

Board of Education Regular Meeting  
Monday, July 18, 2022 7:00 PM  
District Office  
508 Jefferson Ave.  
Morrill, NE 69358

- I. CALL TO ORDER FOR REGULAR MEETING
  - I.1. Pledge to the Flag
  - I.2. Roll Call
  - I.3. Notification of Open Meetings Law Posting
  - I.4. Recognition of Recording
- II. CONSIDER CONSENT AGENDA
  - II.1. Approval of Agenda - July 18, 2022
  - II.2. Approval of minutes from June 20, 2022
  - II.3. Claims Payable
  - II.4. Business Manager's and Financial Reports
    - II.4.a. Working Monthly Budget
    - II.4.b. Monthly Budget of Receipts
    - II.4.c. Activity Accounts
    - II.4.d. County Treasurer's Report
  - II.5. Accept resignation of Brooke Hanlon, First Grade Teacher
- III. REPORTS
  - III.1. Curriculum/Amer.Civics: Lisa Kaufman, Shaun Hess, Bill Watson
  - III.2. Facilities/Transportation: Art Steiner, Shaun Hess, Bill Watson
  - III.3. Finance/Negotiations: Dave Sherrod, Shaun Hess, Art Frerichs

- III.4. Safety Committee: Art Frerichs, Art Steiner
- III.5. Morrill School's Foundation: Bill Watson, Lisa Kaufman, Art Frerichs
- III.6. Student Council Report
- III.7. Virtual CIO Report
- III.8. Early Childhood Director's Report
- III.9. Activity Director's Report
- III.10. Secondary Principal's Report
- III.11. Elementary Principal's Report
- III.12. Superintendent's Report
- IV. RECOGNITION OF VISITORS
- V. OLD BUSINESS
  - V.1. Second and final review of policy section 0300 Administration
- VI. NEW BUSINESS
  - VI.1. Review policy section 0504.20 Bullying Prevention
  - VI.2. Consider / possibly approve two new board members for the Morrill School Foundation
  - VI.3. Consider / possibly approve kitchen equipment purchase utilizing No Kid Hungry Grant funds
  - VI.4. Consider / possibly approve changes to 2022-2023 school calendar
  - VI.5. Consider / possibly approve purchase of one additional VALTs seat from ESU 13
  - VI.6. Review / possibly approve student handbooks:
    - VI.6.a. High School Handbook and High School Student Code of Conduct/Discipline Handbook
    - VI.6.b. Elementary Handbook

- VI.6.c. Activity Handbook, Coach and Club Sponsor Handbook, and Athletics Emergency Action Plan
- VI.7. Review and approve meal prices for 2022-2023 school year
- VI.8. Approve removal of Joe Sherwood and addition of Barry Schaeffer as a signer on the Cafeteria and Activity checking accounts
- VI.9. Discussion of resolution regarding purchase of playground equipment
- VI.10. Negotiated Agreement Discussion
- VI.11. NASB Strategic Planning Discussion
- VII. Next Regular Meeting Date - August 15, 2022 at 7:00 pm
- VIII. ADJOURNMENT

**Check Register by Checking Account**

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
42369	07/15/2022				AAPORTAPOT	A & A Porta Potties LLC	50.00
42370	07/15/2022				ACTICOMM	ACTION COMMUNICATIONS	600.00
42371	07/15/2022				AMAZON	Amazon Capital Services	186.88
42372	07/15/2022				ASCENTRAL	AS CENTRAL SERVICES -- ST OFNEBRASKA	259.49
42373	07/15/2022				BEPUBLISHI	BE Publishing	3,590.00
42374	07/15/2022				BLACKHILLS	Black Hills Energy	923.21
42375	07/15/2022				BLOOMZ	Bloomz Inc.	947.10
42376	07/15/2022				BLUFSANI	Bluffs Facility Solutions	633.89
42377	07/15/2022				CENTELEM	CENTURYLINK (ELEM)	214.03
42378	07/15/2022				CENTHIGH	CENTURYLINK (JR&SR HIGH)	626.99
42379	07/15/2022				COGNIAINC	COGNIA INC	229.60
42380	07/15/2022				CONNPOIN	CONNECTING POINT	520.00
42381	07/15/2022				CREATIVESI	Creative Sites LLC	2,740.00
42382	07/15/2022				ESU13	EDUCATIONAL SERVICE UNIT #13	29,440.05
42383	07/15/2022				EREMOTEHEL	ERH Technology Solutions	5,130.00
42384	07/15/2022				GREAMMER	GREATAMERICA FINANCIAL SVCS.	800.00
42385	07/15/2022				GUERUEJOSH	JOSH GUERUE	551.58
42386	07/15/2022				HOLIDKEAR	HOLIDAY INN - KEARNEY	809.70
42387	07/15/2022				HORSCREE	HORSE CREEK TIRE INC.	58.56
42388	07/15/2022				HUBBARD	Eldon Hubbard	1,000.00
42389	07/15/2022				IDEALLINE	IDEAL LINEN SUPPLY	390.74
42390	07/15/2022				INNOVATIVE	Innovative Office Solutions, LLC	1,349.65
42391	07/15/2022				JIRDONS	JIRDON AGRI CHEMICALS INC.	76.55
42392	07/15/2022				MC	MASTER CARD	6,647.67
42393	07/15/2022				MATHESONTR	Matheson Tri-Gas	46.30
42394	07/15/2022				MEHLING	Jamie Mehling	116.69
42395	07/15/2022				MENARDS	Menards	1,178.48
42396	07/15/2022				MOBIUSES	MOBIUS COMMUNICATIONS COMPANY	5,020.96
42397	07/15/2022				MORRHARD	MORRILL HARDWARE & BUILDING SUPPLIES	887.77
42398	07/15/2022				MORRROTA	MORRILL ROTARY CLUB	216.00
42399	07/15/2022				MORRSUPP	MORRILL SUPPLY	150.96
42400	07/15/2022				MORRACTI	MPS -- ACTIVITIES FUND	300.00
42401	07/15/2022				NATIONALSC	National School Forms, Inc	130.23
42402	07/15/2022				NCSA	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	455.00
42403	07/15/2022				DHHS	Nebraska Department of Health & Human Services	50.00
42404	07/15/2022				NESAFEFIRE	NEBRASKA SAFETY AND FIRE EQUIPMENT, INC.	360.00
42405	07/15/2022				NEFIREMARS	NEBRASKA STATE FIRE MARSHAL	180.00
42406	07/15/2022				ONESOURCE	ONE SOURCE - THE BACKGROUND CHECK COMPAN	18.00
42407	07/15/2022				PAULREEDCO	Paul Reed Construction	2,175.00
42408	07/15/2022				PROTCENT	PROTEX CENTRAL	542.40
42409	07/15/2022				RITZVIRG	Virgil Ritz	59.50
42410	07/15/2022				ROCKYMOUNT	Rocky Mountain Air Solutions	159.42
42411	07/15/2022				ROSEBROS	ROSE BROS INC	35.68
42412	07/15/2022				SSWORLDWID	S&S Worldwide	279.00
42413	07/15/2022				SANDIMPL	SANDBERG IMPLEMENT, INC	29.30
42414	07/15/2022				SHMOOPUNIV	Shmoop Universtiy, Inc.	6,875.00
42415	07/15/2022				SIMMONS	SIMMONS OLSEN LAW FIRM PC	770.00
42416	07/15/2022				SU	Software Unlimited	8,500.00
42417	07/15/2022				UNIVERSALA	Universal Athletic, LLC	126.35
42418	07/15/2022				VILLMORR	VILLAGE OF MORRILL	9,024.31
42419	07/15/2022				WEBSTAUAN	Webstaurant Store	2,220.86
42420	07/15/2022				WEX	WEX BANK	3,713.03
42421	07/15/2022				WOLZENLAWO	Wolzen Law Office	260.00
Check Type Total:		Check			Void Total:	0.00	Total without Voids: 101,655.93



**Monthly Finance Report to the Board**  
July 2022

as of 7/15/2022

Reconciled Balances as of June 30, 2022			
		2020-21	2021-22
General	\$	977,723.73	\$ 1,241,631.31
Cafeteria	\$	52,088.04	\$ 70,425.73
Depreciation	\$	290,520.02	\$ 77,914.39
Activity	\$	68,833.68	\$ 99,512.24
QCPUF	\$	233,590.16	\$ 313,648.48
Spec Building	\$	215,341.31	\$ 132,402.39
Empl Benefit	\$	15,628.29	\$ 20,285.91
<b>FUNDS TOTAL</b>	<b>\$</b>	<b>1,853,725.23</b>	<b>\$ 1,955,820.45</b>

July GF Expenditures			
		2020-21	2021-22
GF Bills Payable	\$	76,517.86	\$ 101,655.93
GF Payroll	\$	470,880.27	\$ 455,435.25
	\$	547,398.13	\$ 557,091.18
July Revenue			
Beginning Cash	\$		1,241,631.31
State Aid	\$		-
Scotts Bluff County	\$		49,357.04
Sioux County	\$		3,058.73
FEMA Grant Award	\$		15,519.41
Title I Claim	\$		19,758.00
ESSER III Claim	\$		69,983.00
Medicaid Claim	\$		2,819.03
Early Childhood Revenue	\$		18,934.25
<b>Total Month Available</b>	<b>\$</b>		<b>1,405,174.39</b>

Three Year Comparison				
GF Revenue		2019-20	2020-21	2021-22
September	\$	1,194,605.16	\$ 1,209,297.80	\$ 1,265,268.99
October	\$	369,165.37	\$ 500,826.00	\$ 370,461.37
November	\$	242,129.60	\$ 249,382.60	\$ 268,078.67
December	\$	235,045.35	\$ 352,088.82	\$ 687,412.21
January	\$	615,206.37	\$ 632,687.15	\$ 768,985.93
February	\$	585,057.53	\$ 629,911.29	\$ 607,567.24
March	\$	432,793.44	\$ 355,228.26	\$ 554,165.22
April	\$	481,455.09	\$ 537,162.58	\$ 470,640.56
May	\$	1,462,654.73	\$ 1,306,322.03	\$ 1,705,516.76
June	\$	407,993.42	\$ 663,640.80	\$ 651,742.52
July	\$	155,709.36	\$ 57,368.33	
August	\$	78,397.20	\$ 80,234.32	
<b>Running Total</b>	<b>\$</b>	<b>6,026,106.06</b>	<b>\$ 6,436,547.33</b>	<b>\$ 7,349,839.47</b>
<b>Total Revenue</b>	<b>\$</b>	<b>6,260,212.62</b>	<b>\$ 6,574,149.98</b>	<b>\$ 7,349,839.47</b>

July Cafeteria Expenditures			
		2020-21	2021-22
CF Bills Payable	\$	5,517.71	\$ 6,791.81
CF Payroll	\$	10,009.28	\$ 8,785.91
	\$	15,526.99	\$ 15,577.72
July Revenue			
Beginning Cash	\$		70,425.73
SFSP Claim	\$		7,328.81
CACFP Claim	\$		-
Supply Chain Assistance Grant	\$		(11,998.38)
No Kid Hungry Grant	\$		(11,684.00)
	<b>\$</b>		<b>54,072.16</b>

Three Year Comparison				
GF Expenditures		2019-20	2020-21	2021-22
September	\$	669,050.35	\$ 730,095.45	\$ 830,711.13
October	\$	551,904.96	\$ 574,712.87	\$ 595,775.63
November	\$	522,609.86	\$ 540,101.36	\$ 553,972.17
December	\$	503,391.79	\$ 522,530.22	\$ 550,229.90
January	\$	495,847.13	\$ 509,049.06	\$ 559,238.63
February	\$	504,797.44	\$ 516,363.91	\$ 546,829.73
March	\$	491,113.91	\$ 530,514.55	\$ 633,489.74
April	\$	502,735.07	\$ 520,357.43	\$ 660,015.24
May	\$	474,654.64	\$ 538,437.67	\$ 666,990.75
June	\$	468,018.61	\$ 511,141.22	\$ 560,214.00
July	\$	510,552.99	\$ 547,398.13	
August	\$	777,646.19	\$ 518,675.63	
<b>Running Total</b>	<b>\$</b>	<b>5,184,123.76</b>	<b>\$ 5,493,303.74</b>	<b>\$ 6,157,466.92</b>
<b>Total Expenditures</b>	<b>\$</b>	<b>6,472,322.94</b>	<b>\$ 6,559,377.50</b>	<b>\$ 6,157,466.92</b>
Annual Budget	\$	7,013,255.98	\$ 7,304,118.21	\$ 9,074,969.96
<b>% of Budget Spent</b>		<b>74%</b>	<b>75%</b>	<b>68%</b>

2018-19 Early Childhood Totals			
Total Revenue	\$542,140.90	Total Expenditures	\$ 296,117.66
2019-20 Early Childhood Totals			
Total Revenue	\$661,335.13	Total Expenditures	\$ 426,767.16
2020-21 Early Childhood Totals			
Total Revenue	\$734,830.22	Total Expenditures	\$ 722,118.22
Early Childhood Revenue Running Total			
ARP Grant	\$	85,400.00	
ARP Grant	\$	2,000.00	
Headstart payments	\$	55,200.00	
Preschool Parent Payments	\$	53,504.89	
<b>Total Preschool</b>	<b>\$</b>	<b>108,704.89</b>	
DayCare DHHS Subsidy	\$	28,698.86	
DayCare Parent Payments	\$	33,809.06	
<b>Total Pride Cub Care</b>	<b>\$</b>	<b>62,507.92</b>	
<b>Total Local Early Childhood Revenue</b>	<b>\$</b>	<b>258,612.81</b>	
<b>21-22 portion of TEEOSA FUNDING</b>	<b>\$</b>	<b>673,000.00</b>	
<b>Running Total Revenue for 21-22</b>	<b>\$</b>	<b>931,612.81</b>	
<b>Running Total Expenditures to date 21-22</b>	<b>\$</b>	<b>809,871.04</b>	

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!**

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270257203815291
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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
<b>Taxpayer EIN</b>	xxxxx5307
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q2/2022
<b>Payment Amount</b>	\$75,720.00
<b>Settlement Date</b>	06/21/2022
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$42,632.90
<b>2 Medicare</b>	\$9,970.58
<b>3 Tax Withholding</b>	\$23,116.52
<b>Account Number</b>	xxxxx4746
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	104102309
<b>Bank Name</b>	PLATTE VALLEY BANK

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!**

<b>EFT ACKNOWLEDGEMENT NUMBER:</b>	270257283063580
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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
<b>Taxpayer EIN</b>	xxxxx5307
<b>Tax Form</b>	941 Employers Federal Tax
<b>Tax Type</b>	Federal Tax Deposit
<b>Tax Period</b>	Q2/2022
<b>Payment Amount</b>	\$1,600.62
<b>Settlement Date</b>	06/21/2022
<b>Subcategories:</b>	
<b>1 Social Security</b>	\$886.68
<b>2 Medicare</b>	\$207.38
<b>3 Tax Withholding</b>	\$506.56
<b>Account Number</b>	xxxxx1676
<b>Account Type</b>	CHECKING
<b>Routing Number</b>	104102309
<b>Bank Name</b>	PLATTE VALLEY BANK

Department of Revenue

**e-pay****NEBRASKA**

Good Life. Great Service.

Your last visit was Tue 05/24/2022 01:23 PM CDT

## Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.Confirmation Number **NB1DOR004076395**

### Payment Details

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

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**Payment Amount** \$11,272.12

**Payment Date** 06/22/2022

**Status** SCHEDULED

**Tax Period End Date** 06302022  
(MMDDYYYY)

**Nebraska ID** 732230

**Tax Type** 01100 - Withholding

### Payment Method

**Account Nickname** General

**Bank Routing Number** 104102309

**Bank Name** PLATTE VALLEY BANK

**Bank Account Number** \*4746

**Bank Account Type** Checking

**Bank Account Category** Business

**Confirmation Email** [jenny.pragnell@mpslions.org](mailto:jenny.pragnell@mpslions.org)

Department of Revenue

e-pay

NEBRASKA

Good Life. Great Service.

Your last visit was Mon 06/20/2022 11:42 AM CDT

## Confirmation

Please keep a record of your Confirmation Number, or [print this page](#) for your records.Confirmation Number **NB1DOR004076397**

### Payment Details

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

**Payment Amount** \$202.19

**Payment Date** 06/22/2022

**Status** SCHEDULED

**Tax Period End Date** 06302022  
(MMDDYYYY)

**Nebraska ID** 732230

**Tax Type** 01100 - Withholding

### Payment Method

**Account Nickname** Cafeteria

**Bank Routing Number** 104102309

**Bank Name** PLATTE VALLEY BANK

**Bank Account Number** \*1676

**Bank Account Type** Checking

**Bank Account Category** Consumer

**Confirmation Email** jenny.pragneil@mpslions.org

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 1
01	GENERAL FUND						
<b>1100</b>	<b>REGULAR INSTRUCTIONAL PROGRAMS</b>						
01 1100 111 1 003	Instructional Salaries Elem	380,000.00	300,502.58	453,000.00	309,744.89	31.62	
01 1100 111 2 001	Instructional Salaries Sec	560,000.00	647,924.48	741,000.00	718,497.70	3.04	
01 1100 111 4 000	Regular Flat Salaries	84,000.00	77,000.00	73,500.00	68,289.39	7.09	
01 1100 123 1 003	Elementary Substitute Teachers	20,000.00	31,260.98	25,000.00	41,207.43	(64.83)	
01 1100 123 2 001	Highschool Substitute Teachers	15,000.00	24,002.50	18,000.00	41,832.00	(132.40)	
01 1100 150 1 003	Instructional Aide -Sub Para Elementary	3,000.00	7,437.33	7,500.00	1,745.88	76.72	
01 1100 150 2 001	Instructional Aide - Sub Para Highschool	500.00	0.00	0.00	0.00	0.00	
01 1100 151 1 003	STIPENDS -- ELEM XTRA DAYS	2,500.00	32,167.80	2,500.00	2,282.80	8.69	
01 1100 151 2 001	STIPENDS - SEC XTRA DAYS	1,500.00	1,710.00	2,500.00	2,225.20	10.99	
01 1100 210 1 003	Benefit Package - Elementary Blue Cross Blue Shield	90,000.00	81,924.51	90,000.00	82,619.35	8.20	
01 1100 210 2 001	Benefit Package - Secondary Blue Cross Blue Shield	130,000.00	118,095.52	130,000.00	107,442.22	17.35	
01 1100 220 0 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 1100 220 1 003	Social Security - Elementary	34,000.00	32,692.26	44,000.00	30,466.12	30.76	
01 1100 220 2 001	Social Security Secondary	62,000.00	56,463.49	75,000.00	60,890.66	18.81	
01 1100 220 4 000	SOCIAL SECURITY-FLAT	6,500.00	5,864.56	6,500.00	5,121.89	21.20	
01 1100 230 0 000	Retirement Makeups	0.00	0.00	0.00	559.24	0.00	
01 1100 230 1 003	Retirement - Elementary	51,000.00	36,464.35	56,000.00	32,963.45	41.14	
01 1100 230 2 001	Retirement - Secondary	100,000.00	68,680.31	98,000.00	70,869.73	27.68	
01 1100 230 4 000	RETIREMENT-FLAT	8,500.00	7,605.84	8,300.00	6,646.66	19.92	
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	81,450.00	80,480.00	80,000.00	66,173.00	17.28	
01 1100 290 1 003	OTHER BENEFITS FRINGE BENEFIT	0.00	9,625.00	0.00	0.00	0.00	
01 1100 290 2 001	OTHER BENEFITS FRINGE BENEFIT	0.00	0.00	0.00	0.00	0.00	
01 1100 320 1 003	Prof Dev- Elementary	4,000.00	0.00	2,000.00	210.88	89.46	
01 1100 320 2 001	Professional Dev - Secondary	4,000.00	1,247.95	2,000.00	500.00	75.00	
01 1100 340 1 003	Repairs/Maint Computers Elem	500.00	497.55	500.00	0.00	100.00	
01 1100 340 2 001	Repairs/Maint Computers- Second	500.00	151.92	500.00	368.02	26.40	
01 1100 350 0 000	ADVERTISING /PRINTING/STAFF RECRUITMENT	0.00	0.00	0.00	0.00	0.00	
01 1100 350 1 003	ADVERTISING / PRINTING/STAFF RECRUITMENT	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 2
01 1100 350 2 001	ADVERTISING/PRINTING/STAFF RECRUITMENT	0.00	0.00	0.00	0.00	0.00	
01 1100 350 3 005	ADVERTISING /PRINTING/STAFF RECRUITMENT	0.00	0.00	0.00	0.00	0.00	
01 1100 382 0 000	DISTANCE ED & TELECOMMUNICATIONS	35,500.00	49,496.29	55,000.00	43,098.62	21.64	
01 1100 443 0 000	Copier-Lease District	35,000.00	16,653.58	30,000.00	18,931.07	36.90	
01 1100 580 0 000	STF DEV/TRAVEL	0.00	4,437.40	5,000.00	0.00	100.00	
01 1100 610 0 000	SUPPLIES DISTRICT	10,000.00	196.81	2,500.00	1,977.64	20.89	
01 1100 610 1 003	SUPPLIES-- ELEM	20,000.00	18,436.06	20,000.00	27,631.04	(50.01)	
01 1100 610 2 001	SUPPLIES--SECOND	25,000.00	10,580.37	20,000.00	48,233.26	(157.03)	
01 1100 640 1 003	ELEM CURRICULUM /PERIODICALS	60,000.00	2,499.13	15,000.00	23,054.22	(53.69)	
01 1100 640 2 001	Second Curriculum/PERIODICALS	60,000.00	11,633.92	15,000.00	11,700.13	22.00	
01 1100 733 0 000	Equipment District	10,000.00	3,428.04	10,000.00	5,505.25	44.95	
01 1100 734 0 000	COMPUTER HARDWARE DISTRICT	50,000.00	21,437.80	10,000.00	599.70	94.00	
01 1100 734 1 003	COMPUTER HARDWARE ELEM	0.00	0.00	0.00	1,118.01	0.00	
01 1100 734 2 001	COMPUTER HARDWARE SEC	0.00	437.99	0.00	3,933.80	0.00	
01 1100 735 0 000	COMPUTER SOFTWARE	25,000.00	8,882.16	20,000.00	8,172.29	59.14	
01 1100 735 1 003	ELEM-COMPUTER SOFTWARE	15,000.00	14,010.84	15,000.00	8,664.22	42.24	
01 1100 735 2 001	SECOND-COMPUTER SOFTWARE	10,000.00	7,887.55	10,000.00	2,688.88	73.11	
01 1100 810 0 000	DUES AND FEES	5,000.00	660.00	2,500.00	100.00	96.00	
<b>1100</b>	<b>REGULAR INSTRUCTIONAL PROGRAMS</b>	<b>Total</b>	<b>1,999,450.00</b>	<b>1,792,476.87</b>	<b>2,145,800.00</b>	<b>1,856,064.64</b>	<b>13.24</b>
<b>1125</b>	<b>FLEX SPENDING</b>						
01 1125 111 0 000	FLEX REGULAR SALARIES	12,000.00	13,499.00	15,000.00	5,162.05	65.59	
01 1125 150 0 000	FLEX OTHER STAFF SALARIES	10,000.00	0.00	6,000.00	0.00	100.00	
01 1125 220 0 000	FLEX SOCIAL SECURITY	0.00	1,032.68	2,000.00	394.89	80.26	
01 1125 230 0 000	RETIREMENT	0.00	1,333.41	2,000.00	509.89	74.51	
01 1125 610 0 000	FLEX SUPPLIES	2,349.30	0.00	0.00	0.00	0.00	
<b>1125</b>	<b>FLEX SPENDING</b>	<b>Total</b>	<b>24,349.30</b>	<b>15,865.09</b>	<b>25,000.00</b>	<b>6,066.83</b>	<b>75.73</b>
<b>1150</b>	<b>LIMITED ENGLISH PROF PROGRAMS</b>						
01 1150 111 1 003	LEP INSTRUCTIONAL SALARIES ELEM	72,800.00	66,733.37	0.00	0.00	0.00	
01 1150 210 1 003	LEP BENEFIT PACKAGE - ELEM	4,300.00	3,355.92	1,000.00	0.00	100.00	
01 1150 220 1 003	LEP FICA/MEDICARE - ELEM	6,400.00	4,773.06	0.00	0.00	0.00	
01 1150 230 1 003	LEP RETIREMENT - ELEM	8,900.00	7,320.40	0.00	0.00	0.00	
01 1150 230 3 005	LEP RETIREMENT - PRE K	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 3
<b>1150</b>	<b>LIMITED ENGLISH PROF PROGRAMS</b>	<b>Total</b>	<b>92,400.00</b>	<b>82,182.75</b>	<b>1,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>1160</b>	<b>PROVERTY PROGRAMS</b>						
01 1160 111 1 003	POVERTY INSTR. SALARIES - ELEM	382,000.00	378,763.35	411,720.00	345,203.20	16.16	
01 1160 111 4 000	REGULAR SALARIES-FLAT	0.00	0.00	0.00	0.00	0.00	
01 1160 210 1 003	POVERTY BENEFIT PKG - ELEM	63,000.00	72,556.69	81,000.00	69,565.00	14.12	
01 1160 220 1 003	POVERTY FICA/MEDICARE - ELEM	30,000.00	29,711.50	37,000.00	26,682.02	27.89	
01 1160 220 4 000	SOCIAL SECURITY-FLAT	0.00	0.00	0.00	0.00	0.00	
01 1160 230 1 003	POVERTY RETIREMENT - ELEM	38,000.00	40,402.93	48,000.00	33,976.59	29.22	
01 1160 230 4 000	RETIREMENT-FLAT	0.00	0.00	0.00	0.00	0.00	
<b>1160</b>	<b>PROVERTY PROGRAMS</b>	<b>Total</b>	<b>513,000.00</b>	<b>521,434.47</b>	<b>577,720.00</b>	<b>475,426.81</b>	<b>17.71</b>
<b>1190</b>	<b>EARLY CHILDHOOD ED PROGRAMS</b>						
01 1190 111 3 005	INSTRUCTIONAL PRE-K	220,000.00	219,881.75	248,448.75	203,070.96	18.26	
01 1190 112 3 005	Preschool Instructional Aides	154,720.00	198,929.91	290,000.00	212,683.64	26.66	
01 1190 123 3 005	PreK Substitute Teachers	0.00	0.00	0.00	5,728.04	0.00	
01 1190 141 3 005	Provisional Teacher	50,000.00	83,259.52	0.00	62,156.06	0.00	
01 1190 150 3 005	Preschool Building Coordinator	45,000.00	36,493.76	42,000.00	29,872.28	28.88	
01 1190 210 3 005	BENEFITS -- PRE-K	60,000.00	62,364.15	57,000.00	58,091.05	(1.91)	
01 1190 220 3 005	FICA/MED -- PRE-K	37,000.00	42,770.28	47,000.00	40,618.14	13.58	
01 1190 230 3 005	RETIREMENT -- PRE-K	48,000.00	43,652.42	61,000.00	77,187.63	(26.54)	
01 1190 320 3 005	PROF DEV	5,000.00	3,167.11	3,500.00	3,743.55	(6.96)	
01 1190 580 3 005	STF DEV/TRAVEL -- PRE-K	1,000.00	64.00	1,000.00	4.90	99.51	
01 1190 610 3 005	SUPPLIES -- PRE-K	12,000.00	14,092.05	12,000.00	10,493.90	(7.80)	
01 1190 640 3 005	CURRICULUM-PREK	2,500.00	2,316.87	2,500.00	3,435.00	(37.40)	
01 1190 733 3 005	EQUIPMENT-PRE K	3,500.00	6,796.08	5,000.00	834.46	83.31	
01 1190 734 3 005	Pre-K Computer Hardware	1,000.00	2,013.00	0.00	0.00	0.00	
01 1190 735 3 005	PRE K-COMPUTER SOFTWARE	1,500.00	717.75	1,500.00	1,860.55	(24.04)	
01 1190 810 3 005	DUES AND FEES-PRE K	500.00	50.00	500.00	50.00	90.00	
<b>1190</b>	<b>EARLY CHILDHOOD ED PROGRAMS</b>	<b>Total</b>	<b>641,720.00</b>	<b>716,568.65</b>	<b>771,448.75</b>	<b>709,830.16</b>	<b>7.67</b>
<b>1200</b>	<b>SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS</b>						
01 1200 111 1 003	Sped Sal Elem	50,000.00	48,885.29	86,400.00	32,520.89	62.36	
01 1200 111 2 001	Sped Sal Sec	0.00	916.63	0.00	45,011.27	0.00	
01 1200 111 3 005	Sped Sal Preschool	53,000.00	0.00	42,000.00	21,505.01	48.80	
01 1200 112 1 003	Sped Elem Aides	48,000.00	101,682.56	103,000.00	117,511.01	(14.09)	
01 1200 112 2	Sped Sec Aides	68,000.00	62,537.65	68,000.00	67,296.27	1.03	

