT LOSS	11,009.47	54,576.15
344-05 PROPERTY TAX CREDIT	0.00	160,845.81
344-10 LOCALLY ASSESSED TAX CREDIT	0.00	21,781.77
346-01 PRO-RATE MOTOR VEHICLE	0.00	8,059.69
346-02 CARLINE TAX	0.00	22,578.10
353-01 IN LIEU TAX-NPPD 57 LEVY	0.00	46.82
353-03 IN LIEU TAX-HOUSING AUTHORITY	0.00	1,370.02
361-01 HOMESTEAD EXEMPT COMMISSION	-110.09	-545.75
361-02 PROPERTY TAX COMMISSION	0.00	685.67
361-11 TAX RELIEF COMMISSION	0.00	-123.14
363-01 PROPERTY TAX COMMISSION	-1,150.12	-27,516.53
363-07 MV TAX COMMISSIONS	0.00	-462.44
470-05 COUNTY COURT FINES	820.70	8,284.81
Month Total	-890,325.57	88,281.32
Previous Fund Balance	1,022,103.07	43,496.18
Current Fund Balance	131,777.50	131,777.50

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6311 MORRILL SD 11 SINKING
May 31, 2020

Account	May	Year-To-Date
185-00 DISBURSEMENTS	-61,307.48	-175,772.91
305-14 LEVIED TAX 2014	0.00	0.64
305-15 LEVIED TAX 2015	0.00	0.60
305-16 LEVIED TAX 2016	0.00	0.61
305-17 LEVIED TAX 2017	7.97	98.50
305-18 LEVIED TAX 2018	9.24	70,218.81
305-19 LEVIED TAX 2019	6,937.41	95,580.35
306-14 RE & PP INTEREST 2014	0.00	1.00
306-15 RE & PP INTEREST 2015	0.03	0.33
306-16 RE & PP INTEREST 2016	0.03	0.25
306-17 RE & PP INTEREST 2017	2.07	11.13
306-18 RE & PP INTEREST 2018	1.10	825.50
306-19 RE & PP INTEREST 2019	12.90	12.90
344-01 HOMESTEAD EXEMPT LOSS	667.27	3,307.78
344-05 PROPERTY TAX CREDIT	0.00	9,748.78
344-10 LOCALLY ASSESSED TAX CREDIT	0.00	1,320.15
346-01 PRO-RATE MOTOR VEHICLE	0.00	488.49
346-02 CARLINE TAX	0.00	1,368.42
353-03 IN LIEU TAX-HOUSING AUTHORITY	0.00	83.04
361-01 HOMESTEAD EXEMPT COMMISSION	-6.67	-33.07
361-02 PROPERTY TAX COMMISSION	0.00	41.56
361-11 TAX RELIEF COMMISSION	0.00	-7.46
363-01 PROPERTY TAX COMMISSION	-69.71	-1,667.51
Month Total	-53,745.84	5,627.89
Previous Fund Balance	61,307.48	1,933.75
Current Fund Balance	7,561.64	7,561.64

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6811 MORRILL SD 11 HAZ/HANDI
May 31, 2020

Account	May	Year-To-Date
185-00 DISBURSEMENTS	-53,133.16	-152,351.63
305-14 LEVIED TAX 2014	0.00	6.60
305-15 LEVIED TAX 2015	0.00	0.52
305-16 LEVIED TAX 2016	0.00	0.52
305-17 LEVIED TAX 2017	6.90	85.37
305-18 LEVIED TAX 2018	8.01	60,856.29
305-19 LEVIED TAX 2019	6,012.43	82,836.28
306-14 RE & PP INTEREST 2014	0.04	10.22
306-15 RE & PP INTEREST 2015	0.02	0.28
306-16 RE & PP INTEREST 2016	0.02	0.21
306-17 RE & PP INTEREST 2017	1.79	9.64
306-18 RE & PP INTEREST 2018	0.95	715.39
306-19 RE & PP INTEREST 2019	11.16	11.16
344-01 HOMESTEAD EXEMPT LOSS	578.32	2,866.81
344-05 PROPERTY TAX CREDIT	0.00	8,448.90
344-10 LOCALLY ASSESSED TAX CREDIT	0.00	1,144.13
346-01 PRO-RATE MOTOR VEHICLE	0.00	423.34
346-02 CARLINE TAX	0.00	1,185.97
353-03 IN LIEU TAX HOUSING AUTHORITY	0.00	71.96
361-01 HOMESTEAD EXEMPT COMMISSION	-5.78	-28.66
361-02 PROPERTY TAX COMMISSION	0.00	36.02
361-11 TAX RELIEF COMMISSION	0.00	-6.47
363-01 PROPERTY TAX COMMISSION	-60.41	-1,445.32
Month Total	-46,579.71	4,877.53
Previous Fund Balance	53,133.16	1,675.92
Current Fund Balance	6,553.45	6,553.45

Sioux
MONTHLY COLLECTION REPORT
Fund # 6111 SCH DIST 11S
May 31, 2020

Account	May	Year-To-Date
185-00 DISBURSEMENTS SD 11S GENERAL	-239,952.61	-738,763.69
304-18 Motor Vehicle Tax	0.00	9,146.31
304-19 MOTOR VEHICLE TAX	1,869.63	12,953.24
305-17 REAL ESTATE PERSONAL PROPERTY TAX	0.00	278.87
305-18 Real Estate & Personal Property Tax	0.00	244,845.49
305-19 REAL ESTATE & PERSONAL TAX	66,245.91	469,220.14
306-17 INTEREST	0.00	58.94
306-18 Interest	0.00	1,010.30
306-19 INTEREST	52.35	52.35
320-33 1% DMV COMMISSION	0.00	-51.20
344-01 HOMESTEAD	306.43	1,662.32
344-05 PROPERTY TAX CREDIT	0.00	55,156.62
344-10 PER PROP TAX CREDIT LOCALLY ASSESS	0.00	4,416.36
344-11 PERS PROP TAX CREDIT PUBLIC SERV CO	0.00	113.97
344-12 PERS PROP TAX CREDIT RAILROADS	0.00	2,485.05
346-01 PRO RATE	0.00	1,037.81
346-02 CARLINE TAX	0.00	7,087.91
353-01 IN LIEU OF TAX PRIOR TO 1957	0.00	12.57
361-01 HOMESTEAD EXEMP COMMISSION	-3.06	-16.61
361-11 PERS PROP TAX CREDIT COMMISSION	0.00	-44.17
363-01 TAX COMMISSION	-662.98	-7,154.64
363-07 MV Tax Commissions	0.00	-51.20
470-05 COUNTY COURT FINES AND LICENSE	71.32	1,887.85
470-07 COUNTY COURT RESTITUTION FEES	0.00	72.46
	Month Total	65,417.05
	Previous Fund Balance	2,462.55
	Current Fund Balance	67,879.60

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Sioux
MONTHLY COLLECTION REPORT
Fund # 6311 SCH DIST 11S SINK
May 31, 2020

Account	May	Year-To-Date
185-00 DISBURSEMENTS SD 11S SINK	-14,401.92	-43,377.63
305-17 REAL ESTATE PERSONAL PROPERTY TAX	0.00	16.90
305-18 Real Estate & Personal Property Tax	0.00	14,839.12
305-19 REAL ESTATE & PERSONAL TAX	4,015.11	28,439.03
306-17 INTEREST	0.00	3.57
306-18 Interest	0.00	61.22
306-19 INTEREST	3.17	3.17
344-01 HOMESTEAD	18.57	100.75
344-05 PROPERTY TAX CREDIT	0.00	3,343.00
344-10 PER PROP TAX CREDIT LOCALLY ASSESS	0.00	267.66
344-11 PERS PROP TAX CREDIT PUBLIC SERV CO	0.00	6.91
344-12 PERS PROP TAX CREDIT RAILROADS	0.00	150.62
346-01 PRO RATE	0.00	62.89
346-02 CARLINE TAX	0.00	429.59
361-01 HOMESTEAD EXEMP COMMISSION	-0.19	-1.02
361-11 PERS PROP TAX CREDIT COMMISSION	0.00	-2.68
363-01 TAX COMMISSION	-40.18	-433.64
	Month Total	3,909.46
	Previous Fund Balance	14,401.92
	Current Fund Balance	3,996.48
		3,996.48

Sioux
MONTHLY COLLECTION REPORT
Fund # 6411 MORRILL 11S - hdcp
May 31, 2020

Account	May	Year-To-Date
185-00 Disbursements 11S HDCP	-12,481.67	-37,173.81
305-17 Real Estate & Personal Property	0.00	14.65
305-18 Real Estate & Personal Property Tax	0.00	12,660.56
305-19 REAL ESTATE & PERSONAL TAX	3,479.76	24,647.14
306-17 INTEREST	0.00	3.10
306-18 INTEREST	0.00	49.79
306-19 INTEREST	2.75	2.75
344-01 HOMESTEAD	16.10	63.87
344-05 PROPERTY TAX CREDIT	0.00	2,897.26
344-10 PER PROP TAX CREDIT LOCALLY ASSESS	0.00	110.50
344-11 PERS PROP TAX CREDIT PUBLIC SERV	0.00	5.99
344-12 PERS PROP TAX CREDIT RAILROADS	0.00	130.53
346-01 PRO RATE	0.00	54.51
346-02 CARLINE TAX	0.00	372.31
361-01 HOMESTEAD EXEMO COMMISSION	-0.16	-0.64
361-11 PERS PROP TAX CREDIT COMMISSION	0.00	-1.11
363-01 TAX COMMISSION	-34.83	-373.78
Month Total	-9,018.05	3,463.62
Previous Fund Balance	12,481.67	0.00
Current Fund Balance	3,463.62	3,463.62



Early Childhood Board Report

June 15, 2020



Elementary Summer Learning Program hosted in the EC Building May 26-June 5

We were able to provide 4 rooms in our building for the first two weeks of the Elementary Summer Learning Program.

The Early Childhood Staff provided support in all four classrooms, and we continue to support the Elementary Staff while they finish Summer Learning in the Elementary Building.

We were successful with getting Breakfast, Lunch and Afternoon Snack into all classrooms and re-setting the Early Childhood kitchen space for the next meal during the two weeks we hosted the Elementary program. This was a challenge, and we appreciated Tara coming over the last week to help us out.



Enrollment

For the summer program, here are our numbers:

Infant room: 1-2

Toddler room: 6-9

Preschool: 11-15

School Age from 12-4:00: 24-27

We have a survey out to parents at this time about the extended summer school age program K-12 years of age, this program will run from June 22- July 31

At this time we have 9 children registered with ages ranging from Kindergarten to 11 years old.

We will base staffing numbers off the data we receive as we move forward.



Handbook

I have revised the Pride Cub Care and Morrill Tri-Community Handbooks. I have combined both handbooks into one, for ease of use and paper saving.

This Handbook now includes everything that should be in early childhood handbooks according to the NDE/DHHS Management Training that I attended with Joe.

The format when you pull it up online is not accurate of how it prints. We have printed a hard copy, and everything aligns to the page number as it should.

I shared a copy via email with Stacy for her to share with the Board for revision and possible approval.



Staffing

The addition of Brooklyn and Natalie have been wonderful for the Early Childhood Building and we are very happy that they joined our team.

We interviewed a Certificated teacher and she was able to work with us for 3 days while we were discussing hiring options and possible placement on our team. She accepted another position that was offered to her and ended her time with us.

We will be looking to hire a Full time Preschool Para that can start in the summer and remain with our team as we move forward in the fall. We will be replacing a Para who is getting married and moving at the end of June.

We have two openings in the building when our current Para leaves, as we have not re-hired the position that became open when Ashley transitioned to the Elementary Building.

We continue to have our Early Childhood Certificated Teacher ad online and we will be sharing a new ad for the Preschool Para position soon.



Head Start

Brooklyn and I recently met with Head Start to discuss our partnership and projected enrollment for the 2020-2021 school year.

We have signed our contract with Head Start we will have 20 Head Start Scholarship Seats available in our building when we return to school in August.

The Head Start staff will be working closely with us as we return to school and navigate the COVID-19 guidelines.



Step Up to Quality

I have taken additional trainings on Step Up to Quality and partnership trainings during the closure to prepare our team for the review.

We will be submitting our paperwork for review before August 15, this will put us in the review period of September-October of 2020.

Our goal is to receive the score of a 5 (the highest quality rating). We will then begin the fidelity and sustainability portion, and be re-evaluated every two or three years after our initial rating.



Course Work

I have completed my first course on my way to obtaining my Masters in Administration.

I am currently enrolled in two more courses this summer and will enroll in another course in the Fall of 2020.

I will keep you updated on my progress.

Please reach out if you have any questions or concerns.

Thank you for your support!

Board Report
June 15, 2020
Activities

NSAA

NSAA issued a statement Thursday June 11th that allows contact sports to now be able to have open gyms. No contact is allowed during open gyms (statement is attached) We are in the process of creating the summer open gym schedule for all activities now that everyone is able to use the gym. We will use all the guidelines that we have in place currently for new open gyms. (attached)

Track

We are currently in communication with two different companies that will be evaluating the track this week. The company that has worked on the track in the past will be providing the history of the track this Monday when they arrive. The other company will be arriving on Tuesday morning to give us an evaluation. I am looking at a few other companies to get a third perspective on the condition of the track and the options that we have.

Weight room

June 1st weight lifting and conditioning started. Coach Ferguson is excited about the number we have participating in the summer program. The students are responding extremely well to coach Ferguson. Due to the long lay off that most of the students have had, the program has started off with lighter weights and lower intensity to prevent any injuries.

2020-2021 Coaches Assignments

Attached are the current coaching assignments for the 2020-2021 school year. This is a tremendous group of coaches that will be working with our students. I am excited and expect us to see some really big gains this year in our programs. There are a few assistant positions that will be filled soon.

Volleyball

Volleyball has had two weeks of open gyms and things are going fantastic. They have great numbers and the girls really seem to be getting along and working hard. As of June 18th they are permitted to participate in camps, clinics, and summer leagues. The coaching staff feel it is vital to increase the fundamental foundation of the girls before moving them into competition.



NSAA COVID-19 Update June 11, 2020

Beginning June 18th NSAA member schools are permitted to participate in camps, clinics, and summer leagues in all NSAA sanctioned activities except basketball, football, soccer, and wrestling.

Effective immediately NSAA member schools may hold open gyms for basketball, football, soccer, and wrestling with the following restrictions:

- Individual skills and workouts only
- No physical contact with others
- No sharing of equipment
- No grouping of students

Open gym supervisors are required to enforce the above restrictions.

Prioritizing the health and safety of all students and staff must remain the focus of each NSAA member school.

It is the responsibility of each NSAA member school to comply with:

1. The above requirements; and,
2. [The NSAA Summer Bylaws](#)

Should the Governor issue further DHMs that would modify the foregoing provisions or other conditions warrant, these requirements will be adjusted.

Any further official updates will be posted on the NSAA website and the NSAA social media platforms.

Summer adjustments for the June 1, 2020 opening

I have met several times with Schyler to ensure that we are ready for the June 1st opening and will be in compliance with all rules and regulations. We will meet again tomorrow morning to have a dry run and get all the proper signs installed and make sure we are ready for Monday. He has been the ultimate professional and I have full confidence in him as we embark on this summer that will be challenging and different than anything we have ever seen.

I have also met with Sarah several times to ensure that when Volleyball starts with open gyms that they understand what they are able to do. We are also meeting tomorrow to ensure we have everything in place. Her detail to everything thus far has been amazing and I am excited to see how this program progresses as we move forward.

I have been in contact with all head coaches and will continue to monitor the situations as they are ever changing.

The following is what we have in place. Please feel free to give any feedback and or guidance on things you would like to see done differently.

- Covid signs will be posted in the weight room and gyms (sign is attached)
- Groups have been set up for the weight room in groups of no more than 10 students. Times will be 6:00-7:00am 7:00-8:00am 8:00-9:00am 4:00-5:00pm 5:00-6:00pm Monday, Tuesday, Wednesday, and Thursday.
- Weight room groups will remain the same. Students are not allowed to switch groups and have signed up for the time that meets their schedules.
- The custodial staff has provided us with enough disinfectant and rags that we will be able to clean the equipment before each group starts. We will rotate groups of rags so they are able to be washed every day.
- Students will be educated on the location of the hand sanitizer in all facilities. They will use this when entering and exiting the facility.
- When entering the weight room every student will have their temperature taken, in the event that their temperature is high they will be sent home and parents notified. Coach Ferguson and coach Walker and any other coach coming in contact with students will also take their temperature before working with any students.
- No spotting will be allowed by students. The lifting load starts light so the need for spotting will be limited. When a student needs to be spotted coach Ferguson will be the one that spots them. We do not want to sacrifice safety at any point.
- There will be no contact by students or staff at any point. We will adhere to the 6' social distancing rule at all time.
- There will be no sports specific drills currently for any sports with the exception of Volleyball. Volleyball will still follow the no contact and social distancing rules.

- At the conclusion of a volleyball open gym, everything that was used will be disinfected, this includes balls.
- Handles to every door that enter the facility will be wiped down at the beginning of the session and at the conclusion of the session.
- All doors will be propped open in the facility being used. Weight room doors will be open. Gym doors will be open to the outside and to the building to increase air movement in the gym. Large fans will be used to create an air flow when there is not one.
- If towels are to be used in any facility they must be brought by the student and only used by that student.
- In the weight room, equipment that requires contact with the full body (benches, any seated equipment) will be disinfected when a student is finished and before another student will be allowed to use the equipment. This is due to the fact that the students will be sweating and we do not want the transfer of this from student to student.
- Students will need to bring their own water bottle to any activity and will be responsible for filling it up. No student managers will be used at this time.
- Normally encouraging contact amongst students is permitted and coached. During this time no encouraging contact (high fives etc.) will be permitted.
- Volleyball, Cheer, and Football have had or are having meetings already with students. In these cases, they are meeting either outside at the football field or in a room that allows for social distancing.
- Coach Lofink wanted to meet with his seniors and did this by going to each of their homes individually to ensure that all regulations were followed.
- Cheer and basketball will start to have meetings with students in the next couple of weeks. This will include some team building activities. These activities will be held outside and will adhere to all regulations and guidance from the NSAA. At no point will any sports specific drills or activities take place.
- April has been given permission to measure her cheerleaders for uniforms. This is something that if it is not done now, we will not have uniforms in time for the season.
- All uniforms and sports equipment have been collected and washed and are in bins.

We want to follow all of the regulations given by the NSAA and Panhandle Health. We do want to be progressive and find safe ways to ensure that our students are able to have every opportunity to be successful and progress forward with all of the many activities that they are involved in.

HS Board of Education Report

June 2020

1. The interactive boards are starting to get put up in the HS building.
2. The NE Fire/Safety has us on their schedule for the week of June 15th. Marshall thought it should only take a couple of days to complete the work as long as they didn't run into issues.
3. Shmoop is being used for the JH/HS summer school. Students received a 1 hour orientation on June 1st from 8:00am-9:00am. Julie Black and Chris Baltz are managing the students in 2 groups. Currently we have 19 HS student (2 seniors), and 14 JH students. They are working from home but they do "zoom" every morning at 8:30am with the teacher for attendance and check in with the teachers on their progress. We will have a check in for summer school in the morning of June 19th.
4. The custodians are working very hard to get all the items on my list for the summer completed. We ordered 6 new sinks for the science lab and window film to replace all the old/broken blinds.
5. I will set up a meeting with the curriculum committee for the new Tech Math course and now also for a curriculum for Spanish in the coming weeks before the July meeting.
6. All of the 8-11th graders are pre-registered for classes through Infinite Campus. I now will start working on the fall class schedule.
7. I have started working on plans for graduation. Currently we have 234 family members attending June 26th. Traci and I have worked on the program and are finalizing it. The seniors still have a couple of songs to pick out for different parts to the ceremony. We will hold practice on June 26th at 10:00am; have lunch in the park around noon with HS staff, and ceremony at 7:00pm. We will Face Book Live the ceremony. We are trying to come up with a design plan for seating. Family groups can all sit together but must be 6' apart from other families. I will submit our final plan to County Health Dept. when complete.

June 2020 Board Report

Keri Homan

Elementary Principal

Testing, Data, and Interventions~

- ✿ I am working on my data report that is due on June 19. We will be meeting as a School Improvement Team on June 22.

Curriculum~

- ✿ We have narrowed curriculums down to those that we would like to look at further. I will be working with the companies to see if we can pilot them in certain grades/classes next year. This will allow us to gain first hand knowledge regarding the programs and how they would meet our needs.

Other News~

- ✿ We held a 6th grade celebration on June 10, there was great attendance and the event went very well. Thank you to PTO for hosting.
- ✿ June 11 was our Kindergarten celebration, it was also well attended. PTO hosted it as well.
- ✿ I am working on 3 different schedules for the start of next year, trying to anticipate the possibilities for lunch, recess, specials, as well as interventions and other small groups.
- ✿ We are almost done painting the yard signs. The wind and weather has made it difficult. As soon as we are finished, we will be delivering to families. Hopeful this week.
- ✿ Donica Allen has started as a para since June 8. She has jumped in and been a great help and a very positive addition to the staff.
- ✿ I will have Donica and Vania both get started on Project Para, to help them learn the role of paraeducators. This is a free online program from UNL.
- ✿ I have 15 staff members who will be participating in an online Book Club for collaboration, professional development, and culture. I am excited about this opportunity and hope we learn a lot together!