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001							
01 1200 150 3 005	Sped Preschool Aides	15,000.00	0.00	0.00	0.00	0.00	
01 1200 210 1 003	Sped Bene Elem	11,000.00	19,943.86	24,000.00	25,543.14	(6.43)	
01 1200 210 2 001	Sped Bene Sec	11,000.00	5,441.58	18,000.00	14,199.89	21.11	
01 1200 210 3 005	Sped Bene Prek	11,000.00	0.00	10,500.00	0.00	100.00	
01 1200 220 1 003	Soc Sec	8,800.00	11,298.00	17,000.00	11,265.30	33.73	
01 1200 220 2 001	SOCIAL SECURITY	5,200.00	4,814.08	11,009.00	8,493.84	22.85	
01 1200 220 3 005	SOCIAL SECURITY	4,300.00	0.00	4,000.00	1,565.99	60.85	
01 1200 230 1 003	Sped Retire Elem	14,000.00	14,906.66	20,600.00	22,326.67	(8.38)	
01 1200 230 2 001	Sped Retire Sec	11,000.00	7,108.92	8,000.00	12,049.40	(50.62)	
01 1200 230 3 005	RETIREMENT	4,300.00	0.00	5,200.00	4,378.99	15.79	
01 1200 270 1 003	Sped Workmns Elem	4,685.00	4,685.00	9,400.00	7,617.00	18.97	
01 1200 270 2 001	Sped Workmns Sec	4,685.00	9,370.00	4,600.00	3,805.00	17.28	
01 1200 270 3 005	WORKER'S COMPENSATION	4,685.00	0.00	4,000.00	0.00	100.00	
01 1200 320 1 003	Other Prof & Tech Services	500.00	962.00	1,000.00	0.00	100.00	
01 1200 328 1 003	PROPERTY INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 1200 338 1 003	REPAIRS AND MAINTENANCE	2,000.00	0.00	1,000.00	0.00	100.00	
01 1200 340 1 003	OTHER CONTRACTED OR SECURED SERVICES	2,500.00	0.00	2,500.00	4,984.70	(99.39)	
01 1200 382 0 000	DISTANCE EDUCATION AND TELECOMMUNICATION	7,000.00	6,888.27	7,000.00	0.00	100.00	
01 1200 441 0 000	RENTALS OR LEASES	0.00	0.00	0.00	0.00	0.00	
01 1200 520 0 000	Liability Insurance	14,052.00	0.00	0.00	0.00	0.00	
01 1200 561 2 001	HS Sped TUIT PD OTHER DIST	5,000.00	0.00	5,000.00	0.00	100.00	
01 1200 561 3 005	TUIT PD OTHER DIST	2,500.00	0.00	5,000.00	0.00	100.00	
01 1200 580 1 003	SPED--STF DEV--ELEM	2,000.00	168.00	2,000.00	233.10	88.35	
01 1200 580 2 001	SPED--STF DEV--SEC	2,000.00	554.00	1,000.00	0.00	100.00	
01 1200 580 3 005	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	
01 1200 591 0 000	Contr Serv Sped	15,000.00	19,504.17	20,000.00	15,880.51	20.60	
01 1200 591 1 003	SPED ELEM CONTRACT SERVICES	55,000.00	70,163.85	75,000.00	92,623.25	(23.50)	
01 1200 591 2 001	2nd SPED CONTRACT SERVICES	47,000.00	14,138.78	20,000.00	45,525.60	(127.63)	
01 1200 610 1 003	Elem Sped Suppl	7,000.00	4,732.77	7,000.00	4,999.51	28.58	
01 1200 610 2 001	Sec Sped Suppl	8,200.00	8,260.78	9,000.00	8,714.67	3.17	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 5
01 1200 610 3 005	Pre K SUPPLIES	2,550.00	59.98	2,500.00	758.49	69.66	
01 1200 640 1 003	ELEM SPED CURRICULUM	500.00	0.00	500.00	0.00	100.00	
01 1200 640 2 001	Sec Sped Curriculum	500.00	330.00	500.00	0.00	100.00	
01 1200 734 0 000	SPED COMPUTER HARDWARE	500.00	0.00	500.00	0.00	100.00	
01 1200 735 1 003	SPED-COMPUTER SOFTWARE-ELEM	0.00	0.00	0.00	0.00	0.00	
01 1200 810 0 000	Sped Fees	500.00	0.00	500.00	1,162.90	(132.58)	
01 1200 890 0 000	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	
<b>1200</b>	<b>SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS</b>	<b>Total</b>	<b>502,957.00</b>	<b>417,352.83</b>	<b>595,709.00</b>	<b>569,972.40</b>	<b>4.32</b>
<b>1291</b>	<b>EARLY CHILDHOOD SPECIAL EDUCATION INSTRU</b>						
01 1291 591 3 005	Sped Age 3-5 Contract Services	50,000.00	51,323.65	60,000.00	22,345.22	62.76	
<b>1291</b>	<b>EARLY CHILDHOOD SPECIAL EDUCATION INSTRU</b>	<b>Total</b>	<b>50,000.00</b>	<b>51,323.65</b>	<b>60,000.00</b>	<b>22,345.22</b>	<b>62.76</b>
<b>1292</b>	<b>BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM</b>						
01 1292 591 3 005	0-2 Sped Contracted Services	9,000.00	18,159.19	21,000.00	30,864.27	(46.97)	
<b>1292</b>	<b>BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM</b>	<b>Total</b>	<b>9,000.00</b>	<b>18,159.19</b>	<b>21,000.00</b>	<b>30,864.27</b>	<b>(46.97)</b>
<b>2120</b>	<b>GUIDANCE SERVICES</b>						
01 2120 116 1 003	Guidance/LMHP Counselor Salary	64,000.00	52,317.89	44,000.00	34,627.76	21.30	
01 2120 116 2 001	Guidance Counselor Secondary	62,000.00	56,627.12	0.00	38,833.81	0.00	
01 2120 210 0 000	GUIDANCE BENEFITS	21,000.00	9,625.00	0.00	0.00	0.00	
01 2120 210 1 003	Benefits	0.00	0.00	10,500.00	0.00	100.00	
01 2120 210 2 001	Benefits	0.00	15,823.24	5,600.00	8,185.88	(46.18)	
01 2120 220 0 000	GUIDANCE FICA/MEDICARE	1,000.00	736.34	0.00	0.00	0.00	
01 2120 220 1 003	Social Security	5,000.00	3,667.76	4,000.00	2,647.07	33.82	
01 2120 220 2 001	Social Security	5,000.00	5,004.85	5,600.00	3,208.63	42.70	
01 2120 230 0 000	GUIDANCE RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 2120 230 1 003	Retirement	6,400.00	5,167.89	5,200.00	3,418.01	34.27	
01 2120 230 2 001	Retirement	6,100.00	6,575.11	7,200.00	3,835.93	46.72	
01 2120 320 0 000	PROF DEV	0.00	0.00	0.00	0.00	0.00	
01 2120 580 0 000	Guid-Prof Dev	0.00	0.00	0.00	2,715.00	0.00	
01 2120 580 1 003	GUIDANCE PROF-DEVELOPMENT	500.00	119.00	500.00	268.00	46.40	
01 2120 580 2 001	GUIDANCE PROF Development	500.00	1,110.00	500.00	3,000.00	(500.00)	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 6
01 2120 610 000	GUIDEANCE-OTHER SUPPLIES AND MATERIALS	12,000.00	5,971.75	10,000.00	10,678.91	(6.79)	
01 2120 735 000	GUIDANCE-COMPUTER SOFTWARE	2,500.00	1,970.00	2,000.00	2,459.00	(22.95)	
01 2120 810 000	DUES AND FEES	750.00	280.00	750.00	0.00	100.00	
01 2120 890 000	Guid-Other misc expenses	500.00	1,305.00	2,000.00	0.00	100.00	
<b>2120 GUIDANCE SERVICES</b>	<b>Total</b>	<b>187,250.00</b>	<b>166,300.95</b>	<b>97,850.00</b>	<b>113,878.00</b>	<b>(16.38)</b>	
<b>2130 HEALTH SERVICES</b>							
01 2130 116 000	Salary Nurse	60,000.00	58,124.76	64,000.00	57,750.00	9.77	
01 2130 150 1003	Nurse Salary Aide	0.00	0.00	0.00	293.75	0.00	
01 2130 210 000	Nurse-Benefits	14,400.00	14,663.28	0.00	16,592.53	0.00	
01 2130 220 000	Social Security	4,600.00	3,652.01	4,100.00	3,656.07	10.83	
01 2130 220 1003	GROUP INSURANCE	0.00	0.00	0.00	22.10	0.00	
01 2130 220 2001	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 2130 230 000	Retirement Nurse	0.00	6,303.87	7,000.00	5,704.38	18.51	
01 2130 230 1003	SOCIAL SECURITY	0.00	0.00	0.00	29.01	0.00	
01 2130 230 2001	RETIREMENT	5,900.00	0.00	0.00	0.00	0.00	
01 2130 580 000	Prof Dev Nurse	500.00	321.00	500.00	411.60	17.68	
01 2130 610 000	Supplies Nurse	3,500.00	676.09	1,500.00	2,426.36	(61.76)	
01 2130 810 000	DUES AND FEES	300.00	182.37	300.00	125.00	58.33	
01 2130 890 000	Other Nurse	1,000.00	0.00	0.00	(10.37)	0.00	
<b>2130 HEALTH SERVICES</b>	<b>Total</b>	<b>90,200.00</b>	<b>83,923.38</b>	<b>77,400.00</b>	<b>87,000.43</b>	<b>(12.40)</b>	
<b>2190 OTHER PUPIL SUPPORT SERVICES</b>							
01 2190 112 000	ACTIVITY BUS DRIVER	11,000.00	15,227.93	17,000.00	12,322.18	27.52	
01 2190 150 000	Non Instructional staff salaries/A/D	32,000.00	102,906.10	120,000.00	113,966.81	5.03	
01 2190 151 000	REGULAR SALARIES-ACTIVITY	160,000.00	89,847.75	152,000.00	96,192.72	36.72	
01 2190 210 000	Insurance	7,200.00	9,299.37	11,000.00	5,871.30	46.62	
01 2190 220 000	Social Security/Med-- ACTIVITY BUS	15,000.00	17,223.11	19,000.00	17,589.14	7.43	
01 2190 230 000	RETIREMENT -- ACTIVITY BUS	25,000.00	21,274.82	25,000.00	19,185.18	23.26	
01 2190 320 000	EXTRA DUTY -- NON-STAFF	25,000.00	25,909.01	26,000.00	14,250.00	45.19	
01 2190 340 000	ATHLETIC TRAINER SERVICES-ACTIV	2,000.00	435.00	2,000.00	0.00	100.00	
01 2190 490 000	Activity Supplies Purchases Athletics	25,000.00	14,631.29	25,000.00	26,505.93	(6.02)	
01 2190 580 000	Activities -- Travel Expenses	15,000.00	4,284.74	8,000.00	11,092.30	(38.65)	
01 2190 626 000	Activities -- Gas & Oil	9,000.00	504.00	9,000.00	0.00	100.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 7
01 2190 739 000	Track/FTball Field Equipment	215,000.00	7,059.17	200,000.00	16,442.54	91.78	
01 2190 890 000	DUES/FEES -- ACTIVITIES	5,000.00	6,308.62	7,500.00	7,292.75	2.76	
<b>2190 OTHER PUPIL SUPPORT SERVICES</b>	<b>Total</b>	<b>546,200.00</b>	<b>314,910.91</b>	<b>621,500.00</b>	<b>340,710.85</b>	<b>45.18</b>	
<b>2211 SCHOOL IMPROVEMENT</b>							
01 2211 580 000	SCH IMP: TRAVEL EXPENSES	5,000.00	0.00	5,000.00	1,125.93	77.48	
01 2211 890 000	SCH IMP: ACCREDITATION EXP	10,000.00	750.00	5,000.00	3,768.82	24.62	
<b>2211 SCHOOL IMPROVEMENT</b>	<b>Total</b>	<b>15,000.00</b>	<b>750.00</b>	<b>10,000.00</b>	<b>4,894.75</b>	<b>51.05</b>	
<b>2212 INST STAFF TRNG AND CURR DEV</b>							
01 2212 150 000	Curriculum Development	0.00	0.00	0.00	416.67	0.00	
01 2212 210 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 2212 220 000	SOCIAL SECURITY	0.00	0.00	0.00	31.88	0.00	
01 2212 230 000	RETIREMENT	0.00	0.00	0.00	41.16	0.00	
01 2212 320 000	PROFESSIONAL SERVICES	10,000.00	4,520.00	10,000.00	4,500.00	55.00	
01 2212 580 000	TRAVEL EXPENSE AND MILEAGE	20,000.00	0.00	10,000.00	620.68	93.79	
<b>2212 INST STAFF TRNG AND CURR DEV</b>	<b>Total</b>	<b>30,000.00</b>	<b>4,520.00</b>	<b>20,000.00</b>	<b>5,610.39</b>	<b>71.95</b>	
<b>2213 Instructional Staff Training</b>							
01 2213 151 1003	Professional Dev - Elem teachers	0.00	0.00	0.00	225.00	0.00	
01 2213 151 2001	Professional Dev - SEC teachers	0.00	0.00	0.00	2,250.00	0.00	
01 2213 151 3005	Professional Dev - EC teachers	0.00	0.00	0.00	825.00	0.00	
01 2213 220 1003	Social Security/Medicare	0.00	0.00	0.00	17.19	0.00	
01 2213 220 2001	Social Security/Medicare	0.00	0.00	0.00	172.10	0.00	
01 2213 220 3005	Social Security/Medicare	0.00	0.00	0.00	63.12	0.00	
01 2213 230 1003	RETIREMENT	0.00	0.00	0.00	22.23	0.00	
01 2213 230 2001	RETIREMENT	0.00	0.00	0.00	222.25	0.00	
01 2213 230 3005	RETIREMENT	0.00	0.00	0.00	81.49	0.00	
<b>2213 Instructional Staff Training</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,878.38</b>	<b>0.00</b>	
<b>2220 2220</b>							
01 2220 111 000	Salary Librarian	41,300.00	37,858.37	49,600.00	11,691.82	76.43	
01 2220 112 000	Substitute or Temporary Salaries	0.00	0.00	0.00	0.00	0.00	
01 2220 112 1003	Elem Library Paraprofessional	20,000.00	19,576.38	21,000.00	19,860.66	5.43	
01 2220 210 000	Benefit Library	10,500.00	9,625.00	10,500.00	0.00	100.00	
01 2220 220 000	Fica Librarian	3,200.00	3,632.52	4,600.00	894.43	80.56	
01 2220 220 1003	Elem Library Paraprofessional	1,600.00	1,497.60	2,000.00	1,519.35	24.03	
01 2220 230 000	Retire Library	4,050.00	3,739.57	6,000.00	1,154.89	80.75	

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000							
01 2220 230 1 003	RETIREMENT	1,950.00	207.79	350.00	1,096.37	(213.25)	
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	1,000.00	240.86	1,000.00	469.20	53.08	
01 2220 610 2 001	Sec Library Supplies	1,000.00	940.95	2,000.00	352.18	82.39	
01 2220 640 1 003	Library Books Elem	2,500.00	1,225.66	2,500.00	1,106.60	55.74	
01 2220 640 2 001	Library Books Sec	1,000.00	1,488.17	1,500.00	1,615.83	(7.72)	
01 2220 735 0 000	Library-Computer Software	350.00	257.50	350.00	595.73	(70.21)	
01 2220 810 0 000	Dues and Fees	200.00	0.00	200.00	0.00	100.00	
<b>2220 2220</b>	<b>Total</b>	<b>88,850.00</b>	<b>80,290.37</b>	<b>101,800.00</b>	<b>40,357.06</b>	<b>60.36</b>	
<b>2230</b>	<b>Technical Services</b>						
01 2230 112 1 003	Computer Para - Elem	0.00	0.00	0.00	26,327.86	0.00	
01 2230 114 0 000	Technology Assistant	24,000.00	21,517.20	25,000.00	23,188.42	7.25	
01 2230 210 0 000	Benefit Tech	0.00	0.00	0.00	0.00	0.00	
01 2230 210 1 003	Computer Aide - Health Insurance/Benefits	0.00	0.00	0.00	7,641.58	0.00	
01 2230 220 0 000	Fica Tech	1,900.00	1,646.06	1,900.00	1,773.90	6.64	
01 2230 220 1 003	Computer Aide - Social Security/Medicare	0.00	0.00	0.00	1,858.76	0.00	
01 2230 230 0 000	Retire Tech	2,330.00	2,125.43	2,500.00	2,290.50	8.38	
01 2230 230 1 003	Computer Aid - RETIREMENT	0.00	0.00	0.00	2,556.11	0.00	
01 2230 320 0 000	PROF DEV-TECH	250.00	0.00	250.00	0.00	100.00	
01 2230 340 1 003	Repairs Elem Tech	500.00	0.00	500.00	0.00	100.00	
01 2230 340 2 001	Repairs Sec Tech	500.00	0.00	500.00	0.00	100.00	
01 2230 432 0 000	Technology Contracted Services	75,000.00	65,735.00	70,000.00	55,146.07	21.22	
01 2230 580 0 000	Mileage Tech	200.00	0.00	200.00	0.00	100.00	
01 2230 610 0 000	Supplies Tech	750.00	4,423.67	5,000.00	3,486.88	30.26	
01 2230 734 0 000	Tech Hardware	15,000.00	11,904.91	15,000.00	5,501.87	19.86	
01 2230 735 0 000	COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
01 2230 810 0 000	Tech Dues/fees	200.00	0.00	200.00	0.00	100.00	
01 2230 890 0 000	Other Tech	0.00	0.00	0.00	0.00	0.00	
<b>2230</b>	<b>Technical Services</b>	<b>Total</b>	<b>120,630.00</b>	<b>107,352.27</b>	<b>121,050.00</b>	<b>129,771.95</b>	<b>(12.59)</b>
<b>2310</b>	<b>BOARD OF EDUCATION</b>						
01 2310 310 0 000	Prof Dev	10,000.00	3,890.00	8,000.00	18,967.34	(137.09)	
01 2310 350 0	Advertising And Printing	10,000.00	9,190.00	10,000.00	450.00	95.50	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 9
000							
01 2310 440 0 000	Periodicals Board	300.00	0.00	300.00	0.00	100.00	
01 2310 520 0 000	District Liability Insurance	77,826.00	77,117.00	80,000.00	81,393.00	(1.74)	
01 2310 521 0 000	Board Fidelity Bond Premiums	250.00	0.00	250.00	0.00	100.00	
01 2310 580 0 000	Mileage And Expense	4,000.00	680.50	3,000.00	2,508.24	16.39	
01 2310 610 0 000	Supplies Board	500.00	38.91	500.00	10.25	97.95	
01 2310 699 0 000	BOARD CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2310 810 0 000	Dues And Fees	10,000.00	9,533.76	10,000.00	16,478.09	(64.78)	
01 2310 890 0 000	Other Board	4,000.00	152.68	1,000.00	303.10	69.69	
<b>2310 BOARD OF EDUCATION</b>	<b>Total</b>	<b>116,876.00</b>	<b>100,602.85</b>	<b>113,050.00</b>	<b>120,110.02</b>	<b>(6.25)</b>	
<b>2320 EXECUTIVE ADMINISTRATION</b>							
01 2320 105 0 000	SALARY-SUPERINTENDENT	131,000.00	119,500.01	135,000.00	125,978.81	6.68	
01 2320 150 0 000	Clerical Salary Supt	31,200.00	33,241.38	41,000.00	58,266.30	(42.11)	
01 2320 210 0 000	Benefits Supt	23,100.00	17,936.02	23,100.00	26,089.62	(12.94)	
01 2320 220 0 000	Fica Supt	12,400.00	11,464.86	15,000.00	13,759.13	8.27	
01 2320 230 0 000	Retire Supt	18,000.00	19,869.69	26,000.00	18,398.62	29.24	
01 2320 290 0 000	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 2320 320 0 000	SUPER-PROF DEV	3,500.00	149.50	3,500.00	75.00	97.86	
01 2320 432 0 000	Comp Hardware Supt	1,000.00	0.00	0.00	0.00	0.00	
01 2320 580 0 000	TRAVEL - SUPT.	2,000.00	42.00	2,000.00	2,224.56	(11.23)	
01 2320 610 0 000	Office Supplies	250.00	139.00	250.00	0.00	100.00	
01 2320 699 0 000	SUPERINTENDENT CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2320 733 0 000	Equip Supt	500.00	0.00	500.00	0.00	100.00	
01 2320 735 0 000	Comp Software Supt	0.00	0.00	0.00	0.00	0.00	
01 2320 810 0 000	Dues And Fees	2,000.00	1,431.00	2,000.00	637.75	68.11	
01 2320 890 0 000	Other Supt	500.00	25.00	500.00	0.00	100.00	
<b>2320 EXECUTIVE ADMINISTRATION</b>	<b>Total</b>	<b>225,450.00</b>	<b>203,798.46</b>	<b>248,850.00</b>	<b>245,429.79</b>	<b>1.37</b>	
<b>2330 District Legal Services</b>							
01 2330 317 0 000	LEGAL SERVICES	10,000.00	2,426.00	10,000.00	11,866.08	(18.66)	
<b>2330 District Legal Services</b>	<b>Total</b>	<b>10,000.00</b>	<b>2,426.00</b>	<b>10,000.00</b>	<b>11,866.08</b>	<b>(18.66)</b>	
<b>2410 PRIN</b>							
01 2410 111 1 003	Salary Elem Prin	107,000.00	112,657.02	90,000.00	90,000.00	0.00	
01 2410 111 2 001	Salary Sec Prin	91,000.00	86,810.21	90,000.00	82,725.00	8.08	
01 2410 150 1	Clerical Elem Prin	36,000.00	34,986.43	40,000.00	36,705.60	8.24	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 10
003							
01 2410 150 2 001	Clerical Sec Prin	29,500.00	28,704.96	37,000.00	38,503.34	(4.06)	
01 2410 210 1 003	Benefit Elem Prin	0.00	0.00	0.00	201.82	0.00	
01 2410 210 2 001	Benefit Sec Prin	7,400.00	15,133.80	0.00	346.73	0.00	
01 2410 220 1 003	Fica Elem Prin	11,000.00	11,234.37	16,000.00	9,611.80	39.93	
01 2410 220 2 001	Fica Sec Prin	9,300.00	7,855.80	11,000.00	8,866.43	19.40	
01 2410 230 1 003	Retire Elem Prin	14,000.00	13,116.60	12,392.00	5,614.00	54.70	
01 2410 230 2 001	Retire Sec Prin	13,000.00	15,815.39	11,975.00	13,037.03	(8.87)	
01 2410 320 1 003	ELEM PRINCIPAL-PROF DEV	1,000.00	1,927.13	2,000.00	0.00	100.00	
01 2410 320 2 001	SEC PRINCIPAL-PROF DEV	1,000.00	124.64	2,000.00	210.00	89.50	
01 2410 580 1 003	Mileage Elem Prin	500.00	39.67	1,000.00	0.00	100.00	
01 2410 580 2 001	Mileage Sec Prin	500.00	0.00	1,000.00	358.00	64.20	
01 2410 580 3 005	TRAVEL EXPENSE AND MILEAGE-Director Earl	0.00	0.00	0.00	0.00	0.00	
01 2410 610 1 003	Supplies Elem Prin	500.00	0.00	1,000.00	12.00	98.80	
01 2410 610 2 001	Supplies Sec Prin	500.00	338.65	1,000.00	132.40	86.76	
01 2410 610 3 005	SUPPLIES-PRE K Director	0.00	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 733 2 001	Equip Sec Prin	0.00	0.00	0.00	0.00	0.00	
01 2410 734 1 003	Comp Hardware Elem Princ	800.00	0.00	0.00	0.00	0.00	
01 2410 734 2 001	Comp Hardware Sec Princ	800.00	0.00	0.00	0.00	0.00	
01 2410 810 1 003	Dues Elem Prin	750.00	883.00	750.00	360.00	52.00	
01 2410 810 2 001	Dues Sec Prin	500.00	335.00	750.00	360.00	52.00	
01 2410 810 3 005	DUES AND FEES-Director Early Childhood	0.00	0.00	0.00	0.00	0.00	
<b>2410 PRIN</b>	<b>Total</b>	<b>325,050.00</b>	<b>329,962.67</b>	<b>317,867.00</b>	<b>287,044.15</b>	<b>9.70</b>	
<b>2510</b>	<b>GENERAL ADMIN-BUSINESS SERVICE</b>						
01 2510 116 0 000	Business Manager--Salary	77,000.00	69,677.33	85,000.00	71,858.32	15.46	
01 2510 210 0 000	Business Manager--Benefits Package	0.00	25.45	0.00	0.00	0.00	
01 2510 220 0 000	Business Manager--FICA/Medicare	6,000.00	4,997.96	6,460.00	5,472.81	15.28	
01 2510 230 0 000	Business Manager--Retirement	7,500.00	6,658.26	8,400.00	7,663.86	8.76	
01 2510 260 0 000	UNEMPLOYMENT COMP OR INS	0.00	2,057.93	0.00	0.00	0.00	
01 2510 315 0 000	Audit	14,000.00	13,793.00	18,000.00	16,942.98	5.87	
01 2510 320 0 000	Professional & Technical Svcs	7,500.00	784.88	5,000.00	2,178.62	56.43	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 11
01 2510 340 000	Contracted Services	500.00	31.00	500.00	321.00	35.80	
01 2510 350 000	Adver/print General	5,000.00	2,270.07	5,000.00	5,531.83	(10.64)	
01 2510 382 000	E-rate	15,500.00	1,280.79	15,500.00	905.55	94.16	
01 2510 531 000	Postage General	2,200.00	1,133.67	2,200.00	2,553.53	(16.07)	
01 2510 580 000	Travel/Mileage Expenses-General	2,500.00	520.50	2,500.00	569.62	77.22	
01 2510 610 000	Supplies General	2,000.00	6,173.45	7,000.00	2,191.73	68.69	
01 2510 699 000	BUSINESS SVCS CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2510 733 000	Equip General	750.00	0.00	750.00	9,379.99	(1,150.67)	
01 2510 735 000	BUSINESS SOFTWARE	6,500.00	7,700.00	8,000.00	15,686.32	(96.08)	
01 2510 810 000	DUES AND FEES	1,500.00	867.14	1,000.00	1,176.55	(17.66)	
01 2510 890 000	Other General	1,000.00	0.00	500.00	18.00	96.40	
<b>2510 GENERAL ADMIN-BUSINESS SERVICE</b>	<b>Total</b>	<b>149,450.00</b>	<b>117,971.43</b>	<b>165,810.00</b>	<b>142,450.71</b>	<b>14.09</b>	
<b>2610 Custodian</b>							
01 2610 150 1003	CUSTODIAL SALARY--ELEM	62,500.00	37,352.52	62,500.00	33,649.92	46.16	
01 2610 150 2001	CUSTODIAL SALARIES -- SEC	50,000.00	40,945.53	50,000.00	49,559.66	0.88	
01 2610 150 3005	CUSTODIAL-PRE K	16,000.00	6,684.13	10,000.00	4,652.78	53.47	
01 2610 210 1003	Benefits Elem	8,000.00	5,491.59	7,000.00	3,733.68	46.66	
01 2610 210 2001	Benefits Sec	7,000.00	5,441.58	7,000.00	11,201.04	(60.01)	
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	4,800.00	2,721.30	4,500.00	2,456.93	45.40	
01 2610 220 2001	Fica Sec Custodian	3,825.00	3,076.07	3,900.00	3,734.61	4.24	
01 2610 220 3005	SOCIAL SECURITY-PRE K CUSTODIAL	1,300.00	418.76	500.00	355.95	28.81	
01 2610 230 1003	Retire Elem Cust	6,100.00	5,027.11	6,000.00	3,029.45	49.51	
01 2610 230 2001	Retire Sec Cust	4,900.00	4,418.56	5,000.00	4,875.65	2.49	
01 2610 230 3005	RETIREMENT-PRE K CUSTODIAL	15,200.00	0.00	0.00	0.00	0.00	
01 2610 320 000	PROPERTY SERVICES-Equip Rental	500.00	0.00	500.00	0.00	100.00	
01 2610 431 000	Repairs and Maintenance	7,500.00	915.75	5,000.00	0.00	100.00	
01 2610 610 000	Custodial-Supplies	2,500.00	4,551.48	5,000.00	3,116.01	(27.17)	
01 2610 610 1003	Supplies Elem Cust	15,000.00	9,410.34	15,000.00	7,433.33	50.44	
01 2610 610 2001	Supplies Sec Cust	15,000.00	6,576.48	15,000.00	9,523.05	34.13	
01 2610 610 3005	CUSTODIAL SUPPLIES - PRE K	6,000.00	2,548.94	6,000.00	4,469.80	22.94	
01 2610 621 1	Heat - Elem	162,000.00	85,946.78	150,000.00	85,791.79	42.81	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 12
003							
01 2610 621 2 001	Heat - Highschool	65,000.00	49,162.23	70,000.00	52,436.55	25.09	
01 2610 621 3 005	HEAT-PRE K	10,200.00	8,372.30	12,000.00	7,185.44	40.12	
01 2610 733 0 000	Equipment Cust	5,000.00	2,209.81	5,000.00	0.00	100.00	
<b>2610 Custodian</b>	<b>Total</b>	<b>468,325.00</b>	<b>281,271.26</b>	<b>439,900.00</b>	<b>287,205.64</b>	<b>33.86</b>	
<b>2620 Maintenance</b>							
01 2620 150 0 000	District Maintenance Salaries	65,000.00	75,594.97	90,000.00	109,419.30	(21.58)	
01 2620 210 0 000	HEALTH INSURANCE	10,000.00	10,807.70	14,000.00	14,312.44	(2.23)	
01 2620 210 1 003	HEALTH INSURANCE-MAINTENANCE	0.00	0.00	0.00	0.00	0.00	
01 2620 220 0 000	SOCIAL SECURITY	5,000.00	5,733.32	7,000.00	8,335.95	(19.09)	
01 2620 230 0 000	RETIREMENT	6,400.00	9,304.21	12,000.00	10,808.22	9.93	
01 2620 340 0 000	Maint-Repairs	10,000.00	206.00	10,000.00	151.48	98.49	
01 2620 340 1 003	Contr Serv Elem Maint	5,000.00	1,112.93	5,000.00	1,862.25	62.76	
01 2620 340 2 001	Contr Serv Sec Maint	5,000.00	1,990.63	5,000.00	5,675.65	(13.51)	
01 2620 340 3 005	CONTR SERV (FIRE MONITOR)	4,000.00	120.00	1,000.00	0.00	100.00	
01 2620 610 0 000	Dist-Repair/Maintenance Grounds	10,000.00	6,704.38	10,000.00	6,552.66	34.47	
01 2620 610 1 003	Elem-Maintenance/Repair Supplies	6,000.00	4,968.81	10,000.00	2,491.22	75.09	
01 2620 610 2 001	Sec Repair/Maintenance Supplies	6,000.00	8,084.86	15,000.00	11,904.03	20.64	
01 2620 610 3 005	PRE K MAINTENANCE SUPPLIES	2,500.00	2,910.05	2,500.00	989.33	60.43	
01 2620 699 0 000	CUSTODIAL/MAINT CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2620 720 0 000	Bldg Improv District	25,000.00	0.00	25,000.00	2,499.03	90.00	
01 2620 733 0 000	Maint-Equip-Concession Stand	20,000.00	0.00	20,000.00	33.17	99.83	
01 2620 733 1 003	Equip Maint	5,000.00	1,546.59	5,000.00	180.00	96.40	
01 2620 733 2 001	Equip Maint	5,000.00	2,062.81	5,000.00	1,980.06	60.40	
01 2620 733 3 005	FURNITURE AND EQUIPMENT-PRE K	2,500.00	996.70	2,500.00	0.00	100.00	
01 2620 890 0 000	Maint-Other	0.00	0.00	0.00	0.00	0.00	
<b>2620 Maintenance</b>	<b>Total</b>	<b>192,400.00</b>	<b>132,143.96</b>	<b>239,000.00</b>	<b>177,194.79</b>	<b>25.86</b>	
<b>2660 Security</b>							
01 2660 490 0 000	Safety and Security/School Resource	40,000.00	7,722.77	15,000.00	5,614.83	51.90	
<b>2660 Security</b>	<b>Total</b>	<b>40,000.00</b>	<b>7,722.77</b>	<b>15,000.00</b>	<b>5,614.83</b>	<b>51.90</b>	
<b>2710 REGULAR PUPIL TRANSPORTATION</b>							
01 2710 112 0 000	Trans-Sub Bus Salary	22,000.00	4,107.58	6,000.00	6,324.15	(5.40)	
01 2710 150 0 000	Salary Bus	90,000.00	110,894.09	110,000.00	90,922.25	17.34	
01 2710 210 0 000	Benefits	0.00	2,657.42	0.00	4,078.94	0.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 13
000							
01 2710 220 0 000	Fica Bus	8,500.00	8,726.56	9,000.00	7,130.03	20.78	
01 2710 230 0 000	Retire Bus	11,000.00	8,734.41	9,000.00	9,650.35	(7.23)	
01 2710 610 0 000	Supplies	7,000.00	1,042.46	7,000.00	0.00	100.00	
01 2710 626 0 000	Gas And Oil	35,000.00	33,871.46	40,000.00	49,260.62	(23.15)	
01 2710 699 0 000	TRANSPORTATION CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 2710 732 0 000	Vehicle Acquisition	99,000.00	11.00	75,000.00	280.00	99.63	
01 2710 739 0 000	Other Equipment Tires/Parts	37,000.00	8,412.26	35,000.00	10,511.70	69.97	
01 2710 890 0 000	Other	3,500.00	7,596.70	10,000.00	4,659.36	53.41	
<b>2710</b>	<b>REGULAR PUPIL TRANSPORTATION</b>	<b>Total</b>	<b>313,000.00</b>	<b>186,053.94</b>	<b>301,000.00</b>	<b>182,817.40</b>	<b>39.26</b>
<b>2712</b>	<b>SCHOOL AGE SPEC ED TRANSPORT</b>						
01 2712 150 2 001	SPED TRANSPORTATION/BUS DRIVER	12,131.09	0.00	10,000.00	0.00	100.00	
01 2712 220 2 001	FICA/Medicare SPED Transportation	350.00	0.00	500.00	0.00	100.00	
01 2712 230 2 001	Retirement -- SPED Transportation	470.00	0.00	500.00	0.00	100.00	
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	0.00	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	1,000.00	0.00	1,000.00	0.00	100.00	
01 2712 890 0 000	SPED TRANS -- OTHER	500.00	0.00	500.00	0.00	100.00	
<b>2712</b>	<b>SCHOOL AGE SPEC ED TRANSPORT</b>	<b>Total</b>	<b>15,951.09</b>	<b>0.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>2900</b>	<b>Early Retirement</b>						
01 2900 220 0 000	SOCIAL SECURITY	0.00	0.00	570.00	573.75	(0.66)	
01 2900 239 0 000	EARLY RETIRMENT	0.00	0.00	7,500.00	7,500.00	0.00	
<b>2900</b>	<b>Early Retirement</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>8,070.00</b>	<b>8,073.75</b>	<b>(0.05)</b>
<b>3135</b>	<b>High Ability Learner</b>						
01 3135 111 0 000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	
01 3135 210 0 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 3135 220 0 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 3135 230 0 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 3135 320 0 000	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00	0.00	
01 3135 580 0 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	
01 3135 610 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	
01 3135 640 0 000	CURRICULUM	0.00	0.00	0.00	0.00	0.00	
<b>3135</b>	<b>High Ability Learner</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 14
<b>3300</b>	<b>COMMUNITY SERVICES</b>						
01 3300 610 000	Community Service	8,000.00	2,248.30	8,000.00	1,449.71	81.88	
<b>3300</b>	<b>COMMUNITY SERVICES</b>	<b>Total</b>	<b>8,000.00</b>	<b>2,248.30</b>	<b>8,000.00</b>	<b>1,449.71</b>	<b>81.88</b>
<b>3540</b>	<b>STATE EARLY CHILDHOOD</b>						
01 3540 111 000	EARLY CHILDHOOD--INST SALARY	0.00	0.00	0.00	0.00	0.00	
01 3540 210 000	EARLY CHILDHOOD--BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 3540 220 000	EARLY CHILDHOOD--FICA/MEDICARE	0.00	0.00	0.00	0.00	0.00	
01 3540 230 000	EARLY CHILDHOOD--RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 3540 237 000	RETIREMENT ADJ -- EARLY INTERVENING	0.00	0.00	0.00	0.00	0.00	
01 3540 580 000	STF DEV/TRAVEL--EARLY INTERVENING	0.00	0.00	0.00	0.00	0.00	
01 3540 610 000	SUPPLIES--EARLY INTERVENING	0.00	0.00	0.00	0.00	0.00	
01 3540 890 000	OTHER -- EARLY INTERVENING	0.00	0.00	0.00	0.00	0.00	
<b>3540</b>	<b>STATE EARLY CHILDHOOD</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>3999</b>	<b>ED QUEST</b>						
01 3999 890 000	ED QUEST MINI GRANT	0.00	0.00	0.00	0.00	0.00	
<b>3999</b>	<b>ED QUEST</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>5000</b>	<b>DEBT SERVICES</b>						
01 5000 700 000	Repay Haz Mat(owe 36,000)	0.00	0.00	0.00	0.00	0.00	
01 5000 700 900	Repay Bond Fund	0.00	0.00	0.00	0.00	0.00	
01 5000 701 000	Repay Building Fund	0.00	0.00	0.00	0.00	0.00	
01 5000 702 000	REPAY DEPRECIATION FUND	0.00	0.00	0.00	0.00	0.00	
01 5000 720 000 000	BUILDING, ACQUISITION, AND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
01 5000 832 000	Interest On Short Term Debt	0.00	0.00	0.00	0.00	0.00	
<b>5000</b>	<b>DEBT SERVICES</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6200</b>	<b>TITLE I, PART A NCLB IMPROV THE ACADEM</b>						
01 6200 111 000	TITLE I SALARIES INSTRUCTIONAL	120,000.00	104,701.74	8,000.00	67,210.00	(740.13)	
01 6200 112 000	TITLE I SUBSTITUTES OR TEMP SALARIES	0.00	0.00	0.00	0.00	0.00	
01 6200 150 000	TITLE I SALARIES/AIDES	65,000.00	58,302.72	0.00	59,762.83	0.00	
01 6200 210 000	TITLE I BENEFITS	0.00	13,412.02	0.00	3,822.38	0.00	
01 6200 220 000	TITLE I FICA/MEDICARE	14,000.00	10,410.82	8,000.00	8,178.71	(2.23)	
01 6200 230 000	TITLE I RETIREMENT BENEFITS	17,500.00	19,182.59	9,200.00	12,486.03	(35.72)	
01 6200 580 000	STAFF DEV/TRAINING	1,000.00	1,500.00	1,500.00	0.00	100.00	
01 6200 610 000	TITLE I SUPPLIES	1,000.00	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	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 15
01 6200 735 0 000	TITLE I COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
01 6200 890 0 000	OTHER TITLE I	2,000.00	0.00	1,000.00	0.00	100.00	
<b>6200</b>	<b>TITLE I, PART A NCLB IMPROV THE ACADEM</b>	<b>Total</b>	<b>220,500.00</b>	<b>207,509.89</b>	<b>28,700.00</b>	<b>151,459.95</b>	<b>(427.74)</b>
<b>6210</b>	<b>TITLE I ACCOUNTABILITY</b>						
01 6210 100 0 000	Title1 Accountability SALARIES	10,000.00	0.00	10,000.00	0.00	100.00	
01 6210 112 0 000	TITLE I FY12 -- SUB SALARIES	0.00	0.00	0.00	0.00	0.00	
01 6210 220 0 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 6210 230 0 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
<b>6210</b>	<b>TITLE I ACCOUNTABILITY</b>	<b>Total</b>	<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>6310</b>	<b>TITLE II, PART A NCLB TCHR QUAL GRANTS</b>						
01 6310 111 0 000	SALARY -- TITLE II PART A	0.00	0.00	0.00	90.00	0.00	
01 6310 210 0 000	BENEFITS -- TITLE IIA	0.00	0.00	0.00	0.00	0.00	
01 6310 220 0 000	SUB FICA/MED-- TITLE II FY13	0.00	0.00	0.00	0.00	0.00	
01 6310 230 0 000	TITLE II SUB RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 6310 320 0 000	PROF SVCS -- TITLE IIA	0.00	0.00	0.00	0.00	0.00	
01 6310 330 0 000	TITLE IIA-EMPLOYEE TRAINING & DEV SVCS	0.00	0.00	0.00	20,321.92	0.00	
01 6310 580 0 000	STF DEV/TRAVEL -- TITLE IIA	20,000.00	0.00	0.00	850.83	0.00	
01 6310 610 0 000	SUPPLIES -- TITLE IIA	0.00	0.00	0.00	0.00	0.00	
01 6310 890 0 000	Title II Indirect Costs	0.00	0.00	0.00	0.00	0.00	
<b>6310</b>	<b>TITLE II, PART A NCLB TCHR QUAL GRANTS</b>	<b>Total</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,262.75</b>	<b>0.00</b>
<b>6404</b>	<b>IDEA PART B(611) BASE ALLOC BIRTH TO 4</b>						
01 6404 580 0 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	
01 6404 591 0 000	IDEA B BASE -- PROFESSIONAL SERVICE	0.00	0.00	0.00	0.00	0.00	
01 6404 610 0 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	
01 6404 890 0 000	IDEA BIRTH-4 INDIRECT COST	0.00	0.00	0.00	0.00	0.00	
<b>6404</b>	<b>IDEA PART B(611) BASE ALLOC BIRTH TO 4</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6406</b>	<b>IDEA PRESCHOOL(619) BASE ALLOC</b>						
01 6406 111 3 005	IDEA B PREK SPED SALARY	0.00	0.00	0.00	0.00	0.00	
01 6406 220 3 005	IDEA B PREKSPED FICA/MEDICARE	0.00	0.00	0.00	0.00	0.00	
01 6406 230 3 005	IDEA B PREK SPED RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 6406 580 3 005	IDEA PREK--STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	
01 6406 591 3 005	IDEA B PREK--PROFESSIONAL SVCS	3,478.00	0.00	4,000.00	0.00	100.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 16
01 6406 890 0 000	IDEA PREK INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	
<b>6406</b>	<b>IDEA PRESCHOOL(619) BASE ALLOC</b>	<b>Total</b>	<b>3,478.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>6408</b>	<b>IDEA ENROLLMENT/POVERTY</b>						
01 6408 111 0 000	IDEA-EP--CERTIFIED SALARY	50,000.00	62,402.12	71,000.00	72,496.34	(2.11)	
01 6408 150 0 000	IDEA-EP--CLASSIFIED SALARIES	0.00	0.00	0.00	0.00	0.00	
01 6408 210 0 000	IDEA-EP--OTHER BENEFITS	9,000.00	9,625.00	0.00	20,616.97	0.00	
01 6408 220 0 000	IDEA-EP--FICA/MEDICARE	4,000.00	5,485.29	6,200.00	6,073.93	2.03	
01 6408 230 0 000	IDEA-EP--RETIREMENT	4,800.00	6,163.96	8,000.00	7,161.09	10.49	
01 6408 270 2 001	IDEA B--WORKERS COMP	0.00	0.00	0.00	0.00	0.00	
01 6408 480 0 000	IDEA-EP--COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	
01 6408 580 0 000	IDEA-EP--PROF DEV/TRAVEL	0.00	0.00	0.00	0.00	0.00	
01 6408 591 0 000	IDEA-EP--PROFESSIONAL SVCS	22,548.00	0.00	0.00	0.00	0.00	
01 6408 610 0 000	IDEA-ER--SUPPLIES	0.00	0.00	0.00	0.00	0.00	
01 6408 734 0 000	IDEA--EP COMPUTER SOFTWARE	0.00	0.00	0.00	0.00	0.00	
01 6408 890 0 000	IDEA ER-INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	
<b>6408</b>	<b>IDEA ENROLLMENT/POVERTY</b>	<b>Total</b>	<b>90,348.00</b>	<b>83,676.37</b>	<b>85,200.00</b>	<b>106,348.33</b>	<b>(24.82)</b>
<b>6412</b>	<b>IDEA PART B PROPORTIONATE SHARE</b>						
01 6412 313 0 000	CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	
<b>6412</b>	<b>IDEA PART B PROPORTIONATE SHARE</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6421</b>	<b>IDEA PART-B (611) ARP - EP</b>						
01 6421 591 0 000	IDEA B-EP (ARP) Services Purchased from ESU or district	0.00	0.00	0.00	42,419.70	0.00	
<b>6421</b>	<b>IDEA PART-B (611) ARP - EP</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42,419.70</b>	<b>0.00</b>
<b>6422</b>	<b>IDEA PreK 619 ARP</b>						
01 6422 610 3 005	IDEA PreK 619 ARP-OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	662.93	0.00	
<b>6422</b>	<b>IDEA PreK 619 ARP</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>662.93</b>	<b>0.00</b>
<b>6690</b>	<b>Other Fed Non-Categorical Expenditures</b>						
01 6690 150 3 005	ARP Child Stabilization funds - Non Instructional	0.00	0.00	0.00	500.00	0.00	
01 6690 151 3 005	ARP Bonus Teachers/Professional Staff	0.00	0.00	0.00	16,849.97	0.00	
01 6690 152 3 005	ARP Bonus Instructional Aides & Assistants	0.00	0.00	0.00	3,500.00	0.00	
01 6690 220 3 005	Social Security/Medicare	0.00	0.00	0.00	1,595.01	0.00	
01 6690 610 3 005	ARP Childcare Stabilization - OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	30,785.98	0.00	
01 6690 731 3 005	ARP Childcare Stabilization - Equipment	0.00	0.00	0.00	10,384.86	0.00	
<b>6690</b>	<b>Other Fed Non-Categorical Expenditures</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>63,615.82</b>	<b>0.00</b>
<b>6700</b>	<b>FED VOC &amp; APP TECH ED (CARL PERKINS)</b>						
01 6700 610 0 000	FED VOC & APP (CARL PERKINS) SUPPLIES	4,000.00	0.00	4,990.00	0.00	100.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 17
<b>6700</b>	<b>FED VOC &amp; APP TECH ED (CARL PERKINS)</b>	<b>Total</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,990.00</b>	<b>0.00</b>	<b>100.00</b>
<b>6969</b>	<b>TITLE IV GRANTS</b>						
01 6969 111 2 001	TITLE IV SALARIES	3,000.00	0.00	4,500.00	0.00	100.00	
01 6969 220 2 001	Social Security/Medicare	160.00	0.00	400.00	0.00	100.00	
01 6969 230 2 001	RETIREMENT	290.00	0.00	400.00	0.00	100.00	
01 6969 320 0 000	PROFESSIONAL SERVICES	3,000.00	0.00	7,000.00	0.00	100.00	
01 6969 565 0 000	Title IV - Tuition to Post-Sec Schools	0.00	0.00	0.00	2,580.00	0.00	
01 6969 580 0 000	TRAVEL EXPENSE AND MILEAGE	50,000.00	0.00	45,000.00	0.00	100.00	
01 6969 591 0 000	Services Purchased from ESU or district	0.00	0.00	0.00	2,560.00	0.00	
01 6969 610 0 000	TITLE IV SUPPLIES AND MATERIALS	500.00	0.00	500.00	2,904.76	(480.95)	
01 6969 810 0 000	Title IV - DUES AND FEES	0.00	0.00	0.00	288.07	0.00	
<b>6969</b>	<b>TITLE IV GRANTS</b>	<b>Total</b>	<b>56,950.00</b>	<b>0.00</b>	<b>57,800.00</b>	<b>8,332.83</b>	<b>85.58</b>
<b>6990</b>	<b>OTHER FED CATEGORICAL RECEIPTS</b>						
01 6990 610 0 000	Other Fed grant Supplies	0.00	0.00	0.00	0.00	0.00	
<b>6990</b>	<b>OTHER FED CATEGORICAL RECEIPTS</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6992</b>	<b>REAP</b>						
01 6992 735 0 000	REAP-Computer Software	30,242.00	0.00	35,000.00	0.00	100.00	
<b>6992</b>	<b>REAP</b>	<b>Total</b>	<b>30,242.00</b>	<b>0.00</b>	<b>35,000.00</b>	<b>0.00</b>	<b>100.00</b>
<b>6996</b>	<b>ESSERS I</b>						
01 6996 111 1 003	ESSERS Teachers/Professional Staff	0.00	0.00	41,590.00	0.00	100.00	
01 6996 112 1 003	ESSERS Instructional Aides & Assistants	0.00	0.00	0.00	0.00	0.00	
01 6996 116 1 003	Professional Non-certificated Staff	0.00	0.00	0.00	0.00	0.00	
01 6996 131 1 003	Salaries for Overtime Instructional Aide	0.00	0.00	0.00	0.00	0.00	
01 6996 216 1 003	ESSERS Insurance Prof. Non-certificated	0.00	0.00	0.00	0.00	0.00	
01 6996 220 1 003	Social Security/Medicare	0.00	0.00	0.00	0.00	0.00	
01 6996 221 1 003	Social Security Teachers	0.00	0.00	0.00	0.00	0.00	
01 6996 222 1 003	ESSERS SOCIAL SECURITY AIDES	0.00	0.00	0.00	0.00	0.00	
01 6996 226 1 003	ESSERS SS Professional Non-Certificated	0.00	0.00	0.00	0.00	0.00	
01 6996 230 1 003	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 6996 231 1 003	Retirement Contributions Teachers	0.00	0.00	0.00	0.00	0.00	
01 6996 232 1 003	Retirement Contributions Aides & Assist.	0.00	0.00	0.00	0.00	0.00	
01 6996 236 1 003	ESSERS Retirement Prof. Non-certified	0.00	0.00	0.00	0.00	0.00	
01 6996 610 1 003	ESSERS - OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	900.00	0.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 18
01 6996 610 2 001	ESSERS - OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	900.00	0.00	
<b>6996</b>	<b>ESSERS I</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>41,590.00</b>	<b>1,800.00</b>	<b>95.67</b>
<b>6997</b>	<b>ESSERS II</b>						
01 6997 650 0 000	ESSER II - Supplies-Technology Related	0.00	0.00	0.00	50,580.00	0.00	
01 6997 734 0 000	ESSERS II - COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	
<b>6997</b>	<b>ESSERS II</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50,580.00</b>	<b>0.00</b>
<b>6998</b>	<b>ESSERS III</b>						
01 6998 111 1 003	Salaries Teachers/Professional Staff	0.00	0.00	60,000.00	0.00	100.00	
01 6998 111 2 001	Salaries Teachers/Professional Staff	0.00	0.00	0.00	0.00	0.00	
01 6998 111 3 005	ESSERS III Teacher Salaries-Preschool	0.00	0.00	0.00	69,248.05	0.00	
01 6998 112 3 005	ESSERS III Instructional Aides & Assistants-Preschool	0.00	0.00	0.00	0.00	0.00	
01 6998 116 1 003	ESSERS III Professional Non-certificated Staff	0.00	0.00	0.00	60,298.17	0.00	
01 6998 116 2 001	ESSERS III Professional Non-certificated Staff	0.00	0.00	0.00	23,331.15	0.00	
01 6998 210 1 003	Health Insurance/Benefits	0.00	0.00	0.00	3,937.50	0.00	
01 6998 210 2 001	Health Insurance/Benefits	0.00	0.00	0.00	5,467.76	0.00	
01 6998 210 3 005	Health Insurance/Benefits	0.00	0.00	0.00	0.00	0.00	
01 6998 220 1 003	Social Security/Medicare	0.00	0.00	4,600.00	4,914.05	(6.83)	
01 6998 220 2 001	Social Security/Medicare	0.00	0.00	0.00	1,965.23	0.00	
01 6998 220 3 005	Social Security/Medicare	0.00	0.00	0.00	6,363.95	0.00	
01 6998 230 1 003	RETIREMENT	0.00	0.00	6,000.00	5,956.17	0.73	
01 6998 230 2 001	RETIREMENT	0.00	0.00	0.00	2,304.63	0.00	
01 6998 230 3 005	RETIREMENT	0.00	0.00	0.00	5,911.99	0.00	
01 6998 290 1 003	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 6998 290 2 001	OTHER BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 6998 290 3 005	OTHER BENEFITS FRINGE BENEFITS	0.00	0.00	0.00	0.00	0.00	
01 6998 291 3 005	FRINGE BENEFITS - TEACHERS/PROF STAFF	0.00	0.00	0.00	16,686.25	0.00	
01 6998 610 0 001	OTHER SUPPLIES AND MATERIALS	0.00	0.00	0.00	88.00	0.00	
01 6998 610 0 003	Supplies and Materials- Elementary	0.00	0.00	0.00	0.00	0.00	
01 6998 610 0 005	Supplies and Materials-Preschool	0.00	0.00	0.00	0.00	0.00	
01 6998 640 0 001	ESSERS III Curriculum	0.00	0.00	120,000.00	48,957.58	59.20	
01 6998 640 1 003	ESSERS III Curriculum-Elem	0.00	0.00	0.00	0.00	0.00	
01 6998 641 1 003	ESSERS III Digital Instruct Materials - Elem	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 19
01 6998 643 0 003	Web/Cloud based software	0.00	0.00	0.00	16,579.71	0.00	
01 6998 643 0 005	Web/Cloud based software	0.00	0.00	0.00	0.00	0.00	
<b>6998 ESSERS III</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>190,600.00</b>	<b>272,010.19</b>	<b>(113.21)</b>	
<b>8000 TRANSFERS (OUTGOING)</b>							
01 8000 753 2 001	Depreciation Fund Transfer	0.00	0.00	0.00	0.00	0.00	
01 8000 756 2 001	Fee Fund Transfer	0.00	0.00	0.00	0.00	0.00	
01 8000 790 0 000	TRANSFERS CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
01 8000 890 0 000	Depreciation Fund Payables	0.00	40,000.00	0.00	0.00	0.00	
01 8000 912 0 000	Hot Lunch Trans	0.00	0.00	0.00	0.00	0.00	
01 8000 912 1 003	Building Fund Tranfer	0.00	0.00	0.00	0.00	0.00	
01 8000 912 2 001	Hazardous Material Fund Transfer	0.00	0.00	0.00	0.00	0.00	
01 8000 912 3 005	Coop Fund Transfer	0.00	0.00	0.00	0.00	0.00	
01 8000 912 4 000	Reimb. Fund Xfer	0.00	0.00	0.00	0.00	0.00	
01 8000 913 2 001	Activities Transfer	10,000.00	0.00	15,000.00	0.00	100.00	
<b>8000 TRANSFERS (OUTGOING)</b>	<b>Total</b>	<b>10,000.00</b>	<b>40,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>100.00</b>	
<b>9000 NON-PROGRAM EXPENDITURES</b>							
01 9000 318 0 000	Non Program-stipends	0.00	0.00	0.00	0.00	0.00	
01 9000 890 0 000	Unencumbered Balance	83,091.82	0.00	1,474,265.21	0.00	100.00	
<b>9000 NON-PROGRAM EXPENDITURES</b>	<b>Total</b>	<b>83,091.82</b>	<b>0.00</b>	<b>1,474,265.21</b>	<b>0.00</b>	<b>100.00</b>	
<b>9004 Interfund Loan from QCPUF</b>							
01 9004 001 0 000	Interfund Loan - QCPUF	0.00	0.00	0.00	110,000.00	0.00	
<b>9004 Interfund Loan from QCPUF</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>110,000.00</b>	<b>0.00</b>	
<b>9999 CONTINGENCY</b>							
01 9999 999 9 000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
<b>9999 CONTINGENCY</b>	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
01	GENERAL FUND	7,304,118.21	6,068,799.28	9,074,969.96	6,694,421.51	24.53	

Account Number	Account Description	2020-2021	2020-2021	2021-2022	2021-2022	% Remaining	Page: 20
Grand Total:		7,304,118.21	6,068,799.28	9,074,969.96	6,694,421.51	24.53	

Regular; Processing Month 06/2022; Accounts to Include Accounts with Activity; Fund Number 01

**Fund: 01 GENERAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Local District Taxes	0.00	374,882.74	3,847,854.60	0.00	(3,847,854.60)
01 1115	Carline Tax	35,000.00	0.00	33,643.75	96.13	1,356.25
01 1125	Motor Vehicle	160,000.00	17,236.98	150,934.69	94.33	9,065.31
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	0.00	0.00	0.00	0.00	0.00
01 1370	PRE-K TUITION & FEES	100,000.00	12,989.84	122,866.20	122.87	(22,866.20)
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	7,500.00	767.72	11,899.18	158.66	(4,399.18)
01 1800	Community Service Activities	30,000.00	4,275.33	47,181.31	157.27	(17,181.31)
01 1910	Rental of School Equip&Facilities	0.00	0.00	0.00	0.00	0.00
01 1911	Local License Fees	0.00	0.00	0.00	0.00	0.00
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	5.00	0.00	(5.00)
01 1925	Categorical Grants/non Governmental	963,545.00	0.00	0.00	0.00	963,545.00
01 1990	Other Revenue from Local sources	100.00	0.00	0.00	0.00	100.00
	<b>Subtotal: LOCAL RECIEPTS</b>	<b>1,296,145.00</b>	<b>410,152.61</b>	<b>4,214,384.73</b>	<b>325.15</b>	<b>(2,918,239.73)</b>
01 2110	County Fines & License	25,000.00	1,496.50	18,414.10	73.66	6,585.90
01 2130	Other County Sources	0.00	1,304.16	1,536.36	0.00	(1,536.36)
01 2210	Esu Receipts	0.00	0.00	0.00	0.00	0.00
	<b>Subtotal: COUNTY AND ESU RECEIPTS</b>	<b>25,000.00</b>	<b>2,800.66</b>	<b>19,950.46</b>	<b>79.80</b>	<b>5,049.54</b>
01 3110	State Aid	1,837,927.00	183,790.00	1,837,927.00	100.00	0.00
01 3120	State Sped (5-21 Years)	170,000.00	24,841.00	144,029.00	84.72	25,971.00
01 3125	Sped Trans School Age	500.00	0.00	0.00	0.00	500.00
01 3130	Homestead Exemption	0.00	12,498.84	50,011.21	0.00	(50,011.21)
01 3131	Relief to Prop Tax Payers	0.00	0.00	115,529.93	0.00	(115,529.93)
01 3132	Personal Property Tax Credit Railroad	0.00	0.00	0.00	0.00	0.00
01 3134	Personal Property Tax Credit Railroad	0.00	0.00	0.00	0.00	0.00
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	10,000.00	0.00	8,105.31	81.05	1,894.69
01 3400	State Apportionment	50,000.00	0.00	42,763.11	85.53	7,236.89
01 3500	State Categorical Program	0.00	0.00	0.00	0.00	0.00
01 3512	DISTANCE ED INCENTIVE PMTS	6,000.00	0.00	4,221.40	70.36	1,778.60
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 In lieu of Tax	60,000.00	0.00	0.00	0.00	60,000.00
	<b>Subtotal: STATE RECEIPTS</b>	<b>2,134,427.00</b>	<b>221,129.84</b>	<b>2,202,586.96</b>	<b>103.19</b>	<b>(68,159.96)</b>
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	0.00	0.00	0.00
01 4309	HEADSTART	0.00	0.00	0.00	0.00	0.00
01 4310	REAP Grant	35,000.00	0.00	0.00	0.00	35,000.00
01 4400	Title Vi-b(birth-5)	0.00	0.00	0.00	0.00	0.00
01 4421	IDEA Part-B (611) ARP - Base & Enrollment Poverty	0.00	0.00	11,197.00	0.00	(11,197.00)
01 4505	Fed Chapt I Title 1	150,000.00	0.00	185,488.00	123.66	(35,488.00)
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	14,240.00	0.00	(14,240.00)
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	0.00	0.00	0.00
01 4518	IDEA Part B Base & Enrollment Poverty	80,000.00	0.00	155,002.00	193.75	(75,002.00)
01 4519	IDEA B Enrolled Poverty	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 06/2022; Accounts to Include Accounts with Activity; Fund Number 01

**Fund: 01 GENERAL FUND**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4524	Other Federal Non-Categorical Recei	0.00	17,519.41	102,919.41	0.00	(102,919.41)
01 4525	Carl Perkins Grant	4,900.00	0.00	0.00	0.00	4,900.00
01 4530	Other Federal Categorical Receipts	0.00	0.00	86,618.20	0.00	(86,618.20)
01 4708	Medicaid in Public Schools	6,000.00	0.00	7,777.30	129.62	(1,777.30)
01 4709	Medicaid Admin	0.00	0.00	0.00	0.00	0.00
01 4969	Title IV, Part A	0.00	0.00	5,724.00	0.00	(5,724.00)
01 4996	ESSERS	0.00	0.00	0.00	0.00	0.00
01 4997	ESSERS II	0.00	0.00	50,580.00	0.00	(50,580.00)
01 4998	ESSERS III	379,030.00	0.00	182,430.00	48.13	196,600.00
	Subtotal: FEDERAL RECEIPTS	654,930.00	17,519.41	801,975.91	122.45	(147,045.91)
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	0.00	0.00	0.00	0.00
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	5,000.00	140.00	941.41	18.83	4,058.59
	Subtotal: NON-REVENUE RECEIPTS	5,000.00	140.00	941.41	18.83	4,058.59
01 9000	Non-program Receipts	0.00	0.00	0.00	0.00	0.00
01 9004	Transfer from QCPUF	0.00	0.00	110,000.00	0.00	(110,000.00)
01 9100	UNUSED BUDGET AUTHORITY	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	110,000.00	0.00	(110,000.00)
	Fund Total:	4,115,502.00	651,742.52	7,349,839.47	178.59	(3,234,337.47)

**Revenue Summary Report**

Processing Month: 06/2022

User ID: JPRAGNELL

Regular; Processing Month 06/2022; Accounts to Include Accounts with  
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	4,115,502.00	651,742.52	7,349,839.47	178.59	(3,234,337.47)

**Activity Fund Balance Report - Account - Exclude Encumbrances**

07/2022 - 07/2022

Regular; Beginning Month 07/2022; Processing Month 07/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<b>05 704</b>	<b>FUND BALANCE</b>	<b>*Previous Balance</b>				<b>55,417.60</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>55,417.60</b>
<b>05 704 0000</b>	<b>IN/OUT</b>	<b>*Previous Balance</b>				<b>(36,153.11)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(36,153.11)</b>
<b>05 704 0100</b>	<b>MHS VOLLEYBALL</b>	<b>*Previous Balance</b>				<b>2,597.64</b>
05 704 0100	MHS VOLLEYBALL		0.00	0.00	0.00	
05 1710 0100	MHS VOLLEYBALL		0.00	50.00	0.00	
<b>05 704 0100</b>	<b>MHS VOLLEYBALL</b>	<b>*Current Activity</b>				<b>50.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>50.00</b>	<b>0.00</b>	<b>2,647.64</b>
<b>05 704 0101</b>	<b>MHS FOOTBALL</b>	<b>*Previous Balance</b>				<b>2,059.93</b>
05 704 0101	MHS FOOTBALL		0.00	0.00	0.00	
05 2900 610 0 000 101	MHS FOOTBALL		659.12	0.00	0.00	
<b>05 704 0101</b>	<b>MHS FOOTBALL</b>	<b>*Current Activity</b>				<b>(659.12)</b>
		<b>*Ending Balance:</b>	<b>659.12</b>	<b>0.00</b>	<b>0.00</b>	<b>1,400.81</b>
<b>05 704 0102</b>	<b>MHS BOYS BASKETBALL</b>	<b>*Previous Balance</b>				<b>3,295.01</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,295.01</b>
<b>05 704 0103</b>	<b>MHS GIRLS BASKETBALL</b>	<b>*Previous Balance</b>				<b>8,425.18</b>
05 704 0103	MHS GIRLS BASKETBALL		0.00	0.00	0.00	
05 2900 610 0 000 103	MHS GIRLS BASKETBALL		2,514.41	0.00	0.00	
<b>05 704 0103</b>	<b>MHS GIRLS BASKETBALL</b>	<b>*Current Activity</b>				<b>(2,514.41)</b>
		<b>*Ending Balance:</b>	<b>2,514.41</b>	<b>0.00</b>	<b>0.00</b>	<b>5,910.77</b>
<b>05 704 0104</b>	<b>LIONS OF THE QUARTER -- MHS</b>	<b>*Previous Balance</b>				<b>(7.05)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(7.05)</b>
<b>05 704 0105</b>	<b>MORRILL ONE ACTS</b>	<b>*Previous Balance</b>				<b>372.39</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>372.39</b>
<b>05 704 0106</b>	<b>MHS CROSS COUNTRY</b>	<b>*Previous Balance</b>				<b>1,779.25</b>
05 704 0106	MHS CROSS COUNTRY		0.00	0.00	0.00	
05 2900 610 0 000 106	MHS CROSS COUNTRY		195.00	0.00	0.00	
<b>05 704 0106</b>	<b>MHS CROSS COUNTRY</b>	<b>*Current Activity</b>				<b>(195.00)</b>
		<b>*Ending Balance:</b>	<b>195.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,584.25</b>
<b>05 704 0107</b>	<b>MHS GOLF</b>	<b>*Previous Balance</b>				<b>(266.00)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(266.00)</b>
<b>05 704 0109</b>	<b>SPEECH</b>	<b>*Previous Balance</b>				<b>385.57</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>385.57</b>

**Activity Fund Balance Report - Account - Exclude Encumbrances**

07/2022 - 07/2022

Regular; Beginning Month 07/2022; Processing Month 07/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<b>05 704 0110</b>	<b>MHS WRESTLING</b>	<b>*Previous Balance</b>				<b>26.38</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26.38</b>
<b>05 704 0111</b>	<b>CHEERLEADING/SPIRIT SQUAD</b>	<b>*Previous Balance</b>				<b>3,200.13</b>
05 704 0111	CHEERLEADING/SPIRIT SQUAD		0.00	0.00	0.00	
05 1710 0111	CHEERLEADING/SPIRIT SQUAD		0.00	400.00	0.00	
05 2900 610 0 000 111	CHEERLEADING/SPIRIT SQUAD		474.95	0.00	0.00	
<b>05 704 0111</b>	<b>CHEERLEADING/SPIRIT SQUAD</b>	<b>*Current Activity</b>				<b>(74.95)</b>
		<b>*Ending Balance:</b>	<b>474.95</b>	<b>400.00</b>	<b>0.00</b>	<b>3,125.18</b>
<b>05 704 0112</b>	<b>Jr. High Cheerleading</b>	<b>*Previous Balance</b>				<b>23.20</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.20</b>
<b>05 704 0116</b>	<b>MHS TRACK</b>	<b>*Previous Balance</b>				<b>1,585.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,585.00</b>
<b>05 704 0120</b>	<b>HIGH SCHOOL OFFICIALS/GATE FEES</b>	<b>*Previous Balance</b>				<b>(14,149.87)</b>
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES		0.00	0.00	0.00	
05 2900 610 0 000 120	HIGH SCHOOL OFFICIALS/GATE FEES		862.61	0.00	0.00	
<b>05 704 0120</b>	<b>HIGH SCHOOL OFFICIALS/GATE FEES</b>	<b>*Current Activity</b>				<b>(862.61)</b>
		<b>*Ending Balance:</b>	<b>862.61</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,012.48)</b>
<b>05 704 0121</b>	<b>SPED Activity Fund</b>	<b>*Previous Balance</b>				<b>1,024.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,024.00</b>
<b>05 704 0130</b>	<b>WESTERN TRAILS CONF (WTC) SCHOLARSHIPS</b>	<b>*Previous Balance</b>				<b>500.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>
<b>05 704 0221</b>	<b>GRAD CLASS 2019</b>	<b>*Previous Balance</b>				<b>0.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>05 704 0222</b>	<b>GRAD CLASS 2022</b>	<b>*Previous Balance</b>				<b>290.16</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>290.16</b>
<b>05 704 0223</b>	<b>GRAD CLASS 2020</b>	<b>*Previous Balance</b>				<b>538.32</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>538.32</b>
<b>05 704 0224</b>	<b>Alaric</b>	<b>*Previous Balance</b>				<b>792.23</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>792.23</b>
<b>05 704 0225</b>	<b>Meraki</b>	<b>*Previous Balance</b>				<b>2,046.44</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,046.44</b>
<b>05 704 0226</b>	<b>Klaus</b>	<b>*Previous Balance</b>				<b>3,026.17</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,026.17</b>