Kindergarten~

- ✿ We would like to put together a proposal for starting Kindergarten that would allow for screening, initial Fall benchmark tests, and acclimation to the school. We will submit the plan for approval at the July board meeting.

Custodial Work~

- ✿ Classrooms cleaned, will be touched up before school.
- ✿ Window tinting application has started.
- ✿ The painting in the hallways is about half way done, as well as touch up painting in some areas.
- ✿ The custodial crew was helpful moving furniture back and forth between the buildings for summer school.
- ✿ The new interactive boards have been installed and Craig is working to get them ready for teachers. Our summer school teachers have been using them and are very impressed. So are the other staff members who have stopped in the building and checked them out.

Summer School~

- ✿ We have 62 students registered for Summer School.
 - Kindergarten- 15
 - 1st and 2nd Grade- 16
 - 3rd and 4th grade- 16
 - 4th, 5th, and 6th grade- 15
 - 7th grade- 1 who has no internet access at home.
- ✿ Average daily attendance is 50, with daily attendance of as many as 53 and as few as 38.
- ✿ June 8 we moved back to the elementary school.
- ✿ We will be doing assessments next week.
 - K-2 will complete a math assessment from DIBELS.
 - 3-6 will complete iReady Math.
 - K-6 will do DIBELS for Reading.
 - 1-6 will complete the STAR Reading Test.
- ✿ We will take the kids swimming on Thursday (3rd-7th grade) and Friday (Kindergarten-2nd grade)

Student Counts~

- ✿ We will update these numbers in August when we have a better idea of new students and students who have moved out of the district.



MORRILL SCHOOLS SUPERINTENDENT REPORT

June 15, 2020

OPENINGS:

Early Childhood Para

Bus Monitors (5)

Custodial Staff (2)

Kitchen Prep (1)

WE'RE HIRING! BE OUR NEW PARA!

Call today
for an
interview!

Morrill's Tri-Community Preschool and Pride Cub Care is looking for a reliable, self-motivated individual who will lovingly interact with children and aid the lead teacher in a classroom setting!

Enjoy competitive wages and a great work environment while nurturing children and preparing them for kindergarten!

Call Sunny at (308) 247-3412

- DHHS Licensed
- NDE Accredited
- Head Start



NRCSA RE-OPENING COMMITTEES

Committee Meetings Schedule

- a. Steering Committee—Mondays @ 2:00 p.m.**
- b. Custodial/Health—Tuesdays @ 10:30 a.m.**
- c. Food Services—Wednesdays @ 9:00 a.m.**
- d. Calendar/Logistics—Thursdays @ 8:30 a.m.**
- e. Activities—Thursdays @ 9:30 a.m.**
- f. SPED/504—Thursdays @ 10:00 a.m.**
- g. Transportation—Thursdays @ 10:30 a.m.**
- h. Instruction/Class Size—Thursdays @ 11:00 a.m.**
- i. Personnel**

NRCSA Transportation Committee

SUBSTANTIAL SPREAD	MINIMAL/MODERATE SPREAD	LOW/NO SPREAD
SCHOOL BUILDINGS SHUT DOWN	MODIFIED USE OF BUILDINGS	BUILDINGS OPEN AS USUAL
<p>No transportation would be provided.</p>	<p>Alternatives for Districts to Consider for COVID-19 Safe Transportation if there is a Risk:</p> <ul style="list-style-type: none"> • Bus drivers and monitors wear mask at all times while transporting students. • Employ bus monitors on each bus to ensure that passengers are adhering to health and safety expectations and to conduct temperature screenings. • Take temperature of all students prior to entry on the bus in the morning and then again in the afternoon. • Develop a protocol with parents such that if students have temperature above 100.4 they may not ride the bus either morning or afternoon routes, or before activity trips (e.g. when the student has a fever during the school day, the parent/guardian must arrange transportation back home for their child). • All students and staff apply hand sanitizer as they enter the vehicle. • When doubling up is necessary, sit students together who are from the same household. • Develop seating arrangements based on the order students get on and off the bus (e.g. for AM routes, the first student on, sits at the back of the bus, the last student on, sits at the front of the bus). • Disembarking should happen from front to back to minimize exposure. • Drivers stay home if they have a fever or other COVID-19 related symptoms. • Sanitize all surfaces after every route or trip. 	
	<p>Bus routes and activity trips operate at reduced student capacity, with reasonable health measures implemented to prevent the spread of COVID-19, if deemed feasible by the district.</p> <ul style="list-style-type: none"> • Consider offering parents the option to bring their child(ren) to and from school rather than ride the bus. • Passengers wear masks, if feasible. • Take multiple buses for activity trips to better space students for large activity groups, if feasible. • If all certified drivers become suddenly unavailable due to COVID-19 related circumstances, consider utilizing clause 001.02A (iv) in NDE Rule 91 allowing for "...the operation of small vehicles in emergency situations when approved by the school administrator or person designated by the local governing school board." • Increase the number of bus routes for heavily populated routes, if feasible. 	<p>Bus routes and activity trips operate at full student capacity, with reasonable health measures implemented to prevent the spread of COVID-19, if deemed feasible by the district.</p>

NRCSA FOOD SERVICE COMMITTEE

Food Packaging Ideas:

- *Using Foam or disposable trays.
- *Providing Salad Bar items in individual servings (assumption that we can't have a salad bar).
- *Students bring their own water bottles to school for use.

Serving Lunch Ideas:

- *Serve lunches in the classroom.
- *Expanding lunch periods so fewer students will be in the cafeteria at one time.
- *Providing open campus during lunch for high school students
- *Providing picnic tables outside for students to eat lunch.
- *Provide all breakfast as Grab and Go items.

Point of Sale Ideas:

- *Eliminate keypad to enter student lunch number
- *Have a staff member (one person) enter lunch numbers for all students

Total Positive Cases

16,315

Total Tested
130,933

Tested: Not Detected
114,458

*Does not include inconclusive results

Deaths
212

Showing 1 ×

Scotts Bluff

Total Tested Positive: 162

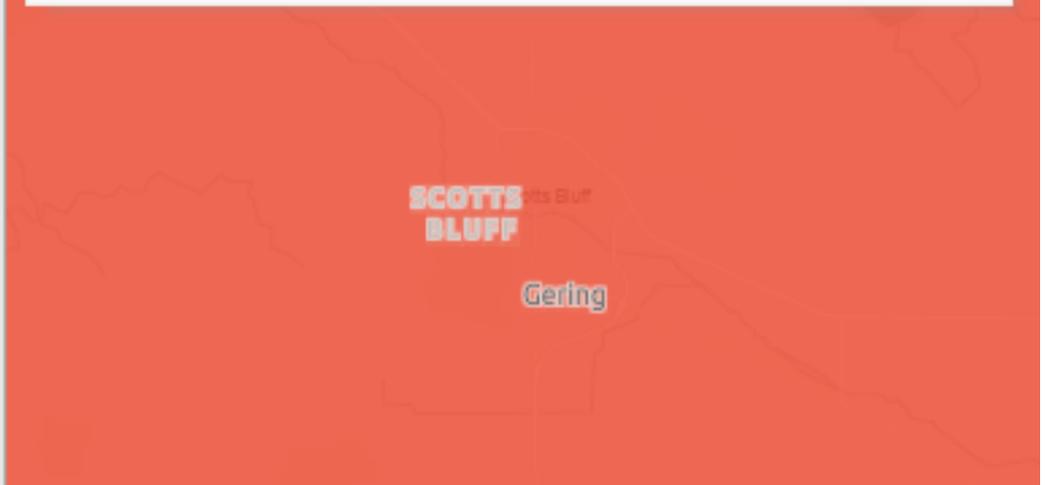
Total Tested Not Detected: 2,001*

Total Tested: 2,163

Total Deaths: 2

*Does not include inconclusive results

⊕ 🔍



2020 Summer Maintenance Tasks

- 26 Interactive board replacements
- Moving and reinstalling “good” Prometheans to other locations
- **Early Childhood Fencing project to extend playground for grass**
- Phone Installations at the early childhood so we can use in classrooms as paging stations and “all-calls”
- Window Film at elementary and secondary
- Anti-skid treatment on elementary playground concrete (gaga pit)
- Carpet installation at secondary and district offices
- Communication intercom connected to weight room
- Water Softener at elementary
- **Water Chiller wiring and ‘mist levers’ repair**
- **Concrete front of elementary and flag pole straightening**

Tom, Keri, Sunny, Joe

We will be:

1. Meeting every three weeks next year
2. Looking at Student Data for ELA, Math, Gold, Behavior, Downlist, Attendance, etc.
3. Keeping the Pulse on the Improvement Trajectory for individuals, groups, classes and buildings.
4. Engaging in Strategic Targeted Improvement Conversations for Individualization
5. End of Year Reports Due by June 19, 2020

2020-2021 Instructional Cabinet

KPITs

STICIs

End of Year Building Data Reports

RAW DATA NOT ALLOWED!

DATA NEEDS TO HAVE BEEN ANALYZED AND INTERACTED WITH FOR STRATEGIC PLANNING:

1. What DATA was collected and studied by your staff this year
2. What DECISIONS were made that impacted intervention or instruction during the 2019-2020 school year
3. DEMONSTRATE the improvement trajectory for individuals, groups, classes and the building
4. What DETERMINATIONS have you made for this summer and for the 2020-2021 school year related to the Data Driven Decisions

SCHOOL IMPROVEMENT COMMITTEE

5-19-20

5-22-20

6-22-20

Tom, Traci, Julie, Colby, Laura

Keri, Delinda, Juliana, Jessica M., Jessica M.

Sunny, Becky Jo, Sherri, Kelsey, Sorcha

- Reviewing Data from 11 Surveys
- Meet again to review EOYBDRs

SCHOOL IMPROVEMENT PROCESS

NORMS

We do not want to empower or be dismissive of criticism; instead we want to strategize to develop convinced perspectives.

We don't want to discredit, by guessing the source; instead we want to strategize how to improve in the areas.

Morrill Public Schools

Scotts Bluff County School District #79-0011

P.O. Box 486

Morrill, Nebraska 69358

Phone -(308) 247-3414 Fax - 308-247-2196



Motion to approve the Classified & Substitute Staff Employee Handbook as presented and to grandfather current employees for Medical/Dental Benefits.

Classified & Substitute Staff

Employee Handbook

School Year: 2020-21

Adoption by the Board of Education

MISSION STATEMENT

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

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Morrill Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law.

The following person has been designated to handle employee inquiries regarding the non-discrimination policies:

Mrs. Stacy Rodriguez, Business Manager & Human Resources Director, 508 Jefferson Ave, Morrill, NE 69358 (308) 247-3414 (stacy.rodriguez@mpslions.org).

PLEASE NOTE: This handbook was created using approved policies of Morrill Public Schools. 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.

EMPLOYMENT AT WILL: Under no circumstances should this handbook be considered a contract. Nebraska employees and classified employees of Morrill Public Schools are employed “at will.” Classified employees serve at the discretion of Morrill Public Schools and that notwithstanding any statement in this document, Morrill Public Schools reserves the right to terminate the employment of any employee at any time with or without reason or cause. Any classified employee may terminate his/her employment with Morrill Public Schools at any time. There is no promise of any kind by Morrill Public Schools contained in the policies, practices, and benefits established by Morrill Public Schools which is to be interpreted as or intended to be a contract of employment. No classified employee shall rely upon the policies, practices, and benefits as a contract of employment. Morrill Public Schools remains free to change wages, policies, practices, and all other working conditions without employee’s agreement.

Intent of Handbook

Welcome to Morrill Public Schools; aka, Scotts Bluff County School District #79-0011. This handbook is intended to be used by classified employees and substitutes to provide general information about Morrill

Public Schools and to serve as a guide to policies, rules and regulations, benefits of employment, and performance expectations.

References in this handbook to “Classified Employees” are intended to apply to all staff that are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. 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.

This handbook does not create a “contract” of employment. Classified employee positions and assignments may be ended or changed on an “at will” basis notwithstanding anything in this handbook or any other publication or statement, except for a written contract approved by the Board of Education.

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 2020-2021 school year and subsequent school years unless replaced by a later edition.



General Employment Information

Equal Employment Opportunity [402.01]

The Morrill School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state

and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The Board shall appoint an employee to serve as non-discrimination compliance coordinator. Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Nebraska Department of Education for the position for which they apply. In employing individuals, the Board shall consider the qualifications, credentials, and records of the applicants without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, or other protected status. In keeping with the law, the Board shall consider the veteran status of applicants. Advertisements and notices for vacancies within the district shall contain the following statement: "The Morrill School District is an equal employment opportunity (EEO) employer." The statement shall also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, shall be directed to the Compliance Coordinator by writing to the Compliance Coordinator, Morrill School District, Morrill, Nebraska 69368; or by telephoning (308) 247-3414. Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and non-discrimination laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Kansas Office of Civil Rights, U.S. Department of Education, 10220 North Executive Hills Boulevard 8th Floor, Kansas City, MO 64153-1367, (816) 880-4200 or the Nebraska Equal Opportunity Commission, State Office Building, 301 Centennial Mall South, 5th floor, P.O. Box 94394, Lincoln, NE 68509-4934, (402) 471-2024 or (800) 642-6112. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Definitions

Classified Staff Defined [412.01]: Classified staff are employees who are not administrators or employees in positions which require a Nebraska Department of Education teaching certificate and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis. Classified staff shall include, but not be limited to, teacher and classroom aides, custodial and maintenance employees, clerical employees, food service employees, bus drivers, and temporary help for summer or other maintenance. The position may be full-time or part-time. Full-time school nurses are often included at the Board's discretion as certificated staff. It shall be the responsibility of the Superintendent to establish job specifications and job descriptions for classified staff positions. Job descriptions may be approved by the Board.

Occasional and/or Temporary Employee: This classification of employee includes persons who are hired on a scheduled part-time basis or hired occasionally for a limited length of time. Occasional/Temporary employees will not receive any type of benefits or leave time.

Exempt Employee: An employee is considered exempt from overtime pay if they meet most of the wage and hours provisions of the FLSA including the requirement to submit time and attendance reports. An exempt employee is not required to submit time and attendance reports and is not eligible for the payment of overtime compensation.

Non-exempt Employee: An employee who is subject to the wage and hour provisions of the FLSA. A non-exempt (also referred to as hourly) employee is required to submit time and attendance reports and must be paid premium pay for all work in excess of 40 hours in the workweek.

Summer Custodial Help: This classification of employees will include part-time employees that have the responsibility of keep the grounds clean and the building in good repairs, but are hired for the summer only. No benefits or leave time will be received for this classification.

Substitute Employees: A substitute employee is a person hired to 1) fill in for a regular employee who is on approved absence, 2) assists in departments when the work load necessitates additional help, and/or, 3) serves as a temporary replacement. All substitutes work on an on-call basis.

Regular Employee—Full-Time: An individual is considered full-time if they work a minimum of 30 hours per week regardless of assignment(s).

Regular Employee – Part-Time: An individual is considered part-time if they work less than 30 hours per week.

Twelve (12)-Month Employee: Employees who have regular job assignments and work a full twelve months out of the year..

Nine (9)-Month Employee: Employees who have regular job assignments and work only during the school year performing regular job assignments.

Classified Staff Qualifications, Recruitment, and Selection [412.02 & 412.05]

Managing the qualifications, recruitment and selection of candidates for these positions shall be the responsibility of the Superintendent or designee who shall confer with principals and other supervisory personnel in making a selection.

Persons interested in a classified staff position shall have an opportunity to apply and qualify for classified staff positions in the school district without regard to age, race, creed, color, sex, national origin, religion or disability. Job applicants for classified staff positions shall be considered on the basis of the following:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state or other license or certificate, if required, for the position.

All vacancies shall be made known to the present staff. Anyone qualified for a position may submit an application.

Announcement of the position shall be through means the Superintendent believes will inform potential applicants about the position. The Superintendent shall recommend employment of classified staff to the Board for approval. The Board shall officially appoint all employees upon the Superintendent's recommendation; however, temporary appointments may be made pending Board action.

CLASSIFIED STAFF ASSIGNMENT: Determining the assignment of each classified staff is the responsibility of the Superintendent and within the sole discretion of the Board. In making such assignments each year the Superintendent shall consider the qualifications of each classified staff and the needs of the school district.

Classified Staff Evaluation [412.07]

All classified employees shall be evaluated at least once each year or as needed. Evaluations will be done by an administrator designated by the Superintendent of schools. The evaluation forms will be designed by school administrators subject to the approval of the Superintendent of schools. One copy of the completed evaluation will be provided to the employee and one copy will be kept in a confidential file in the office of the Superintendent of schools. If they so decide, employees may append materials to the file copy of the evaluation. It shall be the responsibility of the Superintendent to ensure classified staff are periodically evaluated.

Classified Staff Resignation [414.01]

Classified staff who wish to resign during the school year shall give the Superintendent notice of their intent to resign 14 days prior to their last working day. Notice of the intent to resign and intended final date of employment shall be in writing to the Superintendent. Classified staff who fail to report to work or fail to inform their supervisor that they are unable to report to work for more than five (5) consecutive work days will be treated by Morrill Public Schools as abandonment of, and resignation from the employee's position. Classified staff will only be paid for unused accumulated PTO Days and Compensatory Days. No compensation will be paid for Sick Leave Days or Business/Personal Days. Upon separation of employment, the former employee is to return all district property within one working day.

Classified Staff Retirement [414.02]

Classified staffs who qualify per the Nebraska Public Employees Retirement Systems (NPERS) guidelines may apply for retirement by submitting a letter in writing to the Superintendent stating the intended retirement date. No classified staff members will be required to retire at any specific age. Classified staff members and their spouse and dependents

that have group insurance coverage through the school district may be allowed to continue coverage of the school district's group health insurance program, at their own expense, by meeting the requirements of the insurer.

Classified Staff Dismissal and Separation from Employment [414.04]

The Board believes classified employees should perform their jobs, respect Board policy and obey the law. It shall be the responsibility of the Superintendent to handle the dismissal of support staff. A classified staff member may be dismissed for any reason, including, but not limited to, incompetence, willful neglect of duty, reduction-in-force, willful violation of Board policy or administrative regulations, or a violation of the law.

Upon separation of an employees' employment, the employee will be paid all wages due in one lump sum within two weeks of the final work day or the normal payday whichever is sooner. Classified staff will only be paid for unused accumulated PTO Days and Compensatory Days. No compensation will be paid for Sick Leave Days. Reimbursements for mileage or other non-payroll expenses will be considered separate from compensation. Upon separation of employment, the former employee is to return all district property on their final day of work.

Employees terminated from their employment by the school district for any type of misconduct will be formally escorted by their supervisor to obtain personal effects and then be escorted from the building. Employees who voluntarily resign will be expected to turn in all district property on their final day of work.

Employee Orientation [402.02]

Employees must know their role and duties. New employees may be required to participate in an orientation program for new employees. The employee's immediate supervisor should provide the new employee with a review of the employee's responsibilities and duties. Employees involved in child care, custody or control responsibilities shall be given instruction in the handling of emergency situations which might arise in the course of the employee's work. Payroll procedures and employee benefit programs and accompanying forms will be explained to the employee by the Superintendent or his designee. The supervisor may wish to review the staff handbook as part of the orientation process.

Employee Conflict of Interest [402.03]

Employees' use of their position with the school district for financial gain shall be considered a conflict of interest with their position as employees and may subject employees to disciplinary action. Employees have access to information and a captive audience that could award the employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the Superintendent. If the approval of the Superintendent is given, the employee must conduct the solicitations within the conditions set by the Superintendent. Further, the Superintendent may require the employee to immediately cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client or employer originates from information obtained because of the employee's position in the school district.

It shall also be a conflict of interest for an employee to engage in any outside employment or activity which is in conflict with the employee's official duties and responsibilities. In determining whether outside employment or activity of an employee creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

- The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district's badge, uniform, business card or other evidences of office to give the employee or the employee's immediate family an advantage or monetary benefit that is not available to other similarly situated

members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to an employee who is employed by the school district.

- The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the employee or a member of the employee's immediate family from anyone other than the school district for the performance of any act that the employee would be required or expected to perform as part of the employee's regular duties or during the hours during which the employee performs service or work for the school district.

Nepotism [402.04]

More than one family member may be an employee of the school district. It shall be within the discretion of the Superintendent to allow one family member employed by the school district to supervise another family member employed by the school district in a temporary non-certified position. The employment of more than one individual in a family shall be on the basis of their qualifications, credentials and records.

Employee Grievance for Classified Employees [402.05 & 402.05R.2]

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or Superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

Procedures: Any classified employee who has a work-related grievance shall first discuss the nature of the grievance with his/her supervising administrator. If not satisfied with the suggested resolution of the problem, the employee shall, within ten (10) working days of having received the administrator's decision, send a written grievance to the Superintendent of schools. Upon receiving the written grievance, the Superintendent of schools shall, within ten (10) working days, meet with the employee and attempt to resolve the grievance. If not satisfied with the Superintendent of schools decision, the employee shall, within ten (10) working days, request in writing to the Superintendent of schools that a Board of Education committee be convened to hear the grievance. The Superintendent of schools shall, within fifteen (15) working days, schedule a meeting for the Board committee to hear the grievance. Said meeting will be held in closed session, unless the employee requests a public hearing, and will be attended by the Superintendent of schools, the supervising administrator, the employee and, at the employee's discretion, an advocate for the employee. The Board committee will render a decision at the meeting, and said decision will terminate the grievance procedure. If more than one employee has a grievance of similar nature, they may, as a group, invoke the grievance procedure described above.