**Activity Fund Balance Report - Account - Exclude Encumbrances**

07/2022 - 07/2022

Regular; Beginning Month 07/2022; Processing Month 07/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<b>05 704 0227</b>	<b>Sabio</b>	<b>*Previous Balance</b>				<b>857.19</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>857.19</b>
<b>05 704 0416</b>	<b>JR HIGH OFFICIALS/GATE FEES</b>	<b>*Previous Balance</b>				<b>1,520.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,520.00</b>
<b>05 704 0417</b>	<b>JR HIGH VOLLEYBALL</b>	<b>*Previous Balance</b>				<b>(319.88)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(319.88)</b>
<b>05 704 0418</b>	<b>JR HIGH GIRLS BASKETBALL</b>	<b>*Previous Balance</b>				<b>624.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>624.00</b>
<b>05 704 0503</b>	<b>LION CUB FOOTBALL</b>	<b>*Previous Balance</b>				<b>(1,432.13)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,432.13)</b>
<b>05 704 0504</b>	<b>Lion Cub Basketball</b>	<b>*Previous Balance</b>				<b>1,390.35</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,390.35</b>
<b>05 704 0505</b>	<b>Lion Cub Volleyball</b>	<b>*Previous Balance</b>				<b>(860.00)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(860.00)</b>
<b>05 704 0506</b>	<b>LIBRARY/BOOK FAIRS</b>	<b>*Previous Balance</b>				<b>1,887.60</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,887.60</b>
<b>05 704 0508</b>	<b>MUSIC MAKERS</b>	<b>*Previous Balance</b>				<b>2,327.11</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,327.11</b>
<b>05 704 0510</b>	<b>NATIONAL HONOR SOCIETY</b>	<b>*Previous Balance</b>				<b>778.42</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>778.42</b>
<b>05 704 0511</b>	<b>SPANISH CLUB</b>	<b>*Previous Balance</b>				<b>3,984.26</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,984.26</b>
<b>05 704 0512</b>	<b>Elementary Leadership Team</b>	<b>*Previous Balance</b>				<b>6,885.89</b>
05 704 0512	Elementary Leadership Team		0.00	0.00	0.00	
05 2900 610 0 000 512	Elementary Leadership Team		2,740.00	0.00	0.00	
<b>05 704 0512</b>	<b>Elementary Leadership Team</b>	<b>*Current Activity</b>				<b>(2,740.00)</b>
		<b>*Ending Balance:</b>	<b>2,740.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,145.89</b>
<b>05 704 0513</b>	<b>STUDENT COUNCIL--MHS</b>	<b>*Previous Balance</b>				<b>5,461.60</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,461.60</b>
<b>05 704 0520</b>	<b>FUTURE BUSINESS LEADERS OF AMERICA- -FBLA</b>	<b>*Previous Balance</b>				<b>2,335.56</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,335.56</b>
<b>05 704 0521</b>	<b>FBLA - SCHOLARSHIP FUND</b>	<b>*Previous Balance</b>				<b>814.30</b>

**Activity Fund Balance Report - Account - Exclude Encumbrances**

07/2022 - 07/2022

Regular; Beginning Month 07/2022; Processing Month 07/2022; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 Activity Fund**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>		<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>814.30</b>
<b>05 704 0523</b>	<b>Gamer's Club</b>	<b>*Previous Balance</b>				<b>172.84</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>172.84</b>
<b>05 704 0525</b>	<b>FFA (FUTURE FARMERS OF AMERICA)</b>	<b>*Previous Balance</b>				<b>16,134.66</b>
05 704 0525	FFA (FUTURE FARMERS OF AMERICA)		0.00	0.00	0.00	
05 2900 610 0 000 525	FFA (FUTURE FARMERS OF AMERICA)		510.00	0.00	0.00	
<b>05 704 0525</b>	<b>FFA (FUTURE FARMERS OF AMERICA)</b>	<b>*Current Activity</b>				<b>(510.00)</b>
		<b>*Ending Balance:</b>	<b>510.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,624.66</b>
<b>05 704 0526</b>	<b>ELEMENTARY CLOSET DONATIONS</b>	<b>*Previous Balance</b>				<b>1,020.64</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,020.64</b>
<b>05 704 0527</b>	<b>PLATTE VALLEY BANK DONATIONS</b>	<b>*Previous Balance</b>				<b>9,462.60</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,462.60</b>
<b>05 704 0528</b>	<b>Early Childhood Fundraiser/ Donations</b>	<b>*Previous Balance</b>				<b>3,674.15</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,674.15</b>
<b>05 704 0611</b>	<b>QUIZBOWL</b>	<b>*Previous Balance</b>				<b>(99.00)</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(99.00)</b>
<b>05 704 0614</b>	<b>YEARBOOK -- ALL YEARS</b>	<b>*Previous Balance</b>				<b>4,416.13</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,416.13</b>
<b>05 704 0903</b>	<b>CONCESSION STAND</b>	<b>*Previous Balance</b>				<b>196.60</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>196.60</b>
<b>05 704 0904</b>	<b>KEY DEPOSITS -- WEIGHT ROOM</b>	<b>*Previous Balance</b>				<b>460.78</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>460.78</b>
<b>05 704 1050</b>	<b>Cooking Club</b>	<b>*Previous Balance</b>				<b>220.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>220.00</b>
<b>05 704 1054</b>	<b>Industrial Arts</b>	<b>*Previous Balance</b>				<b>790.00</b>
		<b>*Ending Balance:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>790.00</b>
	<b>Fund Total: 05</b>		<b>7,956.09</b>	<b>450.00</b>	<b>0.00</b>	<b>92,006.15</b>

**Scotts Bluff**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6111 MORRILL SD 11 GENERAL**  
**June 30, 2022**

Account	June	Year-To-Date
185-00 DISBURSEMENTS	-320,384.32	-3,387,591.38
304-20 MOTOR VEHICLE TAX 2020	0.00	52,472.77
304-21 MOTOR VEHICLE TAX 2021	8,873.96	95,026.95
305-16 LEVIED TAX 2016	0.00	50.83
305-17 LEVIED TAX 2017	0.00	85.78
305-18 LEVIED TAX 2018	0.00	443.60
305-19 LEVIED TAX 2019	0.00	1,382.62
305-20 LEVIED TAX 2020	52.59	1,161,750.68
305-21 LEVIED TAX 2021	24,604.39	1,797,474.74
306-16 RE & PP INTEREST 2016	0.00	36.78
306-17 RE & PP INTEREST 2017	0.00	42.98
306-18 RE & PP INTEREST 2018	0.00	151.68
306-19 RE & PP INTEREST 2019	0.00	279.36
306-20 RE & PP INTEREST 2020	7.21	9,285.04
306-21 RE & PP INTEREST 2021	205.06	420.05
344-01 HOMESTEAD EXEMPTION ALLOCATION	12,057.68	71,709.79
344-05 PROPERTY TAX CREDIT	0.00	174,234.40
346-01 PRO-RATE MOTOR VEHICLE TAX	2,835.97	11,430.57
346-02 CARLINE TAX	0.00	25,712.96
353-01 IN LIEU TAX - NPPD 57 LEVY	0.00	46.82
353-03 IN LIEU TAX - HOUSING AUTHORITY	0.00	1,304.16
361-01 HOMESTEAD EXEMPT COMMISSION	-120.58	-717.11
363-01 RE & PP TAX COMMISSION	-248.69	-29,714.06
470-05 COUNTY COURT FINES	1,089.45	19,327.43
Month Total	-271,027.28	4,647.44
Previous Fund Balance	320,384.32	44,709.60
<b>Current Fund Balance</b>	<b>49,357.04</b>	<b>49,357.04</b>

**Scotts Bluff**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6811 MORRILL SD 11 HAZ/HANDI**  
**June 30, 2022**

Account	June	Year-To-Date
185-00 DISBURSEMENTS	-15,995.48	-169,138.46
305-16 LEVIED TAX 2016	0.00	2.67
305-17 LEVIED TAX 2017	0.00	4.51
305-18 LEVIED TAX 2018	0.00	23.29
305-19 LEVIED TAX 2019	0.00	72.63
305-20 LEVIED TAX 2020	2.76	61,021.24
305-21 LEVIED TAX 2021	1,292.35	94,412.83
306-16 RE & PP INTEREST 2016	0.00	1.94
306-17 RE & PP INTEREST 2017	0.00	2.25
306-18 RE & PP INTEREST 2018	0.00	7.96
306-19 RE & PP INTEREST 2019	0.00	14.68
306-20 RE & PP INTEREST 2020	0.38	487.69
306-21 RE & PP INTEREST 2021	10.78	22.07
344-01 HOMESTEAD EXEMPTION ALLOCATION	633.33	3,766.56
344-05 PROPERTY TAX CREDIT	0.00	9,151.70
346-01 PRO-RATE MOTOR VEHICLE TAX	148.96	600.40
346-02 CARLINE TAX	0.00	1,350.58
353-03 IN LIEU TAX - HOUSING AUTHORITY	0.00	68.50
361-01 HOMESTEAD EXEMPT COMMISSION	-6.33	-37.65
363-01 RE & PP TAX COMMISSION	-13.06	-1,560.74
Month Total	-13,926.31	274.65
Previous Fund Balance	15,995.48	1,794.52
<b>Current Fund Balance</b>	<b>2,069.17</b>	<b>2,069.17</b>

**Scotts Bluff**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6311 MORRILL SD 11 SINKING**  
**June 30, 2022**

Account	June	Year-To-Date
185-00 DISBURSEMENTS	-18,456.34	-195,159.72
305-16 LEVIED TAX 2016	0.00	3.08
305-17 LEVIED TAX 2017	0.00	5.20
305-18 LEVIED TAX 2018	0.00	26.88
305-19 LEVIED TAX 2019	0.00	83.78
305-20 LEVIED TAX 2020	3.19	70,409.14
305-21 LEVIED TAX 2021	1,491.18	108,937.85
306-16 RE & PP INTEREST 2016	0.00	2.23
306-17 RE & PP INTEREST 2017	0.00	2.61
306-18 RE & PP INTEREST 2018	0.00	9.18
306-19 RE & PP INTEREST 2019	0.00	16.94
306-20 RE & PP INTEREST 2020	0.44	562.69
306-21 RE & PP INTEREST 2021	12.43	25.48
344-01 HOMESTEAD EXEMPTION ALLOCATION	730.76	4,346.00
344-05 PROPERTY TAX CREDIT	0.00	10,559.72
346-01 PRO-RATE MOTOR VEHICLE TAX	171.88	692.76
346-02 CARLINE TAX	0.00	1,558.37
353-03 IN LIEU TAX - HOUSING AUTHORITY	0.00	79.04
361-01 HOMESTEAD EXEMPT COMMISSION	-7.31	-43.47
363-01 RE & PP TAX COMMISSION	-15.07	-1,800.85
Month Total	-16,068.84	316.91
Previous Fund Balance	18,456.34	2,070.59
<b>Current Fund Balance</b>	<b>2,387.50</b>	<b>2,387.50</b>

**Sioux**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6111 SCH DIST 11S MORRILL**  
**June 30, 2022**

Account		June	Year-To-Date
185-00	DISBURSEMENTS SD 11S GENERAL	-87,323.98	-958,742.57
304-20	MOTOR VEHICLE TAX	0.00	5,879.86
304-21	MOTOR VEHICLE TAX	969.95	20,696.31
305-20	REAL ESTATE & PERSONAL TAX	0.00	231,126.39
305-21	REAL AND PERSONAL PROPERTY TAX	1,093.25	636,593.48
306-20	INTEREST	0.00	1,003.53
306-21	INTEREST ON TAXES	0.04	27.57
344-01	HOMESTEAD	567.41	3,105.36
344-05	PROPERTY TAX CREDIT	0.00	56,825.46
346-01	PRO RATE	348.46	1,422.73
346-02	CARLINE TAX	0.00	7,930.79
353-01	IN LIEU OF TAX PRIOR TO 1957	0.00	12.57
361-01	HOMESTEAD EXEMP COMMISSION	-5.67	-31.03
363-01	TAX COMMISSION	-10.93	-8,687.50
470-05	COUNTY COURT FINES AND LICENSE	96.22	1,731.77
	Month Total	-84,265.25	-1,105.28
	Previous Fund Balance	87,323.98	4,164.01
	<b>Current Fund Balance</b>	<b>3,058.73</b>	<b>3,058.73</b>

**Sioux**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6311 SCH DIST 11S SINK**  
**June 30, 2022**

Account	June	Year-To-Date
185-00 DISBURSEMENTS SD 11S SINK	-5,117.90	-56,285.35
305-20 REAL ESTATE & PERSONAL TAX	0.00	14,007.65
305-21 REAL AND PERSONAL PROPERTY TAX	66.26	38,581.42
306-20 INTEREST	0.00	60.83
306-21 INTEREST ON TAXES	0.00	1.67
344-01 HOMESTEAD	34.39	188.21
344-05 PROPERTY TAX CREDIT	0.00	3,443.96
346-01 PRO RATE	21.12	86.23
346-02 CARLINE TAX	0.00	480.66
361-01 HOMESTEAD EXEMP COMMISSION	-0.34	-1.86
363-01 TAX COMMISSION	-0.66	-526.52
Month Total	-4,997.13	36.90
Previous Fund Balance	5,117.90	83.87
<b>Current Fund Balance</b>	<b>120.77</b>	<b>120.77</b>

**Sioux**  
**MONTHLY COLLECTION REPORT**  
**Fund # 6411 MORRILL 11S - hdcp**  
**June 30, 2022**

Account		June	Year-To-Date
185-00	Disbursements 11S HDCP	-4,435.50	-48,780.59
305-20	REAL ESTATE & PERSONAL TAX	0.00	12,139.97
305-21	REAL AND PERSONAL PROPERTY TAX	57.42	33,437.23
306-20	INTEREST	0.00	52.71
306-21	INTEREST ON TAXES	0.00	1.45
344-01	HOMESTEAD	29.80	163.09
344-05	PROPERTY TAX CREDIT	0.00	2,984.76
346-01	PRO RATE	18.30	74.72
346-02	CARLINE TAX	0.00	416.57
361-01	HOMESTEAD EXEMO COMMISSION	-0.30	-1.64
363-01	TAX COMMISSION	-0.57	-456.31
	Month Total	-4,330.85	31.96
	Previous Fund Balance	4,435.50	72.69
	Current Fund Balance	104.65	104.65

To whom it may concern,

It is with a heavy heart that I write this letter. I Accepted this job thinking I would be able to remain living in LaGrange Wy. Due to some unforeseen circumstances, I had to relocate to a different part of Wyoming. With the current gas and diesel prices the commute to Morrill will not be financially feasible. As of July 7<sup>th</sup>, 2022 I am resigning as the first-grade teacher at Morrill Elementary.

Sincerely,  
Brooke Hanlon.

# July EC Board Report

Jul 18, 2022

## Professional Development:

- Curriculum mapping- All lead teachers in the Early Childhood building have been collaborating this summer aligning state of Nebraska Early Learning Guidelines, Creative Curriculum, and GOLD standards. They have pulled together the state Kindergarten standards for Math and English Language Arts to better align our instruction in the Early Childhood curriculum
- GOLD training July 7- The entire Early Childhood team participated in a Teaching Strategies GOLD training presented by [Carrie Germeroth](#) with Marzona Research from Denver, Colorado. This 6 hour training was extremely beneficial for the staff and myself. This will assist us in data collection, analysis and help guide our instruction.
- The Educational Neuroscience course I am enrolled in through Butler is proving to be an amazing program, and it is shaping how the EC team relates to the children and adults that we work with.
- NDE K-3 Leadership Cohort- The leadership cohort continues to provide great resources and collaboration with fellow administrators leading Early Childhood- 3rd grade across the state of Nebraska. I am truly thankful for this opportunity, and collaboration with fellow Early Childhood administrators.
- Summer legal update by Perry Law Firm- This was a great summary regarding some of the big legal cases that were moving through the educational system in the United States.
- At this time there are 4 staff members in the EC building that are in various stages of completing their teaching degrees.

## Early Development Network

- EDN meeting- The Morrill EDN team had our monthly meeting. We now have 6 children we are serving through the EDN.
- EDN new referrals- We have 4 new referrals at various stages in the process.

## Special Education

- IEP-IFSP meetings- We have had several meetings in the month of June with new children moving into our district, children transferring out of district and new students qualifying for services.

## Nebraska Department of Education

- Melody Hobson with NDE and I are working on the Rule 11 waiver for the 22-23 school year. At this time we will have 1 Lead Teacher and 1 Paraprofessional that will qualify to lead classrooms under the waiver.

## Head Start

- Our Head Start Partnership contract was sent out at the end of June for the Superintendent to review and sign.

## DHHS

- A DHHS visit took place in June. We have some staff paperwork that needs to be placed in files. This was the responsibility of the Building Coordinator, and since this position has been open the files have been neglected. I created a checklist and plan and have added this to my responsibilities until we have someone hired.

## ARP Funds

- According to the grant guidelines we need to have spent the entire amount of grant funding by September. At this time we have the majority of the funding spent, and I am making plans on how to responsibly use the remaining funds.
- The business office has been working tirelessly to get the company to pick up the damaged cooler so we can start the process of receiving a cooler that is not damaged. This has proven to be a time consuming process, and I appreciate all of the ladies' hard work in trying to get this taken care of.

## Enrollment

- Summer enrollment
  - Pride Cub Care: 18
  - Tri-Community Preschool: 37
- Fall enrollment as of 7-15-22
  - Pride Cub Care: 20
    - With a waitlist for Infant and Toddler Care
  - Tri-Community Preschool: 40
    - 3 year olds: 23
    - 4 year olds: 17

## 2022-2023 School Year

- At this time we have 12 staff members returning to work in the Early Childhood building. This is enough staff to cover 1 Infant room, 1 Toddler room, and 3 Preschool rooms. At this time I will be covering the front, as well as my administration duties. We do not have enough staff to appropriately cover the after school needs of the building. I am currently trying to create a schedule that addresses the needs of the building, while trying to protect the staff from further burnout. I welcome any suggestions that you may have on navigating this.

As always if you have any questions or comments please feel free to reach out to me directly.

Sunny Edwards



## **Board Report**

**July 18, 2022**

### **Activities**

#### **Horse Creek Rendezvous Days**

Activities will have a large presence at this years Horse Creek Rendezvous Days. Starting in the morning the cross-country team will run together in the 5k. The cheer leaders will be serving breakfast in the park. The boys' basketball team will be in the park for a few hours in the morning greeting guests and selling their cards. Girls' basketball team will be donating ten hours on Saturday to cleaning up trash and cleaning the bathrooms at the park.

#### **Movie in the park**

Cheerleaders are working with Platte Valley Bank this month for the movie in the park. April Ott does an incredible job of organizing and providing an amazing concession stand for this event. They continue to play an active role in all of our community events and are a great representation of our school.

#### **Summer Activities**

Summer camps and activities are coming to a conclusion as we prepare for the start of fall sports. Conditioning for cross-country, volleyball, and football will begin August 1<sup>st</sup>. The official start of fall practice for all fall sports will begin on August 8<sup>th</sup>.

***Attached are the coaches/sponsors handbook, Morrill emergency action plan for activities, and the student activities handbook.***

# Coaches Assignments 2022-2023

Coaches Assignments 2022-2023							
		Email	Phone			Email	Phone
<b>Varsity Volleyball</b>				<b>Varsity Wrestling</b>			
Head Coach	Sara Walker			Head Coach	Jeremiah Gardner		
Assistant Coach	Jodi Craig			Assistant Coach	Scott Kohel		
<b>Junior High Volleyball</b>							
Head Coach	Jodi Craig			<b>Junior High Wrestling</b>			
Assistant Coach	Chris Baltz			Head Coach	Jeremiah Gardner		
<b>Varsity Football</b>				Assistant Coach			
Head Coach	Tom Milstead			<b>Junior High Football</b>			
Assistant Coach	Jeremiah Gardner			Head Coach	Cody Peachey		
Assistant Coach	Brandon Mills			Assistant Coach	Terry Lofink		
<b>Cross Country</b>				<b>Varsity Track</b>			
Head Coach	Ashley Gompert			Head Coach	Jim Barker		
<b>Varsity Girls Basketball</b>				Assistant Coach	Gregg Waters		
Head Coach	Josh Guerue			Assistant Coach	Tom Milstead		
Assistant Coach	Chauncey Pederson			Assistant Coach	Chris Baltz		
<b>Junior High Girls Basketball</b>				Assistant Coach	Cody Peachey		
Head Coach	Chris Baltz			<b>Junior High Track</b>			
Assistant Coach	Chauncey Pederson			Head Coach	Tom Milstead		
<b>Varsity Boys Basketball</b>				Assistant Coach	Chris Baltz		
Head Coach	John Boswell			Assistant Coach	John Boswell		
Assistant Coach	Cody Peachey			Assistant Coach	Jodi Craig		
<b>Junior High Boys Basketball</b>				<b>Varsity Golf</b>			
Head Coach	John Boswell			Head Coach	Terry Lofink		
Assistant Coach	Chis Baltz			Assistant Coach	Vince Quijas		
<b>Quiz Bowl</b>	Traci Patterson			<b>Cheer</b>	April Ott		
<b>National Honor Society</b>	John Boswell			<b>One Act</b>	Nikki Fredrickson		
<b>One Act</b>	Nikki Fredrickson			<b>Books</b>	Candice Muhr		
<b>Student Council</b>	Gregg Waters			<b>Concessions</b>	Marvel Cole		
				<b>Year Book</b>	Tom Milstead		

**Morrill JR/SR High School**  
**Principal's Report**  
**July 18, 2022**

- The high school is cleaned and painted for the new school year. Thank you to Shane, Toby, Kasi, and Esme for their hard work. They are now assisting in the elementary school.
- I used a handbook framework from a school attorney to conform our JR/SR High School handbook. I then created a separate handbook specifically for Student Code of Conduct/Discipline with input from the leadership team.
- The HS Leadership team has been meeting weekly to develop systems to begin PBiS in the fall and roll out to staff and then students. Excited for their work and enthusiasm to begin the year!!
- Participated in a Cognia webinar to learn about the Learning Communities professional development offered through their online module.
- Planning for the beginning of year with staff - Staff meeting, PBiS intro, Winning Mindset training, high school calendar of events, etc.
- Staff PD in fall, tentative plan: book study "Culturize", Curriculum mapping for ELA, Science, and Social Studies. Math we can somewhat begin, as this is the exploratory year for our new math standards.

# Morrill Public Schools

## Elementary Principal's Report

### July 2022

- In the month of June, I attended 3 virtual PBIS (Positive Behavioral Interventions and Support) training sessions through Nebraska PBIS. Amanda Smith and Arlo Palomo attended two of them as well. We are in the beginning stages of developing a school-wide PBIS system.
- The ARC curriculum has been ordered and the first set of materials will be here before our staff training. The first day of staff development will be August 11.
- A tentative elementary schedule has been completed.
- A preliminary student handbook is being prepared for review and approval.
- Brooke Hanlon, our newly hired First Grade teacher, submitted her resignation. She moved and is not able to commute. We will be re-advertising the position..
- We have advertised for two paraprofessional positions and have started to receive applications.
- Most of the regular classrooms in our building have been cleaned and floors waxed. Kasi and Esmeralda from the high school started helping this week to get cleaning and painting done in the Elementary as well.
- I've met with Brad to discuss the condition of the elementary bathrooms and what changes we can make before school starts as well as a plan for future improvements.
- I met with representatives from PTO to discuss the gaga ball pit and ways to make it safer. They are gathering quotes for a new pit with a rubber mat.
- A team of teachers helped clean out the pods and organize storage spaces for reading intervention, ELL and math manipulative materials.

Supt. Board Report July 18, 2022

I will outline what I will be reporting to you on during the meeting on July 18.

- Started officially on July 5 have been working on learning about the different aspects of the district.
- I was out of the district on July 15 PTO time
- I will be out of the district on July 22 – PTO Time
- July 26 – 29 we will be attending Administrator Days in Kearney – This is good professional development for all of us.
- Worked with Elementary and HS Principals and AD as they worked on handbooks for the year.
- I am also working on a Certified Employee handbook and a classified employee handbook.
- Rotary Membership – Have attended a couple of meetings, thank you for supporting the membership
- AG Building Progress and questions – May need to schedule a facilities committee meeting
- Budget – Have been looking at the budget and visited with Carl Dietz he would like to do a workshop with the board.

Thank you all for welcoming me to the community and for the opportunity to work with this district as we move forward.



May 6, 2022

Jenny Pragnell  
Business Manager  
Morrill Public Schools  
508 Jefferson Ave  
Morrill, Nebraska 69358

Dear Jenny,

Share Our Strength's No Kid Hungry Campaign is pleased to award a grant of **\$11,684.00** to **Morrill Public Schools** (Grantee). The purpose of this grant is to support your critical work to end childhood hunger, as described in your proposal, which is attached for your convenience.

**Please note:**

- We want to ensure you receive email communications about your grant. To make sure you receive our messages, please whitelist [grantshelpdesk@strength.org](mailto:grantshelpdesk@strength.org). Ask your IT administrator if you need assistance with this.
- Funding will be dispersed via an electronic funds transfer. You must be able to provide your banking information (below) in order for your organization to receive award funding. Paper checks will not be issued. Please contact [grantshelpdesk@strength.org](mailto:grantshelpdesk@strength.org) if you have any questions.

*Agreement Period*

This Agreement ("Agreement") shall align with the start and end dates listed in your application, if applicable, or begin on the date of this agreement and end one-year after the start date, unless earlier terminated hereunder or such period is extended by written agreement of both parties ("Agreement Period").

*Use of Grant Funds*

Grant funds may be used only for the budget items outlined in your proposal. Funds must be spent before the end of the grant Agreement Period. Grant funds may NOT be used to support lobbying. Prohibited lobbying includes direct or grassroots lobbying communications that reflect a view of support or opposition on a specific legislative proposal. Any unused funds at the end of the grant Agreement Period must be returned to Share Our Strength. Budget changes may be requested in advance, in writing, to Share Our Strength by emailing [grantshelpdesk@strength.org](mailto:grantshelpdesk@strength.org) with your organization's name and specific budget request.

*Reporting Requirements*

**By accepting these grant funds, Grantee agrees to provide us with four quarterly reports and one final narrative report throughout your grant period accessible via the No Kid Hungry Online Grants Portal at <https://nokidhungry.force.com/>.** Share Our Strength reserves the right to use data, research, publications, and stories submitted via reporting on this Agreement. The applicant has listed a Point of Contact in your organization as the contact responsible for reporting; they will receive reminders to complete reporting and are required to do so. If your organization wishes to change the reporting

contact, please email [GrantsHelpDesk@strength.org](mailto:GrantsHelpDesk@strength.org) with organization and updated contact information.

#### *Site Visits and Publicity Efforts*

As a condition of this grant, Grantee agrees to collaborate with Share Our Strength on in-person or virtual site visits and/or publicity efforts relating to this grant, by either Share Our Strength or any additional funders of this grant noted in this Agreement. Please note that all such in-person or virtual site visits or publicity efforts will be coordinated in advance and with consideration of being inclusive to your organization, and in accordance with your organization's availability and schedule.

To promote the great work your organization is doing, Share Our Strength reserves the right to include the name, location, and website of your organization on our No Kid Hungry Grants Map, along with a description of how your No Kid Hungry grant(s) will be used.

#### *Commitment to Anti-Discrimination and Diversity*

Share Our Strength has a zero-tolerance policy toward all forms of unlawful discrimination and harassment by or towards staff and volunteers, including but not limited to sexual harassment, and no form of unlawful discrimination by or towards any employee, member, volunteer, or other person in our workplace or jobsites will be tolerated. It is our belief that every person shall be treated fairly and with respect regardless of such things as race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, veteran status, age, or socio-economic status. Grantee acknowledges and agrees that it shall comply with all applicable federal and state laws prohibiting discrimination and/or harassment in its programs, activities, hiring or employment practices and within all activities conducted under this grant and partnership agreement.

#### *Changes in Programming and Tax-Exempt*

Please immediately notify your Share Our Strength program or grant contact of any change in your public charity status or if you encounter challenges or delays starting your program on time, meeting the goals or objectives outlined in this Agreement, or spending the grant funds before the end of the grant Agreement Period. This grant is contingent on Grantee's ability to implement the goals or objectives as outlined in this Agreement. Grantees who are no longer tax-exempt or are unable to implement their grant are required to notify Share Our Strength and return the full grant amount or remaining unspent grant funds at Share Our Strength's discretion.

#### *Compliance with Laws*

Grantee represents that it will perform its obligations hereunder in full compliance with all applicable federal, state and local laws and regulations.

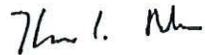
#### *Termination of Grant*

If Share Our Strength determines, in its sole reasonable opinion, that Grantee is unable to meet the goals or objectives of the grant, or has violated or failed to carry out any provision of this Agreement, Share Our Strength, may, in addition to any other legal remedies it may have, terminate the Agreement and demand the return of all or part of the grant funds, including, without limitation, grant funds expended by Grantee for purposes other than those set forth in this Agreement. If so requested, Grantee shall return all such grant funds to Share Our Strength within thirty (30) days of receiving a termination notice from Share Our Strength.

If you have questions about any of the conditions described in this letter, or about your grant in general, please contact Liz Evancho, Director of Grants Administration, at [eevancho@strength.org](mailto:eevancho@strength.org).

I offer you my thanks for your daily efforts to end childhood hunger. Share Our Strength is pleased to support your important work and looks forward to hearing about your progress.

Sincerely,

A handwritten signature in black ink, appearing to read "Tom Nelson".

Tom Nelson  
President & CEO

**No Kid Hungry Grant**

---

**AWARD AMOUNT** \$ 11,684.00

eTundra

Commercial Can Opener	\$ 765.60	
2 Door Freezer	\$ 7,397.93	
Chef Knife Set	\$ 157.99	
2 Utility Carts	\$ 581.04	
Shipping	\$ 294.38	
		<u>\$ 9,196.94</u>

Webstaurant

Commercial Fruit/Veg Cutting Set	\$ 2,419.00	
Shipping	\$ 44.82	
		<u>\$ 2,463.82</u>

TOTAL \$ 11,660.76

**Morrill Public Schools**  
**K-12**



**2022-2023 Calendar**

2022							HOME OF THE LIONS	2023						
							<b>August 2022</b>							
<b>AUGUST</b>							7/30-8/7 County Fair	<b>JANUARY</b>						
S	M	T	W	Th	F	S	9-11 are Flex Days or Planned Trainings	S	M	T	W	Th	F	S
	1	2	3	4	5	6	12 - New Staff Report/ 15 All staff Report	1	2	3	4	5	6	7
7	8	9	10	11	12	13	18 - First Day of School	8	9	10	11	12	13	14
14	15	16	17	18	19	20	<b>September 2022</b>	15	16	17	18	19	20	21
21	22	23	24	25	26	27	5 - Labor Day NO SCHOOL K-12	22	23	24	25	26	27	28
28	29	30	31				29 - WTC Volleyball No School K-12/Teachers Report	29	30	31				
					14	10	30- No School / Teacher Planning or PD						21	20
<b>SEPTEMBER</b>							<b>October 2022</b>	<b>FEBRUARY</b>						
S	M	T	W	Th	F	S	20- End of 1st Quarter (44)	S	M	T	W	Th	F	S
				1	2	3	21- No School / Teachers Report - Planning and Prep				1	2	3	4
4	5	6	7	8	9	10	2 pm dismiss 25 & 26 P/T Conferences 3-7 pm	5	6	7	8	9	10	11
11	12	13	14	15	16	17	28 - NO School K-12	12	13	14	15	16	17	18
18	19	20	21	22	23	24	<b>November 2022</b>	19	20	21	22	23	24	25
25	26	27	28	29	30		18 - JH Wrestling Invite No School K-12 - Teachers Report	26	27	28				
					21	19	22 - WTC One Act No School K-12 - Teachers Report						18	17
<b>OCTOBER</b>							23- 25 - Thanksgiving Break	<b>MARCH</b>						
S	M	T	W	Th	F	S	<b>December 2022</b>	S	M	T	W	Th	F	S
						1	21 - End of 2nd Quarter (39) 2:00 Dismissal				1	2	3	4
2	3	4	5	6	7	8	12/22-1/4 - Christmas Break	5	6	7	8	9	10	11
9	10	11	12	13	14	15	<b>January 2023</b>	12	13	14	15	16	17	18
16	17	18	19	20	21	22	3 - Teacher PD/Workday-Grades Due	19	20	21	22	23	24	25
23	24	25	26	27	28	29	4 - Return to School All Students	26	27	28	29	30	31	
30	31				20	19	<b>February 2023</b>						22	21
<b>NOVEMBER</b>							16 & 17 NO SCHOOL Winter Break	<b>APRIL</b>						
S	M	T	W	Th	F	S	20 No School K-12 / Presidents Day-ESU PD	S	M	T	W	Th	F	S
		1	2	3	4	5	<b>March 2023</b>							1
6	7	8	9	10	11	12	9 - End 3rd Quarter (44)	2	3	4	5	6	7	8
13	14	15	16	17	18	19	10 - No School / Teacher Planning	9	10	11	12	13	14	15
20	21	22	23	24	25	26	2 pm dismiss 14 & 16 P/T Conf. 3-7 pm	16	17	18	19	20	21	22
27	28	29	30				17 - No School K-12 / No Teachers	23	24	25	26	27	28	29
					18	16	<b>April 2023</b>	30					18	17
<b>DECEMBER</b>							7-10 - Easter/Spring Break	<b>MAY</b>						
S	M	T	W	Th	F	S	21 - Calvert Memorial Track No Classes K-12	S	M	T	W	Th	F	S
				1	2	3	28 - PAC 7-12 Track Meet / No Classes K-12		1	2	3	4	5	6
4	5	6	7	8	9	10	<b>May 2023</b>	7	8	9	10	11	12	13
11	12	13	14	15	16	17	2 Home JH Track Meet No Classes K-12	14	15	16	17	18	19	20
18	19	20	21	22	23	24	10 - Senior Last Day	21	22	23	24	25	26	27
25	26	27	28	29	30	31	10 -Graduation Practice/Seniors Lunch	28	29	30	31			
					15	15	13 - Graduation						17	13
					88	79	18 - Last day of School 2:00 Dismissal Students						96	88
First/Last Days of School & End of Qtr							24 - No School / Teacher Planning	<b>184 Staff Contract Days</b>						
No School/Vacation Day							EVERY FRIDAY 2 pm Student Dismissal	<b>167 K - 11th days 1113 hours</b>						
P/T Conferences Day							24 Fridays when students have early outs that teachers will have PD/Grade Level Meetings/Data Analysis/Staff Meetings, etc	<b>162 Senior days 1080 hours</b>						
Teacher Planning or PD or Prep Day								8 staff 2 pm dismissals compensating for annual duties outside schoolday						
Special activities affecting classes							Calendar may be adjusted	2/24/2021						

**MORRILL JR/SR HIGH SCHOOL**  
**STUDENT-PARENT HANDBOOK**  
**2022-2023**



# STUDENT - PARENT HANDBOOK OF MORRILL PUBLIC SCHOOLS 2022-2023

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**Morrill Public Schools Student-Parent Handbook  
2022-2023 School Year**

**Foreword**

**Section 1 Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Morrill Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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 during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Section 2 Members of the Board of Education**

Art Frerichs – Board President
Bill Watson – Vice President
Lisa Kaufman – Secretary
Shaun Hess – Treasurer
David Sherrod – Member
Art Steiner – Member

**Section 3 Administrative Staff**

Name	Position	Contact Information
Barry Schaeffer	Superintendent	(308) 247-3414
Jessica Stec	Secondary Principal	(308) 247-2149
Josh Guerue	Activities Director	(308) 247-2149

**Section 4 Teaching Staff  
Morrill Jr./Sr. High School**

Name	Department	Grades
Chris Baltz	Science	7 <sup>th</sup> -8 <sup>th</sup> , 11 <sup>th</sup>
Dusty Blevins	English Language Arts	7 <sup>th</sup> -8 <sup>th</sup>
John Boswell	Math	9 <sup>th</sup> -12 <sup>th</sup>
Jodi Craig	Business/Computers	7 <sup>th</sup> -12 <sup>th</sup>
Nicole Fredrickson	Social Sciences	7 <sup>th</sup> -12 <sup>th</sup>
Jeremiah Gardner	Industrial Tech/Welding	7 <sup>th</sup> -12 <sup>th</sup>
Mariah Jessen	English Language Arts	11 <sup>th</sup> -12 <sup>th</sup>
Jessica Jersild	Special Education	7 <sup>th</sup> -12 <sup>th</sup>
Jamie Mehling	District Librarian/Family Consumer Science	7 <sup>th</sup> -12 <sup>th</sup>
Tom Milstead	English Language Arts/Media/Yearbook	9 <sup>th</sup> -12 <sup>th</sup>
Traci Patterson	Math	7 <sup>th</sup> -12 <sup>th</sup>
Cody Peachey	Physical Education	7 <sup>th</sup> -12 <sup>th</sup>
Becky Peacock	Art	7 <sup>th</sup> -12 <sup>th</sup>
Chauncey Pedersen	Guidance Counselor	7 <sup>th</sup> -12 <sup>th</sup>
Emily Santero	Ag Education	7 <sup>th</sup> -12 <sup>th</sup>
Cheyanna Stumpff	Choir/Instrumental Music	7 <sup>th</sup> -12 <sup>th</sup>
Gregg Waters	Social Sciences	8 <sup>th</sup> -12 <sup>th</sup>
Corey Weitzel	Science	9 <sup>th</sup> -12 <sup>th</sup>

**Section 5 Support Staff**

Name	Position
Karey Johnson	HS Secretary
Craig Manley	District Tech
Marvel Cole	AD Secretary
Esmeralda Rodriguez	Paraprofessional
Kasi Chabot	Paraprofessional
	Paraprofessional
	Paraprofessional
Brad Derr	District Maintenance
Ryan Stec	Ag Property Mgr/Ag Para
Shane Barnes	Custodian
Toby Black	Custodian

**Section 6 School Calendar**

See school calendar attached.

## **Article 1 – Mission and Goals**

### **Section 1 School Mission Statement**

Welcome to Morrill Public Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **Section 2 Goals and Objectives**

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. (Reference Board Policy 102.00)

### **Section 3 Mutual Respect**

Morrill Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

### **Section 4 Complaint Procedures**

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in Board Policy 504.01. (Reference Board Policy)

## **Article 2 – School Day**

### **Section 1 Daily Schedule**

Period 1	8:00 a.m. – 8:50 a.m.	Period 5	11:32 a.m. – 12:22 p.m.
Period 2	8:53 a.m. – 9:43 a.m.	Period 6	12:55 p.m. – 1:45 p.m.
Period 3	9:46 a.m. – 10:36 a.m.	Period 7	1:48 p.m. – 2:38 p.m.
Period 4	10:39 a.m. – 11:29 a.m.	Period 8	2:41 p.m. – 3:31 p.m.

### **Friday Schedule**

Period 1	8:00 a.m. – 8:36 a.m.	Period 5	10:55 a.m. – 11:31 a.m.
Period 2	8:58 a.m. – 9:34 a.m.	Period 6	11:34 a.m. 12:10 p.m.
Period 3	9:37 a.m. – 10:13 a.m.	Period 7	12:43 p.m. – 1:19 p.m.
Period 4	10:16 a.m. – 10:52 a.m.	Period 8	1:22 p.m. – 1:58 p.m.

## Article 2 – School Day

### Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio, social media, etc.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school.. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.**

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school is closed during the day the notice will be broadcast by the media. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision.

### Section 3 Open-Closed Campus

All 7<sup>th</sup> & 8<sup>th</sup> grade students are required to remain on campus during lunch. Students in grades 9 & 10 with a GPA of 3.0 from the previous quarter grading period, may have open campus with signed parental permission on file in the high school office. Juniors and Seniors can leave campus during lunch with written parent permission. Open campus lunch is a privilege and can be revoked at any time for behavioral issues.

### Section 4 Supervision Responsibility Before/After School

#### Arrival at School/Dismissal From School

Students are expected to arrive at school no more than 10 to 15 minutes prior to the first class or school program in which they are participating, if they are not eating school breakfast. **Prior to that time, the school is not responsible for supervision of the students.** Students will be admitted to the school building 10 minutes prior to the first class. Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students**

## Article 2 – School Day

### **are to have left school grounds.**

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school. (Reference Board Policy 503.05)

### Supervision at Dismissal

Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

### Emergency Closing Procedures

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Article 3 – Use of Building and Grounds**

### **Section 1 Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern.

### **Section 2 Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 4 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a principal sees or learns of an image or message that may cause a disruption, the principal will ask the student to remove the image or message from the locker. If the student refuses, then the principal will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker. (Reference Board Policy 504.09)

### **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted in the discretion of the administration. (Reference Board Policy 504.16)

### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate

disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 7 Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 8 Use of Cell Phones**

Students may not use cell phones during class time. Cell phones will be turned in to the first hour teacher. Students will pick phones up for lunch from the 1<sup>st</sup> hour teacher. Students will turn in to 6<sup>th</sup> hour teacher following lunch. Students will pick up from 6<sup>th</sup> hour teacher before leaving for the day. A student who violates this rule may be required to turn their phone into the office for a full day or lose phone privileges for an extended period of time.

1<sup>st</sup> offense – turn in to office until end of day – detention assigned

2<sup>nd</sup> offense – turn in to office until parent picks up – two detentions assigned

3<sup>rd</sup> offense – turn in to office for extended period of time as determined by Principal – meeting

### **Section 9 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

### **Section 13 Laboratory Safety Glasses**

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

### **Section 14 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 15 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

### **Section 16 Copyright and Fair Use Policy**

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. (Reference Board Policies 606.08 and 606.08R1)

## **Article 4 – Attendance**

### **Section 1 Attendance Policy**

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## **Section 2 Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence. (Reference Board Policy 503.03)

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

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

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

Tardy to School. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class. Students have enough time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant. (Reference Board Policy 503.03)

## **Section 3 Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two (2) days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

## **Section 4 Make-up Work**

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by the teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets the school should be contacted by no later than 10:00 a.m.

### **Section 5 Attendance is Required to Participate in Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Section 6 Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. (Reference Board Policy 503.04)

## **Article 5 – Scholastic Achievement**

### **Section 1 Grading System**

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

90-100 A  
80-89 B  
70-79 C  
60-69 D  
0-59 F

If work/assignments are not turned in on time, 50% max credit will be given, after 1 school week, grade earned is a zero.

Article 5 – Scholastic Achievement

**Section 2 High School Yearly Course Requirements**

High school students in all grade levels are required to register in the following courses: Math, Social Studies, Science, and Language-Arts Core. Elective courses are also provided and required throughout high school enrollment. Attendance at Morrill High School consists of at least six enrolled class periods for a school day in order to participate in school sponsored activities.

**Section 3 Graduation Requirements**

To participate in commencement exercises or receive a Morrill Public Schools’ diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Morrill High School, a student must have earned a minimum of 250 semester hours credit in grades 9 through 12 inclusive. A minimum of 60 earned semester hours credits must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

Satisfactory completion of the following courses must be presented in the candidate’s record:

English	40 semester hours
Social Sciences	40 semester hours
Science (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> year)	30 semester hours
Math (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> year)	30 semester hours
P.E. and Health	10 semester hours
Fine Arts	10 semester hours
Computers I	10 semester hours
Personal Finance	10 semester hours
Elective Courses	70 semester hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

It is expected for students to complete 15 hours of community service as a part of graduation requirements of Morrill JR/SR High School. Students in grades 9<sup>th</sup>-12<sup>th</sup> will have opportunities with their class sponsors to participate in community service. Only five hours of the 15 required hours may be credits from assisting with school sponsored activities. The purpose of the community service program is to provide Morrill High School students the opportunity to have a positive impact on our local community while learning service to others as an on-going, important part of life.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance. Students receiving a Certificate of Attendance shall not be eligible to participate in graduation exercises. (Reference Board Policy 611.07)

## Article 5 – Scholastic Achievement

### **Section 4 Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

### **Section 5 Schedule Changes**

Students needing schedule changes should notify the Principal. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

### **Section 6 Interim Reports**

Various supplemental reports may be made available to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

### **Section 7 Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Section 8 Parent-Teacher Conferences**

Parent-teacher conferences will be held at the end of the 1st quarter and mid-3rd quarter. There will also be a parent night. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

### **Section 9 Honor Roll**

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Gold Honor Roll – Straight As
2. Blue Honor Roll – only As & Bs

## Article 5 – Scholastic Achievement

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, 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.

### **Section 10 National Honor Society**

The National Honor Society chapter of Morrill JR/SR High School is a duly chartered and affiliated chapter of this prestigious national organization.

#### Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership and have a cumulative grade point average of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

#### Removal from National Honor Society

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## **Article 6 - Support Services**

## **Section 1 Special Education Services**

### What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. (Reference Board Policy 612.05)

### More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

## **Section 2 Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973.

### **Guidance Services**

Morrill Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and plan for an appointment.

## Article 6 – Support Services

### **Section 3 Health Services**

#### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

#### School Health Screening

Children in Preschool and Kindergarten through third grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

#### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist.

## Article 6 – Support Services

A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Article 6 – Support Services

**Summary of the School Immunization Rules and Regulations  
For 2022-2023 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

**Updated 01/26/2018**

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

## Article 6 – Support Services

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

### **Section 4      Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. (Reference Board Policy 801.01)

### **Behavior on School Buses**

**I. General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **II. Special Conduct Rules for Riding School Buses.**

#### A. Rules for Getting On and Off the Bus

## Article 6 – Support Services

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### B. Rules on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

(Reference Board Policy 504.04)

**III. Getting the Driver’s Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver’s attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## **Article 7 – Drugs, Alcohol and Tobacco**

### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2 Education and Prevention**

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades. The District provides in-service orientation and training for staff with regard to drug and alcohol education and prevention programs.

Drug and Alcohol Use and Prevention. Each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students are provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs or alcohol (including electronic nicotine delivery systems) on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct

## Article 7 – Drugs, Alcohol and Tobacco

prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

(Reference Board Policy 504.15)

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

## Article 8 – Student Conduct Rules

## **Section 1 Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

**\*Please refer to Student Conduct and Discipline Handbook for further information.**

### Electronic Devices

**Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.**

### Anti-Bullying Policy:

One of the missions of the District is to provide safe and secure environments for all students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Reference Board Policy 504.20)

### Initiations, Hazing, Secret Clubs and Outside Organizations (Reference Board Policy 504.14)

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

### Network, E-Mail, Internet and Other Computer Use Rules:

#### (a) General Rules:

- (i) The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and

## Article 8 – Student Conduct Rules

students who have agreed to act in a responsible manner. Parental permission is required for student use. Access for all staff and students is a privilege and not a right.

- (ii) Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over 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.
  - (iii) Network storage areas shall be treated like school lockers for students. 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.
  - (iv) 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 rights, interests or claims to confidentiality the user may have under state or federal law.
  - (v) 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.
- (b) Policy and Rules 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 term "Users", as contained herein, shall apply to all such individuals. 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, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."
- (c) 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 the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

## Article 8 – Student Conduct Rules

(d) Penalties for Violation of Rules: All of the policies, rules, and procedures for acceptable use of computers and the network are intended to make the computers and the network more reliable for users. They are also intended to minimize the burden of administrating the networks so that more time can be spent on education and enhancing services. Use of the computer and access to telecommunications resources is a privilege and 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.

(e) Student and Parent Agreements: Students and parents may be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment. (Reference Board Policy 606.06)

(8) Risks of Facebook and Similar Social Networking:

The purpose of this message is to give our students information about the risks of using Facebook and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on Facebook and similar social networking sites may affect you years later.

What you say now on Facebook and similar social networking sites may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on Facebook and similar social networking sites.

(Reference Board Policy 504.22)

Here are some common sense guidelines that you should follow when using Facebook and similar social networking sites and the Internet in general:

- Don't forget that your profile and Facebook and similar social networking sites forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

## Article 8 – Student Conduct Rules

- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new Facebook and similar social networking sites friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to Facebook and similar social networking sites or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, Facebook and similar social networking sites will delete your profile.

We urge all students to following these common sense guidelines.

## Article 9 – Extra-Curricular Activities - Rights, Conduct, Rules and Regulations

### Section 1 Extracurricular Activity Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally. **\*Please refer to Activities Handbook/Team contracts for specifics of each activity.**

### Section 2 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.
2. Maintain passing grades in all courses. A student who is not passing one (1) or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one (1) week after progress reporting time. The student will remain ineligible until the student is passing all classes.
3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

4. Academic requirements do not apply to:
  - (A) Instructional field trips which are a part of the scheduled course learning experience; or
  - (B) Activities or events which are considered in determining the student's grade.

(Reference Board Policy 506.01)

### **Section 3 School Dances**

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

**General Rules of Student Conduct at Dances.** In addition to all rules of student conduct in the Student handbook, students attending dances shall adhere to the following rules of conduct:

1. Who Can Attend: Only students of Morrill Public Schools and their guests may attend.
  - a. Students currently attending Morrill High School or another Nebraska high school who have not been restricted from attending extracurricular activities at Morrill High School or their own school are generally considered appropriate dates or invited guests.
  - b. Persons who are younger than 16 or older than 20 years of age and not attending high school are generally considered to not be appropriate dates or invited guests for our school dances.
  - c. Some school dances may be restricted to students attending specified grades levels at Morrill Public Schools. For any dances at the middle school level, only students attending Morrill Public Schools in the grade(s) for which the dance is being held may attend.
  - d. Students who have been suspended from school or from extracurricular activities may not attend.
  - e. The school reserves the right to exclude persons who may or do cause a disruption or detract from the event. Dates or invited guests not attending our school are expected to follow the same rules of conduct which apply to our students.
  - f. Rules for dances may restrict students and their guests from leaving the dance until the dance ends without written parental permission on a form provided.
  - g. Students or their guests who engage in inappropriate behavior, whether on or off of the dance floor, may be asked to leave.
2. Prohibited Substances: Alcoholic beverages, illegal drugs, and tobacco are prohibited. Anyone using prohibited substances or showing the effects of use will not be allowed admission or, if discovered after admission, be removed from the dance. Their parents may be contacted.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

Students and their dates may be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

3. Appropriate Attire: Students and their guests must meet the dress code requirements established for each dance. Teachers or administrators will make the final decision as to whether or not a student's attire is appropriate. Students will be asked to change unacceptable items, which may mean that the student may have to return home to change the inappropriate clothing. It is advisable to check in advance of the dance with the Principal or staff sponsor for the event if you are uncertain about your attire.

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

1. Achievement, Citizenship and Conduct Qualifications:
  - a. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
  - b. The student must have exhibited a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
  - c. The student must have a cumulative grade average of a B or its equivalent.
  - d. The student must not have had excessive violations of school policies and procedures during their high school career.
  - e. The student may not, within 24 months of the dance, have engaged in criminal violations involving: (i) alcohol, drugs or tobacco; (ii) driving law violation in which the penalty is a loss of four (4) points or more under the point system; (iii) a Class I, II, III, or IIIA or Class W misdemeanor; or (iv) a felony. Criminal violations will be deemed to have occurred where: (a) a student was cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist or (b) a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
2. Royalty Candidate Eligibility and Selection: The determination of whether a student meets the foregoing conduct and citizenship qualification standards shall be made by a committee appointed by the Principal for each dance at which royalty

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

is to be selected (“Royalty Candidate Eligibility and Selection Committee”). The committee will ordinarily include the Principal, Activity Director and the certificated staff sponsors.

3. Pre-Qualification of and Acceptance by Student: All students nominated for dance royalty shall meet with the Principal. At the meeting the Principal will review the eligibility requirements for the honor of dance royalty. The student will be required to confirm that the student meets all eligibility requirements. The student will be required to confirm his or her acceptance of the nomination for dance royalty and the responsibilities of such an all school honor. The Principal or designee may contact local, county and/or state law enforcement and judicial authorities to confirm a student’s eligibility for the honor of being nominated for or awarded dance royalty.
4. Specific Dance Eligibility and Selection Requirements:
  - a. Homecoming Queen & King:
    - Only a senior girl shall be eligible to be Queen and only a senior boy shall be eligible to be King.
    - To be eligible, a candidate must agree to attend the entire Homecoming Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the student body during Homecoming week. Crowning will be held at the fall sports event deemed to have the largest attendance.
  - b. Prom King and Queen:
    - Only a senior girl shall be eligible to be Queen and a senior boy shall be eligible to be King. The candidates may not have been previously selected as royalty at another school sponsored dance.
    - To be eligible, a candidate must agree to attend the entire Prom Dance and represent the school properly.
    - The queen and king will be chosen from the qualified nominees by secret vote of the junior and senior class.

### **Section 9 Student Fees Policy**

The Board of Education of Morrill Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District’s general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District’s policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

## Article 9 – Extra-Curricular Activities – Rights, Conduct, Rules and Regulations

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. (Reference Board Policy 504.19)

### **Article 10 – State and Federal Programs**

#### **Section 1 Notice of Nondiscrimination**

Morrill Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

#### **Section 2 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. Morrill Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

#### Preventing Harassment and Discrimination of Students.

Purpose: Morrill Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Morrill Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited. (Reference Board Policy 504.18)

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a

## Article 10 – State and Federal Programs

student, the Principal would be the next or alternative person to contact. (Reference Board Policy 504.18R1)

### **Section 3      Multicultural Policy**

**The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.**

### **Section 5      Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions.

### **Section 6      Notification of Rights Under 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. (Reference Board Policy 507.01 E1)

### **Notice Concerning Directory Information**

The District may disclose directory information. (Reference Board Policy 507.02 and 507.02E1)

### **Section 7      Military Recruiters**

The District will provide military recruiters with access to routine directory information of each high school student, unless the student’s parent or guardian requests in writing that their student’s information not be shared with a military recruiter. Parents and guardians who do not want their student’s information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student’s routine directory information.

### **Section 8      Combined District and School Title I Parent and Family Involvement (Policy No. 6410)**

Morrill Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015. (Reference Board Policy 1005.12)

## Article 10 – State and Federal Programs

### **Section 9 Student Privacy Protection Policy**

It is the policy of Morrill Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws.

## Article 10 – State and Federal Programs

### **Section 10 Parental Involvement**

#### General - Parental/Community Involvement in Schools:

Morrill Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. (Reference Board Policy 1005.03)

### **Section 11 Homeless Students**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. (Reference Board Policy 503.09)

### **Section 12 Pregnant and Parenting Students**

Morrill Public Schools recognizes that pregnant and parenting students have the right and responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting students and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. (Reference Board Policy 503.07)

### **Section 13 Married Students**

Married students shall have the same educational opportunities in this school system as unmarried students. There shall be no discrimination on the basis of sex, marital status of any person, or the condition of being a parent. To enforce this prohibition, aggrieved persons shall use the District's anti-discrimination policies. (Reference Board Policy 503.08)

**RECEIPT OF 2022-2023 STUDENT - PARENT HANDBOOK  
OF MORRILL PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2022-2023 Student-Parent Handbook of [Name] Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

\_\_\_\_\_  
Morrill Public Schools

\_\_\_\_\_, Nebraska \_\_\_\_\_ - \_\_\_\_\_

## AVAILABILITY OF HANDBOOKS

The 2022-2023 Student-Parent Handbook of Morrill Public Schools is available on the internet at [mpslions.org](http://mpslions.org)

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2022-2023 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August \_\_, 2022**. This will allow us time to get the Handbook to all students and parents before school starts while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2022-2023 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

## RECEIPT OF 2022-2023 STUDENT-PARENT HANDBOOK

This signed receipt acknowledges receipt of the 2022-2023 Student-Parent Handbook of [Name] Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

**Morrill JR/SR High  
School**

**Student Code of  
Conduct/Discipline  
Handbook**



## **Purpose of Student Conduct Rules**

These student conduct rules are established to maintain a school atmosphere, which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

The board believes inappropriate student conduct causes serious disruption to the learning environment, interferes with the rights of others, and threatens the health and safety of students, employees, and the public. The Superintendent and staff will develop and implement age-appropriate student codes of conduct to facilitate the educational process.

The leadership team of Morrill JR/SR High School has developed a PBiS system of behavioral supports for all locations throughout the campus. Students will be oriented on expectations the first day of school. The Morrill Way, Showing Your Pride, by being Positive, Respectful, Involved, Driven, and striving for Excellence is the baseline for behavior at Morrill JR/SR High School.



Classroom teachers manage classroom behavior. The following behaviors are examples of teacher managed classroom behaviors:

- Inappropriate language (first/second offense)
- Physical contact with peers
- Late to class
- Unprepared for class
- Interrupting
- Teasing
- Refusal to work
- Noncompliance
- Minor dishonesty
- Minor disruption
- Minor aggression
- Unsafe or rough play
- Disrespectful – tone, attitude, body language
- Not completing homework
- Other minor behavior issues

Uniform and consistency from all teachers utilizes the following process in addressing minor behaviors within the classroom.

- Warning from the teacher
- Detention – Tuesdays/Thursdays during lunch
- Office referral

A referral to the office results in the following process:

**First Referral: One day In School Suspension – Alternative discipline assignment**

**Second Referral: Three days In School Suspension – Alternative discipline assignment, Parent meeting, Behavioral plan developed**

**Third Referral: Three-five days Out of School Suspension – Parent meeting, possible parent return to class with student, possible shadow adult before returning to classroom**

**Fourth Referral: Five-ten days Out of School Suspension – Student assistance team meeting, Revisit Behavioral plan, review online learning alternative**

**Fifth Referral: Recommendation for Expulsion**

**\* Please note that the principal may enforce any of these penalties at any time depending on the gravity of the violations. Example: Weapons violation – expulsion**

The following behaviors may constitute immediate office referral:

- Aggressive physical contact
- Fighting
- Property destruction

- Weapons
- Drugs/Alcohol/Tobacco
- Skipping class
- Abusive language
- Indecent exposure
- Theft
- Intimidation/threatening behavior
- Credible threats
- Harassment of others
- Vandalism
- Theft
- Open & persistent defiance of authority
- Major dishonesty
- Major disruptions
- Chronic minor misbehaviors
- Bullying/discrimination
- Possession of firearm
- Arson
- Academic fraud
- Insubordination
- Verbal sexual harassment
- Physical sexual harassment

If these behaviors are present, it is at the principal's discretion as to the penalty enforced.

The following topics are specific procedures regarding cell phones, personal appearance, and tardiness/absenteeism.

**Cell Phones:** Students may have their phones before school, during lunch, and after school. The following procedure will be followed to ensure adherence to this rule.

- Cell phones will be turned in to 1<sup>st</sup> hour teacher
- Phones will be taken to the office to be locked for the morning
- Phones will be taken to teachers at the end of 5<sup>th</sup> hour, before lunch
- Students may retrieve their phone from their 1<sup>st</sup> hour teacher before leaving for lunch
- Students will turn phones in 6<sup>th</sup> hour upon returning from lunch
- Phones will be taken to office to be locked for the afternoon
- Phones will be taken to teachers at the end of 8<sup>th</sup> hour
- Students will retrieve phones before leaving for the day

\*Early dismissal for activities and JH 8<sup>th</sup> period sports practice will be handled strategically and appropriately.

**1<sup>st</sup> offense – turn in to office until end of day – detention assigned**

**2<sup>nd</sup> offense – turn in to office until parent picks up – two detentions assigned**

**3<sup>rd</sup> offense – turn in to office for extended period of time as determined by Principal – meeting with student and parent**

## **Dress Code:**

**The educational climate of the school is affected by student appearance. Student dress and grooming should reflect consideration for safety, health precautions, and academic endeavors. Students must come to school and activities dressed in clean, neat and appropriate clothing to conform to educational standards.**

**Students are prohibited from wearing the following attire:**

- 1. Clothing displaying indecent, suggestive, or profane writing, pictures, or slogans**
- 2. Clothing that advertises or displays alcohol, tobacco or any illegal substance**
- 3. Head coverings of any kind, including but not limited to caps, stocking hats, hoods, or bandanas during the school day**
- 4. Bare feet (some type of footwear must be worn)**
- 5. Any clothing that could cause damage to others or school property (spikes, chains, spurs)**
- 6. Shirts, blouses, or other clothing worn unbuttoned unzipped, or otherwise purposely unfastened**
- 7. Shorts or skirts above mid-thigh**
- 8. Costumes and/or those clothes intended only for leisure, entertaining, or special occasions (sunglasses)**
- 9. Bare “midriff” styles, see through and low cut shirts/blouses, halter tops, tank tops or thin strapped tops (spaghetti straps)**
- 10. Pants and shorts worn below the waste so as to expose shorts or undergarments**
- 11. Chains hanging or attached to shorts**
- 12. Clothing with tears or holes that show any inappropriate area of bare skin, inappropriate amount of bare skin, or undergarments**

**\*Appropriate undergarments are expected to be worn by all students**

**\*Backpacks/book bags are to remain in lockers for classroom safety**

**Certain classrooms or areas of the school may have additional dress code requirements due to safety and liability concerns.**

### Tardiness/Absenteeism:

Regular and punctual student attendance is required. The Board's policies require such attendance. Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their class rings.

### Tardiness:

- Three tardies – Two lunch detention
- Five tardies – Closed campus for lunch for remainder of quarter, four lunch detentions
- Ten tardies – parent meeting, possible ISS

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Excessive Absenteeism: Students who accumulate five unexcused absences in a quarter shall be deemed to have "excessive absences". Such absences shall be determined on a per class basis for secondary students. When a student has excessive absences, the following procedures will be implemented.

1. One or more meetings shall be held between a school attendance officer, school counselor, LMHP, the parent/guardian, and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether enrolling the child in an alternative education program meets the needs of the child
3. Educational evaluation to evaluate the reasons possibly contributing to the truancy problem.
4. Referral to county attorney.