Employee Records and Release of Credit Information [402.06* & 403.01*]

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing Board policy, for budget and financial planning, and for meeting state and federal requirements.



The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out Board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials.

Employees may have access to their personnel files, with the exception of letters of reference, and copy items from their personnel files at a time mutually agreed upon between the Superintendent and the employee. The school district may charge a reasonable fee for each copy made. However, employees will not be allowed access to the employment references written on behalf of the employee. Before employees can review their files, they must first secure permission

from their respective administrator. The file may not be removed from the room where they are kept, and there must be a witness present when they are reviewed. Items cannot be removed from the files.

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee. It shall be the responsibility of the Superintendent to respond to inquiries from creditors.

Disclosure and Protection of Employee Health Information [404.10]

The district will comply with all regulations regarding privacy and confidentiality of employee health and insurance information, including the secure interchange and storage of electronic data. The Superintendent is directed to implement this policy as needed to ensure proper handling of such information. Employees will be provided with a notice describing the district's practices regarding health information. Employees shall have the right to inspect, copy or amend such information or to revoke authorization to disclose such information. Revocation of authorization may affect the availability of some employee benefits. (Legal Reference: 1996 Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA)).

Employee Outside Employment [403.06]

The Board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The Board considers an employee's duties as part of a regular, full-time position as full-time employment. The Board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment. It shall be the responsibility of the Superintendent to counsel employees, whether full-time or part-time, if, in the judgment of the Superintendent and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district. The Board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Political Activity [402.10]

Employees shall not engage in political activity upon property under the jurisdiction of the Board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited. Violation of this policy may be grounds for disciplinary action.



Classified Staff Compensation and Benefits

Classified Staff Compensation [413.01]

The Board shall determine the compensation to be paid for the classified staff positions, keeping in mind the education and experience of the classified staff member, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the Board. It shall be the responsibility of the Superintendent to make a recommendation to the Board annually regarding the compensation of classified staff.

Classified Staff Wage and Overtime Compensation [413.02]

Each non-exempt employee compensated on an hour-by-hour basis, whether full-or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage.

Overtime/Compensatory Time: Whenever a non-exempt employee must work more than forty hours in a given work week, the employee shall be compensated at one and one-half (1 ½) times their regular hourly wage rate. This compensation shall be in the form of overtime pay or compensatory time. **Overtime will not be permitted without prior authorization of the employee's supervisor.** Overtime will only be paid for "actual hours worked" over and above 40 hours per week. Sick Leave, PTO, Holidays or other paid leave days when the employee does not perform job functions are not considered as hours worked and are, therefore, not computed as any portion of the 40 hours worked.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, at a rate of one and one-half (1 ½) times the number of hours worked in excess of 40 hours in any work week.

Compensatory time may be accumulated up to 40 hours. Compensatory time accumulated over 40 hours must be approved by the Superintendent. Accrual of compensatory time over 240 hours will not be allowed.



Workweek: The workweek for overtime purposes shall be 12:00 a.m. **Monday** until 11:59 p.m.

Sunday. The administration may establish a different seven-day period workweek from time to time for specified employees or employee groups. Each non-exempt employee paid on an hour-by-hour basis must complete, sign, and turn in a daily time record showing the actual number of hours worked.

Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action.

Salaried Basis: The district's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test). An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The district's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. In addition, based on principles of public accountancy deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not available, and for absences due to any budgetrequired furlough. It is the responsibility of the Superintendent or designee to maintain wage records.

Payroll Procedures [707.01*]

The payroll period for the school district shall be monthly. Employees shall be paid on about the same day of each month. If this day is a holiday, or weekend, the payroll shall be paid on the last working day prior to the holiday, or weekend.

All employees are required to have automatic deposit of their paycheck to financial institutions that will accept ACH deposits. The deposit will occur on payday. Employees must complete an authorization form available from the Business Office.

Salary Overpayment/Underpayment: If an employee receives an overpayment or underpayment of his or her authorized salary/pay rate, the error shall be corrected regardless of when it occurred. The employee affected will be given the opportunity to devise and recommend a reasonable schedule to repay money received, or to receive money

due. In the event that the individual leaves the employment of Morrill Public Schools, a lump sum of the remaining amount owed or due will be paid at that time.

Salary Deductions [707.02*]

Ease of administration shall be the primary consideration for payroll deductions, other than those required by law. Payroll deductions shall be made for federal income tax withholdings, state income tax withholdings, social security, and the School Retirement Fund. Employees may elect to have payments withheld for professional dues, district-related and mutually agreed upon group insurance coverage, and/or tax sheltered annuity programs. Except for Nebraska Retirement deductions which are mandatory, all deductions require authorization from the employee. In order for deductions to be taken from one's payroll check, the proper form for the deduction must be completed and signed by the employee and turned into the Business Manager prior to the deduction being taken. It shall be the responsibility of the Superintendent to determine which additional payroll deductions will be allowed.

Benefits

FICA: All employees of Morrill Public Schools are member of the Social Security Program.

Medical/Dental: Full-time, twelve-month classified staff members are eligible for health and dental insurance; the district pays the entire premium of the high deductible/HSA option. Full time, Nine-month, classified staff members are eligible to choose one of the BC/BS insurance plans, however the board pays a maximum of \$3000 per year toward the premium.

Unemployment Insurance: Morrill Public Schools provides unemployment insurance for all employees who may become unemployed through actions over which they have no control, such as declining enrollment. The program is designed to protect employees from loss of income.

Workers Compensation: Morrill Public Schools carries Workers Compensation insurance through ALICAP. Should an employee who is covered by this insurance be injured while at work, he/she is entitled to the benefits provided by the Workers' Compensation plan if deemed eligible.

Nebraska Retirement: Membership in this program is mandatory for all regularly scheduled employees--excluding substitutes and temporary employees--who work 15 hours or more per week. Morrill Public Schools pays the employer portion and the employee pays the employee share of the retirement contribution based on gross wages.

Other Benefits: Other benefits as provided by Horace Mann and AFLAC are offered to classified employees annually at the employee's expense.

Pay for Travel Time:

Per FLSA guidelines travel time, also referred to as windshield time, is generally not considered working time and does not have to be paid. The following guidelines are given:

- Generally, the time a nonexempt employee (classified employee) spends commuting from home to work is not considered working time and does not have to be paid.
- If an employee is called into work for an emergency situation, travel from home to work is work time.
- A non-exempt employee is paid for all time spent traveling to a seminar, training session, or work assignment that lasts for a day. The employee is also paid for all time spent at the seminar, training session, or working. The employee is considered to be on a special assignment performed for the employer's benefit. (Example: If a nonexempt employee travels one hour to a workshop, attends the workshop for eight hours, and then drives home for one hour, they are paid for eight hours at the workshop and two hours of travel time.)
- Time an employee spends traveling as part of his/her primary work activity, such as travel from job site to job site during the workday is to be counted as hours worked.
- Overnight travel: If a nonexempt employee travels to a workshop, training session, or work assignment and leaves the day before the seminar or work begins, employer is only required to pay for the travel time that cuts across (overlaps) the employee's regular workday. In this case, the employee is simply substituting travel for

other work duties. Thus, if the employee normally works from 9 a.m. to 5 p.m., and leaves for the seminar at 4 p.m. and arrives at 9 p.m., employer is only required to pay for one hour of travel time.

Travel time on non-working days is also considered work time if conducted during normal work hours. For example, if the same employee travels on a Saturday, employer must pay for any travel time between 9 a.m. to 5 p.m. Normal meal periods may be deducted from work/travel time as long as the employee is not performing work during the meal period.

NOTE: Employees who travel on the same day they attend a seminar or perform work are paid for all the time spent traveling. At the same time, employees who travel on one day and attend the workshop or perform the work on the next day are compensated only the time that cuts across their normal workday.



- Travel time during non-work hours may be considered work time that must be paid if the employee actually performs work while traveling.
- As an enforcement policy the FLSA will not consider as work time that time spent in travel away from home outside of regular working hours **as a passenger** on an airplane, train, boat, bus, or automobile. Employees riding with another employee are only paid for their regular work hours and not any extra driving time if they are not actually driving.

Pay, Driving and Wait Time for Activity Drivers:

Maximum driving time limitations of 10 hours driving, eight (8) hours of continuous driving, and 15 hours of on-duty time during a 24-hour period shall apply for all drivers. Driver must refuse to operate District vehicles whenever these limits will otherwise be exceeded.

The pay for activity bus drivers (which require a Commercial Driver’s License (CDL) and Nebraska Bus Permit), will be paid at different rates for driving times and wait times. Drivers who are enduring “wait time” will be entitled to “wait time” pay. The minimum pay for activity trips will not be less than if the bus driver was driving their regular route.

“Wait time” is defined as that time in which the driver is at the event waiting for the activity group in order to transport them to another location or home. **Time spent in a motel room or in a restaurant while eating is NOT considered wait time or on-duty time.**



Activity drivers need to use the “Activity Bus Driver’s Time Sheet” for activity driving and wait times. When the activity group provides meals and/or lodging for the group, it will also provide meals and/or lodging for the driver(s). On all overnight student travel, the activity driver(s) is entitled to his/her own room and bed. On all trips, the activity driver(s) shall not be utilized as sponsor(s) or chaperone(s) if this responsibility will cause the driver to exceed on-duty limitations. Unusual situations may be negotiated on an individual basis between the District and the Superintendent.

Classified Staff Paid Time Off & Sick Leave [415.01]

PTO/Sick - School year employees get 10 Paid Time Off days (PTO) days. They work August through May so they accrue one (1) day PTO per month, accrued on the 20th of each month with their pay check.

Year round employees get 14 Paid Time Off days (PTO) days. They accrue 1.1667 days per month, accrued on the 20th of each month with their pay checks. (1.1667 days = 1 day + 1 hour 20 minutes)

When special circumstances arise, the superintendent may approve using PTO days in advance of accrual, not to exceed their total allocation for the year, with a signed agreement that if they leave employment prior to the amount of time worked “catching up to” the advancement on the PTO, that the PTO advancement will be “withheld” from their final paycheck.

A PTO day for full time employees is an 8 hour day. For part time employees it equals the average number of hours they work in a day not to exceed 8 hours per day.



Any unused PTO days, at the end of the year, will transfer to the employee’s personal sick/bereavement leave bank (total personal sick leave bank 60 days). Any days taken off for any reason during the current school year are considered PTO days until they have been depleted. Administration can grant usage of sick days for sickness, prior to the depletion of the entire PTO accrual, only for pre-arranged and communicated family events like weddings, graduations, births of grandchildren, etc.

Paid Holidays - Classified employees scheduled for twenty (20) hours per week or more, on a twelve-month basis will receive eight (8) paid holidays: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day, Memorial Day, July 4, and one floating holiday.

Classified employees that are scheduled for thirty (30) hours per week or more, but only during the time school is in session (nine-month employees) will receive five (5) paid holidays (Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year’s Day) plus Memorial Day should school extend beyond Memorial Day.

Holiday pay for full time employees is an 8 hour day. For part time employees it equals the average number of hours they work in a day not to exceed 8 hours per day.

Evidence may be required regarding the mental or physical health of the employee including, but not limited to, confirmation of the following: the employee's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It shall be within the discretion of the Superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee shall comply with Board policy regarding FMLA.

Classified staff will be paid only for the hours they are regularly scheduled for the day; i.e., paid leave hours are based on the prearranged schedule as set by the principal/supervisor.

Employee Physical Examinations [404.01]

If any employee experiences a health related absence of three days or more or demonstrates a pattern of frequent health related absences, the reserves the right to require the employee to present school officials with a physician's statement for documenting either 1) the need to remain absent from work or 2) the employee's fitness to return to work. The school district further reserves the right to require a second opinion on such medical circumstance from a physician chosen and reimbursed by the school district.

Absences in Excess of Paid Leave [415.10]

Should an employee be absent from work in excess of the employee’s accumulated sick leave and/or other paid leaves, the employee’s wage and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by

the day or days or work missed. In the case of hourly employees the reduction in fringe benefits will be made on an hourly basis calculated using the number of days missed as the numerator, and the number of total contract days for the school year as the denominator.

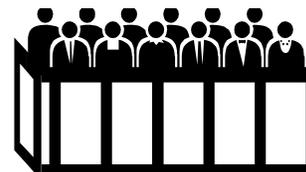
Classified Staff Funeral Leave (Bereavement) [415.04]

Classified employees shall be allowed time off to attend funerals. The amount of time granted for each funeral shall be determined between the individual and his/her administrator, taking into consideration existing circumstance. Days taken for funeral leave shall be deducted from the individual's PTO balance or accumulated sick leave.

Classified Staff Jury Duty Leave [415.06]

Any employee who is summoned to serve on jury or election board duty, or who is subpoenaed to provide testimony, shall not be subject to discharge from employment, loss of pay, loss of sick leave, loss of vacation time, or any other form of penalty, as a result of his or her absence from work due to such service provided the employee submits a copy of the summons, in advance, to the employee's supervisor.

Classified staff will receive their regular wages provided any payment for jury duty is paid to the school district. If the jury-duty pay is not turned over to the school district, then the employee must use PTO or take Leave without Pay for those days. Employees may not use Compensatory days or Sick Leave for Jury Duty. The employee will report to work within one hour on any day when the employee is excused from jury duty during regular working hours.



Classified Staff Military Service Leave [415.07]

Classified employees who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve, Coast Guard Reserve and State Guard are entitled to a leave of absence, without loss of pay, on all days during which they are employed under the orders or authorization of competent authority in the active service of the State or United States. Such leave of absence will be without loss of pay for a period not to exceed fifteen (15) work days in any one calendar year. Such leave of absence will be in addition to any leave provided by the District through policy or negotiated agreement. Any such leave which extends beyond fifteen (15) work days in any one calendar year shall be without pay from the remaining contract payments.

If the Governor of the State of Nebraska declares a state of emergency, any of the above certificated employees who are ordered to active service shall receive an additional leave of absence which will be granted until such member is released from the active service by competent authority. During this additional leave of absence, the employee shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in the active service of the state. The loss he or she may suffer while in the active service of the state is defined as the differential between military salary and district salary.

Employees who are required to leave a position other than temporary for training with the armed forces of the United States or to undertake military duty in the active service of the state are entitled to a leave of absence for such period, not to exceed five years, plus any additional period as provided by law, without loss of status and without loss of pay during the first fifteen work days, which pay for the first fifteen work days is not in addition to that described above. Upon an honorable discharge from active service, such employee shall be entitled to a return to a comparable position as provided by law as long as he or she:

1. has given advance notice of the need for military leave (unless notice is precluded by military necessity or is otherwise unreasonable);
2. has not been absent from his or her job for more than five years; and
3. returns to work as outlined below.

The following periods and conditions of return to work apply to the employee who was absent:

1. If absent less than 31 days, the employee must report back to work by the beginning of the next regularly scheduled work period after a reasonable amount of time to arrive home, rest and report to work;
2. If absent more than 30 days but less than 181 days, the employee must submit an application for reemployment within 14 days after the completion of service;
3. If absent more than 180 days, by submitting an application for reemployment within 90 days after the completion of service.

Such person shall not be discharged without justifiable cause within one year after reinstatement if the person's period of military service before the reemployment was more than 180 days. Such person shall not be discharged without justifiable cause within 180 days after the date of reemployment if the person's period of military service before the reemployment was more than 30 days but less than 181 days.

An employee reemployed after military leave will be treated as not having incurred a break in service. Absence for any of the reasons stated above shall not affect the employee's right to receive normal vacation, sick leave, bonus, advancement and other advantages of the employee's employment normally to be anticipated in the employee's particular position.

Employee Injury on the Job [404.02]

When an employee becomes seriously injured on the job, the building principal shall notify a member of the family, or an individual of close relationship, as soon as the building principal becomes aware of the injury.

If possible, an employee may administer emergency or minor first aid. An injured employee shall be turned over to the care of the employee's family or qualified medical employees as quickly as possible. The school district is not responsible for medical treatment of an injured employee.



It shall be the responsibility of the employee injured on the job to inform the Superintendent within one business day of the occurrence. It shall be the responsibility of the employee's immediate supervisor to file an accident report within one business day after the employee reported the injury. It shall be the responsibility of the employee to file claims, such as workers' compensation, through the central administration office.

Classified Staff Workers Compensation [413.04]

The district will participate in workers' compensation as required by statute. All employees of the district will be covered by workers' compensation regardless of type of assignment, length of assignment or hours worked per day. The selected workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to qualifying employees. The amount of workers' compensation wage-replacement and sick leave benefits shall not exceed a regular daily rate of pay.



The Superintendent shall be responsible for developing administrative regulations as needed to implement the workers' compensation plan and shall annually review the costs and performance of the plan with the Board, making recommendations for changes as necessary.

Classified Staff Family and Medical Leave [415.03*]

The district will comply with all provisions of the Family and Medical Leave Act of 1993 and amendments. Unpaid family and medical leave will be granted up to twelve (12) weeks in any twelve (12) month period to eligible support staff members for the following reasons:

1. the birth or care of a newborn child within one (1) year of the child's birth;
2. the placement or care by way of adoption or foster care with the staff member within one (1) year of the child's arrival;

3. to care for the staff member's spouse, parent or dependent child with a serious health condition;
4. if the staff member's own serious health condition prevents that employee from performing the functions of the employee's job;
5. in qualifying urgent situations arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.

Unpaid leave will be granted up to twenty-six (26) weeks during a single twelve (12) month period to eligible support staff members to care for a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness. For purposes of this policy, the twelve month period is defined as (a "rolling period based on the date the leave is requested to begin and looking backward at the last twelve-months of use. Requests for family and medical leave shall be made to the Superintendent. To be eligible for FMLA benefits, a district employee must:

1. have worked for the district for a total of 12 months; and
2. have worked at least 1,250 hours over the previous 12 months.

When meeting the requirements set out in the family and medical leave administrative rules, employees may be allowed or required to substitute paid leave for unpaid family and medical leave according to the terms and conditions of the district's normal leave policies. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. Requests for FMLA leave shall be submitted in writing. This policy shall not be construed to expand eligibility for an FMLA leave beyond what is required by the Act. It shall be the responsibility of the Superintendent to implement this policy.

Determining the 12-month previous employment eligibility: While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more need not be counted unless the break is occasioned by the employee's fulfillment of his or her National Guard or Reserve military obligation (as protected under the Uniformed Services Employment and Reemployment Rights Act (USERRA)), or a written agreement, including a collective bargaining agreement, exists concerning the district's intention to rehire the employee after the break in service.

Spouses employed by the same employer: Spouses employed by the same employer are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks (or 26 weeks if leave to care for a covered service member with a serious injury or illness is also used). Leave for birth and care, or placement for adoption or foster care, must conclude within 12 months of the birth or placement.

Serious Health Condition defined: "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

1. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities) or subsequent treatment in connection with such inpatient care; or
2. Continuing treatment by a health care provider, which includes:
 - A. A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes:
 - 1) treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - 2) one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g., prescription medication, physical therapy); or
 - B. Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
 - C. Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider, and may involve occasional episodes of incapacity. A visit to a health care provider is not necessary for each absence; or
 - D. A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
 - E. Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

Maintenance of Health Benefits: The district is required to maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the district may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Job Restoration: Upon return from FMLA leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave, nor be counted against the employee under a "no fault" attendance policy. If a bonus or other payment, however, is based on the achievement of a specified goal such as hours worked or perfect attendance, and the employee has not met the goal due to FMLA leave, payment may be denied unless it is paid to an employee on equivalent leave status for a reason that does not qualify as FMLA leave. An employee has no greater right to restoration or to other benefits and conditions of employment than if the employee had been continuously employed.

Notice And Certification: Employee Notice: Employees seeking to use FMLA leave are required to provide 30-day advance notice of the need to take FMLA leave when the need is foreseeable and such notice is practicable. If leave is foreseeable less than 30 days in advance, the employee must provide notice as soon as practicable – generally, either the same or next business day. When the need for leave is not foreseeable, the employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case. Absent unusual circumstances, employees must comply with the district's usual and customary notice and procedural requirements for requesting leave. Employees must provide sufficient information for the district reasonably to determine whether the FMLA may apply to the leave request. Depending on the situation, such information may include that the employee is incapacitated due to pregnancy, has been hospitalized overnight, is unable to perform the functions of the job, and/or that the employee or employee's qualifying family member is under the continuing care of a health care provider. When an employee seeks leave due to a FMLA-qualifying reason for which the district has previously provided the employee FMLA-protected leave, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Classified Staff Professional Purposes Leave [415.09*]

Administrators who are designated by the Superintendent of schools to supervise classified staff will be responsible for providing routine orientation and explaining the day-to-day work responsibilities for new personnel or for seeing that the immediate supervisor, such as head cook or head custodian, performs these functions. To the extent schedules and budgeting will allow, classified personnel will be expected to attend workshops or seminars that will better prepare them to perform their assigned tasks. Requests to attend these activities should be made to the immediate supervisor and are to be approved by the designated administrator. The designated administrator will notify the Superintendent of schools in writing of the attendance of classified personnel to workshops or seminars so that a record of the attendance can be placed in each individual's personnel file. The school district may pay room and board. If a District vehicle is available, staff will use this option. If no vehicle is available or employee chooses to take their own vehicle, then the District may pay gas receipts, or provide transportation for attendance to workshops or seminars, which relate to the assigned activity, which have been approved prior to attendance. Footnote: See Employee Compensation Policy [402.08] on page 22 for additional guidelines.