# **PBiS Program**

**The following are various incentives and rewards for students to achieve through hard work and perseverance towards district expectations.**

- + Principal's Challenge – Each quarter students will have the opportunity to complete a challenge from the principal. For each challenge, students will be rewarded. If students meet both challenges, they can attend the end of quarter trip.**
- + Lion Bucks – Teachers can reward students with Lion Bucks by “Going the Extra Mile”. Each week a drawing will be held and students drawn can select prizes from the school store.**
- + Gold/Blue Honor Roll – Students who maintain Straight As and As/Bs rewarded with various benefits the following quarter.**
- + Lion of the Month (grade level) – Students who “Show Your P.R.I.D.E” will be highlighted in school assembly, taken to lunch, and provided Morrill gear.**

# Morrill Elementary School Parent-Student Handbook



**2022-2023**

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**Morrill Public Schools Student-Parent Handbook  
2022-2023 School Year**

**Foreword**

**Principal’s Message:**

**Dear Parents, Guardians, and Students,**

**Welcome to the 2022-23 school year! After 30 years of teaching at Morrill Elementary, I will be stepping into a new role as principal this year and could not be more excited about the year we have before us. We have an amazing staff who is passionate about providing a high-quality education for your child.**

**We want to work in partnership with you to make this a great year of growth and hope that this handbook provides an outline of procedures, routines and guidelines for our school. Please review it and refer to it as needed. If you have any questions or concerns, please do not hesitate to call, email or stop by and I will be happy to discuss it with you.**

**Thank you for being part of our team! We look forward to creating a safe and fun environment for all of our kids to learn and grow.**

**Sincerely,**

**DeLinda Lackey, Principal**

**Section 1     Intent of Handbook**

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Morrill Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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 during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

## Foreword

### Section 2 Members of the Board of Education

Art Frerichs – Board President
Bill Watson – Vice President
Lisa Kaufman – Secretary
Shaun Hess – Treasurer
David Sherrod – Member
Art Steiner – Member

### Section 3 Administrative Staff

Name	Position	Contact Information
Barry Schaeffer	Superintendent	(308) 247-3414 <a href="mailto:barry.schaeffer@mpslions.org">barry.schaeffer@mpslions.org</a>
DeLinda Lackey	Elementary Principal	(308) 247-2176 <a href="mailto:delinda.lackey@mpslions.org">delinda.lackey@mpslions.org</a>
Kristin Stauffer	Administrative Assistant	(308) 247-2176 <a href="mailto:kristin.stauffer@mpslions.org">kristin.stauffer@mpslions.org</a>

### Section 4 School Contact Information

Elementary Office Phone: (308) 247-2176 Fax: (308) 247-2491 Morrill Elementary School 505 Center Ave. Morrill, NE 69358
School Website: <a href="http://www.mpslions.org">www.mpslions.org</a> Download the App: Morrill Lions, NE

### Section 5 Teaching Staff

Name	Position	Email
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?	1 <sup>st</sup> Grade Teacher	?
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## Section 6 Support Staff

Name	Position	Email
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Autumn Pittman	Cook	<a href="mailto:autumn.pittman@mpslions.org">autumn.pittman@mpslions.org</a>
Chuck Weimer	Custodian	<a href="mailto:chuck.weimer@mpslions.org">chuck.weimer@mpslions.org</a>
Ashley Derr	Custodian	<a href="mailto:ashley.derr@mpslions.org">ashley.derr@mpslions.org</a>

**Section 7 School Calendar**

See school calendar attached.

## Article 1 – Mission and Goals

### Section 1 School Mission Statement

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

### Section 2 Goals and Objectives

At Morrill Elementary, our goals are to:

- Provide a strong foundation of basic skills for all students
- Establish a positive culture of respect, lifelong learning, and working with others
- Instruct students to read fluently and comprehend at grade level
- Instruct students to perform math computation and application at grade level
- Instill interest and exploration in science, social studies, technology, fine arts and physical activity
- Teach and reinforce positive behavior and social skills
- Build meaningful relationships with adults and peers

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. (Reference Board Policy 102.00)

### Section 3 Mutual Respect

**Morrill Elementary expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.**

### Section 4 Complaint Procedures

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter. (Reference Board Policy 504.01)

#### Steps of Complaint Procedure:

1. Schedule a conference with the staff person most immediately or directly involved in the matter.
2. Address the concern to the Principal if the matter is not resolved in Step 1.
3. Address the concern to the Superintendent if the matter is not resolved in Step 2.
4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

All information to be considered at each step should be placed in writing in order to be most

effective. The nature of the complaint often determines the amount of time needed to come to resolution. However, action or decisions will be expedited as quickly as possible.

### Criticism

If a parent is dissatisfied with the school or any specific aspect of the school, please do not criticize the teacher in your child's presence. Please use the procedure mentioned above to handle issues. Your disapproval will lower your child's confidence in school and his/her teacher and weaken the student's desire to do his/her best work. It is in the child's best interest that we work together as a unified team.

### Communication

Good Communication is imperative between the school, students and school families. Morrill Elementary will communicate with students and parents through a variety of methods including:

- Daily Announcements
- Bloomz
- Monthly Calendars
- School Website
- School Facebook
- Staff Sites
- Email
- Automated Calls
- Notes or Letters sent home with students & posted digitally
- Phone Calls
- Home Visits
- Morning Meetings, Class Meetings, Parent Meetings

Please make communication a 'two-way' street by providing a **working phone number on file**. We need this to be current in case of an emergency. Please do not block the school's number.

## **Article 2 – School Day**

### **Section 1      School Day**

Monday-Thursday	8:00 am – 3:20 pm
Friday	8:00 am – 1:50 pm
<b>Supervision Hours</b>	<b>7:40 am – 3:30 pm (M-Th)</b>
	<b>7:40 am – 2:00 pm (F)</b>

For safety purposes, students are not allowed to arrive before 7:40 am and must leave school immediately, unless attending a school program or at the request of a teacher or the principal.

Elementary Arrival and Departure:

- 7:40 am – 8:00 am    Building Open
- Breakfast and Soft Start in Classrooms

## Article 2 – School Day

8:00 am	Bell Rings (arrival after 8:00 am is tardy)
3:20 pm	Dismissal time (M-Th)
1:50 pm	Dismissal time (F)

When arriving at school, students may enter the building at two locations:

1. The WEST parking lot double doors
2. The EAST bus drop off double doors (no through traffic is allowed on this side of the building other than busses between the hours of 7:30 am to 4:30 pm)

For safety reasons, please help us to limit the amount of additional people in our building during arrival and dismissal times. If you must enter the building, please remain at the office or foyer area. We love to have parents visit our classrooms, but scheduled or planned visits help us to monitor guests and keep our kids safe.

**If you know your child will be absent, please call the school office and report his/her absence by 8:30 am. Please notify the bus driver(s) if possible. Parents/Guardians WILL BE CALLED if we have not been notified of the absence.**

### Section 2 Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio, social media, etc.

#### Decision to Close Schools

A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.**

#### After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and through Bloomz and the MPS app. Parents should have a plan in place to accommodate these circumstances. If transportation is not available (for any reason), it is the parent's responsibility to transport the child to and from school.

#### Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be

## Article 2 – School Day

marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day.

**What Not to Do:** Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members.

### Section 3 Open-Closed Campus

Students are not allowed to leave school grounds without school official and parent's permission. Parents can take their child to lunch, but we require that the child be back in school when their class resumes for the afternoon. Please confirm the time with the office or your child's teacher. Parents may also eat lunch with their child in the cafeteria.

### Section 4 Supervision Responsibility Before/After School

#### Arrival at School/Dismissal From School

Students are expected to arrive at school prior to 8:00 am every morning. The school provides supervision beginning at 7:40 am. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the principal determines it to be necessary due to inclement weather or other factors. Students are to enter through the 2 main entrances on the west and east sides of the building.

Students are dismissed at 3:20 pm (M-TH) and 1:50 pm (F). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **After those times the school is not responsible for supervision of students. The school is not responsible once the students are to have left school grounds.**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

#### Signing a Child In and Out of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. *Parents are not to go directly to the classrooms.* The schools will only release children to adults designated by the parent on the emergency card.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school. (Reference Board Policy 503.05)

## Article 2 – School Day

### Supervision at Dismissal

Parents or guardians of children in K-6, who do not use district-provided transportation after dismissal, may request the school not release the child to walk home after dismissal unless the child is released to the parent, legal guardian, or an escort designated by the parent or guardian. Parents must submit a completed written request with the Principal to this effect.

### Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number on file in the event of an emergency closing or situation that requires the immediate presence of a parent or guardian. It is recommended that parents inform the school office of any alternate destinations or arrangements

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

## **Article 3 – Use of Building and Grounds**

### **Section 1      Visitors**

All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. **There is a 30-minute limitation to classroom visitations to limit disruptions to the learning environment. All visits must be prearranged with Mrs. Lackey.**

### **Section 2      Smoke-Free Environment**

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

### **Section 3      Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### Items at School

The school is not responsible for lost or stolen items or money at school. We ask that students do not bring toys to school unless required for a special activity. No pets of any kind are allowed at

school without the permission from the classroom teacher or principal. Teachers and the principal may give special permission for pets to be brought to school for special events or activities. Students are not to bring excessive amounts of money to school.

#### **Section 4 Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. (Reference Board Policy 504.09)

#### **Section 5 Searches of Lockers and Other Types of Searches**

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. (Reference Board Policy 504.16)

#### **Section 6 Video Surveillance**

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

#### **Section 7 Recording of Others**

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program (IEP) meeting if the recording

is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

### **Section 8 Use of Phones**

Students may use the school phone if given permission by the teacher or principal.

Students may not use cell phones during the school day. All cell phones will be turned into the classroom teacher at the start of the day and will be returned at the end of the day.

### **Section 9 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 10 Student Valuables**

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary safe keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

### **Section 11 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. The lost and found area is in the foyer near the office. All lost and found items that are not claimed by the end of the quarter will be given to the MES clothing closet or Morrill Mall.

### **Section 12 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the principal, school nurse, or any school personnel. An accident report will be completed by all parties involved.

### **Section 13 Insurance**

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

## **Section 14     Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

## **Section 15     Copyright and Fair Use Policy**

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. (Reference Board Policies 606.08 and 606.08R1)

# **Article 4 – Attendance**

## **Section 1     Attendance Policy**

### Admission

A student must be five (5) years of age on or before July 31 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, a physical, and eye examination, which are all requirements as 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. (Refer to Nebraska Statute 79-214)

### Early Entrance

Morrill Elementary does offer “early entrance” that meets the following criteria set forth below. Parents seeking early entrance to Kindergarten (birthdays from August 1-October 15) are asked to inform the principal by May 1 of the upcoming school year.

“The board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current

school year, (ii) the family anticipates relocation to another jurisdiction that would allow admission within the current year, or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the board. Each school board shall, for purposes of this subdivision, approve and make available a recognized assessment procedure for determining if a child is capable of carrying the work of kindergarten. The school board shall update approved procedures as the board deems appropriate.” (Refer to Nebraska Statute 79-214)

### Mandatory Attendance

A child is of mandatory attendance age in the state of Nebraska if the child will reach six (6) years of age prior to January 1 of the then-current school year and (b) had not reached eighteen years of age. (Refer to Nebraska Statute 79-201)

### Attendance Policy

Regular and punctual student attendance is required. The Board’s policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## **Section 2      Attendance and Absences**

Excused and Unexcused Absences. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence. (Reference Board Policy 503.03)

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

The principal has the discretion to deny approval, depending on circumstances such as the student’s absence record, the student’s academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2.     Unexcused Absences: An absence which is not excused is unexcused. If a student’s absence is unexcused the student may receive zeros for any in-person activities that are not possible to replicate and for any class work not completed from the absence.

### Tardy to School

Students will be considered tardy to school if they are not present when school begins at 8:00 am.

### Leaving School or Class

Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant. (Reference Board Policy 503.03)

### Excessive Absences

Students who accumulate five (5) absences in a quarter or 20 or more days in the school year shall be considered to have excessive absences. The accumulation of one-half days of absence are counted in total days missed. When a student has excessive absences, the following procedures will be implemented (Reference Board Policy 503.04):

- The principal will notify the parent in writing of excessive absences.
- Meeting(s) shall be held with the school attendance officer, school counselor, and parents/guardians to develop a plan to reduce barriers and improve attendance. Refusal to meet will be documented.
- The collaborative plan shall consider, but is not limited to, review of illness or medical conditions, educational counseling, educational evaluation, referral to community agencies, family or individual counseling, or other services.
- A report will be filed with the County Attorney that Nebraska truancy laws have been violated, which may result in legal action against the parent or guardian. Parents will receive written notification of this action.
- A student that misses 20 or more days may be considered for disciplinary action such as suspension and expulsion. Students may also be considered for retention. Cases are handled on an individual basis.

### **Section 3      Make-up Work**

The student and/or parent has the responsibility to contact teachers regarding make-up assignments and their specific classroom policy. Generally for excused absences, two school days will be allowed to make up the work for each day missed. Special circumstances (long illness, injury, etc.) will be considered by both the teaching staff and principal concerning an extended absence.

### **Section 4      Attendance is Required to Participate in Activities**

Students must attend school one-half of the day of any scheduled school activity in order to participate in the activity. This includes music concerts, athletic contests, and practices. Failure to attend school will result in a student being withheld from participation in the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

## **Section 5      Truancy**

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of truanancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

### Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. (Reference Board Policy 503.04)

## **Article 5 – Scholastic Achievement**

### **Section 1      Grading System**

The following grading system is used in grades K-2:

- 1-Beginning
- 2-Progressing
- 3-Proficient
- 4-Advanced

The following grading system is used in grades 3-6:

- |        |   |                                 |
|--------|---|---------------------------------|
| 90-100 | A | Excellent                       |
| 80-89  | B | Good-Above Average              |
| 70-79  | C | Satisfactory-Average            |
| 60-69  | D | Needs Improvement-Below Average |
| 0-59   | F | Failing                         |

Report Cards are issued every 9 weeks (4 times a year).

Grades K-1 uses a skills-based report card.

Grade 2 uses a combination of skill-based and percentage/letter grades system.

Grades 3-6 use the percentage/letter grades system on report cards.

Computers, Music, Library, and Physical Education classes are graded.

### **Section 2      Placement, Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress

## Article 5 – Scholastic Achievement

annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Teachers will notify parents following the third quarter reporting period if retention is being considered. All available data will be considered by the teacher, administrator, and parents in reaching a decision about retention.

### Section 3 Report Cards

It is very important for students and parents to be informed about the student’s progress in school.

- Report cards are issued at the end of each nine-week period. The school calendar included in the handbook designates these dates.
- Report cards will be given to parents at the 1<sup>st</sup> and 3<sup>rd</sup> parent-teacher conferences.
- Report cards will be sent home with students at the end of the 2<sup>nd</sup> and 4<sup>th</sup> quarter period.
- Mid-quarter progress reports will be sent home with students in grades 3-6 at the conclusion of the fifth week in each quarter IF a student is failing or near failing in a subject area.

### Section 4 Parent-Teacher Conferences

Please make every attempt to attend parent-teacher conferences. Students benefit when parents, teachers and the school work together and support each other.

- K-6 will have two parent-teacher conferences during the school year.
- Conferences are held at the end of the first and third quarters of school.
- Parents will be notified through Bloomz to schedule their preferred conference time, or they may call the school office for assistance.
- Individual conferences may be requested by teachers or parents as needs arise. Please contact the teacher or school office to schedule.

### Section 5 Assessments

Morrill Elementary uses the following assessment schedule to monitor student progress and meet the requirements of the Nebraska Department of Education:

Assessment	Subject	Grade Levels	Time of Year
NWEA Growth & NSCAS State Testing	Math	Grades 3-6	September
	Reading		January
	Language Usage		April/May
	Science		
Acadience-DIBELS	Phonemic Awareness (K-1)	Grades K-6	August December

## Article 5 – Scholastic Achievement

	Reading Fluency (1-6) Math Computation Math Application		May
Curriculum Based Testing Examples: ARC Reading Really Great Reading Ready Math	All Subjects	K-6	On-going

### **Section 6 Individualized Reading Plan**

The Nebraska Reading Improvement Act LB-2601 requires reading assessment of K-3 students and the development of an individualized plan for students with potential reading deficiencies. Morrill Elementary uses Acadience Reading (DIBELS) to measure reading progress. This assessment is approved by the Nebraska Department of Education and is administered three times a year. At Morrill Elementary,

- Teachers complete the first assessment within the first 30 days of school to identify students who may have a reading deficiency.
- Teachers develop an individualized reading plan (IRP) for students with identified reading deficiencies.
- Parents or guardians are notified in writing or electronically of a student’s IRP within 15 days of the identification.
- Teachers monitor progress on reading skills such as phonological awareness, sound-symbol correspondence, decoding, fluency, and comprehension.
- Reference Board Policy 604.14

## **Article 6 - Support Services**

### **Section 1 Title I**

Morrill Elementary School is a school-wide Title I school. The Title I program provides remedial help for students in the areas of math and reading. Any student can receive assistance through the Title I program because of the school-wide status.

### **Section 2 Special Education Services**

Special Education services are available to all students that qualify through the criteria set by the Nebraska Department of Education.

#### What Does Special Education Mean

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

### Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child. (Reference Board Policy 612.05)

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website: <http://www.nde.state.ne.us/SPED/sped.html>.

### **Section 3      Students with Disabilities: Section 504**

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. For more information: [Section 504 Fact Sheet](#).

### **Section 4      Guidance & Counseling Services**

Morrill Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to develop and teach social-emotional skills, and for students to discuss problems and resolve conflicts. The elementary counselor provides individual and group counseling, developmental guidance activities, and support based on individual and school needs. If you wish to see the counselor, stop by the counselor's office and/or call to make arrangements for an appointment.

## Section 5 English Language Learners (ELL) Program

A home language survey will be completed to identify students who may qualify as an English Language Learner. Students who qualify receive additional language support services. Reference Nebraska Department of Education Rule 15.

## Section 6 School Nurse

School Nurse	Sierra Frickey	308-247-2176	<a href="mailto:sierra.frickey@mpslions.org">sierra.frickey@mpslions.org</a>
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The Morrill Public School nurse is available to all students K-12. She shares her time between 3 school buildings. The school nurse provides health screenings in accordance with the Nebraska Department of Health and Human Services, maintains permanent health records, communicates with families regarding student health, and assists with the health education curriculum.

An Annual Health Update form will be sent home at the beginning of the school year or upon enrollment. Please list any health conditions at that time. If your child has severe allergies that require an Epi-pen, diet modification, asthma, diabetes, seizures, or any other medical concerns, please contact the school nurse for any additional paperwork that may need to be completed.

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, they must be taken home.

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

If a student is not to participate for more than 3 days in physical education due to a health condition, please provide the school with a note from your healthcare provider.

## Section 7 Health Services

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include **working** emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school or, for asthma and anaphylaxis, a health care professional who prescribed the medication for treatment of the student's condition. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

### School Health Screenings

Children in Kindergarten through fourth grade, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

**Summary of the School Immunization Rules and Regulations  
For 2022-2023 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) Updated 01/26/2018

**Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These

documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

#### Contenance, Toilet and Vomiting Occurrences

When a child becomes ill at school, vomiting and soiling are often an unfortunate result. Although most classroom teachers and/or the school nurse would assist in an emergency situation, there is no expectation that routine and predictable incidents are dealt with by school staff. Parents will be contacted and expected to pick up their child as soon as possible.

When regular wetting and soiling occurs, notified parents are expected to pick up their child as soon as possible. We ask that the child be showered, dressed in fresh clothing, and returned to school if possible. In extreme cases, a need for spare clothing, to be provided by the parent, will be requested.

It is of course recognized that students are allowed adequate bathroom breaks during the school day and that all staff members are respectful of student bathroom requests.

#### Guidelines for Head Lice

The following guidelines are in place to: better control a nuisance condition; reduce absenteeism due to head lice; and involve parents as partners with the school in control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two (2) cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
3. A child who is sent home from school for head lice should miss no more than two (2) school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.

\*Nit removal will be emphasized for effective management of the condition. For more information call the nurse at your child's school.

## Emergency Response to Life-threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

Morrill Schools will follow the emergency response protocol outlined by Nebraska Department of Education Rule 59 in the case of life-threatening asthma or systemic allergic reactions.

### EDUCATION PLAN FOR ASTHMA/ANAPHYLAXIS EMERGENCY RESPONSE TEAMS

## **PROTOCOL**

### ***Emergency Response To Life-Threatening Asthma Or Systemic Allergic Reactions (Anaphylaxis)***

**DEFINITION:** Life-threatening asthma consists of an *acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.*

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or *medication*, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.

**LIFE-THREATENING ASTHMA SYMPTOMS:** Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

**ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM:** Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

**EMERGENCY PROTOCOL:**

1. **CALL 911**
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing, respiratory rate, and pulse
4. Administer medications (EpiPen® and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc.)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

Source: <http://www.airenebraska.org/rule-59-protocol.html>. Complete Rule 59:

[http://www.education.ne.gov/wp-content/uploads/2017/10/Rule59\\_2006.pdf](http://www.education.ne.gov/wp-content/uploads/2017/10/Rule59_2006.pdf)

**Section 8 Food Services**

Morrill Public Schools operates a school breakfast and lunch program. Children may eat school lunch, bring a sack lunch and purchase milk, or go home for lunch. Please do not send pop, energy drink, etc. with your child's lunch. Please let the office know in advance if you will be eating with your child.

The lunch program accounting system is a prepay system, which means that you deposit money into your family lunch account and as your student(s) eat at school, the meal charge is deducted from your family account balance. Payments can be made at the elementary school office or by sending the payment with your child to school.

Students may not charge against their family account if the account has a zero or negative balance. Notifications will be sent through Infinite Campus when the balance is low. If the family account falls to a zero or negative balance, the school will send home a written notice of the account status and the amount owed. If the negative balance becomes (-\$25), the student(s) will receive an alternative cold sack lunch until the lunch balance is positive. It is necessary to keep money in the family account so your children can continue to purchase school lunch.

Meal Type	Cost	Time Served
Elementary Student Breakfast	\$1.60	7:40 am-8:00 am
Elem. Student Reduced Brkfst	\$0.30	
Adult Breakfast	\$2.35	
Elementary Student Lunch	\$2.75	K-1 11:00 am
Elem. Student Reduced Lunch	\$0.40	Grades 2-3 11:45 am
Adult Lunch	\$4.00	Grades 4-6 11:50 am
Extra Milk	\$0.30	
Seconds (Main Entrée)	\$0.75	

## Section 9 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. (Reference Board Policy 801.01)

### Behavior on School Buses

- I. **General Conduct Rules Apply:** While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

## **II. Special Conduct Rules for Riding School Buses.**

### **A. Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least five (5) feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### **B. Rules on the Bus**

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraprofessional or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

\*\*(Reference Board Policy 504.04)

**III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**IV. Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

## Article 7 – Drugs, Alcohol and Tobacco

### Section 1 Drug-Free Schools

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

#### Safe and Drug-Free Schools—Parental Notice

Pursuant to the provisions of federal law, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made. (Reference Board Policy 504.15)

## Article 8 – Student Conduct Rules

### Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

**\*Please refer to Student Conduct and Discipline Handbook for additional information.**

**At Morrill Elementary School, our goal is to provide a positive learning environment. When a student is keeping a teacher from teaching and other students from learning, that student will be removed from the classroom. The amount of out of class time and further consequence will be determined by the building principal and classroom teacher.**

Morrill Elementary utilizes Positive Behavioral Interventions and Supports (PBIS) in our approach to school discipline. Students are taught expectations for appropriate behavior and held accountable for both their positive and negative actions. It is always the goal of Morrill Elementary Staff to keep students in class and learning. However, when necessary, Morrill Elementary will use the following guideline in addressing negative behaviors:

Article 8 – Student Conduct Rules

1. Teachers or staff members will warn or redirect students within the classroom.
2. Three or more warnings within one school day will result in a behavior incident note or “blue note” or to be sent home. The note will explain the events that lead to the blue note.
3. Student takes form home to parent or guardians. We request that parents or guardians sign and return the form. The student must bring the signed form back to school on the next school day.
4. Further disciplinary action will be taken when a student fails to bring the form back to school. The teacher or staff member will make one attempt to contact the parent or guardian when the form is not returned to school (Bloomz, phone call, email, etc.)
5. More serious behaviors or repeated behaviors will result in an Office Referral or “yellow note”. Students will be sent to the principal to initiate the discipline process.
6. A student that receives two or more blue and/or yellow notes in one quarter is ineligible for certain school incentives.

**Section 2 Behavior Consequence Ladder**

**Morrill Elementary Behavior Consequence Ladder 2022-2023**

There are several categories of inappropriate student actions listed in the table below. The behaviors range from minor offenses, those not typically associated with disrupting the learning process, to major offenses that may result in automatic suspension. The list is not meant to be totally inclusive. The principal will decide the appropriate consequence for behavior or situations not specifically addressed.

<i>Behavior</i>	<i>Expected Behavior</i>	<i>First Offense</i>	<i>Second Offense</i>	<i>Third Offense</i>	<i>Fourth or Subsequent Offenses</i>
<b>Disrespect</b> *Defiance *Resistance *Refusing to obey or follow a request or rule given by an adult *Talking back to an adult *Disrespect to staff or students *Excessive talking in class *Inappropriate classroom behavior *Classroom disruption *Inappropriate cafeteria behavior *Disruption of assemblies or programs *Insubordination or disobedience *Open or persistent defiance of authority *Severity of the disrespect may result in more immediate and severe consequences	<i>Morrill Elementary students are expected to respect and obey rules and instructions of staff members.</i>	Parent contact by responding adult and/or classroom teacher  Behavioral Incident Report goes home (must be returned signed)  Lunch/recess detention	3 days lunch/recess or after school detention  Parent, teacher, principal, counselor meeting is scheduled	ISS-- 1 full day  Parent, teacher, principal, counselor meeting must occur before student can return to the classroom	ISS-3 days  Possible OSS, depending on severity or repetitive nature

**Disrespect of Morrill Elementary Staff**  
 One of the most important things we can teach our children is how to treat others, adults included. Morrill Elementary works to provide a safe, kind and respectful learning environment for all. Disrespect to staff will not be tolerated and will be handled accordingly.

## Article 8 – Student Conduct Rules

<b>Academic Integrity</b> *Using notes or other materials and/or students to complete the work or test without approval of the teacher *Cheating *Missing or lack of homework *Late work *Lack of effort *Academic dishonesty	Morrill Elementary <i>Students will act with integrity when doing their work and/or tests.</i>	Parent contact by responding adult and/or classroom teacher  Behavioral Incident Report goes home (must be returned signed)	Principal contacts parents  Lunch/Recess or after school detention	ISS--1 day (depending on situation)  Student will complete or redo assignment(s)  Parent, teacher, principal, counselor meeting scheduled	ISS-- 3 days (depending on situation)  Student will complete or redo assignment(s)  Review of academic performance, create behavior plan
<b>Technology Use</b> *Possession of cell phone or electronic device during school day *Inappropriate use of technology *Searching for topics unsuitable for school *Cyberbullying *Sexting	Morrill Elementary <i>Students are expected to be respectful and responsible when using technology &amp; devices at school.</i>	Parent contact by responding adult and/or classroom teacher  Behavioral Incident Report goes home (must be returned signed)	Principal contacts parents  Loss of device privileges for 1 week (if appropriate)	Loss of device privileges for 1 month (if appropriate)  Principal contacts parents  Parent, teacher, principal, counselor meeting	ISS - 3 days depending on severity of issue.  Principal contacts parents
<b>Minor Verbal Aggression</b> *Profanity/vulgarity *Inappropriate language *Low-level name calling *Name calling related to academic ability, body shape or appearance, family income or characteristics *Comments related to exclusion	Morrill Elementary <i>students are expected to respect each person's right to a safe environment. They are also expected to use language acceptable for the time, place, and manner.</i>	Parent contact by responding adult and/or classroom teacher  Behavioral Incident Report goes home to parent (must be returned signed)  Lunch/recess detention	Principal contacts parents  ISS - 1 day	ISS--3 days  Parent, teacher, principal, counselor meeting	ISS - days to be determined by severity or repeated offenses  Possible OSS
<b>Major Verbal Aggression</b> *Threatening comments or gestures *Making false reports *Use of words relating to sexual orientation, race, or gender *Starting or spreading rumors or slander *Attempting to get a group to exclude an individual *Sexual comments or Propositions *Harassment, intimidation, bullying	Morrill Elementary <i>students are expected to respect each person's right to a safe environment. They are also expected to use language acceptable for the time, place, and manner.</i>	Principal contacts parents  Lunch/Recess detention	ISS-- 1 day  Parent, teacher, principal, counselor meeting	ISS - 3 days  Parent, teacher, principal, counselor meeting must occur before student can return to regular classroom	ISS - number of days to be determined by severity or repeated offenses  Possible OSS

## Article 8 – Student Conduct Rules

<p><b>Verbal Assault</b>                      *One-sided, extreme verbal aggression toward another person or group of people.                      *Terroristic threats.                      *May include written language.                      * Depending on the nature of the threat and findings from a threat assessment, authorities may be involved at any time.</p>	<p><i>Morrill Elementary Students will comply to all rules and respect students and staff members. Students will speak in a manner that does not threaten others.</i></p>	<p>Principal contact parents                      ISS-- 1 full day                      Possible Threat Assessment</p>	<p>ISS-- 3 days                      Possible Threat Assessment                      Parent, teacher, principal, counselor meeting must occur before the student is allowed back into the classroom.</p>	<p>ISS or OSS-- number of days dependent on severity of incident                      Possible Threat Assessment                      Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school.</p>	<p>OSS-- number of days dependent on severity of incident                      Possible Threat Assessment                      Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school.</p>
<p><b>Theft &amp; Stealing</b>                      *Taking something without permission that does not belong to you</p>	<p><i>Morrill Elementary Students are expected to respect the property of the school, the staff, and other students.</i></p>	<p>Parent contact by responding adult and/or classroom teacher                      Behavioral Incident Report goes home (must be returned signed)                      Restitution is made by the student (cleaning, fixing, returning item, monetary compensation, or loss of privileges)</p>	<p>Principal contacts parents                      ISS - 1 day                      Restitution made by student</p>	<p>ISS - 3 days                      Restitution made by student                      Parent, teacher, principal, counselor meeting                      Authorities called</p>	<p>OSS - number of days dependent on incident or repetition                      Restitution made by student                      Parent, teacher, principal, counselor meeting                      Authorities called</p>
<p><b>Minor Physical Aggression</b>                      *Shoving                      *Shouldering                      *Running into others roughly                      *Endangering behavior on school grounds (throwing rocks, snowballs)                      *Excessively rough play</p>	<p><i>Morrill Elementary students are expected to be respectful to others by keeping hands, feet, body, and objects to self.</i></p>	<p>Parent contact by responding adult and/or classroom teacher                      Behavioral Incident Report goes home to parent (must be returned signed),                      Lunch/recess detention</p>	<p>Principal contacts parents                      ISS - 1 day</p>	<p>ISS - 3 days depending on severity or repetition                      Parent, teacher, principal, counselor meeting</p>	<p>ISS or OSS – depending on severity or repetition                      Parent, teacher, principal, counselor meeting</p>
<p><b>Major Physical Aggression/Fighting</b>                      *Slapping                      *Grabbing                      *Pushing                      *Punching                      *Choking                      *Kicking                      *Throwing or kicking an object at another person                      *Touching or grabbing private parts of others                      *Physical altercation between 2 or more students                      *Harassment, intimidation, bullying</p>	<p><i>Morrill Elementary students are expected to be respectful by keeping hands, feet, body, and objects to self.</i></p>	<p>Principal contacts parents                      ISS - 1 day</p>	<p>ISS-- 3 days                      Parent, teacher, principal, counselor meeting</p>	<p>ISS - 3 to 5 days depending on severity or repetition                      Parent, teacher, principal, counselor meeting                      Authorities may be called</p>	<p>OSS – number of days to be determined by severity and repetition                      Parent, teacher, principal, counselor meeting                      Authorities may be called</p>

## Article 8 – Student Conduct Rules

<b>Physical Assault</b> *One sided physical aggression toward other students or staff members	Morrill <i>Elementary Students will comply to all rules and respect students and staff members. They will keep hands and feet to themselves.</i>	Principal contacts parent  ISS-- 1 day	ISS--3 days  Parent, teacher, principal, counselor meeting must occur before the student is allowed back into the classroom.  Authorities called.	OSS-- 1 to 3 days depending on severity of incident  Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school.  Authorities called.	OSS—3 to 5 days depending on severity of incident  Parent, teacher, principal, counselor meeting must occur before the student is allowed back to school.  Authorities called.
<b>Vandalism</b> *Deliberate, mischievous, malicious destruction of property *unlawful entry	Morrill <i>Elementary Students are expected to respect the property of the school, the staff, and other students.</i>	Parents contacted by responding adult and/or classroom teacher  Behavioral Incident Report goes home (must be returned signed)  Restitution is made by the student (cleaning, fixing, or loss of privileges)	Principal contacts parents  ISS - 1 day  Restitution made by student	ISS -- 3 days  Authorities may be called.  Restitution made by student  Parent, teacher, principal, counselor meeting	OSS - number of days depending on severity of incident  Parent, teacher, principal, counselor meeting  Authorities Contacted
<b>Other Major Incident</b> *Leaving school grounds without permission *Indecent exposure *False fire alarm *Possession of weapons *Consequences determined by severity of offense, at administrator's discretion	Morrill <i>Elementary students are expected to be safe, respectful, and responsible at all times.</i>	Principal contacts parents  ISS - 1 day  Authorities contacted.	ISS-- 3 days  Parent, teacher, principal, counselor meeting  Authorities contacted.	OSS - 1 day  Parent, teacher, principal, counselor meeting  Authorities contacted.	OSS - number of days depending on severity of incident  Parent, teacher, principal, counselor meeting Authorities contacted.
<b>Bus</b> *Inappropriate bus behavior *Out of seat *Destruction of property *Not keeping hands/feet to self *Disrespect *See Bus Conduct Contract for full list of rules, expectations, and procedures	Morrill <i>Elementary students are expected to be safe, respectful, and responsible at all times.</i>	Verbal warning  Possible change in seating  Bus driver will contact parents	Behavioral Incident Report and/or bus referral filled out & given to principal  Principal will make parent contact  Student suspended from bus for 2 days  Restitution may be applicable	Behavioral Incident Report and/or bus referral filled out & given to principal  Principal will make parent contact  Student suspended from bus for 5 days  Restitution may be applicable  Behavior Team meeting	Behavioral Incident Report and/or bus referral filled out & given to principal  Principal will make parent contact  Student suspended from bus for 10 days  Parent meeting must be held before student is allowed back on the bus  Individual bus behavior plan will be made  Restitution may be applicable

## Article 8 – Student Conduct Rules

Additional information regarding the consequence ladder:

- Consequence Ladder is generally geared toward 2-6 grades. K-1 teachers will work with the principal and parents to teach the correct expectations and determine when the use of the consequence ladder is appropriate.
- Consequences are subject to administrator's discretion. Mitigating circumstances may exist which influence a particular adjustment to the consequences outlined.
- Behavioral Incident Reports and formal Office Referrals must be signed and returned the next day. Failure to do so will result in lunch/recess detention until the paper is returned.
- The nature of some repeated offenses may constitute bullying.
- Behavior plans may be created and implemented at any point on the ladder.
- Students on an Individualized Behavior Plan will have clear guidelines and consequences that will be outlined in the IEP.
- Students who move beyond a 3rd offense may have differentiated consequences depending on the type of offense. Administrative discretion will be applied.
- Offenses on the consequence ladder are accumulated per semester.