Leaves of Absence [415.10]

A classified employee may apply to the Board of Education for a leave of absence from the classified employee's duties if they have been successfully employed with the school district for at least five years. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year and will be without pay, benefits, and benefit accruals. Any employee granted a leave of absence should return all district property prior to taking such leave.



Substitute Staff

Substitute Teachers [411.01]

The Board recognizes the need for substitute teachers. Substitute teachers shall be certificated to teach in Nebraska. It shall be the responsibility of the building principal to maintain a list of substitute teachers who may be called upon to replace regular contract certificated employees. Individuals whose names do not appear on this list will not be employed as a substitute without specific approval of the Superintendent. It shall be the responsibility of the building principal to fill absences with substitute teachers immediately.

Substitute teachers will be paid a per diem rate of \$110.00 per day. After ten (10) days of continuous service a substitute teacher will be paid 1/184th of the base salary per day. After thirty (30) days of teaching he/she will be given one (1) day of sick leave but will not participate or accumulate any other fringe benefits. If there is an interruption of the service, the ten (10) day continuous service rule will start again.

Substitute Paraprofessionals

Substitute paraprofessionals will be paid a flat hourly rate. Substitute paraprofessionals are considered temporary employees and are not eligible for any benefits or leave time.

Substitute Bus Drivers

Substitute bus drivers are required to have a CDL and Nebraska Bus Permit and have this information on file in the Business Office. Substitute Bus Drivers will be paid a flat hourly rate and are considered temporary employees. Substitute Bus Drivers are not eligible for any benefits or leave time.

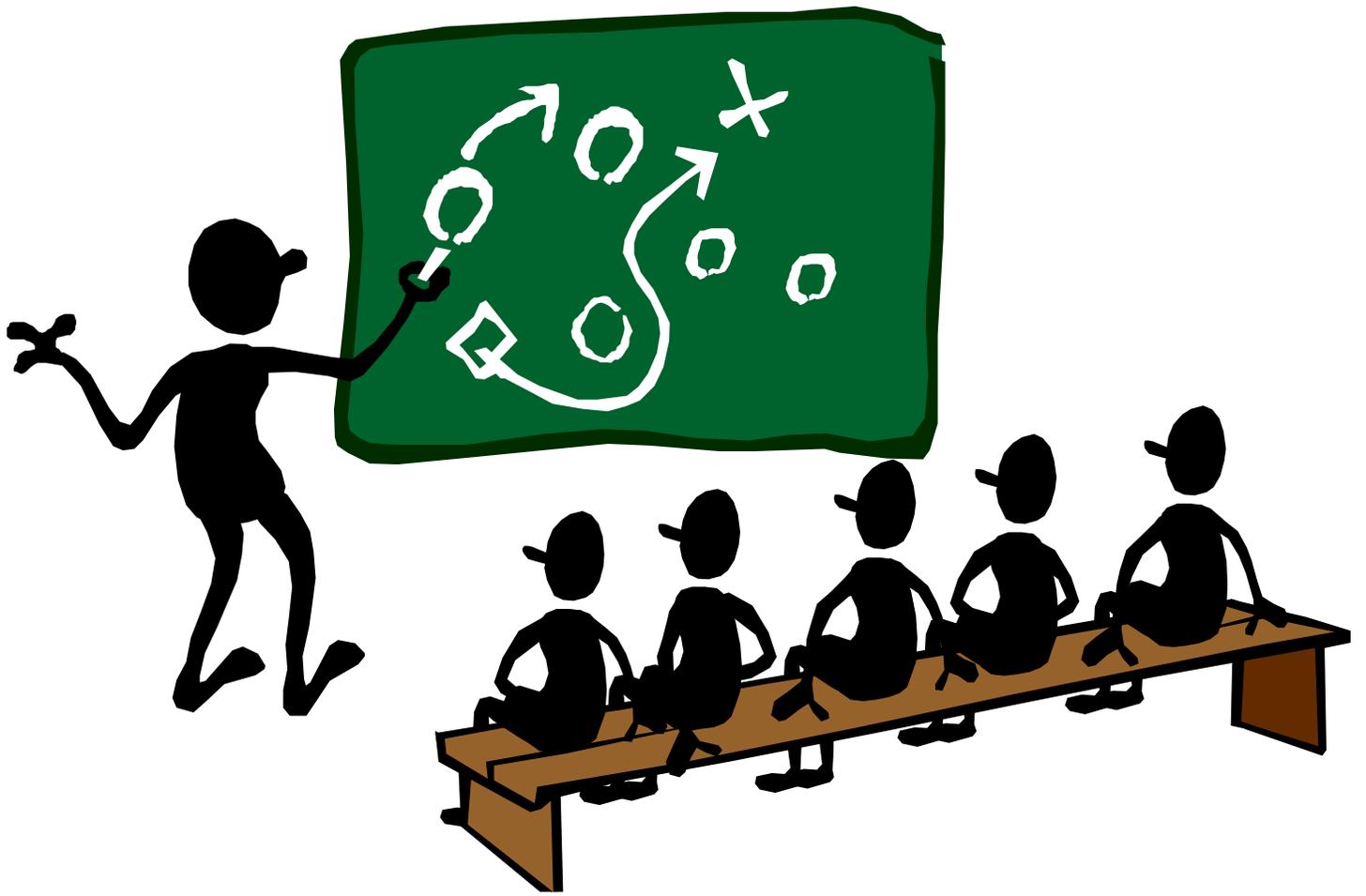


Substitute or Classified Staff as Coaches/Activity Sponsors

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, but 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.

Due to the complexities of this issue, Morrill Public Schools discourages the use of paid non-exempt/classified employees and non-employees as coaches and club sponsors.



Other Conditions of Employment

Activity Passes: All persons-employees, except temporary and substitute teachers, will be entitled eligible to receive activity passes to home activities in which the receipts are returned to the School District, for them and their spouse, as long as they volunteer for necessary activity duties at least three times throughout the year. This would include, but not limited to athletic events. This would not include activities which are not sponsored by the School District or are money-making activities for school-sponsored activities, as a school play, or other fund raising events. However, the school will provide passes and/or admission for bus drivers to the activity to which they drive bus.

Frozen Wages: No person will be required to take a cut in pay. If the CPI becomes negative, the employee's wages will be frozen until such time the CPI becomes positive and upon Board approval.

Is that prohibited by FLSA?? The Act **does not** preclude an employer from lowering an employee's hourly rate, provided the rate **paid is** at least the minimum **wage**, or from reducing the number of hours the employee **is** scheduled to work. The **FLSA does not** require employers to **pay nonexempt employees** for hours they did not work.

Fact Sheet - Wage and Hour Division (WHD) - U.S. Department of Labor

Length of Service: The length of service will be determined by the number of full years of service as of September 1 of each year. A full year of service will be defined as a standard work year at a position containing twelve (12) months of service. If an employee resigns from any position within the structure of the Morrill Public Schools, and is then rehired, that employee will begin at the starting wage for the position, unless a different starting wage is negotiated. Further leave time will also start at the first year and is non-negotiable.

Clocking In and Out: Each employee is responsible for keeping a time card or clocking/punching in and out of work. Use of the time clocks provided is mandatory, except under special circumstances as approved by the Superintendent and on the Business Manager's recommendation. The time must be approved by the employee's authorized supervisor. If an employee is employed for more than one position, the employee must have a separate time card for each position unless other arrangements are made with the Business Manager. Employees will be paid for the number and hours worked and will not round up or down. Early or late punching by employees who voluntarily come in early or remain late may be ignored if the employees do not work before or after their regular hours. Each employee will have his/her regular hours set by his/her direct supervisor. **No employee will be allowed to deviate from the set (i.e., scheduled) hours without permission of his/her supervisor.**

Breaks and Meal Breaks: Each full-time employee (30 hours a week or more) will be granted a fifteen minute break per day after each two and one-half (2 ½) hours of work. The maximum number of breaks per day will not exceed two (2) per day. Each employee working at least six hours per day will be granted a **non-paid meal break**. The meal break must be scheduled with the approval of the employee's direct supervisor. Employees are required to "clock out" when they start their meal period and "clock back in" when their meal period ends. If a meal break is not reflected on their time sheets, one (1) hour per day will be automatically deducted for the lunch periods. If the employee does NOT actually take a lunch break, this needs to be indicated on their approved time sheets by the supervisor.

- **FLSA Hours Worked Advisor.** The **FLSA does not require** an employer to provide meal periods or rest **breaks** for their employees. Many employers, however, **do provide breaks** and/or meal periods. **Breaks** of short duration, from 5 to 20 **minutes**, are common.

FLSA - elaws - employment laws assistance for workers and small ...

<https://webapps.dol.gov/elaws/whd/flsa/hoursworked/screenEE4.asp>

Schedules: The Morrill Public Schools retains the right to schedule split shifts for any employee. The work schedule for all employees will be set for the benefit of the school district.

Work Off-Site: The Morrill Public School district will not require, nor will they pay for, any hours of work that are performed at home or other locations unless specifically approved by the Superintendent in writing prior to the work being done.

Employment During School Breaks: During breaks in the school schedule, there is frequently a need for additional help with various housekeeping and maintenance projects. Applicable skills, knowledge, and training of individuals interested in working the school breaks will be a factor in making assignments. Decision as to who will work these assignments will be made by the Head Custodian and/or Head Buildings/Grounds Supervisor **after consultation with and written approval of the Superintendent.** Salary paid for these assignments will be the flat rate shown in Appendix A for Summer Custodial Help.

Telephone Usage: Personal use of site phones is to be discouraged. However, it is recognized that there are times when such use may be necessary. The Administration is responsible for ensuring that use of telephones does not interfere with work responsibilities. Administration will take action deemed appropriate if employee use of the phone system in any way interferes with job performance.

Administration is permitted to disallow personal cell phone usage during 'on-the-clock' hours for any and all employees. Personal cell phone use may be permitted with permission when serious and significant issues are occurring in an employee's life. All employees are expected to be attending to their duties while they are on-the-clock for the district

Operations Information

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. Overnight accommodations paid for by the district will be arranged by the district office and normally will be based on double occupancy when appropriate.
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. If no vehicle is available or staff choose to take their own vehicle, then the District will ~~will~~ may pay gas receipts.
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, 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 1st 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 moneys 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.

Acceptable Use of Computers, Technology and the Internet [606.06*]

The following policy and 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.

- a) 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.
- b) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members).
- c) Users shall not use or try to discover another user's account or password.
- d) Users shall not use the computers or network for non-instructional or non-administrative purpose (e.g., games, activities for personal profit, chat rooms, or non-approved e-mail carriers).
- e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.

- g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software of 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, worm, Trojan horse, or similar name.
- h) 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.
- i) 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.
- j) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network administrator.
- k) Users shall not take home technology equipment (hardware or software) without permission from the network administrator.
- l) 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).
- m) 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.
- n) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

1. Etiquette and Rules for Use of 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: a) Be polite. Do not become abusive in your messages to others.

- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.
- c) Do not reveal you personal account, address, or phone numbers, or that of other student or colleagues.
- d) 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.
- e) All communications and information accessible via the network should be assumed to be private property of others.
- f) Do not place unlawful information on any network system.
- g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- h) Include your signature at the bottom of e-mail messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- i) The network administrators or teachers may establish other rules from time to time.

2. 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 the 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.



Employee's Personal Security and Safety [404.03]

The Board authorizes the Superintendent to take appropriate means to provide for the health and safety of all employees while engaged in the performance of their duties. The Superintendent, in consultation with district and building safety committees, will implement training and/or procedures as necessary to accomplish this goal and to meet the requirements of the law. All employees shall conduct their work in compliance with the safety rules of the district

Communicable Diseases -- Employees [404.04]

Employees with a communicable disease will be allowed to perform their customary employment duties provided they are able to perform the essential functions of their position and their presence does not create a substantial risk of illness or transmission to students or other employees. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district's blood borne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees and record keeping. This plan shall be reviewed annually by the Superintendent and school nurse. The health risk to immune-depressed employees shall be determined by their personal physician. The health risk to others in the school district environment from the presence of an employee with a communicable disease shall be determined on a case-by-case basis by the employee's personal physician, a physician chosen by the school district or public health officials.

An employee who is at work and who has a communicable disease which creates a substantial risk of harm to a student, coworkers, or others at the workplace shall report the condition to the Superintendent any time the employee is aware that the disease actively creates such risk. Health data of an employee is confidential and it shall not be disclosed to third parties. Employee medical records shall be kept in a file separate from their personal file. It shall be the responsibility of the Superintendent, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with employees with a communicable disease.

Hazardous Chemical Disclosure [404.05]

The Board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace. Each employee shall annually review information about hazardous substances in the workplace. When a new employee is hired or transferred to a new position or work site, the information and training, if necessary, shall be included in the employee's orientation. When an additional hazardous substance enters the workplace, information about it shall be distributed to all employees, and training shall be conducted for the appropriate employees. The central administration office shall maintain a file indicating which hazardous substances are present in the workplace and when training and information sessions take place.

Employees who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals with which they will be working as part of the instructional program. It shall be the responsibility of the Superintendent to implement this policy.

Harassment by Employees [404.06*]

Harassment of employees, students, volunteers or visitors will not be tolerated in the school district. School district includes school district facilities, school district property, or property within the jurisdiction of the school district; while on school-owned 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 district.

Harassment includes, but is not limited to, racial, religious, national origin, marital status, disability and sexual harassment. Harassment by Board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. Employees whose behavior is alleged to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, discharge or other appropriate

action. Other individuals whose behavior is alleged to be in violation of this policy will be subject to appropriate sanctions as determined and imposed by the Superintendent or Board.

Sexual harassment shall include, but not be limited to, 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 an individual's employment, education, or participation in school programs or activities;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual's employment or education; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or learning 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 job, promotions, recommendations, 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, activities or employment;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; 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.

Employees, students, volunteers or visitors who believe they have suffered harassment shall report such matters to the investigator for harassment complaints. However, claims regarding harassment may also be reported to the alternate investigator for harassment complaints.

No one shall retaliate against an employee or student because they have filed a harassment complaint, assisted or participated in a harassment investigation, proceeding, or hearing regarding a harassment charge or because they have opposed language or conduct that violates this policy. This policy should be used when an employee is the alleged harasser or the alleged victim. It is strongly recommended the investigator and alternate investigator be of opposite sexes. (Legal Reference: 42 U.S.C. §§ 2000e et seq. (1994) and 29 C.F.R. Pt. 1604.11 (1996).)

Smoke/Tobacco-Free Environment [404.07]



School district facilities, including school vehicles, shall be off limits for smoking **and another form of tobacco, including vapor 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 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.

Drug and Alcohol Testing Program [404.08]

It is the policy of this district that its drivers should be free from drug and alcohol abuse. Consequently, the use of illegal drugs or improper use of alcohol by drivers is prohibited. The overall goal of drug and alcohol testing is to insure a drug-free and alcohol-free transportation environment and to reduce accidents, injuries and fatalities. The requirements of this policy are in addition to other requirements established by federal and state law and Board policy regarding the use of alcohol and drugs. In some instances, those laws of policies may be more restrictive than the requirements set out in this policy.

This district is required under the provisions of the federal Omnibus Transportation Employee Testing Act of 1991 to implement a drug and alcohol testing program for all persons subject to commercial driver's license requirements. This comprehensive program must include conducting **pre-employment**, reasonable suspicion, random, post accident, return to duty and follow-up testing for use of alcohol or drugs by such drivers, notifying drivers of the requirements and consequences of the program, and maintaining appropriate records.

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.

Child Abuse Reporting [403.02*]

School employees who have reasonable cause to suspect a child is a victim of abuse or neglect, or who observe conditions which reasonably would result in abuse or neglect, shall report such incidents to the proper authorities. The employee shall make an oral report to the local law enforcement agency by telephone, followed by a written report if necessary. The report will include all information required by law. (Legal Reference Neb. Statute 28-711)

It is not the responsibility of employees to prove that a child has been abused or neglected. Employees should not take it upon themselves to investigate the case or contact the family of the child. The Department of Health and Human Services is responsible for investigating the incident of alleged abuse.

Abuse of Students by School District Employees [403.03]

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process.

The Superintendent will appoint an investigator and alternate investigator of opposite sexes. The investigator will pass the findings on to the Superintendent who will complete any further investigations as deemed necessary and take appropriate final action. The Superintendent is responsible for implementing this policy and for organizing employee training when needed relating to this policy. Procedures shall be reviewed periodically for adequacy and accuracy.

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.

Gifts to Employees [403.04]



Pupils and patrons are discouraged from giving personal gifts to school personnel. If gifts are offered, school personnel should minimize such an act and not give publicity or public recognition to such gifts. Any gift of more than nominal value shall be returned with the employee’s explanation that such gifts are not allowed by Board policy. On occasion, companies and/or business will give gifts with orders from the school district. Any gift of this nature will become the property of the district if the value is over \$50. The gift will be reported to the school administration and a decision will be made on the dispensation. This policy is not intended to exclude the receipt of scholarships, grants, or other honoraria earned as a consequence of job performance or academic endeavor.

Public Complaints about Employees [403.05*]

The Board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change. If a matter cannot be settled satisfactorily by the Superintendent, it may then be brought to the Board in writing. The Board will follow policy 1005.01 in handling public complaints.

Appendix A -- Receipt of Employee Handbook

**RECEIPT OF 2020-2021
CLASSIFIED EMPLOYEE HANDBOOK
OF
MORRILL PUBLIC SCHOOLS**

This signed record acknowledges receipt of the 2020-2021 Classified Employee Handbook of Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

EMPLOYMENT AT WILL: Under no circumstances should this handbook be considered a contract. Nebraska employees and classified employees of Morrill Public Schools are employed "at will." This means classified employees serve at the discretion of Morrill Public schools and that notwithstanding any statement in this document, Morrill Public Schools reserves the right to terminate the employment of any non-contract employee at any time with or without reason or cause. Any classified employee may terminate his/her employment with Morrill Public Schools at any time. There is no promise of any kind by Morrill Public Schools contained in the policies, practices, and benefits established by Morrill Public Schools which is to be interpreted as or intended to be a contract of employment. No classified employee shall rely upon the policies, practices, and benefits as a contract of employment. Morrill Public Schools remains free to change wages, policies, practices, and all other working conditions without employee's agreement.

I further acknowledge that certain benefits have been amended and agree to those amendments.

Date: _____
Print Employee's Name

Employee's Signature

Witness Signature

Return to the Business Office

Morrill Public Schools

2020-2021 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
Morrill, Nebraska 69358
Phone: 308-247-2149
Fax: 308-247-2196

Morrill Elementary School
505 Center Avenue
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.mpslions.org>

Also download our Mobile APP in the APP store "Morrill Lions, NE"



MORRILL
*...EXPANDING
THE PRIDE*
LIONS

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

MORRILL BOARD OF EDUCATION

President Mr. Dave Sherrod

Vice PresidentMr. Jim Hessler

SecretaryMr. Art Steiner

Treasurer.....Mr. Bill Watson

Board Member.....Mr. Dick Burford

Board Member.....Mrs. Lisa Kaufman

SCHOOL DISTRICT ADMINISTRATION TEAM

Superintendent of Schools..... Mr. Joe Sherwood

Junior/Senior High School PrincipalMr. Tom Peacock

Elementary Principal.....Mrs. Keri Homan

Tri-Community Preschool/Pride Cub Care Director.....Mrs. Sunny Edwards

Business and Human Resources Manager.....Mrs. Stacy Rodriguez

Athletic Director.....Mr. Josh Guerue

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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 102.00)

The primary purpose of education in this school district is to facilitate learning 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:

Mastery of the basic skills.

Preparation for post-secondary readiness.

An environment that fosters curiosity and courage to explore personal capabilities.

Communication skills (think, listen, discriminate, and express).

Decision making abilities.

Understanding of one's self and of others.

Encouragement of individuality.

Understanding of democratic principles and economic skills.

Healthy attitudes toward life in a changing society.

An environment that fosters moral, ethical, and spiritual values.

Physical and mental health.

Legal Reference: Neb. Statute 79-526
 79-701
 NDE Rule 10.012.01A

Cross Reference 205 School Board Policy Process
 601 Goals and Objectives of Instructional Plan
 603 Curriculum Development

**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 **and/or school nurse** 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. They are:

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 the School District to amend a record that they believe is inaccurate or misleading. They should write to 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 serving 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 the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Kathleen Styles, Office of the Chief Privacy Officer

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Morrill Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

NOTICE FOR DIRECTORY INFORMATION (507.02)

Student directory information is designed for use internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, photograph and other likeness, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information about the students. Under no circumstances will the directory list be distributed for political or commercial purposes. If student directory information is released it shall not be released to an agency or individual if personal profit is the object of the receiver.

The district is required to supply class lists including name, address and phone number to college and military recruiters upon their request. The parents will also have the opportunity to deny the inclusion of their child's information in class lists requested by college or military recruiters.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents.

Legal Reference: 20 U.S.C. § 1232g (1994).
 34 C.F.R. Pt. 99, 300.560 - .574 (1996).

Cross Reference: 506 Student Activities
 1003 Public Examination of District Records



2020							HOME OF THE LIONS							2021							
AUGUST							August 2020							JANUARY							
S	M	T	W	Th	F	S	7/25-8/1 County Fair							S	M	T	W	Th	F	S	
						1	12 - New Staff Orientation													1	2
2	3	4	5	6	7	8	13-14 - All Staff In-Service														
9	10	11	12	13	14	15	17 - First Day of School (1-12)							3	4	5	6	7	8	9	
16	17	18	19	20	21	22	18 - First Day of Kindergarten							10	11	12	13	14	15	16	
23	24	25	26	27	28	29	19 - First Day of 3 yr & 4 yr Preschool							17	18	19	20	21	22	23	
30	31				13	11	September 2020							24	25	26	27	28	29	30	
							7 - Labor Day							31						19	17
SEPTEMBER							October 2020							FEBRUARY							
S	M	T	W	Th	F	S	16- End of 1st Quarter (44)							S	M	T	W	Th	F	S	
		1	2	3	4	5	23- Teacher PD/Workday-Grades Due								1	2	3	4	5	6	
6	7	8	9	10	11	12	2 pm dismiss 27 & 29 P/T Conferences 3-8 pm							7	8	9	10	11	12	13	
13	14	15	16	17	18	19	30 - Halloween Stroll							14	15	16	17	18	19	20	
20	21	22	23	24	25	26	November 2020							21	22	23	24	25	26	27	
27	28	29	30				2 - NO School PK-12 / Teacher Comp Day							28							
					21	21	6 - NO School PK- HS PD													20	18
OCTOBER							20 - JH Wrestling Tournament / No School K-6							MARCH							
S	M	T	W	Th	F	S	25-27 - Thanksgiving Break							S	M	T	W	Th	F	S	
				1	2	3	December 2020								1	2	3	4	5	6	
4	5	6	7	8	9	10	22 - End of 2nd Quarter (43)							7	8	9	10	11	12	13	
11	12	13	14	15	16	17	12/23-1/5 - Christmas Break							14	15	16	17	18	19	20	
18	19	20	21	22	23	24	January 2021							21	22	23	24	25	26	27	
25	26	27	28	29	30	31	5 - Teacher PD/Workday-Grades Due							28	29	30	31				
					22	21	February 2021													21	20
NOVEMBER							1 - JrHigh PACS Boys Bball / No School K-6							APRIL							
S	M	T	W	Th	F	S	15 No School B-12 / Presidents Day - ESU Teacher PD							S	M	T	W	Th	F	S	
							2 pm dismiss 23&25 P/T Conferences 3-8 pm												1	2	3
1	2	3	4	5	6	7	26 - No School / Teacher Comp Day / HS PD							4	5	6	7	8	9	10	
8	9	10	11	12	13	14	March 2021							11	12	13	14	15	16	17	
15	16	17	18	19	20	21	4-5 - PK-12 Spring Break							18	19	20	21	22	23	24	
22	23	24	25	26	27	28	15 - End 3rd Quarter (44)							25	26	27	28	29	30		
29	30				18	17	22- Teacher PD / Workday-Grades Due												20	20	
DECEMBER							April 2021							MAY							
S	M	T	W	Th	F	S	2-5 - Easter Break							S	M	T	W	Th	F	S	
							30 - PAC 7-12 Track Meeting / No Classes 7-12													1	
		1	2	3	4	5	May 2021							2	3	4	5	6	7	8	
6	7	8	9	10	11	12	4 Home JrHigh Track Meet No Classes 7-12							9	10	11	12	13	14	15	
13	14	15	16	17	18	19	12 - Senior Last Day							16	17	18	19	20	21	22	
20	21	22	23	24	25	26	13 -Graduation Practice/Seniors Last Day & Lunch							23	24	25	26	27	28	29	
27	28	29	30	31			15 - Graduation							30	31						
					16	16	19 - Last day of School 2:00 Dismissal Students (44)												14	13	
					90	87	20 - Teacher Work Day - Grades Due												94	88	
First/Last Days of School & End of Qtr							8 staff 2 pm dismissals compensating for annual duties outside schoolday							184 Staff Contract Days							
No School/Vacation Day														172 Preschool days 1333 hours							
P/T Conferences Day							24 Fridays when students have early outs that teachers will have PD/Grade Level Meetings/Data Analysis/Staff Meetings, etc							174 Kindergarten days 1152 hours							
Work day/No School														175 1st - 11th days 1159 hours							
Professional Development														170 Senior days 1126 hours							
Special activities affecting classes														4/3/2020							
EVERY FRIDAY 2 pm Student Dismissal														Calendar may be adjusted for activities							

UNIVERSAL RULES IN ALL 7-12 CLASSROOMS

- Show mutual respect for other students, teachers, and property of others. (No bullying, fighting, verbal put downs).
- Students will arrive to class well prepared. (Charged chrome book, text 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 or headphones 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.
- **ONLY** Clear water bottles with water are permitted
- Students will have a written pass from a teacher at all times if they leave the classroom.

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

To support and assist struggling learners, Morrill Public Schools has a Multi-Tiered System of Supports (MTSS) that is designed to assist students who are experiencing educational difficulties in regular educational programs. The team consists of multiple teachers, as well as other staff members who may have knowledge of the student and/or interventions that may be used.

Teachers, the school counselor, administration, or a parent/guardian can refer students to the MTSS Team. Upon referral, the MTSS 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 are evaluated. 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 the District Title IX Coordinator, Stacy Rodriguez (308) 247-3414. Counselors: Chauncey Pederson (308) 247-2149 and Jessica Martin (308) 247-2176, and A.D. Josh Guerue (308) 247-2149 are Title IX investigators.. See appendix for full policy.

BULLYING PREVENTION

(Board Policy 504.20)

The board recognizes the negative impact that bullying has on student health, welfare, safety, and the school's learning environment and prohibits such behavior. Morrill Public Schools has a zero tolerance for bullying.

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 involve, but is not limited to: teasing; social exclusion; threats; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; retaliation; destruction of property; cyberstalking, and/or cyberbullying. Bullying, harassment, cyberbullying, and discrimination encompasses, but is not limited to, unwanted harm towards a student based on or with regard to actual or perceived: sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background.

If a student or other individual believes there has been bullying or harassment, regardless of whether it fits a particular definition, s/he should report it and allow the principal or principal's designee to determine the appropriate course of action. Anonymous reports may be made by parents and students. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. Anonymous reports must be investigated in the same manner and treated with the same seriousness as all other reports. The principal or principal's designee will document all reports and interventions.

The building principal and principal's designee shall promptly investigate all reports of bullying and harassment. All matters involving such complaints will remain confidential to the extent permitted by law. Staff members are encouraged to watch for early signs of bullying and harassment and to intervene before the bullying or harassment escalates. Even when there has been no report of bullying, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom other students are making inappropriate comments, or who show signs of being a victim of their peers.

An investigation will be conducted by the principal or principal's designee in cases of bullying and all steps will be documented by the investigator:

1. In an expeditious manner, the principal or principal's designee will confer with the student, parent or guardian

who submitted the report in order to obtain a clear understanding of the alleged incident and obtain details regarding the current situation.

2. The principal or principal's designee will meet with all student(s) accused of the alleged bullying or harassment, to obtain a response to the complaint both orally and/or in writing.
3. The principal or principal's designee will meet with all witnesses, individually and confidentially, identified by the person(s) making the report of bullying or harassment. Witnesses will be asked to make a statement both orally and in writing regarding the alleged facts that form the basis of the complaint.
4. Following the completion of the investigation, any student(s) found to have violated this policy will be subject to any of the disciplinary actions described in the student handbook.

A procedure for providing immediate notification to the parents/legal guardians of a victim of bullying or harassment and the parents/legal guardians of the perpetrator of an act of bullying or harassment as well as notification to all local agencies where criminal charges may be pursued against the perpetrator: The principal, or designee, will promptly report by telephone, personal conference, and/or in writing, the occurrence of any incident of bullying or harassment as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident(s) has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

Retaliation against any student or employee who makes a complaint of bullying or harassment, or any student who becomes involved in the investigation of any such complaint, is strictly prohibited, and may result in discipline irrespective of the merits of the initial complaint. Further, making intentionally false reports about intimidation, harassment or bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action.

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. The anti-bullying policy and grievance procedures should be published in handbooks, on a website, or in some format that is easily accessible to all persons who may be affected by the policy.

Legal Reference: Neb. Statute 79-254 et seq. (Student Discipline Act)

Cross Reference: 505 Student Discipline
504.18 Harassment by Students

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 includes, but is not limited to, race, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status. Harassment by board members, administrators, employees, parents, vendors, and others doing business with the school district is prohibited. 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, religion, national or ethnic origin, color, marital status, disability, sex, veteran status, age, pregnancy, childbirth or related medical condition, or other prohibited status 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.

Upon receiving a complaint, the investigator shall confer with the complainant to obtain an understanding and a statement of the facts. It shall be the responsibility of the investigator to promptly and reasonably investigate claims of harassment and to pass the findings on to the superintendent who shall complete such further investigation as deemed necessary and take such final action as appropriate. It is the intention of the district to complete its investigation within ten (10) working days after receiving a complaint unless extenuating circumstances such as the unavailability of a witness or needing additional time because of the complexity of the investigation or the need to involve outside experts. The extended timeframe for investigation due to extenuating circumstances shall not exceed ten (10) days without the consent of the complainant, unless the alleged victim agrees to a longer time limit. Information regarding an investigation of harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

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.

Legal References: 20 U.S.C. §§ 1221-1234i (1994)
 20 U.S.C. § 1681 et seq.
 29 U.S.C. § 794 (1994)
 42 U.S.C. § 1983
 42 U.S.C. §§ 2000d-2000d-7 (1994).
 42 U.S.C. §§ 12101 et. seq. (1994).

Cross References: 404.06 Harassment by Employees
 505 Student Discipline
 507 Student Records

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.

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 vape pens), 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.

SAFETY

(Board Policy 903.01)

The Board encourages cooperation with local law enforcement and fire authorities and insurance company personnel in planning and carrying out proper security measures to preserve and protect the district's investment in its physical plant. Buildings constitute one of the greatest capital investments of the district and should be protected. Security includes minimizing fire or other safety hazards, reducing the probability of faulty equipment, and keeping records and funds in a safe place. Security also includes having available floor plans of buildings and site plans showing campus boundaries and access points.

A key control system shall be established and maintained limiting building access to district personnel thus safeguarding against potential entry by unauthorized persons.

Protective devices designed as safeguards against illegal entry and vandalism shall be installed where appropriate.

The superintendent is directed to establish regulations as may be needed to provide for security of buildings and grounds. Incidents of illegal entry, theft of school property, vandalism or damage to school property from any cause shall be reported by phone to the office of the superintendent and to the appropriate law enforcement agency as soon as discovered. A written report of the incident shall be made within one business day of discovery and forwarded to the superintendent's office.

Cross Reference: 404.03 Employees' Personal Security and Safety

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 the 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 services.

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:

Junior-Senior High School principal and the Elementary School principal.

ABSENCE CLASSIFICATIONS

(Board Policy 503.03)

Regular attendance by students 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.

Student absences approved by the principal shall be excused absences. Excused absences include documented illness shall count as days in attendance for purposes of addressing excessive absenteeism.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work, within the guidelines of the student handbook. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend school for one half day the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent to notify the student's attendance center as soon as the parent knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Legal Reference:	Neb. Statute 79-209
	NDE Rule 10.012.01B
Cross Reference:	505 Student Discipline
	506 Student Activities
	507 Student Records

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. A letter will be sent home after the third (3rd) day of absence, a second (2nd) letter of notification will be sent to the parent and/or guardian informing them after the fifth (5th) day of absence with a request for a meeting each quarter. If meetings are ignored, and if absences continue a final letter will be sent the County Attorney's Office. Once (20) days of absence are reached the student may face a meeting with the County Attorney and/or appearing in court for truancy 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 7:35 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 7:35 each morning, unless arrangements have been made with the teacher and student.. 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 paraprofessional 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.

Please see the elementary section of handbook for specific information regarding elementary students' arrival and dismissal times.

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 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 a 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 has an excused absence of two (2) excused days, he/she will be given four (4) days to get his/her work made up- Requires Doctor's Note.) 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 REGARDING STUDENT ABSENCES:

- 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 Campus for the period of student absence. After allotted make-up time has expired, mark appropriate grades.
- Discuss attendance concerns with students and parents in a timely manner.

PARENT OBLIGATIONS REGARDING STUDENT ATTENDANCE:

- 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.
 - *Board Policy File: 504.15*
- 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, offensive language or printed material, profanity and unsportsman-like conduct are unacceptable behaviors and cannot be tolerated in school or at school activities.
- f. Sexual/racial harassment of any student by an individual under the 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 to 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 an 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 60% 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 60% 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 of the 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 a 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 parents 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 employees 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 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, etc. **ONLY clear water bottles with water will be allowed.**

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 are not to be brought to school without teacher permission. Approval will be based on educational need. **Cell phones 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, and authorities will be contacted.

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 on 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 any destructive device.” The Superintendent may modify such one-year expulsion requirements 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 a firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- 2) The purpose of having a 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 a plan shall require that such items 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 the 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.

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.
- I: Principal’s Interpretation

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 ensure 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 (Category 2 for second offense)
3. Minor cafeteria misbehaviors	0	A
4. Failure to meet expectations	0	A
5. Dress code violations	0	A (students will be required to change)
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 (1st: warning, 2nd: 1-5 days, 3rd: remainder of quarter).
11. Other	0	A

<u>Category 2 Offenses</u>	<u>PTS</u>	1st	2nd	3rd	4th	5th
12. Electronic device w/o permission	8	A	B	C	D	E
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

<u>Category 3 Offenses</u>	<u>PTS</u>	1st	2nd	3rd	4th	5th
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

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

<u>Category 5 Offenses</u>	<u>PTS</u>	1st	2nd	3rd
46. Use/possession of tobacco products (Vape Pens)	21	E	F	H
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>	1st	2nd	3rd
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>	1st	2nd
61. Possession/Use of alcohol/drugs on school grounds or at school activities	42	G/H	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/H	H/I
67. Other	42	G/I	H/I

<u>Category 8 Offenses</u>	<u>PTS</u>	1st
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 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 endeavors.

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 is not allowed:
BOYS: shirts with no sleeves, tank tops, muscle shirts, mesh shirts or , etc.
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, short shorts, mesh shirts with no undergarments, pajamas, etc.) All clothing should be sufficient to conceal undergarments (including sports bras and boxer shorts) at all times.
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 of any kind. Pants worn will NOT SAG, no excessive hole or tears. Leggings/yoga types may be worn **IF**: the top COMPLETELY covers 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 a backpack, book bags, sunglasses, 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, Hoods or head covers of any type 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, spurs, etc.

What is meant to be covered needs to be covered. and 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 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.

TIMES: Prom: 7:00 Dinner, 9-Midnight Dance. All other dances: 8-11 pm.

Prom will consist of 10th-12th grade, where 9th graders in the top 10% of the class will act as servers for the dinner. Servers may attend the dance following. Prom is a formal event and **JEANS** are **NOT** allowed.

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 fill out the approval form from the principal. Dance guests who have turned 21 years of age on 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 the administration, 30 minutes 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 the 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 readmitted.

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 (9-12) may sit on the couches, but may not be permitted to engage in casual conversations that are disruptive to the purposes of the library. A complete list of library rules are 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.

1. 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.
2. Drivers who are entering or departing the vicinity of the school and surrounding residential or business areas will be subject to the disciplinary action of this regulation, if traffic laws of the state of Nebraska are violated.
3. 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.
4. 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.
5. 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 be riding the bus, parents will notify the school and/or the driver. Bus drivers must follow their schedules; therefore, they will only wait for riders for a period of time that will not jeopardize the remainder of their scheduled route. School bus evacuation drills will be held twice per year.

SCHOOL PROPERTY

SEARCH AND SEIZURE:

All lockers, desks, ChromeBooks, 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.

SCHOOL EQUIPMENT:

Parents and other taxpayers are paying for students' 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 school books 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:

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. Information about the events scheduled for the upcoming week, the school lunch menu and student activities will be addressed. All announcements must have a sponsor's signature to be placed on Infinite Campus.

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 or headphones in the classroom at any time.

1. Cell phones are to be in the "OFF", "SILENT" position and placed in the room caddy at the beginning of the period. Students can take cell phones with them when the period ends.
2. Cell phones are to be left in the classroom phone caddy or in a backpack in the locker from the start to the end of class. Cell phones are not to be carried in student Chromebook bags.
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.

**Failure will result in phone confiscation until the end of the day, automatic 1 day detention, and the loss of 8 points.*

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. We ask parents to call the school office when contacting students, and not during the class period as this may create issues with the student cell phone policy.

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.

While eating in the lunchroom, students will be expected to exercise proper table and dining manners. **The eating utensils are for students participating in the school breakfast and lunch program. Students who bring their own lunch should bring their own utensils. Non-program participants will not be provided eating utensils.**

A CLOSED CAMPUS policy is in force 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 the school lunch or bring a sack lunch. 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.

Students going home for lunch must have a signed form in the office. Juniors and Seniors leaving during the lunch period are NOT allowed to ride with another student without written permission from both parents.

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.

PROGRESS REPORTS:

The school will attempt to keep parents informed concerning the academic progress of students. Parents of all students, Kindergarten through 12th grade will be provided access to Infinite Campus. Parents can use Infinite Campus to check student progress, attendance, and manage meal accounts.

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:

Fire Drills will be held monthly. When the fire alarm rings, 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 library, and rooms 100, 104, and 106 will exit through the northeast exit.
- 2) The teachers workroom, and rooms 112, 114, 116, 118, will exit through the north west exit.(Band Room Door)
- 3) Rooms 120, 122, 124, 126, and 146 will exit through the southwest exit.(JH South Exit)
- 4) Rooms 132, 130, and 128, and the office will exit through the southeast exit.
- 5) Students in the gym will exit through the east exits and the AD office will go through the east storage room
- 6) Students in the Industrial/Fine Arts Building will exit as directed by their teacher.

Teachers will CHECK the hallway FIRST, and then 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, AD offices, and Senior High classrooms 100, 104, 106, 110, 112, 114, 116, 118. 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 132, 130, 128, 126, 124, 122, and 120. Students shall use the south gym door and go directly to the girl's 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 to the boys/girls locker rooms.

BAD WEATHER SCHOOL DISMISSAL:

Cancellation of school due to weather will be at the discretion of the Superintendent. In the event that school is closed, information will be posted on the District Website as well as social media platforms. It is also important that parent/guardian contact information is kept current for the automated calling system that will be used as an additional notification for families.

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 the 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 visit 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, in 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 an 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, after the fact.
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 ensure 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. The parents will be notified following the interview.

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 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 3 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 in the care of children with special health care needs, infection control and environmental health and safety of the school.

Health Screenings:

Health screenings are performed per Nebraska Department of Health and Human Services schedule. They 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. Parents/guardians will be notified of the screening result if the student is found to need further evaluation.

The following screening programs are done yearly:

- | | |
|-------------------------------|--|
| 1. Height, weight, and dental | All students K – 4 th, 7th, 10th grades |
| 2. Vision and hearing | All students K – 4 th, 7th, 10th grades |
| 3. Immunizations | All students K – 12 are surveyed yearly for completeness, and required summary report is sent to the Nebraska State Health Department. |

Immunizations:

To attend school, students in Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services. For further information on immunizations, contact school health staff or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Birth Certificate Requirements:

State Law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with MPS for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Physical Examination:

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, Kindergarten, and 7th grade, or in the case of a transfer from

out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Vision Evaluation:

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into the beginner grade or Kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

Contagious and Infectious Diseases/Conditions:

MPS follows the Nebraska Department of Health and Human Services regulations for control of communicable disease. Please refer to NAC 173 Chapter 3 for specifics. These regulations include: incubation period, symptoms of illness, infection period and minimum isolation periods/control measures. Diseases/Conditions included in these regulations are: Chickenpox, Pink Eye, Common cold, Diphtheria, Pinworm/Threadworm/Seatworm, Fifth Disease, Hand/Foot/Mouth, Hepatitis A, Herpes Simplex, Impetigo, Influenza, Measles, Meningitis (bacterial and viral), MRSA, Mumps, Head lice, Pertussis/Whooping Cough, Polio, Ringworm, Rubella, Scabies, Shingles, Strep Infection, and Tuberculosis. If your child is diagnosed with one of the above diseases or conditions, contact school health staff for the exclusion timeframe and/or if a healthcare provider note is needed to return to school.