### **Section 3** **Forms of School Discipline**

Forms of School Discipline that may be utilized, but is not limited to, warning or redirection, lunch or recess detention, after school detention, short-term (1-5 days) suspension, long-term suspension (6-20 days), expulsion.

### **Section 4** **Other Forms of School Discipline**

Administrative and teaching staff may take actions regarding student behavior, other than removal of students from school, what are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further disciplines, up to expulsion from school.

### **Section 5** **Student Conduct Expectations**

Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause a substantial disruption or material interference with any school function, activity, or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

## Article 8 – Student Conduct Rules

### **Section 6 Student Dress Code**

Students at Morrill Public Schools are expected to dress in a way that is appropriate for the school setting. Student dress and grooming should reflect consideration for safety, health precautions, and academic endeavors. Students should come to school and activities dressed in clean, neat, and appropriate clothing. Following is a list of examples of items that are not appropriate for the school setting. Other items not listed are subject to administrative consideration and/or approval.

1. Clothing displaying indecent, suggestive, or profane writing, pictures or slogans.
2. Clothing that advertises or displays alcohol, tobacco, or any illegal substance.
3. Hats, caps, stocking hats, bandanas, or hoods are not to be worn in the building without special permission.
4. Bare feet (some type of footwear must be worn).
5. Clothing that could be used as a weapon (chains, spikes, spurs).
6. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, see-through or low-cut shirts, sagging pants).
7. Shorts or skirts that do not reach mid-thigh.
8. Clothing with tears or holes that show any inappropriate area of bare skin or undergarments.

### **Section 7 Cell Phones and Electronic Devices**

Morrill Schools and staff not responsible of any lost, damaged or stolen electronic devices including cell phones, iPads, etc. Any such device that is brought to school needs to be given to the classroom teacher in the morning before class begins. It will be given back to students at the end of the day. Students are not to have these items in their possession or in their locker during the school day.

### **Section 8 Anti-Bullying Policy**

One of the missions of the District is to provide safe and secure environments for all students and staff. The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events. (Reference Board Policy 504.20)

## Article 8 – Student Conduct Rules

### Section 9 Network, E-Mail, Internet and Other Computer Use Rules

#### General Rules:

- 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 permission is required for student use. Access for all staff and students is a privilege and not a right.
- Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over 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.
- Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure 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.
- 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 rights, interests or claims to confidentiality the user may have under state or federal law.
- 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 Rules 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 term "Users", as contained herein, shall apply to all such individuals. 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, and the same shall also be under the direct supervision of the site or building administrator where located, sometimes herein called "network administrators."

#### 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 the use of and communication on the network, Internet and other on-line services. Breaches can result in harsh criticism by others. These rules of behavior include (but are not limited to) the following:

#### Penalties for Violation of Rules

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

## Article 8 – Student Conduct Rules

and enhancing services. Use of the computer and access to telecommunications resources is a privilege and 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.

### Student and Parent Agreements

Students and parents will be required to sign a computer and network use agreement as a condition of the student being permitted to use such equipment. (Reference Board Policy 606.06)

## Article 9 – Extra-Curricular Activities

### **Section 1 Student Fees Policy**

The Board of Education of Morrill Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District. (Reference Board Policy 504.19)

### **Section 2 Attending Jr. High and High School Activities**

Morrill Elementary Students are to abide by all school rules when attending any activity at Morrill Junior or Senior High School. The following consequences will take place if a student is not following school rules at a school activity:

- Student will be warned and corrected concerning behavior
- Student will be seated with parent or guardian
- Student will be sent home
- Further consequence/action may take place when a student returns to school.

## **Article 10 – State and Federal Programs**

### **Section 1 Notice of Nondiscrimination**

Morrill Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment. Any person having concerns or needing information about the District's compliance to these policies should contact the Superintendent.

### **Section 2 Anti-discrimination & Harassment Policy**

Elimination of Discrimination. Morrill Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

### **Section 3 Preventing Harassment and Discrimination of Students**

Purpose: Morrill Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, Morrill Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, is prohibited.

(Reference Board Policy 504.18)

### **Section 4 Complaint and Grievance Procedures**

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the principal would be the next or alternative person to contact. (Reference Board Policy 504.18R1)

## **Section 5                      Multicultural Policy**

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

## **Section 6              Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

A description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. For more complete information: [Section 504 Fact Sheet](#)

## **Section 7              Notification of Rights Under 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. (Reference Board Policy 507.01 E1)

## **Section 8              Notice Concerning Directory Information**

The District may disclose directory information. A parent has the right to refuse to let the District designate information about the student as directory information. The parent will receive a permission notice annually or upon enrollment. (Reference Board Policy 507.02 and 507.02E1)

## **Section 9              Combined District and School Title I Parent and Family Involvement (Policy No. 6410)**

Morrill Public School District intends to follow the Title I Parent and Family Engagement Policy guidelines in accordance with federal law, Section 1116(a-f) ESSA (Every Student Succeeds Act) of 2015. (Reference Board Policy 1005.12)

## **Section 10            Student Privacy Protection Policy**

It is the policy of Morrill Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws.

## **Section 11 Parental Involvement**

General - Parental/Community Involvement in Schools: Morrill Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is the District's policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students. (Reference Board Policy 1005.03)

## **Section 12 Homeless Students**

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. (Reference Board Policy 503.09)

**RECEIPT OF 2022-2023 STUDENT - PARENT HANDBOOK  
OF MORRILL PUBLIC SCHOOLS**

This signed form acknowledges receipt of the 2022-2023 Student-Parent Handbook of Morrill Public Schools. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and that the undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to respond to harassment or discrimination.

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent or Legal Guardian's Signature

Return to:

Classroom Teacher or Morrill Elementary School Office  
Morrill Public Schools

## AVAILABILITY OF HANDBOOKS

The 2022-2023 Student-Parent Handbook of Morrill Public Schools is available on the internet at [mpslions.org](http://mpslions.org)

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2022-2023 Student-Parent Handbook. Using the internet to access the handbook will allow the district to direct printing dollars to instructional needs and eliminate the need for you to search for your handbook when you have questions throughout the year. Thank you for considering this new use of technology to improve school-home communication.

Please return to the Principal's Office by **August 30, 2022**. This will allow us time to get the Handbook to all students and parents while avoiding the necessity of printing more copies of the Handbooks than necessary.

- Thank you for providing the 2022-2023 Student-Parent Handbook online. I will review it on the internet. My signed receipt below acknowledges receipt of the Handbook in a satisfactory manner via the internet.**
  
- I prefer a paper copy of the Handbook.**

\_\_\_\_\_  
Name

# **Morrill Public Schools**

**2022-2023**

## **STUDENT ACTIVITIES HANDBOOK**



**Home of the Lions**

## **Section 1: Extracurricular Activity Philosophy**

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

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

### **Safety**

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

### **Warning for Participants and Parents**

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

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

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

**Section 2:**

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

**Purpose of the Code of Conduct.**

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

**Grounds for Extracurricular Activity Discipline.**

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

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

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

**Student Self-Reporting.:**

A student who violates the Code of Conduct must self-report. A failure to self-report will lead to a longer suspension or other discipline. The self-report must be made to the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of **(1)** before the end of the next school day after the conduct occurred and **(2)** before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement.

In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

### **Consequences**

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

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

### **Procedures for Extracurricular Discipline.**

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

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

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

### **Section 3: Attendance**

Student participants are expected to meet the following attendance expectations:

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

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

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

#### **Section 4: Academic Standards**

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

#### **Eligibility and Progress Reports.** (Board Policy 506.01)

1. Students doing unsatisfactory work will have their parents contacted by the teacher and given a student progress report.
2. A failing list will be generated on Monday at 8:00am. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 60%. Beginning the 4<sup>th</sup> week, any students who appear on the weekly failing list in **TWO** or more classes OR in **The Same Class**, two weeks in a row (grades 9 – 12) will be ineligible at the time of the report.
3. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any extra-curricular school activities.
4. After the failing list has been generated on Monday at 8:00am the student will be ineligible until the following Monday at 8:00am.
5. Principal reserves the right to analyze every individual situation on a case-by-case basis.

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

#### **Section 5: School Dances**

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

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

### **Eligibility for Selection as Royalty.**

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

### **Section 6: Specific Dance Eligibility and Selection Requirements:**

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

Queen and King (Homecoming, Winter Royalty, Prom)

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

### **Achievement, Citizenship and Conduct**

1. The student must have exhibited sportsmanship and leadership in activity endeavors and participation.
2. The student must maintain a cooperative and respectful attitude toward fellow students, teammates, opponents, sponsors, coaches, and officials.
3. Students must be academically eligible according to school policy during the week of the

dance.

4. Students must not have had excessive violations of school policies or referrals.
5. Students must participate in at least **1** sport/activity/club.

### **Violations**

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

### **Section 7: Relationships Between Parents and Coaches/Sponsors**

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

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

## **Parents' Role in Interscholastic Athletics and Other Extracurricular Activities**

### **Communicating with your children**

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

## **Communicating with the Coach and/or Coaches**

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

### **Section 8: Activity Chain of Command**

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

### **Section 9: Good Sportsmanship—Behavior Expectations of Spectators**

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed. We ask that you support good sportsmanship when you attend events at Morrill Public Schools.

#### **Responsibilities of Spectators Attending Interscholastic Athletic Events and Other Extracurricular Activities**

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

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

(Board Policy 506.50)

**POLICY STATEMENT**

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

The purpose of this policy is as follows:

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

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

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

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

# **Morrill High School Fight Song**

## **“Hail to the Varsity”**

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

**Fight! Fight! Fight!**

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



**Morrill Junior-Senior High School**

**2022-2023**

**Activities Handbook**

**Official Parent/Student Receipt of Handbook Form**

This mandatory signed record acknowledges receipt of the 2022-2023 Junior-Senior High School Handbook for Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the contents of the handbook and that I understand the handbook. You agree to abide by the code of conduct set forth in the handbook. In the event you have questions regarding the meaning of any of the material, you can request a conference with the Principal or Athletic Director for an explanation. This page must be returned to the office with the student (s) signature and the parent/guardian signature.

Print Parent's Name: \_\_\_\_\_ Print Student's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to the High School Office/Secretary



**Scotts Bluff County School District #79-0011**

**Activities**  
**Coaches/Club Sponsor**  
**HANDBOOK**

**c**

**2022-2023**

# **MISSION STATEMENT**

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



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## Intent of Handbook

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

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

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

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

This handbook will be in effect for the 2022-2023 school year and subsequent school years unless replaced by a later edition.

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

# Coach and Sponsor Guidelines

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

## Goals and Objectives

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

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

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

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

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

## Responsibilities of Coaches / Sponsors

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

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

## Duties of Coaches / Sponsors

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

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

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

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

### **Professionalism of Coaches/Sponsors**

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

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

### **School Expectations**

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

### **Practice**

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

## Games

- It is encouraged for students to ride to and from the contest with the team. In the event that a parent wants their child to ride home with them the parent must have signed the parent release form prior to the student's release.
- Parent release form can be obtained from the athletic director.
- Results will be reported by the coach to the media at the conclusion of the contest.
  - sports@starherald.com Star-Herald (Scottsbluff newspaper)
  - jeff.fielder@nspiretoday.com (nspire magazine)
  - reporter@voicenewsnebraska.com (voice news)
  - ccottrell@kneb.com KNEB (Scottsbluff radio station)
  - john.clanton@nbcneb.com (NBC Nebraska)
  - www.maxpreps.com coaches will need to be signed up with maxpreps and enter all results and stats via their web-site. NSAA requires all stats and results be entered on maxpreps for most sports.
- Students are to be monitored at all times during the contest this includes- locker rooms, tents, and any other areas students will be spending a substantial amount of time.

## Film and stats

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

## Parents

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

## Continuing Education and Development

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

## Guidelines for Utilization of Volunteer Coaches

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

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

### Student Supervision

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

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

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

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

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

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

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

### Overnight and/or Out-of-District Trips

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

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

### Travel Expenses

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

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

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

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

### **Scheduling Athletic Events**

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

### **Holiday / Sunday Practice Sessions / Games**

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

### **School Postponement and Game Cancellation**

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

### **Practices/Games Scheduled for Professional-Development Meeting Days**

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

### **Facilities**

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

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

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

### **Weight Room**

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

### **Off season expectations**

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

### **Summer Events at Schools (Camps, Leagues)**

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

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

### **Youth camps, clinics, and programs**

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

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

### **Rules Violations**

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

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

### **Injuries**

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

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

### **Ambulance Arrangements**

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

### **Concussion in Sports**

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

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

### **Community Service**

- We would like to encourage our students to be active members of our community.

- All programs need to provide some form of community service through-out the year.
- The Village Office of Morrill (308-247-2312) is a great resource for ideas and projects to help our community thrive.

### **Conflict of Interest/Use of Outside Athletic Facilities**

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

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

### **Catastrophic Insurance Coverage**

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

### **Student Conflicts in Extracurricular Activities**

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

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

## Student Participation

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

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

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

## Squad Selections

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

## Student Managers

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

## Fundraising

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

- All fundraising will be approved by the athletic director, principal and superintendent.
- Each sponsor will give a yearly proposal of fundraiser ideas and goals. This will include how the money will be raised and what the money will be used for.
- Vendors must be pre-approved before anything may be purchased or ordered.
- Fundraising will be dispersed through-out the year for all activities. We want to avoid multiple fundraisers going on at any one time.
- No coach shall have an outside account in which fundraising money is deposited into.

- All funds raised will be deposited into the Morrill Public Schools account in a timely manner. All proceeds will be given to the secretary at the high school in an envelope with the total amount and the account in which the money is to be deposited.
- All checks are to be made out to Morrill Public Schools with the activity account on the memo section of the check.
- Items may not be purchased until the amount in the activities account is able to cover that purchase. Example: a coach orders 15 basketballs but has a zero balance in their account. That coach would not be able to order those basketballs until their fundraiser money was in that account.
- Any variance from the above expectations must be approved by the superintendent.

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

### Awards

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

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

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

### Number of Coaches/Sponsors and Tenure

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

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

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

### Assistant Coaches

- Head coaches will expect players to give the same respect to the assistant coaches as they would the head coach.
- Assistant coaches will be reviewed and evaluated by the head coach.
- Athletic director will provide head coaches with an evaluation form to be used.

- Head coach will meet with the assistant coaches before the season starts to prepare them for their role and expectations. At the conclusion of the season the head coach will meet with the assistants and preform a season ending evaluation.
- All coaches will be held to the same professional standard including professional development and certifications.
- Assistants should be a valuable asset to the program and should be expected to be coaching at all times during practice and games.
- The assistant coach should be able to run practice with the same organization and intensity as the head coach in the event that the head coach was not able to attend.
- Assistants should demand the same level of respect and effort from the players as the head coach.
- Head coaches will provide the evaluation and effectiveness of their assistants to the Athletic Director as part of their evaluation.

### **Substitute of Classified Staff as Coaches/Activity Sponsors**

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

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

## **Guidelines for Activity Funds**

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

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

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

- There is assurance that the fund is not under the control of the Board.
- There is assurance that the fund is not an adult or staff-related (convenience) account nor an external account (e.g. booster club or PTA) which cannot be included with student activity accounts or accounted for by the school district.
- An adult is designated as custodian of the fund. If it is a building-level fund, the site leader and the supervisor of the activity (if different) have a copy of this manual.

- After leadership is assured that foundations are in place, including all appropriate district-wide policies and centralized procedures, there is a need to develop or review the purpose of a particular activity and its related accounting.
  - **Statement of Purpose:** A statement of purpose must exist for each activity within the fund. An *Activity Purpose Form* must be completed, signed by the advisor, Principal, and Athletic Director. This form will be placed on file at the district office. The form needs to include the name of the designated advisor and acknowledgment of responsibility for assuring that proper procedures are followed.

Prohibited expenditures include, but are not limited to:

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

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

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

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

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

### Receipt and Deposit Procedures

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

- All money collected should be given a pre-numbered receipt.
- Upon receipt, all checks should be endorsed "For Deposit Only to the Morrill Public Schools Activity Account."
- Two different people should count the deposit, e.g., activity advisor, school district accounting secretary and/or bank teller.
- Material discrepancies in the counting of receipts should be reported immediately to Superintendent.
- Bank deposit slips should contain the issuer name and the amount of each check. For large collections, a separate spreadsheet or adding-machine tape may be used to record all checks and amounts and summarized on the deposit slip.

- Receipts should be deposited daily. Student activity money should not be left in a school over a weekend. Money collected after regular banking hours or on weekends, will be placed in a bank bag and placed in the “night depository” at the bank for safekeeping. The bank will return the bag on the next business day for proper depositing.
- Returned checks must be re-deposited on a separate deposit slip indicating “not entered as a receipt.” If checks are deemed uncollectible, the amount of the check is entered as a negative receipt and the activity account that originated the revenue will have its revenue reduced by that entry. The returned check is filed with the bank statements for an audit trail. Bank fees for the returned check will be charged to the activity account that originated the revenue.

The integrity of dollars must be maintained. That is:

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

### **Internal Control Over Receipts**

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

#### **Admissions/Ticket Sales**

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

#### **Membership Dues and Student Fees**

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

#### **Fund Raising**

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

#### **Donations**

- Donations to a club or activity should be turned in to the administrative office where receipts will be issued
- Board of Education action for acceptance of the donation must be enacted.

- Restricted gifts, such as a scholarship fund, shall be accounted for as a separate activity in the activity accounts with the restrictions noted.

### **Cash Disbursement and Checks**

Disbursements must be made from original vendor invoices. If the original invoice is unavailable, the reason shall be noted on the document supporting the payment (affidavit). Check requests or requisitions for purchases must be signed by the person requesting the check/payment and approved by the Athletic Director. A disbursement request form should contain the following information: name of organization, explanation of disbursement, name of vendor(s), date requested, date needed, account code, appropriate documentation such as an original invoice or sales slip.

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

### **Cash Advances**

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

### **Cash Per Diem for Students**

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

### **Disposition of Cash Balance in Discontinued Activity Accounts**

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

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



# Employee Policies

## **Employee Travel Compensation [402.08]**

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

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

Allowable travel expenses include:

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

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

## **Purchasing Procedures [706.01\*]**

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

## **Payment for Goods and Services [706.06\*]**

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

## **Credit Cards [402.11]**

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

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

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

### **Smoke-Free Environment [404.07]**

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

### **Substance-Free Workplace [404.07]**

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

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

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

### **Communication with Employees by Board [402.13]**

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

### **Staff Conduct with Students [402.15\*]**

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

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

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

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

### **Student Transportation in Private Vehicles [801.12]**

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

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

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

### **Student Transportation for Extracurricular Activities [801.06]**

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

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

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

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

**Procedures:** The following procedures will be followed by staff requesting transportation or vehicles. **Only employees of Morrill Public Schools may request and/or drive school district vehicles.**

**Requisitions:** Bus and Vehicle requisitions must be turned in two weeks prior to departure. The request must first be approved by the Building Principal, then the Business Office, and finally by the Transportation Director. After approvals, the request must be in the Transportation Office 48 hours PRIOR to the trip. No vehicle will leave on an extra-curricular trip without a completed bus requisition. All requisitions must be completely filled out with signatures/approvals, etc. -- when indicating departure and return times, make sure to specify A.M. or P.M. Field trip request forms submitted with incomplete or illegible information will delay processing.

**Destinations:** All destinations should be made known to the bus driver in advance. The sponsor is responsible for assisting bus driver in locating a destination. An itinerary should be provided for overnight trips.

**Arrangements for Bus Drivers:** Sponsors are responsible for ticket and lodging arrangements for the drivers in cooperation with the Activities Director or Principal. Transportation personnel should have a separate room from the students and sponsors and should be paid for by the Club unless it is a District sponsored trip. Meal money will also be paid to the driver through the Club according to the District reimbursement policy unless it is a District sponsored trip.

**Speed Limit:** All speed limits will be strictly adhered to by the driver. The driver should not be expected to make up time lost due to late departure or poor trip planning.

**Drivers other than Bus Drivers:** Staff driving district vehicles, including cars and vans, will strictly adhere to the following requirements:

- Prior to driving District vehicles, a current (not expired) copy of the driver's official drivers license will be on file in the Business Office and a new copy of driver's license upon expiration.
- Prior to driving a District vehicle, the driver must provide an original Motor Vehicle Report to the Business Office. Motor vehicle reports will be required every three years. If a driver has over three moving violations in less than three years, the Superintendent may deny this person driving privileges.
- Drivers are not allowed to use cell phones in any way while driving district vehicles.
- Drivers need to leave the vehicles in the same way they found them, clean and filled with fuel.
- Only CDL and NE permitted Bus Drivers are allowed to drive school district buses.

**Responsibilities:**

**Sponsor:** It is the sponsor's responsibility to take care of all students and their property; to see that students follow bus rider rules, and to see that the bus is left clean and orderly at the end of the trip. Sponsor must call 24 hours in advance to verify the trip.

**Bus Driver:** It is the driver's responsibility to drive safely and to take care of the bus. If the sponsor is incapable of handling discipline problems, it may become necessary for the driver to take charge. The driver should first discuss the problem with the sponsor and give the sponsor the opportunity to resolve the problem. If the sponsor cannot or will not do so, the driver is then to take appropriate action to correct the situation and notify school officials upon completion of the trip.

**Students:** Activity trips are a privilege. We believe all students can behave appropriately and safely while riding on a school bus or in a school-district vehicle. We will not tolerate any students interfering with drivers. Students using District transportation must understand that they are under the jurisdiction of the school district from the time they board the bus until they exit the bus. All students who are members of a team, squad, and/or a school sponsored group shall ride to out-of-district school events in a vehicle provided by the school district. Parents may pick-up their child after an out-of-district event by signing the student out with the event's sponsor. Only the parent will be able to sign their child out, unless arrangements are made prior to the event.

# Student Policies

## **STUDENT ACTIVITIES FUNDS [506.09]**

The Student Activities Funds of the school will include athletic and student organization funds and any other funds belonging to any student or class group or activity.

Student Activity Funds are those funds raised or collected by and/or for school approved student groups, and may include gate receipts and student activity card fees. Student activity funds will be collected and expended for the purpose of supporting the school's extracurricular activities program. Student body representation should be encouraged whenever possible. Monies raised by students through student body organizations, receipts from activity tickets and gate receipts, are subject to the control and management by the School Board.

The superintendent will have custody of these funds and a complete record of receipts and disbursements shall be maintained at all times. A separate account will be maintained for each fund. All funds will be maintained in one general account, the Activity Fund, and will be deposited in the bank. A complete record of all receipts and expenditures shall be maintained at all times and those records and the Activity Fund shall be audited once a year as part of the regular district audit. The superintendent of schools will submit to the Board of Education a report, on a monthly basis, of receipts, disbursements, and the balance of the Activity Fund and of the accounts comprising the Activity Fund.

Any class money in an inactive student activity account will be left for a period of one school year in order to make sure all expenses have been paid. Any money left in the account at the end of the school year will be transferred to a special account within the activity account. This money shall accumulate and be used for activities or material that benefits the student body. The activity or material purchased from this fund must be approved by the Board.

## **STUDENT FUND RAISING [506.08]**

Students may raise funds for school sponsored events with the permission of the Superintendent. Collection boxes for school fund raising must have prior approval from the Superintendent before being placed on school property. The main emphasis of any fund-raising campaign should be on the educational aspects of the program. Contests between rooms and schools will not be used as a promotional device.

No tickets for any purpose except for school activities authorized under Board policies or otherwise expressly permitted by the Board will be sold on school premises. No contribution of money for any purposes will be collected from or by school children except as authorized by the Board. Fund raising by non-school agencies or by students for events other than school sponsored events is not allowed. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

## **STUDENT ACTIVITY ELIGIBILITY [506.01]**

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

### **Eligibility and Progress Reports**

At a minimum, the district shall follow the eligibility guidelines as set forth by the NSAA. Additional requirements are listed below.

1. Students doing unsatisfactory work will be mailed, via their parents, a student progress report.
2. A failing list will be generated on Monday. In order for a student to be placed on the weekly failing list, that student must have a cumulative grade average of less than 70%. Beginning with the fourth week, any students who appear on the weekly failing list in more than TWO or more classes (grades 7 – 12) will be ineligible at the time of the report. Students will become eligible once the grades(s) are up to 70% or higher. The activities director must be notified by the teacher to verify the student's grades. If the student fails to bring the grade(s) to passing status, he/she will not be permitted to participate in any non-curricular school activities.
3. Eligibility to participate in high school/junior high activities will be determined by a student passing 20 credit hours the previous semester. Students reported not earning 20 credits will not be permitted to participate in any school activity during the present semester.

### **STUDENT PERFORMANCES [506.07]**

Students, as part of the education program, may participate in contests, performances or other public and private events approved by the superintendent that will be of benefit to the student and the education program. Performance at such events is a privilege. Students, who perform at such events, serve as ambassadors of the school district and must conduct themselves in the same manner as required in the regular school day.

Students will be allowed to perform in these events only with proper permission and supervision and when the events do not disrupt the education program or other school district operations. The events must be approved by the superintendent, unless it involves unusual travel and expense, in which case the Board must approve of the performance. The use of school groups to promote partisan politics, sectarian religious views, non-school money-raising activities, or selfish propaganda of any description is not approved.

Public events involving student participation must be consistent with the following educational goals of the schools:

1. Programs should have both educational and inspirational value.
2. Programs should have interest variety.
3. Wide participation in the programs should be encouraged.
4. Good taste should be demonstrated in the kinds of programs and behavior shown.

It shall be within the discretion of the superintendent to determine whether the event will benefit the education program and the participating students. Contests or other performances by students unapproved by the superintendent shall be the responsibility of the parent and the student.

### **STUDENT PHYSICALS FOR ATHLETICS [506.10]**

All boys or girls that participate in any athletics or practices must have a physical examination signed by a physician. The results of the examination and the physician's signature must appear on all local and state forms where it is required. All such examination results must be on file in the school where the student is to participate in athletics. In all cases, these forms should be signed by parents and the physician. Only proper forms are to be used in all cases.

### **STUDENT MEMBER OF SCHOOL BOARD [506.05]**

1. The Board will include one (1) student Board member beginning in September.
2. The student Board member shall be the student body or student council president, the senior class representative, or a representative elected from and by the entire student body, as designated by the voting members of the Board.
3. The term of office shall begin on September of each year and shall be for a term of one year.
4. The student Board members shall have the privilege of attending all open meetings of the Board, but shall be excluded from executive sessions.

The student Board member shall be a non-voting member of the Board

### **MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Junior High School (Grades 7 & 8) [506.51\*]**

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

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

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill Junior High School, which shall include the following:

All School	Play	FBLA	Track	Basketball	FCCLA	Volleyball
Computer Club	Football	Wrestling	Drug Free Clowns	STUCO		

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant and his/her name shall be included in the participant pool. \*Partial policy, see Morrill Public Schools Policy Book for complete policy.

**MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – Senior High School [506.50\*]**

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

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

**Activity Programs:** Any activity that meets the guidelines of an extracurricular activity at Morrill High School, which shall include the following:

All School Play	Football	Spanish Club	Basketball	SADD
Golf	Speech Team	Cheerleading	Math Day	FBLA
STUCO	Computer Club	One Act Play	Track	FCCLA
Cross Country	Power Lifting Club	Volleyball	Drug Free Clowns	FFA
Quiz Bowl	Wrestling	Show Choir	NHS	Quiz Bowl
Cooking Club	Gamers Club			

**Participant:** Any student who participates in any extracurricular activity as herein before set forth shall be a participant, and his/her name shall be included in the participant pool. \*Partial policy, see Morrill Public Schools Policy Book for complete policy.

**Morrill Public Schools  
Coach****Job Description**

It is the policy of Morrill Public Schools to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** Coach
- B. Department:** Activities
- C. Education Level and Certification:** High school degree or GED required. Nebraska Teaching or Administrative and Supervisory Certificate, with a Special Services Certificate in coaching, preferred (required for all Coaches). First Aid and CPR training required (may be obtained on the job and must be kept current). Must possess a motor vehicle operator's license with a certificate to operate a school van. On-staff certificated employee preferred. Coaching experience preferred.
- D. Reports To:** Activities Director
- E. Performance Responsibilities and Job Tasks:** The Coach is to educate students through participation in extracurricular activities. Competitive success is desirable. The primary objectives, however, are to: (1) enhance the student participants' academic achievement, (2) promote the physical, mental, moral, social and emotional well-being of the student participants, (3) promote appreciation of discipline and good sportsmanship; and (4) promote an extracurricular activity program that represents the school in a positive manner.
1. Maintaining Rule Compliance
    - a. Adhere to all district policies, rules, regulations, and supervisor directives.
    - b. Adhere to the Coach's Code of Ethics.
    - c. Ensure that students meet and maintain eligibility to participate as determined by the rules of the NSAA as applicable and of the school. The coach's level of responsibility in this regard is to be arranged between the coach and the Athletic Director; provided that the coach is required to respond to any known or suspected ineligibility situations.
    - d. Set or recommend conduct rules, standards and goals for the sport or activity consistent with the mission and goals and policies of the school district, and recommend and implement policies and procedures to carry them out.
  2. Coaching and Developing the Team
    - a. Identify students for participation in the sport or activity and encourage students to participate.
    - b. Conduct a pre-season/activity meeting with parents and participants and provide them with information about team try-out procedures, the parent-student activity handbook, forms required to be completed for participation, training and conduct rules, practice requirements, and lettering or other recognition standards.
    - c. Conduct try-outs and make fair and consistent decisions regarding team selection, level of participation (varsity), and playing time. Students will not be cut on the junior high, freshman, or JV levels.
    - d. Head coaches and other coaches with supervisory responsibility will: assign specific duties to team staff (assistant coaches, equipment managers, volunteers, etc.); provide guidance and direction to the team staff; motivate the team staff to achieve the objectives of the activity; monitor their performance; and report on their performance to the Athletic Director for purposes of evaluations.
    - e. Plan, organize, and conduct practice sessions that will efficiently develop individual skills and team performance without interfering with academic and other commitments of the participants and that will actively involve all participants.
    - f. Plan and direct physical conditioning programs that will enable athletes to achieve maximum performance.
    - g. Instruct individuals or groups in sport or activity rules, strategies, and performance principles, such as specific ways of moving the body, hands, and/or feet in order to achieve desired results, and explain and demonstrate the use of sports and training equipment.
    - h. Provide training direction, positive encouragement, and motivation in order to prepare students for games or competitive events.
    - i. Encourage and build mutual trust, respect and cooperation among team members.
    - j. Adjust coaching techniques based on the strengths and weaknesses of participants.
    - k. Analyze the strengths and weaknesses of opposing teams in order to develop game strategies.
    - l. Coach games and competitive activities with the objective of competitive success tailored to making the experience enjoyable and rewarding to the students. Maintain composure, keeping emotions, anger, and aggressive behavior in check, even in very difficult situations, so as to demonstrate good sportsmanship.
    - m. Select students for recognition (letters) and attend end of season or activity event to present the recognition awards.
  3. Student Safety
    - a. Provide for the reasonable care and safety of students under the coach's supervision.