Symptoms requiring removal of child from school:

- **Fever:** Fever is defined as having a temperature above 100°F (measured orally). A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- **Fever and** sore throat, rash, vomiting, diarrhea, earache, irritability, change in behavior, or confusion.
- **“Flu-like” Symptoms:** Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.
- **Coughing:** if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing
- **Diarrhea:** runny, watery, bloody stools, or more than two loose stools within the last 4 hours.
- **Vomiting:** 2 or more times in a 24 hour period unless caused by a non-contagious source.
- **Abdominal pain:** lasting more than 2 hours with fever or other signs and symptoms.
- **Body rash: with** fever and/or behavior changes.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Procedures for Students who become Ill or Injured at School:

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. Each school has an Emergency Response Team and staff who are CPR/First Aid/AED certified and Air Nebraska trained. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene, and the parent/guardian or emergency contact will be notified. An attempt to contact parents will be made in all cases of serious injury or illness. In no instance, should a student go home without checking out with either the nurse or office staff.

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.

Activity Restrictions:

If a student is not to participate in physical education due to a health condition, for a period lasting longer than three days, please provide the school with a note from your healthcare provider.

Asthma/Anaphylaxis:

All schools in Nebraska are required to be prepared to respond to life-threatening asthma and anaphylaxis (severe allergic reaction) emergencies while school is in session. The protocol, Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis), directs school staff members to identify signs and symptoms of a breathing emergency and respond by calling 911, administering EpiPen (auto-injectable epinephrine), followed by nebulized albuterol.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above. In the event of an emergency, 911 will be called.

Medications:

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 medication administration policy. The following regulations have been developed for the protection of every child receiving medication. Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act. 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:

In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider’s authorization and written order and a parent/guardian’s authorization. Medication must be brought to school in the original labeled prescription bottle by a parent/guardian with the proper label, including the student’s name, health care provider’s name, drug name and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Medication will not be administered without the above authorization and information.

Non-prescription medications:

The school will not dispense non-prescription medication without parental permission. No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.

A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self-administer inhalers, epi-pens, insulin and other medication if appropriate paperwork has been completed. If your student has prescription medication in the office, it will be sent with school staff on field trips.

Health Information:

If your student has severe allergies that require Epi-Pen and/or diet modification, asthma, diabetes, seizures, or any other medical concerns, please contact the school nurse for appropriate paperwork to complete. An “Annual Health Update” form will be sent home at the beginning of the year or upon enrollment, please list any health conditions and/or contact the school nurse.

Sierra Frickey, RN- School Nurse.....247-2176

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 House and a representative from all other student organizations. Officers for the 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 “B” 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/Treasure

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 no less than 3.5 in *scholarship*.

National Honor Society eligibility will be held at the end of the fall (1st) semester. The principal will produce a list of eligible students according to cumulative GPA, and will notify each eligible 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 within the strict deadline.

A Faculty Advisory Council (FAC), chosen by the National Honor Society Sponsor (Principal), 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 based on the specific criteria for each area. (The NHS sponsor conducts the process but has no vote.) Rankings are then collected and totaled by the NHS Sponsor. The FAC will meet to review the total scoring for each student application. 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 ceremony in late December of each year. Those students who are not selected will also receive a written explanation of what areas need attention in order to gain acceptance and have a personal meeting with the Principal.

Students choosing to be inducted must agree in writing to maintain a cumulative average of 3.5 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).

A Student showing service:

- 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:

- 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.

FUNDRAISERS:

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

All money 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.

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>
90 – 100	A	4.0
89 – 80	B	3.0
79 – 70	C	2.0
69 – 60	D	1.0
59 – 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 79% 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 79% 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 79% 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 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 for a non-profit organization.
- Students are encouraged to complete hours in areas related to their interests.
- Job (paid) related hours, or working for family members does not qualify.
- Hours completed by “teams” for a team requirement does qualify.
- Students must complete a Community Service Verification form for each organization they volunteer.

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 3 of the 4 core courses and at least 80% of all non-core courses. Core courses are defined as Mathematics, Language Arts, 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 (Must include Government and US History)	40 Semester Hours
Mathematics (Must be enrolled during 9 th , 10 th , & 11 th grade)	30 Semester Hours
Science (Must be enrolled during 9 th , 10 th , & 11 th grade)	30 Semester Hours
Fine Arts	10 Semester Hours
Computers I	10 Semester Hours
Personal Finance (10 th w/Instructor Permission 11 th , 12 th grade)	10 Semester Hours
Foreign Language	20 Semester Hours (college seeking students)
	10 Semester Hours (non-college seeking students)
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 at an approved or accredited high school and be 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 250 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 3 of the 4 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 two (2) 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 principal and 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 5 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:

Morrill Public School will pay for eligible college courses and books for students desiring dual-credit from area colleges. Students must successfully complete and pass courses paid for by the district. Students who fail or do not complete any course must reimburse the district for the cost of the course and books. All college course grade percentages will be included in 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 IEPs for students 14 and over. Graduation should be considered in the 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. 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 ASSESSMENT 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 for school or academic related concerns OR to the Activities Director for athletics or activity related concerns. 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)

Internet Safety Policy

Morrill Public Schools adopts and shall enforce a policy of making technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this Policy. Technology resources of the district shall not be used for personal use unless the user has entered into an agreement with the district that makes such use compliant with the law.

Technology resources include, with limitation, computers and related technology equipment, all forms of email or electronic communication, and the Internet. The implementation of this Policy shall include technology protection measures with respect to computers with Internet access, consistent with District standards, the Children's Internet Protection Act and other applicable law. The Superintendent is authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this Policy.

Terms and Conditions for Computer Equipment, Network, E-mail, and Internet Access

Access to the district computer network and equipment 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. While our intent is to make network access available to further educational goals and objectives, users should not expect privacy or confidentiality, and may have access to illegal, defamatory, inaccurate, or potentially offensive information or materials as well. We believe that the benefits to staff and students in the form of information resources and opportunities for collaboration exceed any disadvantages. Ultimately, however, each individual and parents and guardians of minors are responsible for setting and conveying the standards that they or their students should follow when using the network and its media and information resources. They or their students must agree and understand that access waives privacy interests and confidentiality, and may provide access to illegal, defamatory, inaccurate, or potentially offensive information or materials. To that end, each individual, and parents/guardians of minors must decide whether or not to apply for access.

A. Network, E-Mail, Internet or Other Computer Use Rules:

1. General Rules:

- a) 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.
- b) 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 individuals utilizing the network or the end product or result of such utilization.

- c) 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.
- d) 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.
- e) 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.

Policy and Rule for acceptable Use of Computers and the Network.

The following policy and 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 superintendent's designee, is hereby delegated all authority and is the ultimate person in charge of the district network and technology resources or equipment.

- a) 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.
- b) Users shall not let other people use their name, account, log-on password, or files for any reason (except authorized staff members).
- c) Users shall not use or try to discover another user's account or password.
- d) Users shall not use the computers or network for non-instructional or non-administrative purposes (e.g., games, activities for personal profit, chatrooms, or non-approved e-mail carriers).

- e) Users shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- f) Users shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- g) 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, worm, Trojan horse, or a similar name.
- h) 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.
- i) 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.
- j) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teachers or network administrator.
- k) Users shall not take home technology equipment (hardware or software) without permission from the network administrator.
- l) 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).
- m) 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.

- n) Morrill Public Schools will stay in compliance with the E-rate requirement of the Children's Internet Protection Act (CIPA).

Etiquette and Rules for Use of 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:

- a) Be polite. Do not become abusive in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, message, information, or images.
- c) Do not reveal your personal account, address, or phone numbers, or that of other students or colleagues.
- d) 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.
- e) All communications and information accessible via the network should be assumed to be private property of others.
- f) Do not place unlawful information on any network system.
- g) Keep paragraphs and messages short and to the point. Focus on one subject per message.
- h) Include your signature at the bottom of email messages. Your signature footer should include your name, position, affiliation, and network or Internet address.
- i) The network administrators or teachers may establish other rules from time to time.

1. 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 administering 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.

A. Staff, Student and Parent Agreements:

The Administrators, Faculty and Staff Agreement, Students Agreement, and Parents Agreement, shall be in the form attached hereto as Appendix "1 ", which is hereby incorporated herein by this reference.

The district will obtain verifiable parental consent prior to allowing third parties to collect personal information online from students in compliance with the Children’s Online Privacy Protection Act.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and
Privacy Act)

47 U.S.C. 201 et seq. (Communications Decency Act of 1995)

Children’s Internet Protection Act and Neighborhood CIPA of
2000

Children’s Online Privacy Protection Act (COPPA)

Nebraska Statutes 79-2104

Nebraska Student Online Personal Protection Act (SOPPA), LB
512, 2017

Cross Reference: 102 Educational Philosophy of the District

- 401 Guiding Principles for Employees
- 504 Student Rights and Responsibilities
- 507 Student Records
- 603 Curriculum Development
- 604 Instructional Curriculum
- 1006 Use of District Facilities and Equipment

Morrill Public Schools

508 Jefferson Ave. Morrill, Nebraska 69358-0486

Administrative Contact Information:

Mr. Joe Sherwood Superintendent
Morrill Public Schools
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: 308-247-2491

Mrs. Stacy Rodriguez
Business Director
Morrill Public Schools
Phone: 308-247-3414
Fax: 308-247-2196

Mr. Josh Guerue
Athletic Director
Phone: 308-247-2149
Fax: 308-247-2094

Ms. Tory Bauer, HS Principal's Secretary
Phone: 308-247-2149
Fax: 308-247-2094

Mrs. Kristin Stauffer, Elementary Principal's Secretary
Phone: 308-247-2176
Fax: 3008-247-2491

Mrs. Sunny Edwards
Tri-Community Preschool Program Coordinator and Pride Cub Care Director
Phone: 308-247-3412 and 308-247-3413
Fax: 308-247-2196

Miss Brooklyn Young
Early Childhood Building Coordinator
Phone: 308-247-3412 and 308-247-3413
Fax: 308-247-2196

Morrill Junior-Senior High School 2020-2021

Student Handbook

Official Parent/Student Receipt of Handbook Form

This mandatory signed record acknowledges receipt of the 2020-2021 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. I agree to abide by the code of conduct set forth in the handbook. In the event I have questions regarding the meaning of any of the material, I 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 High School Office/Secretary

Morrill Public Schools

2020-2021

MORRILL ELEMENTARY SCHOOL SECTION

4 Dens...



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pride!

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

<http://www.mpslions.org>

Also download our Mobile APP in the APP store "Morrill Lions, NE"

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 successes 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 student 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.

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, 2020 to be enrolled in Kindergarten. Kindergarten students and any other students 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.

If a parent or guardian wishes to have their child tested for early kindergarten admission, parents should contact Mrs. Homan at 247-2176. A formal request will need to be made and testing will determine if a student is eligible for admission.

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 immunization 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 of 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.

Special consideration will be given to students who have had attendance concerns in the past.

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 absenteeism of students 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 proficient 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 Thursday. On Fridays, school will be dismissed for students at 1:55 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 7:30 a.m.
- Students may play on the playground starting at 7:30 a.m.

There is outside supervision from 7:30 a.m. to 3:30 p.m. ONLY! Therefore, for safety purposes, children are not to arrive before 7:30 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, or 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 3 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 in the care of children with special health care needs, infection control and environmental health and safety of the school.

Health Screenings:

Health screenings are performed per Nebraska Department of Health and Human Services schedule. They 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. Parents/guardians will be notified of the screening result if the student is found to need further evaluation.

The following screening programs are done yearly:

- | | |
|-------------------------------|--|
| 1. Height, weight, and dental | All students K – 4 th, 7th, 10th grades |
| 2. Vision and hearing | All students K – 4 th, 7th, 10th grades |
| 3. Immunizations | All students K – 12 are surveyed yearly for completeness, and required summary report is sent to the Nebraska State Health Department. |

Immunizations:

To attend school, students in Nebraska are required to be immunized per current requirements from the Nebraska Department of Health and Human Services. For further information on immunizations, contact school health staff or refer to the Nebraska Department of Health and Human Services Control of Communicable Disease regulations.

Birth Certificate Requirements:

State Law requires that a certified copy of a student's birth certificate be used when enrolling a new student in school. If your child is registering with MPS for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Physical Examination:

Physical examination by a physician, physician assistant or advanced practice registered nurse within the six months prior to the entrance of a child into Early Childhood Education, Kindergarten, and 7th grade, or in the case of a transfer from out of state to any grade, is required. The parent/guardian has the right to submit a written statement refusing such examination.

Vision Evaluation:

Visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist within six months prior to the entrance of a child into Kindergarten, or in the case of transfer from out of state to any grade, is required. The visual evaluation must consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity. The parent/guardian has the right to submit a written statement refusing such an evaluation.

Contagious and Infectious Diseases/Conditions:

MPS follows the Nebraska Department of Health and Human Services regulations for control of communicable disease. Please refer to NAC 173 Chapter 3 for specifics. These regulations include: incubation period, symptoms of illness, infection period and minimum isolation periods/control measures. Diseases/Conditions included in these regulations are: Chickenpox, Pink Eye, Common cold, Diphtheria, Pinworm/Threadworm/Seatworm, Fifth Disease, Hand/Foot/Mouth, Hepatitis A, Herpes Simplex, Impetigo, Influenza, Measles, Meningitis (bacterial and viral), MRSA, Mumps, Head lice, Pertussis/Whooping Cough, Polio, Ringworm, Rubella, Scabies, Shingles, Strep Infection, and Tuberculosis. If your child is diagnosed with one of the above diseases or conditions, contact school health staff for exclusion timeframe and/or if a healthcare provider note is needed to return to school.

Symptoms requiring removal of child from school:

- **Fever:** Fever is defined as having a temperature above 100°F (measured orally). A child needs to be fever free for a minimum of 24 hours before returning to school, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- **Fever and** sore throat, rash, vomiting, diarrhea, earache, irritability, change in behavior, or confusion.
- **“Flu-like” Symptoms:** Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea.
- **Coughing:** if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing
- **Diarrhea:** runny, watery, bloody stools, or more than two loose stools within last 4 hours.
- **Vomiting:** 2 or more times in a 24 hour period unless caused by a non-contagious source.
- **Abdominal pain:** lasting more than 2 hours with fever or other signs and symptoms.
- **Body rash:** with fever and/or behavior changes.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

KEEP THESE AVAILABLE SO YOU MAY REFER TO THEM WHEN NECESSARY

Procedures for Students who become Ill or Injured at School:

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. Each school has an Emergency Response Team and staff who are CPR/First Aid/AED certified and Aired Nebraska trained. If it is perceived that a student is in an emergency medical situation, an ambulance will be called to the scene, and the parent/guardian or emergency contact will be notified. An attempt to contact parents will be made in all cases of serious injury or illness. In no instance, should a student go home without checking out with either the nurse or office staff.

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.

Activity Restrictions:

If a student is not to participate for more than three days in physical education due to a health condition, please provide the school with a note from your healthcare provider.

Asthma/Anaphylaxis:

All schools in Nebraska are required to be prepared to respond to life-threatening asthma and anaphylaxis (severe allergic reaction) emergencies while school is in session. The protocol, Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis), directs school staff members to identify signs and symptoms of a breathing emergency and respond by calling 911, administering EpiPen (auto-injectable epinephrine), followed by nebulized albuterol.

If you know that your student has asthma or a known allergy, it is critically important that you communicate this information to school health staff. For each student with a known allergic condition or asthma, you must provide the school with (1) written medical documentation (Asthma/Allergy Action Plan), (2) medications, as directed by a healthcare professional. In the event that your student experiences a life-threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that you have provided. If you do not have medical documentation and instructions on file with the school for your student, we will defer to the regulatory protocol as described above. In the event of an emergency, 911 will be called.

Medications:

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 medication administration policy. The following regulations have been developed for the protection of every child receiving medication. Medication will be administered by the school nurse, a registered Medication Aide, or other school staff member meeting the minimum competency standards for the Medication Aide Act.

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:

In order for school personnel to administer prescription medication to a student, it is necessary to have a health care provider’s authorization and written order and a parent/guardian’s authorization. Medication must be brought to school in the original labeled prescription bottle by a parent/guardian with the proper label, including the student’s name, health care provider’s name, drug name, and instructions for use (time, dosage, duration). The authorization must be renewed on an annual basis and/or if the prescription changes. Loose capsules, tablets, unidentified or non-labeled medication will not be accepted for administration. Medication will not be administered without the above authorization and information.

Non-prescription medications:

The school will not dispense non-prescription medication without parental permission. No loose capsules, tablets, aspirin or unidentified non-labeled substance will be accepted for dispensing to students by school staff.

A record of the medication administration is kept on each student receiving medication. Medication will be kept in a secured area. Students may carry and self-administer inhalers, epi-pens, insulin and other medication if appropriate paperwork has been completed. If your student has prescription medication in the office, it will be sent with school staff on field trips.

Health Information:

If your student has severe allergies that require Epi-Pen and/or diet modification, asthma, diabetes, seizures, or any other medical concerns, please contact the school nurse for appropriate paperwork to complete. An “Annual Health Update” form will be sent home at the beginning of the year or upon enrollment, please list any health conditions and/or contact the school nurse.

Sierra Frickey, 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.

Each classroom/area of the building will post a map of the building with directions for evacuation clearly marked.

Lockdown Procedures

If we are ever in a situation where we need to have a lockdown the office will make the following announcement over the intercom: “Lockdown, Locks, Lights, Out of Sight.” Students will stay in their classrooms away from visual eyesight and remain quiet. The classrooms will remain in lockdown until the administration and/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 and teachers. 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. Morrill Elementary School will follow a Restorative Justice Model to help students learn from their actions and prevent future occurrences.

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 follow a consequence ladder that has been developed specifically for Morrill Elementary School. The administration of the “Consequence Ladder” cannot be an absolute for all students in all situations; therefore, in rare instances, 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.

In addition to consequences for negative behaviors, 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 and teaching
- 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 ladder of consequences and administration:

- Conference with Principal
- Parents Notified
- Time Out
- In-School Suspension
- Out-of-School Suspension
- Expulsion
- Restorative Justice Plan
- Restitution
- Other Consequences to be determined by the principal, in line with the Consequence Ladder

Morrill Elementary School will hold meetings for the parents, outlining the discipline policy and procedure. Parents will also be given a more detailed written description of the discipline policy and Ladder of Consequences.

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 the school year, October and February. These conferences will be scheduled for parents at the end of the first 9 weeks of school and again during 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.
4. Parents/Guardians will be provided with login information for Infinite Campus, where they will be able to check student progress, check meal accounts and make payments, and check student attendance.

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 ensure 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.

Directory Information

Morrill Elementary School shares the following directory information.

Student Name and Grade for:

- Academic Awards and Achievements, such as Honor Roll
- Participation in school activities and sports
- Class lists (for class parties)

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(s). 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. LUNCHES 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 who 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.

Please refer to policy (504.19 Meal Charge) for more information.

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 and/or office staff 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 call 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 knows 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 experience, 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 policies 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 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 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 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 reasonably 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 at 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 Parent Involvement Policy 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 DISTRICT SAFETY PROCEDURES



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions: Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>



LOCKOUT SECURE THE PERIMETER

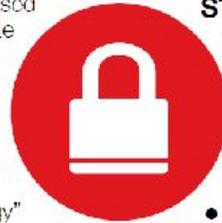
Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



**Morrill Elementary School
Parent-Student-Teacher Compact
2020-2021 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 on an ongoing basis to support and challenge my student.
5. Attend Parent-Teacher conferences and participate, as appropriate, in decisions related to their education and behaviors.
6. _____

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 school work 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 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 academic progress and behaviors.
4. Demonstrate professional behavior and positive attitude.
5. _____

Teacher Signature _____

Principal Signature _____



Handbook
2020-2021

Tri-Community & Pride Cub

Tri-Community Preschool and Pride Cub Care Philosophy

Morrill Tri-Community Preschool and Pride Cub Care believes that a parent is the child's first teacher. By supporting parents, Tri-Community Preschool and Pride Cub Care will allow children to learn in a play-oriented learning environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting. The Center, along with input from the families, will meet each child at his or her developmental level and provide activities and support to meet those individual needs.

MORRILL TRI-COMMUNITY PRESCHOOL & PRIDE CUB CARE MISSION STATEMENT

#ALL Cubs ALL Prides ALL the time.

We believe that all young children should have access to a quality early learning childhood program, that will promote success at every level.

508 Jefferson Street
Morrill, NE 69358
308-247-3413
(308) 247-3412



2020-2021

Dear Families,

The Morrill Tri-Community Preschool and Pride Cub Care believes that a parent is the child's first primary teacher. By supporting parents, Tri-Community Preschool and Pride Cub Care will allow children to learn in a play-oriented learning environment. Cognitive, physical, social and emotional development will be enhanced in a child based setting. The center, along with input from families, will meet each child at his or her developmental level and provide activities to meet those individual needs.

As a child's first and most important teacher, parents are a vital part to the success of Morrill Tri-Community Preschool and Pride Cub Care. Parents are encouraged to participate in their child's education as fully as possible. Parents are always welcome to visit the Center at any time. Parent Teacher Conferences are held twice a year. Parents will be invited to the school to discuss each child's progress and development. Parents may also request a meeting with the teachers at any time,

Morrill Tri-Community Preschool along with Pride Cub Care also provides support and resource information to help strengthen families. A resource bulletin board is available for all families. Parents are also encouraged to participate in the Parent/Teacher Collaborative Meetings/Gatherings to network with other parents and to assist in the success of the center. The topics and presentations are planned by the parents with the support of the staff.

We are looking forward to working alongside you on this parenting journey.

Sincerely,

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Parent Handbook 2020-2021

Tri-Community Preschool & Pride Cub Care A Collaboration between Morrill Public Schools, Educational Services Unit #13 Head Start, and DHHS

Tri-Community Preschool and Pride Cub Care is a partnership between Morrill Public Schools, ESU#13 Head Start, and DHHS. Our purpose is to provide the highest quality care and school experience for all children in our communities.

Tri-Community Preschool is governed by the Morrill Board of Education, ESU#13 Board of Directors, ESU#13 Head Start Policy Council and NDE’s Rule 11. The Tri-Community Preschool follows all federal, state, and local regulations and the Head Start Performance Standards.

Pride Cub Care is licensed through the Department of Health and Human Services (DHHS). Our license # is CCC9665. A copy of DHHS licensing requirements will be provided upon written request.

Tri Community Preschool & Pride Cub Care Address

**508 Jefferson Avenue
 Morrill, Nebraska 69358**

Tri-Community Preschool

Phone 247-3413

Monday—

Friday 7:45-3:30

***Extended Child Care starting at 7:00 am until 6:00 pm**

Pride Cub Care

**508 Jefferson Avenue
 Morrill, Nebraska 69358**

Phone 247-3412

Hours of Operation Monday-Friday 7:00 a.m. - 6:00 p.m

Administration

Morrill Public Schools

Superintendent- Joe Sherwood	247-3414
Early Childhood Director- Sunny Edwards	247-3413
Early Childhood Building Coordinator- Brooklyn Young	247-3413
Morrill Preschool Teacher- Sorcha Colerick	247-3413
Morrill Preschool Teacher- Candace Muhr	247-3413
Morrill Preschool Teacher- Kelsey Southard	247-3413
Morrill Preschool Special Education Teacher- Sherri Schultz	247-3413
Birth-18 Month Teacher- Tiffany Geary	247-3413
18-36 Month Teacher- Becky Jo Wylie	247-3413
Morrill Public Schools Nurse-Sierra Frickey	247-2176

Educational Services Unit #13 (ESU #13)

Head Start

Director-Donna Jenne	635-3696
Assistant Director-Kerry Mehling	635-3696
Education Supervisor-Roxanne Humphrey	635-3696
Family Advocate- Samantha Kerkes	635-0431

Statement of Non-Discrimination

Tri-Community Preschool and Pride Cub Care does not discriminate on the basis of race, color, national origin, gender, or handicap in admission or access to, or treatment, or employment of its programs or activities. Tri-Community Preschool and Pride Cub Care complies with Section 504 of the Rehabilitation Act of 1973 and the Family Educational Rights and Privacy Act. If you have questions or concerns about these acts, or feel that you or child has been discriminated against, please contact an administrator listed above.

Preschool Orientation & Screening

One of our first opportunities to meet Preschool parents is at the Preschool orientation and screening. As a parent, you have valuable information to share with us about your child and your family so that we can better serve

you. Your center teacher or family advocate will visit with you about the scheduled date and the specific time for you to come. This event will take place with all of the other parents in your child's classroom. A substitute (grandparent, babysitter, other relative, etc.) will probably NOT be able to answer some of the questions. You will be asked many questions including information about your child's health history, things that your child likes to do, activities that you would like to volunteer for, and your child's favorite foods. You will also give information for emergency contacts for the center and develop a better understanding of the program and what you can expect from the program as well as how you can be involved as a parent. The time needed to complete the event is approximately **1½ hours**. **If your child has a special need, health condition, or food allergy, please let your center teacher know immediately so that an individual health plan can be put into place for the safety of your child. This must be completed and signed by your healthcare provider before the child can begin in the classroom.** We really appreciate your time and patience in helping us gather important and required information. We'll see you there!

Admissions Procedures and Requirements

Preschool

Any child that turns three years old on or before July 31 of the current school year is eligible for enrollment in the current school year. Any child turning 5 on or before July 31 of the current school year is eligible for Kindergarten and not Preschool.

Parents complete the Enrollment and Health forms which must include the following:

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

Children who are attending another preschool are in-eligible to attend the Morrill Tri-Community Preschool.

Pride Cub Care

Parents complete the Enrollment and Health forms which must include the following:

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

DHHS Licensing paperwork

If your child turns three years old during the school year your child may transition from the Toddler room into the three year old Preschool classroom. Conversations about transitions will take place with your child's classroom teacher. Your child's developmental level and enrollment numbers in the center will be factored into the transitional discussion.

Application Acceptance Policy Preschool

In-district children who will be 4 years old on or before July 31 of the upcoming school year

In-district 3 or 4 year old children on an IEP, or IFSP, or possible services required. Any applications received after a classroom is at capacity will be placed on a waiting list and dated upon arrival. The applications will be re-visited at a later time based on available openings.

Immunizations: Every child is required to be up-to-date in his/her immunization series. If your child is not up-to-date on immunizations, **within 30 days of enrollment**, he/she will not be able to attend the center unless the immunizations are in the process of being updated. **Morrill Tri-Community Preschool and Pride Cub Care requires that a copy of the immunization record be submitted prior to enrollment in the program.** If you need assistance in scheduling immunizations for your child please contact the teacher as soon as possible. If your child does not receive immunizations for personal or religious practices please notify the teacher to complete all necessary paperwork.

Birth Certificate: Every child is required to have an official state birth certificate on file. This document must be issued by the state in which the child was born. If you need assistance in obtaining the birth certificate, contact the school as soon as possible. **Morrill Tri-Community Preschool and Pride Cub Care requires that a copy of the birth certificate be submitted prior to enrollment in the program.**

Vision Screening Preschool Age: Every child will complete a visual acuity screening within 45 days of the start of the program. A nurse will be conducting this screening. Your child may be referred to a local eye doctor of your choice for follow-up treatment depending on the results of the completed screening.

Growth Assessments Preschool Age: Every child will complete a height and weight measurement within 45 days of the start of the program and periodically throughout his/her enrollment. A nurse will be conducting this screening. This information will help us monitor your child's growth pattern throughout his/her participation in the program.

Lead Testing Preschool Age: Any child can be poisoned by lead with no symptoms at all until the poisoning is severe. Lead screening is typically completed in conjunction with your child's well child exam at 12 and 24 months of age. A copy of those results needs to be included in your child's file with the preschool. You can obtain a copy from your doctor. If the test has never been done, ask your doctor to do the test now. Your child is required to be tested at least one time after 24 months of age.

Re-Enrollment

All children will need a physical upon re-enrollment in the program. Parents will notify the school of their desire to re-enroll their child each spring by completing the appropriate form and returning it to the school.

Pricing

The fees to attend Tri-Community Preschool **will be determined by a child's acceptance into Head Start, DHHS Subsidy, and the free and reduced lunch program.** Please see the attached fee schedule for more information.

In Kind: Preschool

Every year Tri-Community Preschool receives grant money from the Federal Government. Twenty-five percent of what we receive must be matched with in-kind or donations from parents and other community people. Some things that count toward in-kind are:

- Completing and submitting a Family Activity Calendar
- Volunteering in the center
- Preparing classroom materials
- Working on community projects as a parent group
- Attending Policy Council meetings
- Donated items

Check with your teacher about other ways you can help with In-Kind.

NUTRITION

Our preschool and daycare programs receive federal cash assistance to serve healthy meals to your children. Meals/snacks served must meet nutrition requirements established by the National School Lunch Program (NSLP).

- Facilities utilizing these food programs:
 - *Care about good nutrition for children.
 - *Plan nutritious meals and snacks.
 - *Help children learn and feel positive about food and eating.

- A variety of food is served
- Food is not used as a punishment or reward
- Sufficient time is allowed to eat
- Children and staff eat family style and share the same menu.

- The children will receive nutritious meals and snacks. The menus will follow the *Dietary Guidelines for Americans* and *Head Start Performance Standards* that say that the foods must be high in nutrients and low in fat, sugar and salt. Menus at parent activities will follow the same guidelines.
- Foods served to the children must be commercially prepared or inspected. The only foods which may be donated to the program are raw fruits and vegetables, and prepared foods. This is to assure the health and safety of children and staff in the center.
- Dietary restrictions for food allergies, milk intolerance or other special diets are required to be **submitted before** the child attends preschool or enters childcare. In addition, when an enrolled child is placed on a diet in the middle of the school year, a written diet prescription signed by a physician is also required. The dietary restriction **should include** the diagnosis and symptoms, along with suggested acceptable foods. The parents are encouraged to work closely with the staff to find acceptable substitutes for problem foods. If a child is allergic to peanuts, he/she is required to have a doctor's note and Epi-Pen prior to admission at the center.
- Food experiences are used throughout the year to introduce new foods to the children, along with familiar foods served in a different way. Through cooking, children learn many concepts, including science, math, language, social and motor skills. Good nutrition is discussed using the "My Plate" food pyramid.
- Effective dental hygiene is practiced after meals/snacks at the preschool.
- Physical activity is encouraged each day.

- Parents will be provided through parent meetings, community meetings and newsletters various nutritional information for the family. Information may include nutrition and how it affects health, menu planning and preparation, wise use of your food budget, gardening and sanitation.
- A Registered Dietitian is available to the program for consultation.

Breast Milk Policy: Pride Cub Care

Breast Milk must be labeled with the child's name and with both the Expression Date (E) and a Frozen Date (F). Unfrozen (fresh) Milk can be in the center refrigerator for up to 48 hours, if the milk is unused it may be given back to the family or discarded with family permission. Frozen milk can be in the freezer for up to 3 months. Thawed breast milk must be discarded, or given back to the family within 24 hours of thawing. Please see the attached information sheet in the back of the handbook regarding the Infant feeding plan and Breastfeeding questionnaire and our breastfeeding policy.

Parent Engagement and Information

As a child's first and most important teacher, parents are a vital part to the success of Morrill Tri-Community Preschool and Pride Cub Care. Parents are encouraged to participate in their child's care and education as fully as possible. Parents are always welcome to visit the school at any time. Parent-Teacher Conferences will be held twice a year to discuss each child's progress and development. Parents may also request a meeting at any time to discuss their child's progress. There will also be two home visits during the school year, where your child's teacher will come to your home and interact with your family and create goals for your child that are teacher supported and family lead.

During these visits we will discuss your child's development. Morrill Tri-Community Preschool and Pride Cub Care uses the GOLD assessment tool for assessing each child's growth. GOLD comprises 38 objectives with 60+ data point collection opportunities under six categories. We collect data for Mathematics, Social-Emotional, Physical, Language, Cognitive and

Literacy. This provides a comprehensive whole child approach to enhance your child's development and education.

You may set up additional conferences by communicating with your child's teacher or by calling the school at 247-3412. Frequent communication is best for your child's development.

Parent/Teacher Collaborative

Morrill-Tri Community Preschool along with Pride Cub Care has organized a parent group with the help of Head Start. The parent group is run by parents with the purpose of supporting the center and families that are enrolled in it.

- 1) The Tri-Community Preschool and Pride Cub Care will elect the following officers for their parent group:
 - a) Parent Group Chairperson
 - b) Parent Group Vice-Chairperson
 - c) Parent Group Secretary and Treasurer (may be two different offices)
 - d) Policy Council Representative

*The responsibilities of each of the elected positions will be explained prior to elections.

Home Visits: Preschool

Home visits are a requirement of the Tri-Community Preschool. Each family will receive a minimum of two visits from the teacher during the school year. The visits will last approximately 30 minutes.

Please notify your teacher or family advocate of changes or cancellations of visits. Should you be unable to keep a scheduled visit due to an emergency, please contact the teacher or advocate to cancel the visit. You may call the numbers listed on page one to leave a message. If you do not have a phone available, please leave a note on your door, with an alternative meeting time or way to contact you.

By working together we can make home visits a learning experience that is beneficial to your family and to staff.

Policy Council

Policy Council is a decision-making board that is similar to a school board. Members participate in budget planning, program planning, problem solving, and other functions described in the Performance Standards. Every Head Start program is required to have a Policy Council in place; a foundation of the program that supports parent engagement in the decision making process.

1. Tri-Community Preschool will be represented on Policy Council.
2. Our representative will attend monthly Policy Council meetings. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.
3. The Tri-Community representative will report back at monthly Parent/Teacher Collaboration meetings about the Policy Council.

EDUCATION

Tri-Community Preschool and Pride Cub Care uses the Creative Curriculum. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

The objectives for children and/or parents in our program are:

- To develop a positive self-image.
- To introduce children to children their own age.
- To gradually expand from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being
- To respect and care for our classroom
- To communicate his/her ideas to both adults and other children using words and expanded sentences
- To develop and coordinate large and small muscles.
- To apply knowledge or experiences to new situations

- To express themselves in a variety of creative areas including art, dramatic, music & literature.
- To develop visual perception and auditory discrimination skills
- To enjoy and value reading
- To demonstrate knowledge of the alphabet
- To understand the purpose of writing
- To be excited about learning--TO HAVE FUN!

Newsletters

A Preschool and Childcare newsletter will be sent home weekly. The newsletter will include activities and upcoming events, social emotional information, important dates, reminders and information on substitute teachers in the classroom. **Please be sure to check your child's backpack or bookbag nightly!**

Child Find

Child Find is a community-wide effort to provide opportunities for children with disabilities. Parents, educators and members of the medical community take part in the program to locate children who may have a disability.

Parents/Community members who contact Child Find may have concerns about the child's development in the areas of:

- Hearing
- Vision
- Speech/language skills
- Motor skills
- Cognitive skills
- Emotional/social skills

Child Find provides developmental screenings and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to kindergarten.

DISABILITIES

The Ages & Stages screening which looks at the child's development in the areas of communication, gross motor, fine motor, problem solving and personal social will be done within 45 calendar days of enrollment.

Speech and hearing screenings will be done within 45 calendar days of enrollment.

Parents will be notified of screening results.

If developmental concerns exist, staff from the Tri-Community Preschool or Pride Cub Care will contact the parents. Parental permission must be given before a child is referred for further testing by the school district or Educational Service Unit.

After an evaluation, a meeting called the Multidisciplinary Team (MDT) meeting is held to go over the test results with the parents.

If the child is determined to need extra support, another meeting is held called the Individual Education Program (IEP), or IFSP (Individual Family Service Plan). During this meeting, parents and developmental specialists work together to develop goals and an implementation plan to help the child.

A Disabilities Service Plan, which provides strategies for meeting the special needs of children with disabilities and their parents, is updated annually.

If you live within the Morrill School District and have, or know of a child who may have a disability, contact the Early Childhood Special Education Teacher at 247-3412.

Health

If Your Child is SICK...

If your child has any of the following symptoms please **do not** send him/her to center or socializations:

- Fever—100 degrees or greater.
 - Your child may return the center if they are fever-free for minimum 24 hours with **NO** medication, this includes Tylenol or any other fever reducing substance.

- Diarrhea—runny, watery stools
- Blood in stools
- Vomiting—2 or more times in a 24-hour period
- Abdominal pain
- Body rash with fever or behavioral changes
- Sore throat with fever and swollen glands
- Mouth sores with drooling
- Pink or red conjunctiva with white or yellow drainage from eye
- Appears to be severely ill

If your child becomes ill during center time with any of the above symptoms, you will be contacted to take your child home. If you cannot be reached, your emergency contact will be contacted to take your child home. Your child will need to be picked up from school within the 30 minutes of contact being made.

In Case of an Emergency

In the event of an emergency, you will be contacted immediately. Should your child require emergency medical assistance, that assistance will be provided to him/her. The emergency care provided to your child will be based upon the Consent Form you have signed upon enrollment to the program.

Communicable Diseases

It is the intention of Tri-Community Preschool to prevent the spread of contagious diseases, especially those, which are spread by general contact with others. Whenever a child has symptoms of a contagious or infectious disease the child will be temporarily excluded from the center until the child is no longer contagious.

Communicable Diseases include but are not limited to:

- *Head Lice*—will be notified about the head lice by staff. You are encouraged to treat your child for head lice with an approved head lice treatment. Your child will be monitored following the infestation to assure that the head lice are no longer present. If this should occur, we ask that

you please protect your child and other children by complying with the head lice treatments until the lice are completely gone.

- *Scabies or Mites*—Your child will be temporarily excluded from the center until his/her treatment is completed. A doctor's note addressing the child's condition will be required before the child can return to the center.
- *Tuberculosis*—Your child will be temporarily excluded from the center unless he/she has been medicated for at least 1 month prior to entry/re-entry to the center. A doctor's note addressing the child's condition will be required before the child can return to the center.
- *Chickenpox*—Your child will be temporarily excluded from the center until the blisters or sores have scabbed/crusted over. A doctor's note addressing the child's condition will be required before the child can return to the center.
- *Skin Rashes*—Your child will be temporarily excluded from the center until the child's condition has been identified and treatment has begun. A doctor's note addressing the child's condition will be required before the child can return to the center.

Prescription and Over-The-Counter Medication

Prescription and Over-The-Counter medication will be given to your child by the staff while at the full-day center when absolutely necessary. We strongly encourage parents in the program to administer medications before or after school. Prescription and over-the-counter medication will be given ONLY when the following conditions are met:

- ✓ *A Medication Administration Permission Form* has been completed by the parent/guardian.
- ✓ The **doctor's instructions and signature** are provided with the *Medication Administration Permission Form*
- ✓ *Medication must be brought to school by a parent. We will not transport medications in a child's backpack.*

- ✓ All medications must be provided in the original, child-resistant labeled container.
- ✓ All prescription medication must be labeled with the child's first and last name.
- ✓ All medications must be labeled with the name of the medication.
- ✓ All medications must be labeled with the route in which it is to be given.
- ✓ All prescription medications must have the date the prescription was filled.
- ✓ All medications must have an expiration date.
- ✓ All medications must be labeled with the dose to be given to the child.
- ✓ All medications must have instructions for administration (i.e., with food, after meals, etc.).
- ✓ All medications must have storage instructions.
- ✓ All prescription medications must be labeled with the prescribing doctor's name.
- ✓ All medications must be labeled with possible side effects caused by the medication.
- ✓ All over-the-counter medications must have specific directions for administration.
- ✓ All over-the-counter medications must have minimum time between doses identified.
- ✓ All over-the-counter medications must have a specific time to be given identified on the paperwork.
- ✓ All over-the-counter medications must have specific signs and symptoms documented for administration.
- ✓ Emergency medications, such as an Epi-pen or inhaler, must have written instructions from the child's health care provider directing staff on how and when to give the medication. A meeting with the parent or guardian, Health Manager and classroom staff will also be required.

Your child's health is very important to us! If you have any questions regarding medication administration please contact your school and the school nurse.

Insurance

The Families will be given the opportunity to purchase insurance through the school if they wish to do so. Insurance information will be provided at orientation. The coverage may be limited, and may only pay a portion of medical expenses. Families are encouraged to review the insurance material.

Behavioral Health

- Behavioral Health or social-emotional development refers to how children get along with others and how they learn to express their emotions in healthy ways.
- Tri-Community Preschool is implementing the Pyramid Framework for Positive Social Emotional support for our Early Learners. This framework is designed to build positive relationships, and explicitly teach developmentally appropriate social and emotional skills.
- A behavioral health professional (Licensed Mental Health Practitioner) is contracted by ESU#13 Head Start Program and is available to provide direct and indirect services to families:
 - Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
 - Indirect services are provided by consulting with staff and then staff provides information to parents.
- The behavioral screening, or Social-Emotional Questionnaire, is completed within 45 days of the child's enrollment. Parents are asked to answer questions about their child's behavior, or social-emotional development.
- When parents are concerned about their child's behavior, contact the teacher or family advocate. The staff will contact the Behavior Health Consultant as needed, for consultation and/or to meet with parents and staff.
- A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff and the Behavior Health Consultant and create a behavior plan. We use the Prevent Teach Reinforce for Young Children (PTR-YC) model to create behavioral plans. These plans are created with families and teachers as a team.

- The Family Advocates and the Behavior Health Consultant will work with parents who request mental health services.

Attendance Policy

During childhood, children are learning a number of skills that will serve them for a lifetime. By having your child in the center as consistently as possible you are teaching the value of learning, and are increasing the chance of your child's success in school. Please contact the center if your child is going to be absent. Also, notify the teacher if the child is going to be absent for extenuating circumstances (like a death in the family).

Absences

As a federally funded program, we are required to track attendance, and therefore must have an attendance policy. Attendance concerns will be addressed with the following steps:

1. Please call the school and inform us when students will be absent.
2. If we do not hear from parents, we will make phone calls to ensure student safety.
3. We will document and make a plan with families as appropriate.

If no contact is made by 9 a.m. parents will receive a call from the school about the absence. This is to ensure the safety/wellbeing of the child and family.