- b. Supervise or ensure the supervision of student participants during activities, including in the locker room, the playing/practice area, and during team travel.
  - c. Explain and enforce safety rules and regulations.
  - d. Monitor students' use of equipment in order to ensure safe and proper use.
  - e. Oversee the safety conditions of the facility or area in which assigned sport or activity is conducted at all times that students are present.
  - f. Report damaged equipment to the Athletic Director and do not allow use of equipment that is in a condition that may cause injury.
  - g. Exercise care in dealing with injuries and particularly those that are of a serious nature. Provide emergency response within the area of the coach's level of competency. Secure medical assistance in emergency situations.
  - h. Evaluate students' skills and condition in order to determine their fitness to participate or the level in which they may participate.
  - i. Maintain a record of injuries and submit accident reports to the trainer or Athletic Director.
  - j. Communicate to students and parents that use of performance enhancing drugs are not permitted and report any suspected use to the Athletic Director.
  - k. Report suspected child abuse or neglect to the Athletic Director or Principal.
4. Student Safety
- a. Establish and distribute to students and parents written coach rules for behavior that are consistent with the rules of the school.
  - b. Be consistent in requiring students to follow rules and standards of the school, the coach, and the sport or activity.
  - c. Encourage good sportsmanship, fair play, and high academic achievement.
  - d. Ensure a positive environment free of hazing, harassment, bullying and intimidating language and behaviors.
5. Record Keeping
- a. Maintain accurate individual and team statistics, records, and results of the season.
  - b. Maintain an accurate and current team roster and submits copies to the Athletic Director.
  - c. Maintain confidentiality of information concerning colleagues, students, and parents in accordance with law and District rules.
6. School Property
- a. Provide for proper care, maintenance, and reasonable security of all District property in the coach's control.
  - b. Select, acquire, store, and issue equipment and other materials as necessary.
  - c. Make recommendations to the Athletic Director in matters of scheduling and budgeting.
  - d. Responsibly maintain funds within the coach's control, use such funds for the purposes intended and in the manner directed, and submit financial reports as directed by the Athletic Director.
  - e. Ensure that all windows, doors, and gates are locked in any area that has been used when the area is not going to be immediately used by others and custodians or others are not on site or not responsible for lock-up at that time.
  - f. Submit an accurate inventory of equipment and supplies for the coach's activity at the end of the season.
7. Coaching Development
- a. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport or activity.
  - b. Participate in coaching skill development to maintain competence and to perform duties.
  - c. Attend NSAA Rules Meeting (head coach).
  - d. Attend annual Concussion training.
8. General
- a. Develop and maintain a positive rapport with students and parents and with others outside the school community, such as coaches from other schools and media. Seek out assistance of the Athletic Director for parent conflict resolution.
  - b. Develop and maintain a positive and professional working relationship with other staff and administration.
  - c. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
  - d. Adhere to the code of ethics of the District for non-certificated positions. Coaches are to be an exemplary role model and maintain the highest standard of conduct at all times.
  - e. Provide for fund-raising projects to finance the normal, legitimate, co-curricular activities of the team; i.e., parent night; special uniforms, t-shirts, or warm-ups; etc. Monies should be expended to benefit those pupils who have contributed to the accumulation of such money.
  - f. Perform other tasks as assigned by administration; and in the case of assistant coaches, by the head coach.



**Morrill Public Schools**

**Coach and Sponsor  
Commitment Page**

I, \_\_\_\_\_ (print name) have read and understand the Morrill Public Schools' Coach and Club Sponsorship Handbook as well as the Nebraska School Activities Association's (NSAA) current Student Eligibility Booklet/Rules/Bylaws (located online at [www.nsaahome.org/nsaaforms/pdf/elbook.pdf](http://www.nsaahome.org/nsaaforms/pdf/elbook.pdf)) and Coaches Code of Conduct. I further agree to provide for needed fundraising for my activities/clubs.

By signing this page, I agree to fully abide by all of these requirements in fulfilling my coaching/sponsor duties. I understand that failure to abide by all requirements will lead to disciplinary action which could include termination as a coach/sponsor.

**Please list all Extra-Duty Contracts for the current school year -- \_\_\_\_\_:**

Type of Duty(ies): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Coach/Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Athletic Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_





## Morrill High School

### EMERGENCY ACTION PLAN FOR ATHLETICS OVERVIEW

#### Introduction

Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant. The development and implementation of an emergency action plan will help ensure that the best care will be provided.

As emergencies may occur at any time and during any activity, all school activities workers must be prepared. Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and provide appropriate standards of emergency care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine and planning. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team should enable each emergency situation to be managed appropriately.

#### Components of an Emergency Plan

1. Emergency Personnel
2. Emergency Communication
3. Emergency Equipment
4. Roles of the First Responder
5. Venue Direction with a Map
6. Emergency Action Plan Checklist for Non-Medical Emergencies



## Morrill High School

### Emergency Personnel

The first responder in an emergency situation during an athletic practice or competition is typically a member of the sports medicine staff, such as a certified athletic trainer. However, the first responder may also be a coach or another member of the school personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, automated external defibrillator (AED), prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instructions, and strength and conditioning [also including: athletic director, school nurse, certified athletic trainer, all coaches, etc.]. Copies of training certificates and/or cards are maintained in the athletic training facility and/or with the athletic director.

The emergency team may consist of physicians, emergency medical technicians, certified athletic trainers, athletic training student, coaches, managers, and possibly bystanders. Roles of these individuals will vary depending on different factors such as team size, athletic venue, preference of the head athletic trainer, etc.

The four basic roles within the emergency team are:

#### **1) Establish scene safety and immediate care of the athletes:**

- This should be provided by the most qualified individual on the medical team.

#### **2) Activation of Emergency Medical Services:**

- This may be necessary in situations where emergency transportation is not already present at the sporting event. Time is the most critical factor and this may be done by anyone on the team. However, the person chosen should be someone who is calm under pressure, communicates well, and is familiar with the location and address of the sporting event.

#### **3) Equipment Retrieval:**

- May be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Athletic training students, managers, and coaches may be a good choice for this role.

#### **4) Direction of EMS to the Scene:**

- One of the members of the team should be in charge of meeting the emergency medical personnel as they arrive at the site. This person should have keys to locked gates and doors.

Formation of an emergency team and implementation of specific roles are important. You should also assign more than one person to a role in case certain members are not present during a given situation.



## Morrill High School

### Activating Emergency Medical Services

- **Call 9-1-1**
- **Provide Information**
  - ✓ Name, address, telephone number of the caller
  - ✓ Nature of emergency (medical or non-medical)
  - ✓ Number of athletes involved
  - ✓ Condition of the athletes
  - ✓ First aid treatment initiated by the first responder
  - ✓ Specific directions as needed to locate the emergency scene
  - ✓ Other information requested by the dispatcher

### Emergency Communication

Communication is a key to a quick, efficient emergency response. There should be a pre-established phone tree to ensure all relevant parties are notified. Access to a working telephone line or other device, either fixed or mobile, should be assured. There should also be back-up communication in effect in case there is a failure of the primary communication. At every athletic venue, home and away, it is important to know the location of a workable telephone.

### Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with function and operation of each type of emergency equipment. The equipment should be checked on a regular basis to ensure good condition and equipment use should be rehearsed by all emergency personnel. Creating an equipment inspection logbook is strongly recommended. Know how to properly care for and store all of the equipment. You should choose a clean, dry, environmentally controlled area and it should be readily available when emergency situations arise.

This type of equipment should include: spine board and straps, automated external defibrillators (AEDs), AED pads, AED batteries, splinting equipment, helmet removal equipment and their batteries, ect.

**Coaches should take note of the closest AED to their practice and game locations.**



## Morrill High School

### Medical Emergency Transportation

Emphasis is placed on having an ambulance on site at high risk sporting events, such as football, gymnastics, track and field meets, ect. In the event that an ambulance is on site, there should be a designated location with rapid access to the site and cleared route for entering/exiting the venue. In the event that an ambulance is not on site, the medical personnel should be aware of average EMS response time for the athletic venue and distance from the venue to local hospitals.

*Any emergency situation where there is impairment in loss of consciousness (LOC), airway, breathing, or circulation (ABCs) or there is a neurovascular compromise should be considered a "load and go" situation and emphasis is placed on rapid evaluation, treatment, and proper transportation.*

### Non-Medical Emergencies

For the non-medical emergencies (fire, bomb threats, violent or criminal behavior, ect.) refer to the school emergency action plan checklist and follow instructions.

### Conclusion

The importance of being properly prepared when athletic emergencies arise cannot be stressed enough. An athlete's survival may hinge on the training and preparation of athletic healthcare providers. It is prudent to invest athletic department "ownership" in the emergency action plan by involving the athletic administration and sports coaches as well as sports medicine personnel. The emergency action plan should be reviewed at least once a year with all athletic personnel and local emergency response teams. Through development and implementation of the emergency plan Morrill High School helps ensure that the athlete will have the best care provided when an emergency situation does arise.

### Approval and acceptance of the Morrill High School Emergency Plan for Athletics.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Superintendent

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
School Athletic Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Athletic Trainer



## Morrill High School

### IMPORTANT CONTACT LIST

<b>Off Campus Contacts</b>	<b>Phone Number</b>
Emergency	911
Morrill Police Department	30-247-2345
Fire and Ambulance	308-247-2321
Regional West Medical Center	308-635-3711
Poison Control Center	1-800-222-1222

<b>On Campus Offices</b>	<b>Phone Number</b>
Main Office	308-247-2149

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Cell</b>
Athletic Trainer			
Athletic Director	Josh Guerue	308-247-2149	308-631-7005
School Nurse	Sierra Frickey	308-247-2176	308-247-2176
School Counselor	Chauncy Pedersen	308-247-2149	308-241-0439
Superintendent	Barry Schaeffer	308-247-2149	308-340-0594



# Morrill High School

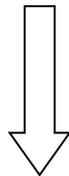
## CONTACT TREE

**Coach or First Responder at the Scene**

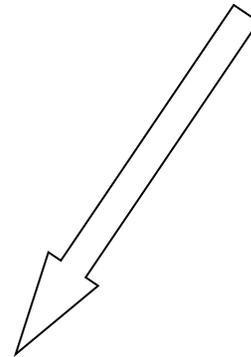
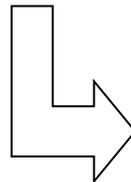


**Life Threatening Condition**

**Non-Life Threatening Condition**



**Call 9-1-1**

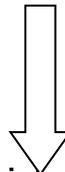


**Athletic Trainer  
Austin Freeburg (307-575-0003)**



**Athlete's Parent or Guardian**

**Athletic Director  
Josh Guerue (308-631-7005)**



**Superintendent  
Joe Sherwood (308-386-6771)**

**Note: This is a basic plan. Please use professional judgment when a player is injured. Move down the chart if you are unable to reach the appropriate staff member.**

## Morrill



# Morrill High School

Campus Map and AED locations

## High School



## Elementary



*411 East Hamilton St*



## Morrill High School

Morrill, NE 69358

### Campus Athletics Venue Information

Venue	EMS Route (Entrance #)	Primary AED	Secondary AED
High School Gymnasium	North on Center Ave, East on East Hamilton St., EMS entrance - NE Side entrance	Across from the office, near the entrance for the gymnasium	Southeast end of the gym near the door
Football Field, Track	North on Center Ave, East on East Hamilton St., EMS entrance - NW Side of field past shed	Across from the office, near the entrance for the gymnasium	Southeast end of the gym near the door
Weight Room	North on Center Ave, East on East Hamilton St., EMS entrance - NE Side entrance	Across from the office, near the entrance for the gymnasium	Southeast end of the gym near the door
Wrestling Room	North on Center Ave, East on East Hamilton St., EMS entrance - NE Side entrance	Across from the office, near the entrance for the gymnasium	Southeast end of the gym near the door
Elementary Gymnasium	North on Center Ave, EMS entrance - NW Entrance	Southeast end of the gym near the door	Across from the office, near the entrance for the gymnasium
Golf Course	East on HWY 26, South on Walsh Ave., EMS entrance - main entrance of the golf course	Across from the office, near the entrance for the gymnasium	Southeast end of the gym near the door

### Latitude and Longitude for Helicopter

Venue	Latitude	Longitude
High School Facility	41°57'57" N	103°55'12" W
Elementary Facility	41°58'0" N	103°55'28" W



## Morrill High School

### Basketball Practice, Weight Room, Wrestling Room: High School Gymnasium

**Address:** 411 East Hamilton St. Morrill, NE 69358

**Venue Directions:** North on Center Ave, East on East Hamilton St., EMS entrance - NE side entrance

**GPS Coordinates:**

Latitude	Longitude
41°57'57" N	103°55'12" W



**Emergency Personnel:**

<b>Athletic Trainer</b>		
<b>Athletic Director</b>	Josh Guerue	308-631-7005
<b>School Nurse</b>	Sierra Frickey	308-247-2176
<b>Superintendent</b>	Barry Schaeffer	308-340-0594

**Emergency Communication:**

**Emergency Equipment:** Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practices vs. games, when the Athletic Trainer is present vs. when not), location of given supplies, and phone numbers and access key locations to relevant storage places.

**Role of First Responders:**

1. Immediate care of the injured or ill student-athlete
2. Activation of emergency medical services (EMS)
  - a. Call 911 (provide your name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gate
  - b. Designated individual to "flag down" EMS and direct to scene



## Morrill High School

c. Scene control: limit scene to first aid providers and move bystanders away from the area

### Basketball: Elementary Gymnasium

**Address:** 411 East Hamilton St. Morrill, NE 69358

**Venue Directions:** North on Center Ave, EMS entrance - NW Entrance

**GPS Coordinates:**

Latitude	Longitude
41°58'0" N	103°55'28" W



**Emergency Personnel:**

<b>Athletic Trainer</b>		
<b>Athletic Director</b>	Josh Guerue	308-631-7005
<b>School Nurse</b>	Sierra Frickey	308-247-2176
<b>Superintendent</b>	Barry Schaeffer	308-340-0594

**Emergency Communication:**

**Emergency Equipment:** Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practices vs. games, when the Athletic Trainer is present vs. when not), location of given supplies, and phone numbers and access key locations to relevant storage places.

**Role of First Responders:**

3. Immediate care of the injured or ill student-athlete
4. Activation of emergency medical services (EMS)
  - a. Call 911 (provide your name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gate
  - b. Designated individual to "flag down" EMS and direct to scene



## Morrill High School

- c. Scene control: limit scene to first aid providers and move bystanders away from the area

### Football and Track: Football Field

**Address:** 411 East Hamilton St. Morrill, NE 69358

**Venue Directions:** North on Center Ave, East on East Hamilton St., EMS entrance - NW Side of field past shed

**GPS Coordinates:**

Latitude	Longitude
41°57'57" N	103°55'12" W



**Emergency Personnel:**

<b>Athletic Trainer</b>		
<b>Athletic Director</b>	Josh Guerue	308-631-7005
<b>School Nurse</b>	Sierra Frickey	308-247-2176
<b>Superintendent</b>	Barry Schaeffer	308-340-0594

**Emergency Communication:**

**Emergency Equipment:** Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practices vs. games, when the Athletic Trainer is present vs. when not), location of given supplies, and phone numbers and access key locations to relevant storage places.

**Role of First Responders:**

5. Immediate care of the injured or ill student-athlete
6. Activation of emergency medical services (EMS)
  - a. Call 911 (provide your name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gate
  - b. Designated individual to "flag down" EMS and direct to scene



## Morrill High School

- c. Scene control: limit scene to first aid providers and move bystanders away from the area  
**Golf**

**Address:** 520 Railroad St. Morrill, NE 69358

**Venue Directions:** East on HWY 26, South on Walsh Ave., EMS entrance – main entrance of the golf course

**GPS Coordinates:**

Latitude	Longitude
41°57'39" N	103°55'09" W



**Emergency Personnel:**

<b>Athletic Trainer</b>		
<b>Athletic Director</b>	Josh Guerue	308-631-7005
<b>School Nurse</b>	Sierra Frickey	308-247-2176
<b>Superintendent</b>	Barry Schaeffer	308-340-0594

**Emergency Communication:**

**Emergency Equipment:** Supplies relevant to that sport or event, nearest AED during different types of competition (i.e. practices vs. games, when the Athletic Trainer is present vs. when not), location of given supplies, and phone numbers and access key locations to relevant storage places.

**Role of First Responders:**

7. Immediate care of the injured or ill student-athlete
8. Activation of emergency medical services (EMS)
  - a. Call 911 (provide your name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, other information as requested)
  - b. Activate phone tree
3. Emergency equipment retrieval
4. Direct EMS to scene (if not on site for game)
  - a. Open appropriate gate
  - b. Designated individual to "flag down" EMS and direct to scene



## Morrill High School

c. Scene control: limit scene to first aid providers and move bystanders away from the area

### PROTOCOL FOR MEDICAL CERTIFICATION REQUIREMENTS

All athletics personnel associated with practices, competition, skills instruction, and strength and conditioning, including all head, assistant, and volunteer coaching staff, must have the following training:

- Red Cross CPR/AED for the First Responder
- Red Cross First Aid for the First Responder
- Prevention of Disease Transmission: Blood Bourne Pathogens
- Emergency Action Plan annual run-through

All Updated copies of certifications/cards will be on file in the athletic director's office.

<b>LOG OF SAFETY CERTIFICATIONS</b>			
<b>SPORT</b>	<b>STAFF MEMBER</b>	<b>CPR/AED GOOD UNTIL</b>	<b>FIRST AID GOOD UNTIL</b>
<b>Football</b>			
<b>Volleyball</b>			
<b>Cross Country</b>			
<b>Boys Basketball</b>			
<b>Girls Basketball</b>			
<b>Wrestling</b>			
<b>Track</b>			
<b>Golf</b>			



## Morrill High School


### **Emergency Action Plan Run Through**

All personnel associated with athletics should be familiar with all relevant venue emergency action plans. Familiarization includes: knowing one's specific role during an emergency situation, knowledge of emergency equipment, and how to appropriately activate the emergency action plan.

Each person who will be working with the school's athletic programs should be given a copy of the emergency action plan annually and sign an agreement that they have read and understand the document

Additionally, each team before the start and throughout the season should run through scenarios in order to increase the comfort level and efficiency of the emergency action plan. This team should also include the local ambulance services and the fire department. Ensure that all team members are on the same page with athlete care and transport protocols (i.e. helmet removal for football or "cool first, transport second" policies for exertional heat illness). Run-throughs should also be taken into consideration where ambulance access would take place to determine if any gates or cars would block the entrance during practice/game times and where any keys or relevant equipment will be located.





## Morrill High School

(signature)	(title or position)	(date completed)
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(signature)	(title or position)	(date completed)
(signature)	(title or position)	(date completed)

THIS FORM IS TO BE KEPT ON FILE IN THE ATHLETIC DIRECTORS ROOM AND PRESENTED FOR REVIEW UPON REQUEST.

## Morrill High School Automated External Defibrillator Policies and Procedure May 2013

### Introduction

Sudden cardiac arrest (SCA) affects over 400,000 people annually in the United States, and is also the leading cause of death in young athletes. Healthy-appearing competitive athletes may harbor unsuspected cardiovascular disease with the potential to cause sudden death. Athletes are considered the healthiest members of our society, and an unexpected death during training or competition is a tragic event with widespread implications. Cardiopulmonary resuscitation (CPR) is critical to maintaining the supply of oxygen to vital organs, but the single most effective treatment for cardiac arrest is defibrillation. Access to early defibrillation and an automated external defibrillator (AED) should be part of standard emergency planning for coverage of athletic activities.

The American Heart Association uses four (4) links in a chain (the "Chain of Survival") to illustrate the important time-sensitive actions for victims of SCA.



## Morrill High School

- Early recognition of the emergency and activation of the emergency medical services (EMS) or local emergency response system: "phone 911.
- Early bystander CPR: immediate CPR can double or triple the victim's chance of survival from VF SCA.
- Early delivery of a shock with a defibrillator: CPR plus defibrillation within 3 to 5 minutes of collapse can produce survival rates as high as 49% to 75%.
- Early advanced life support followed by post resuscitation care delivered by healthcare providers.

### Recognition of SCA

Recognition of SCA in athletes may be difficult due to the relatively low overall occurrence. High suspicion of SCA should be maintained for any collapsed and unresponsive athlete. Barriers to recognizing SCA in athletes may include inaccurate assessment of pulse or respirations, agonal gasping, and myoclonic or seizure-like activity.

### Management of SCA

**CPR:** Victims of cardiac arrest need immediate CPR. CPR provides a small but critical amount of blood flow to the heart and brain. CPR prolongs the time ventricular fibrillation (VF) is present and increases the likelihood that a shock will terminate VF (defibrillate the heart) and allow the heart to resume an effective rhythm and effective systemic perfusion. CPR is especially important if a shock is not delivered for 4 or more minutes after collapse. Defibrillation does not "restart" the heart; defibrillation "stuns" the heart, briefly stopping VF and other cardiac electrical activity. If the heart is still viable, its normal pacemakers may then resume firing and produce an effective ECG rhythm that may ultimately produce adequate blood flow.

"Effective" chest compressions are essential for providing blood flow during CPR. To give "effective" chest compressions, "push hard and push fast." Compress the adult chest at a rate of about 100 compressions per minute, with a compression depth of 1 1/2 to 2 inches (approximately 4 to 5 cm). Allow the chest to recoil completely after each compression, and allow approximately equal compression and relaxation times. Minimize interruptions in chest compressions. Rescuer fatigue may lead to inadequate compression rates or depth. Significant fatigue and shallow compressions are seen after 1 minute of CPR, although rescuers may deny that fatigue is present for  $\geq 5$  minutes. When 2 or more rescuers are available, it is reasonable to switch the compressor about every 2 minutes (or after 5 cycles of compressions and ventilations at a ratio of 30:2). Every effort should be made to accomplish this switch in <5 seconds. If the 2 rescuers are positioned on either side of the patient, one rescuer will be ready and waiting to relieve the "working compressor" every 2 minutes.

### AED

An AED should be applied as soon as possible and turned on for rhythm analysis in any collapsed and unresponsive athlete. CPR should be implemented while waiting for an AED if not immediately available. Interruptions in chest compressions should be minimized and CPR stopped only for rhythm analysis and shock. CPR should be reinitiated immediately after the first shock with repeat rhythm analysis following two minutes or five cycles of CPR.

Healthcare providers must practice efficient coordination between CPR and defibrillation. When VF is present for more than a few minutes, the myocardium is depleted of oxygen and metabolic substrates. A brief



## Morrill High School

period of chest compressions can deliver oxygen and energy substrates, increasing the likelihood that a perfusing rhythm will return after defibrillation (elimination of VF). Analyses of VF waveform characteristics predictive of shock success have documented that the shorter the time between a chest compression and delivery of a shock, the more likely the shock will be successful. Reduction in the interval from compression to shock delivery by even a few seconds can increase the probability of shock success.

The rescuer providing chest compressions should minimize interruptions in chest compressions for rhythm analysis and shock delivery and should be prepared to resume CPR, beginning with chest compressions, as soon as a shock is delivered. When 2 rescuers are present, the rescuer operating the **AED** should be prepared to deliver a shock as soon as the compressor removes his or her hands from the victim's chest and all rescuers are "clear" of contact with the victim. The lone rescuer should practice coordination of CPR with efficient **AED** operation.

### Shock First Versus CPR First

When any rescuer witnesses SCA and an **AED** is immediately available on-site, the rescuer should use the **AED** as soon as possible. When the SCA is not witnessed and/or the time interval from collapse to first shock is greater than 5 minutes, two minutes of CPR should be performed prior to defibrillation.

#### Advanced Airway

Once an advanced airway (endotracheal tube or Combi-Tube) is in place, 2 rescuers no longer deliver cycles of CPR (ie, compressions interrupted by pauses for ventilation). Instead, the compressing rescuer should give continuous chest compressions at a rate of 100 per minute without pauses for ventilation. The rescuer delivering ventilation provides 8 to 10 breaths per minute. The 2 rescuers should change compressor and ventilator roles approximately every 2 minutes to prevent compressor fatigue and deterioration in quality and rate of chest compressions. When multiple rescuers are present, they should rotate the compressor role about every 2 minutes.

### Provisions to Coordinate with Local EMS

In the event of a cardiopulmonary emergency, the 911 emergency system should be activated as quickly as possible. The first responders should provide initial care as appropriate to the situation and coordinate with other emergency medical service providers upon their arrival in the provision of CPR, defibrillation, basic life support, and advanced life support.

### Operator Consideration

Morrill High School utilizes the Cardiac Science Powerheart AED G3 unit. These AEDs are automatic defibrillators that use an algorithm that analyzes the patient's electrocardiographic (ECG) rhythm and indicates whether it detects a shockable rhythm. AEDs are for use by trained personnel (first responders, certified athletic trainers) who are authorized by a physician/medical director and have, at a minimum, American Heart Association (or comparable) CPR and AED training.

### Procedures for Training and Testing in the Use of AED

Personnel using the AED must complete a training session each year to include instruction in:



## Morrill High School

- The proper use, maintenance, and periodic inspection of the AED
- Defibrillator safety precautions to enable the user to administer a shock without jeopardizing the safety of the patient, the user or other individuals
- Assessment of an unconscious person to determine if cardiac arrest has occurred and the appropriateness of applying an AED
- Recognizing that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged
- Rapid, accurate assessment of the patient's post-shock status to determine if further activation of the AED is necessary
- The operations of the local emergency medical services system, including methods of access to the emergency response system, and interaction with emergency medical services personnel
- The role of the user and coordination with other emergency medical service providers in the provision of CPR, defibrillation, basic life support, and advanced life support
- The responsibility of the user to continue care until the arrival of medically qualified personnel

### **Procedures to Ensure the Continued Competency Required for AED Use**

Personnel using the AED should complete a review session every ninety days (90) using the AED training device and/or the AED computer simulation software to ensure continued competency in the use of the device. A record will be maintained documenting medical staff competency training on the AED.

### **Medical Control Reporting and Incident Review**

The AED digitally records patient data, including ECG rhythm and delivered shocks. A digital audio recording of scene activity is available. Recorded data may be transferred by direct connection to a printer or computer or by modem to a remote computer. Following an incident of application, the data will be downloaded from the AED and reviewed by both the medical director and the attending physician(s) at the emergency facility where emergency care was provided. In addition, a report detailing the emergency scene and treatment will be documented in writing.

### **Location of and Maintenance Required for AED**

Morrill High School has Two (2) AED units. They are located at:

1. High School - Near main doors to the gym
2. Elementary - Near SE doors of the gym

The AEDs perform an automatic self-test every 24 hours. If service is required, the AED activates an alarm. The non-rechargeable lithium batteries have a five-year life. If batteries require replacement, the AED activates an alarm. Personnel using the AED on a regular basis and after each time the AED is used should



## **Morrill High School**

inspect and clean the AED and check to make sure that all necessary supplies and accessories are readily available.

## **Morrill High School Exertional Heat Illness Protocol May 2013**

### **Recognition of Heat Stroke**

The ability to rapidly and accurately assess core body temperature and CNS functioning is critical to the proper evaluation of exertional heat stroke. Medical staff/Coaching staff should be properly trained and equipped to assess core temperature via rectal thermometer when feasible.

Most critical criteria for determination are 1) hyperthermic (rectal temperature > 104F) immediately post-incident and 2) CNS dysfunction (altered consciousness, coma, convulsions, disorientation, irrational behavior, decreased mental acuity, irritability, emotional instability, confusion, hysteria, apathy).

Other possible salient findings include nausea, vomiting, diarrhea, headache, dizziness, weakness, hot and wet or dry skin (important to note that skin may be wet or dry at time of incident), increased heart rate, decreased blood pressure, increased respiratory rate, dehydration, and combativeness.



## Morrill High School

- **Aggressive and immediate whole-body cooling is the key to optimizing treatment of exertional heat stroke. The duration and degree of hyperthermia may determine adverse outcomes. If untreated, hyperthermia-induced physiologic changes resulting in fatal consequences may occur within vital organ systems (e.g., muscle, heart, brain, etc.).**

### Emergency Treatment of Heat Stroke

Immediate whole-body cooling is the best treatment for exertional heat stroke and should be initiated within minutes post-incident. It is recommended to cool first and transport second if onsite rapid cooling is possible. Cooling can be successfully verified by measuring rectal temperature. If onsite cooling is not an option, the athlete should be immediately transferred to the nearest medical facility.

The following procedures are recommended if exertional heat stroke is suspected:

1. remove clothing and equipment
  2. move athlete immediately to air-conditioned facility or shaded area if possible
  3. cool athlete immediately by:
    - immerse athlete in tub of cold water; stir water and, if necessary, add ice throughout cooling process
    - or
    - place ice bags or ice over as much of body as possible, cover body with cold towels (replace towels frequently), fan body or spray with cold water
  4. monitor ABCs, core temperature, and CNS (cognitive, convulsions, orientation, consciousness, etc.)
  5. place an intravenous line using normal saline (if appropriate medical staff available)
  6. cease aggressive cooling when core temperature reaches approximately 101F; continue to monitor
  7. transport athlete to nearest emergency medical facility
- **Ice/cold water immersion has proven to have superior cooling rates to other modes. However, oftentimes with heat stroke the athlete is unresponsive. This may complicate airway management and other emergency interventions if the athlete is immersed in water. The medical staff should make the decision on the most feasible mode of cooling based upon athlete's physical presentation. Choice of cooling modes may also be dependent on other factors, such as size limitations, availability of cooling options and maintaining safety of athlete.**

### Recognition of Heat Exhaustion

Most critical criteria for determination are 1) athlete has obvious difficulty continuing intense exercise in heat, 2) lack of severe hyperthermia (usually < 104F) and 3) lack of severe CNS dysfunction. If any CNS dysfunction is present, it will be mild and symptoms will subside quickly with treatment and as activity is discontinued.

Other possible salient findings include physical fatigue/dizziness, dehydration and/or electrolyte depletion, ataxia and coordination problems, syncope, profuse sweating, pallor, headache, nausea, vomiting, diarrhea, stomach/intestinal cramps, persistent muscle cramps, and rapid recovery with treatment.



## Morrill High School

### Emergency Treatment of Heat Exhaustion

The following procedures are recommended if heat exhaustion is suspected:

1. remove athlete from play and immediately move to an air-conditioned or shaded area
2. remove excess clothing and equipment
3. cool athlete
4. have athlete lie comfortably with legs propped above heart level
5. if athlete is not nauseated, vomiting, or experiencing any CNS dysfunction, rehydrate orally with chilled electrolyte drink or water. If athlete is unable to take oral fluids, implement intravenous line using normal saline (if appropriate medical staff is available).
6. Monitor heart rate, blood pressure, respiratory, core temperature, and CNS status
7. Transport to nearest emergency medical facility if rapid improvement is not noted with prescribed treatment.