Arrival and Departure

Please sign your child in upon arrival and departure. If your child is being dropped off by an older child, please remind them to sign the appropriate form. Students will not leave the building unless someone comes to pick them up. All parents will be required to complete an Emergency card for their child, this card will be kept on file at the center. Unfamiliar individuals that arrive to pick up a child will have their ID checked and a phone call will be made to the parent before the child is released for our care. Feel free to come into the classroom upon drop off and pick up. You are encouraged to join the class at any time

Security Door

For your child's safety, the Early Childhood building has a security system on all external doors. When you are dropping off and picking up your child you will need to buzz the buzzer at the front door and someone will unlock the door for you.

Label Possessions

Please write your child's name on his/her possessions. **Morrill Tri-Community Preschool is not responsible for lost items.**

Photo Release

The photo release form enables the center to photograph and/or videotape individuals or groups of children. These photos are used for educational purposes and/or promotion of the center's activities and program. Parents may revoke their permission at any time.

Center Calendar/Center Closings

Morrill Tri-Community Preschool and Pride Cub Care will follow the Morrill Public Schools for weather cancellations as well as late starts and early dismissals due to weather. The center is closed occasionally for staff development, and national holidays these days will be communicated to parents as quickly and effectively as possible. If extreme weather, or other circumstances, the news will be released via One Call, and on the Morrill Tri-Community Preschool and Pride Cub Care Facebook page. In the event of a tornado or natural disaster, children will be cared for at the center until they can be safely transported home. An automated call system will be used for any cancelations, please listen carefully to the prerecorded message. **Please dress children appropriately for the weather.**

Clothing for School

It is important to dress your child appropriately for school and for existing weather conditions. The children will go outside EVERY DAY, so please dress them accordingly, providing gloves, hats, boots and coats when necessary. Remember that weather can change quickly. Extra socks and shoes are a good idea for wet and snowy weather. There is no such thing as bad weather, just bad clothing. Open toed shoes such as sandals and

flip flops are dangerous on the playground and should not be worn to school.

The children will engage in messy activities such as cooking, painting, playing in the sand and water, so it is important they are dressed in clothing which allows them to participate in these activities. Children will wear their paint shirts when participating in messy activities, but accidents do happen.

The extra set of clothing provided by each family will be used in the event of a blood, toilet, or other accident. Soiled clothes will be bagged and sent home. Please send a clean extra set of clothes as soon as possible if this happens.

MORRILL DISTRICT SAFETY PROCEDURES

Morrill Public Schools, including the Early Childhood Facility housing Tri-Community Preschool and Pride Cub Care will be following SRP (Standard Response Protocol).

During evacuations, students will be taken to another district building or the Methodist Church in Morrill. Parents will be notified at the appropriate time in this situation.

Addressing Concerns

We try hard to meet the needs of each child and family. We strive to work with parents to provide quality services to children and families. If you have a concern with our program, we need to work out a satisfactory solution. We ask that parents solve problems with the program by using the following procedure.

1. Please contact the teacher and visit with her about your questions and concerns
2. If you need further assistance, please contact Sunny at 247-3413

REPORTING CHILD ABUSE/NEGLECT

The Tri-Community Preschool and Pride Cub Care procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect staff members are to follow the procedure by reporting to the Child Abuse Hotline (1-800-652-1999), or to the appropriate Law Enforcement agency. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. If you have questions about child abuse reporting, you are welcome to speak to the teacher or other administrator. Tri-Community Preschool can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

Applicable Nebraska Statutes regarding child abuse and neglect are as follows:

1. Any person who has reasonable cause to believe that a child is being subjected to conditions which would result in neglect or abuse is required by law (Nebraska Rev. Stat. 28-711, Reissue 1989) to report such an incident to the proper law enforcement agency, i.e. the police department, sheriff's office, or the Nebraska Department of Social Services.
2. Any person reporting a child who is being subjected to abuse or neglect is immune from any liability, civil or criminal, that might otherwise be incurred or imposed, except for maliciously false statements (Neb. Rev. Stat. 28-716, reissue 1989), and will also be immune from discharge, retaliation, or other disciplinary action solely on the basis of having made a child abuse report.

If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Child Abuse Hotline (1-800-652-1999) or to the appropriate law

enforcement agency. Please remember that we are all responsible for the safety of our nation's children.

CONFIDENTIALITY POLICY

Families have the right to protection of personal information. Tri-Community Preschool and Pride Cub Care operates under the following principles.

1. Parents should be the primary source of information about themselves, and information sought from them should be limited to that which is essential for services.
2. Parents and other volunteers are prohibited from reviewing records other than those of their own children
3. Health, education, and social service records for children/families are open only to staff and consultants on a "need to know" basis to the extent necessary to provide services, or assess the effectiveness of the services that are being offered.
4. Information is not to be released to anyone outside the program without written consent from the family.
5. Other agencies and individuals are to be consulted only with the family's consent and within the limits of that consent.
6. Information recorded and records maintained are to be limited to those essential for providing services. Children's files and other information will be stored in locked files to insure confidentiality at each site.

* Exceptions to the above policy include child abuse/neglect reporting, and persons at risk of harming self or others.

Please note that **confidentiality also applies to you**. While volunteering in the center, you may hear or see something regarding the child of another family. If you have specific concerns, please address them appropriately with staff. Respect the rights of families served in our program and do not discuss information with others.

Volunteering

There are many opportunities for you to volunteer in the program, both in and out of the center, and during a variety of time frames. Volunteering is a great way to support the Tri-Community Preschool and Pride Cub Care program, and enhance your own learning and skills. Some ways parents can volunteer are to serve as an officer of the parent group, become a policy council representative, help in the classroom, assist with field trips or special events, prepare classroom materials, and help with center repairs or maintenance. Visit with the teacher or other staff members if you have a special interest or would like to help.

Families are encouraged to volunteer at the preschool at least once a month. Our goal is to have two parents in our center every day. Although volunteering is not a requirement of your child's enrollment, it is very beneficial to your child and yourself. While in the center, a volunteer can participate in center activities, observe children's interactions with others or assist with other tasks as needed by center staff.

Volunteering for tasks outside of center time is just as important and counts in the same way as volunteering during center time. If your schedule does not allow you to spend time at the center, please visit with the teacher for some ideas on ways to volunteer service during other time frames.

Tri-Community Preschool and Pride Cub Care will be working on community projects during the year. If you enjoy leadership roles, please consider assisting with community projects.

All volunteers working with children at the preschool must complete a felony form. In the interest of children's safety, regular volunteers must also complete volunteer training with the teacher or family advocate, and sign a release form allowing us to check the Central Registry.

Our program staff deeply appreciates the time and experience that you offer as a volunteer. We hope to see you often!

School Meal Policy for Volunteers

Tri-Community Preschool and Pride Cub Care welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Our center can serve meals to an **average** of two volunteers per day. By notifying the teacher and adding your name to the center calendar for lunch, you can assist staff members in planning. Your center may wish to have a volunteer schedule in place for meals to keep from going over the daily average. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Attached Documents:
School Calendar
Pricing Sheet

Appendix:

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TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Scotts Bluff County School District 79-0011, a.k.a Morrill Public Schools ("District") and Tiffany Geary (Teacher").

WITNESSETH: That the Board of Education hereby agrees to employ the Teacher as follows:

- School Year begins on or about August 12, 2020 and ends on or about May 20, 2021, subject to Board modification;
- Days of service: 184 including at least 175 teaching days, subject to terms of the negotiated agreement; • Full time Equivalency (FTE) of 1.0;
- Teacher's salary schedule placement: BA+ 27, Step 2 (\$41,300.00), (subject to final terms of the negotiated agreement for the applicable contract year between the Board and the bargaining unit representing the certificated employees of the District. The teacher's salary schedule placement and other terms of employment may be set forth on the Annual Supplemental Renewal form to be executed subsequent to this Teacher's Contract. Written verification of additional graduate hours must be given to the Superintendent on or before the 20th day of June in the year this Contract is signed in order to be considered for salary movement;
- Other terms: *Extended Contract up to 55 days. These will be student contact days accrued on days K-12 staff are not in contact with students during the 184 day calendar (e.g. Christmas and Thanksgiving breaks, etc.) and into the summer. These days will be payable on the 20th of each month for the preceding calendar month. Four (4) additional days of PTO will be available during the Extended Contract period.*

FIRST: Salary. The salary of the teacher shall be payable in twelve (12) equal installments. The first installment shall be payable on the 20th day of September, and remaining installments shall be payable on the 20th day of each month thereafter. Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof. This contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security, Medicare, and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. Upon termination of this contract by the Board or the Teacher, the compensation shall be an amount which bears the same ratio to the early salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the applicable contract year. Any unearned fractional portion of an installment paid, but not earned prior to termination of the contract, shall be refunded by the Teacher.

SECOND: Duties. The Teacher hereby agrees to be governed by the policies of the Board of Education of the District. The duties to be performed by the Teacher shall be subject to assignment by the Superintendent or the Board. Days of service may be adjusted from year to year by the Board. The Teacher further agrees to devote full time during days of school to the Teacher's position and in all respects to diligently and faithfully perform the assigned duties to the best of the Teacher's professional ability. Regular dependable attendance is an essential function of the Teacher's position.

THIRD: Extra-Duty Assignments. In addition to the normal duties traditionally required of certificate employees, the Teacher may be assigned "extra duty" assignments by the District. Such assignment shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon; provided that the Teacher shall not unreasonably refuse to accept such assignments. Duty assignments which do not require a teaching or administrative certificate are on an at-will basis, shall be subject to removal without cause and shall not be subject to continuation or renewal as part of this Teacher's Contract.

FOURTH: Contract Termination. The contract may be cancelled or terminated subject to required procedures in the event the Teacher violates any of the provisions of this agreement, or performs any act or does anything which is materially harmful to the employer, or which substantially inhibits the Teacher's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to teach in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Non-renewal, suspension or other disciplinary action may be enforced in accordance with applicable law.

FIFTH: Legal Requirements. The Teacher affirms that: (1) the Teacher holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extension of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate; (3) the Teacher is not under contract with another Board of Education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract; and (4) there shall be no penalty for release or resignation by the Teacher from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. It is understood that this Contract is also subject to provisions of the School Teachers Retirement Act.

SIXTH: Renewal. Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference except as stated on such Renewal Agreement. Renewal Agreements must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen calendar days of receipt thereof from the District. Said Renewal agreement shall not be required to be signed by the Teacher prior to March 15. Failure to return the Renewal Agreement or an intent card shall constitute grounds for termination.

The failure to return a signed copy of this contract to the Business Office or the Superintendent of the District on or before 4 p.m. on June 23, 2020 may constitute a rejection by the Teacher of the offer of employment.

Executed _____ 2020

Teacher Signature

Executed _____ 2020

President of Board of Education

Attest: _____ 2020

Secretary of Board of Education

TEACHER'S CONTRACT

THIS CONTRACT is made by and between the Board of Education of Scotts Bluff County School District 79-0011, a.k.a Morrill Public Schools ("District") and Becky Jo Wylie ("Teacher").

WITNESSETH: That the Board of Education hereby agrees to employ the Teacher as follows:

- School Year begins on or about August 12, 2020 and ends on or about May 20, 2021, subject to Board modification;
- Days of service: 184 including at least 175 teaching days, subject to terms of the negotiated agreement; • Full time Equivalency (FTE) of 1.0;
- Teacher's salary schedule placement: BA+ 0, Step 1 (\$35,000.00), (subject to final terms of the negotiated agreement for the applicable contract year between the Board and the bargaining unit representing the certificated employees of the District. The teacher's salary schedule placement and other terms of employment may be set forth on the Annual Supplemental Renewal form to be executed subsequent to this Teacher's Contract. Written verification of additional graduate hours must be given to the Superintendent on or before the 20th day of June in the year this Contract is signed in order to be considered for salary movement;
- Other terms: *Extended Contract up to 55 days. These will be student contact days accrued on days K-12 staff are not in contact with students during the 184 day calendar (e.g. Christmas and Thanksgiving breaks, etc.) and into the summer. These days will be payable on the 20th of each month for the preceding calendar month. Four (4) additional days of PTO will be available during the Extended Contract period.*

FIRST: Salary. The salary of the teacher shall be payable in twelve (12) equal installments. The first installment shall be payable on the 20th day of September, and remaining installments shall be payable on the 20th day of each month thereafter. Terms and conditions set forth in this agreement shall be subject to such wages and conditions of employment as may be mutually agreed upon by and between the Board and teachers or a duly recognized collective bargaining agent for said teachers, and said agreement, when reduced to writing, and executed by the parties, shall be deemed to be included herein by reference and shall become a part hereof. This contract shall conform to the regulations governing deductions with reference to Withholding Tax, Social Security, Medicare, and Teacher's Retirement. Other deductions may be withheld as agreed to by the parties to this contract. Upon termination of this contract by the Board or the Teacher, the compensation shall be an amount which bears the same ratio to the early salary herein specified as the number of days of service to the date of such termination bears to the number of days of service in the applicable contract year. Any unearned fractional portion of an installment paid, but not earned prior to termination of the contract, shall be refunded by the Teacher.

SECOND: Duties. The Teacher hereby agrees to be governed by the policies of the Board of Education of the District. The duties to be performed by the Teacher shall be subject to assignment by the Superintendent or the Board. Days of service may be adjusted from year to year by the Board. The Teacher further agrees to devote full time during days of school to the Teacher's position and in all respects to diligently and faithfully perform the assigned duties to the best of the Teacher's professional ability. Regular dependable attendance is an essential function of the Teacher's position.

THIRD: Extra-Duty Assignments. In addition to the normal duties traditionally required of certificate employees, the Teacher may be assigned "extra duty" assignments by the District. Such assignment shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon; provided that the Teacher shall not unreasonably refuse to accept such assignments. Duty assignments which do not require a teaching or administrative certificate are on an at-will basis, shall be subject to removal without cause and shall not be subject to continuation or renewal as part of this Teacher's Contract.

FOURTH: Contract Termination. The contract may be cancelled or terminated subject to required procedures in the event the Teacher violates any of the provisions of this agreement, or performs any act or does anything which is materially harmful to the employer, or which substantially inhibits the Teacher's ability to discharge the duties as set forth herein, including, but not limited to (1) becoming legally disqualified to teach in the State of Nebraska; (2) participation in any fraud; (3) causing any intentional damage to property; (4) engaging in any unlawful act; (5) just cause, including: (a) incompetency, which includes, but is not limited to, demonstrated deficiencies or shortcomings in knowledge of subject matter or teaching or administrative skills; (b) neglect of duty; (c) unprofessional conduct; (d) insubordination; (e) immorality; (f) physical or mental incapacity; (g) failure to give evidence of professional growth as required by law; or (h) other conduct which interferes substantially with the continued performance of duties. Non-renewal, suspension or other disciplinary action may be enforced in accordance with applicable law.

FIFTH: Legal Requirements. The Teacher affirms that: (1) the Teacher holds or will hold a valid and appropriate certificate to act as a certificated employee in the State of Nebraska to perform the assigned duties throughout the term of this Contract and any extension of this Contract; (2) the required certificate to perform the assigned duties shall be registered as required by law; it being understood and agreed that this contract is not valid until the required certificate is registered in accordance with law and that the Teacher shall not be compensated for any services performed prior to the date of registration of this certificate; (3) the Teacher is not under contract with another Board of Education within the State of Nebraska covering any part of or all of the same time of performance as provided for in this Contract; and (4) there shall be no penalty for release or resignation by the Teacher from this Contract; provided no resignation shall become effective until expiration of the remaining term of the Contract unless the Board fixes an earlier effective date. It is understood that this Contract is also subject to provisions of the School Teachers Retirement Act.

SIXTH: Renewal. Hereafter, this contract may be continued by a separate, annual written "Renewal Agreement" which shall incorporate all the provisions hereof by reference except as stated on such Renewal Agreement. Renewal Agreements must be executed by the Teacher and delivered to the Superintendent of Schools or the Secretary of the Board of Education of the District within fifteen calendar days of receipt thereof from the District. Said Renewal agreement shall not be required to be signed by the Teacher prior to March 15. Failure to return the Renewal Agreement or an intent card shall constitute grounds for termination.

The failure to return a signed copy of this contract to the Business Office or the Superintendent of the District on or before 4 p.m. on June 23, 2020 may constitute a rejection by the Teacher of the offer of employment.

Executed _____ 2020

Teacher Signature

Executed _____ 2020

President of Board of Education

Attest: _____ 2020

Secretary of Board of Education

**Morrill Public Schools
 Certified Staff Salary Confirmation
 2020-21 School Year**



Employee Name

Becky Jo Wylie

This document serves as a confirmation of the salary amount(s) that will be paid to you for the 2020 -2021 school year as agreed to in the Negotiated Agreement, Teacher Agreement, Renewal Agreement, Addendums and/or and/or Extracurricular Employment Agreements:

***Extended Contract is paid at the daily rate contingent upon completion of days**

Placement of the salary schedule for 2020 -2021 school year is:		<u>BA +0, Step 1</u>	
base salary of	<u>35,000.00</u>	for a salary totaling:	<u>35,000.00</u>
your salary structure index is:	<u>1.000</u>	Total Contract Days	<u>239</u>
plus extended contract <u>55</u>	<u>10,462.10</u>		<u>10,462.10</u>
plus fringe benefit/flat salary			<u>10,500.00</u>
TOTAL TEACHING SALARY			<u>55,962.10</u>
Total Annual Gross:			<u>\$55,962.10</u>
Monthly Amount:			<u>\$4,663.51</u>

I confirm/agree that the amounts shown above are accurate according to the Negotiated Agreement:

Signature

Date

**Morrill Public Schools
 Certified Staff Salary Confirmation
 2020-21 School Year**



Employee Name Tiffany Geary

This document serves as a confirmation of the salary amount(s) that will be paid to you for the 2020 -2021 school year as agreed to in the Negotiated Agreement, Teacher Agreement, Renewal Agreement, Addendums and/or and/or Extracurricular Employment Agreements:

***Extendend contract is paid at the daily rate contingent upon completion of days**

Placement of the salary schedule for 2020 -2021 school year is:		<u>BA +27, Step 2</u>	
base salary of	<u>35,000.00</u>	for a salary totaling:	<u>41,300.00</u>
your salary structure index is:	<u>1.180</u>	Total Contract Days	<u>239</u>
plus extended contract <u>55</u>	<u>12,345.11</u>		<u>12,345.11</u>
plus fringe benefit/flat salary			<u>10,500.00</u>
TOTAL TEACHING SALARY			<u>64,145.11</u>
			\$0.00
Total Annual Gross:			<u>\$64,145.11</u>
Monthly Amount:			<u>\$5,345.43</u>

I confirm/agree that the amounts shown above are accurate according to the Negotiated Agreement:

Signature _____ Date _____

May 13, 2020

Tom Peacock Incentive Bonus Report:

Improve Average Junior ACT Test score
Improve Average NSCAS Reading
Improve Average NSCAS Math

Due to COVID-19 No Evidence of Improvement

ELEOT observations were completed 1st, 2nd, & 3rd quarter \$375

4th Quarter not completed due to COVID-19

Monthly Data Meetings resulting in significant tracking and progress — No evidence

Improve Public Relations with articles each week

From Tom 1/40 weeks \$-0-

From Teachers 10/40 weeks \$-0-

Downlist management reducing # on list by 15% — data analysis reports were not being generated this year like they had been during spring semester 2019. \$-0-

Tom,

I am disappointed that of the items in your control to accomplish that I had created incentive bonuses for, you only qualified for 1 of the bonuses—and that one... possibly because I pushed to get those done.

These were not just items in order to get bonuses, they were specific items related to our school improvement goals.

Your inattention to them in observable, data driven ways was disappointing.

While it was disappointing that we did not get to evaluate the students by ACT & NSCAS this year, I hope that next fall and spring, you and your staff will grow more proficient at tracking student data, charting their progress, reporting it to me and making data drive decisions that impact student learning.

Sincerely,

Joe Sherwood

Superintendent

Shared &
Approved
5-14-20

\$375

May 13, 2020

Keri Homan Incentive Bonus Report:

Improve Average NSCAS Reading — Due to COVID-19 No Evidence of Improvement
Improve Average NSCAS Math —

ELEOT observations were completed 1st, 2nd, & 3rd quarter \$375

4th Quarter not completed due to COVID-19

Monthly Data Meetings resulting in significant tracking and progress — Data was presented one time per quarter in quarters 2 and 3... but the Monthly reports of tracking and progress was not provided to me in a documentable way. \$-0-

Improve Public Relations with articles each week

From Keri 1/40 weeks \$500

From Teachers 10/40 weeks \$500

Consequence Ladder management reducing # on list by 10% — data analysis reports in this area were not generated in a manner showing improvement. \$-0-

Cognia Climate & Culture Staff Survey's were not initiated by Keri \$-0-

I initiated some survey's during the COVID closure, will be interesting to see a difference in late fall of 2020.

Keri,

I am pleased with what you have done in these improvement targets. In relation to data reporting, I think we could generate a report that you give me on a monthly basis, that tracks student progress particularly those working under proficiency, showing what the intervention is and the growth trajectory by student.

These were not just items in order to get bonuses, they were specific items related to our school improvement goals.

While it was disappointing that we did not get to evaluate the students by NSCAS this year, I hope that next fall and spring, you and your staff will grow more proficient at tracking student data, charting their progress, reporting it to me and making data drive decisions that impact student learning.

Sincerely,

Joe Sherwood

*Shared & Approved
5-14-20*

\$1375