

Board of Education Regular Meeting
Monday, July 17, 2023 6:30 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 for July 17, 2023.

II.2. Approval of minutes from June 20, 2023.

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. Approve hire of Janelle Anderson as part-time Early Childhood after-school certificated teacher.

II.6. Approve LMHP contract for 2023-2024.

II.7. REPORTS

II.7.a. Curriculum/American Civics: Hess, Watson

- II.7.b. Facilities/Transportation: Hess, Steiner, Watson
- II.7.c. Finance/Negotiations: Frerichs, Hess
- II.7.d. Safety Committee: Frerichs, Steiner, Long
- II.7.e. Policy Committee: Frerichs, Watson, Hess
- II.7.f. Morrill School's Foundation: Watson, Long
- II.7.g. Student Council Report
- II.7.h. Virtual CIO Report
- II.7.i. Activity Director's Report
- II.7.j. Early Childhood Principal's Report
- II.7.k. Elementary Principal's Report
- II.7.l. Secondary Principal's Report
- II.7.m. Superintendent's Report

III. RECOGNITION OF VISITORS

IV. ITEMS FOR DISCUSSION / POSSIBLE ACTION

- IV.1. Discussion regarding potential employee benefit presented at the June meeting by Will Arthur with Attentive.
- IV.2. Discuss, consider, and take all necessary action to adopt a resolution increasing the school district's base growth percentage by up to seven percent (7%).
- IV.3. Consider / possibly approve Mariah Jessen as Head Speech Coach.
- IV.4. Consider / possibly approve purchasing 50 Chromebooks for the high school.
- IV.5. Consider / possibly approve purchase of one additional VALTs seat from ESU 13 for a total of four seats.
- IV.6. Discussion on copier lease.

- IV.7. Consider / possibly approve cafeteria meal prices for 2023-2024.
- IV.8. Consider / possibly approve Classified Staff hourly rate increase.
- IV.9. Consider / possibly approve 2023-2024 Classified Employee Handbook.
- IV.10. Consider / possibly approve student handbooks for Preschool and Elementary.

V. Next Regular Meeting Date - August 21, 2023 at 6:30 pm.

VI. ADJOURNMENT

Checking Account ID: 1

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
52020461	07/10/2023				HORAMANN	HORACE MANN	68.70
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	68.70

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
43370	07/14/2023				ASCENTRAL	AS CENTRAL SERVICES -- ST OFNEBRASKA	238.13
43371	07/14/2023				BHE5392	Black Hills Energy	60.17
43372	07/14/2023				BHE5697	Black Hills Energy	635.58
43373	07/14/2023				BHE6993	Black Hills Energy	88.13
43374	07/14/2023				CENTELEM	CENTURYLINK (ELEM)	215.58
43375	07/14/2023				CENTHIGH	CENTURYLINK (JR&SR HIGH)	625.46
43376	07/14/2023				CONNPOIN	CONNECTING POINT	520.00
43377	07/14/2023				EREMOTEHEL	ERH Technology Solutions	5,880.00
43378	07/14/2023				GREAAMER	GREATAMERICA FINANCIAL SVCS.	800.00
43379	07/14/2023				IDEALLINE	IDEAL LINEN SUPPLY	498.40
43380	07/14/2023				MOBIUSES	MOBIUS COMMUNICATIONS COMPANY	30.21
43381	07/14/2023				MORRHARD	MORRILL HARDWARE & BUILDING SUPPLIES	946.38
43382	07/14/2023				MORRSUPP	MORRILL SUPPLY	316.23
43383	07/14/2023				VILLMORR	VILLAGE OF MORRILL	11,631.57
43384	07/14/2023				WEX	WEX BANK	2,314.00
43385	07/14/2023				247PLUMBIN	24/7 Plumbing	147.50
43386	07/14/2023				ACTICOMM	ACTION COMMUNICATIONS	600.00
43387	07/14/2023				AGPARTSEDU	AGParts Eduction	139.90
43388	07/14/2023				AMAZON	Amazon Capital Services	3,711.55
43389	07/14/2023				BHPHOTOVID	B&H Photo-Video	1,933.04
43390	07/14/2023				BLICKARTMA	Blick Art Materials	1.58
43391	07/14/2023				BLUFSANI	Bluffs Facility Solutions	2,770.19
43392	07/14/2023				BSNSPORT	BSN SPORTS	9,645.00
43393	07/14/2023				CASHWA	CASH-WA DISTRIBUTING	432.90
43394	07/14/2023				CLOSEDSYST	Closed System Labs Inc.	680.00
43395	07/14/2023				COGNIAINC	COGNIA INC	4,500.00
43396	07/14/2023				CRESCENTEL	Crescent Electric	54.36
43397	07/14/2023				CROWNEPLAZ	Crowne Plaza Kearney	159.95
43398	07/14/2023				DEMCO	DEMCO	232.57
43399	07/14/2023				DOLLGEN	DOLLAR GENERAL STORE #08193	19.15
43400	07/14/2023				EDUCATIONC	Education.com	150.00
43401	07/14/2023				ESU13	EDUCATIONAL SERVICE UNIT #13	28,513.50
43402	07/14/2023				EREMOTEHEL	ERH Technology Solutions	894.60
43403	07/14/2023				ESUCOORDIN	ESU COORDINATING COUNCIL	2,595.00
43404	07/14/2023				FIRSTNATIO	First National Capital Markets	7,500.00
43405	07/14/2023				GOPHERSPOR	Gopher Sport	502.88
43406	07/14/2023				HEALTHYCHO	Healthy Choices Counseling	270.00
43407	07/14/2023				HOLIDKEAR	HOLIDAY INN - KEARNEY	229.90
43408	07/14/2023				HORSCREE	HORSE CREEK TIRE INC.	8.00
43409	07/14/2023				HOUGMIFFHA	HOUGHTON MIFFLIN HARCOURT	3,085.02
43410	07/14/2023				IMAGELEARN	Image Learning LLC	10,450.00
43411	07/14/2023				INNOVATIVE	Innovative Office Solutions, LLC	4,137.48
43412	07/14/2023				INQUISITIV	Inquisitive	304.20
43413	07/14/2023				INSTRUMEDI	Instru-Med Inc	65.00
43414	07/14/2023				JJFLOORS	JJPratt Enterprises, LLC	8,790.00
43415	07/14/2023				JOSTENSIL	JOSTENS	70.85
43416	07/14/2023				KAPCO	Kapco	446.60
43417	07/14/2023				KAUFMANGLA	Kaufman Glass	270.00
43418	07/14/2023				LAKELEAR	LAKESHORE LEARNING MATERIALS	190.43
43419	07/14/2023				MACGILL	MACGILL	799.65
43420	07/14/2023				MC	MASTER CARD	7,680.29
43421	07/14/2023				MENARDS	Menards	4,347.28
43422	07/14/2023				MORRROTA	MORRILL ROTARY CLUB	121.50
43423	07/14/2023				MPSCAFETER	MPS---Cafeteria	660.00

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
43424	07/14/2023				NREA	National Rural Eduaction Association	75.00		
43425	07/14/2023				NASB	NEBRASKA ASSOCIATION OF SCHOOL BOARDS	175.00		
43426	07/14/2023				NCSA	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	150.00		
43427	07/14/2023				NEPUBHEAL	Nebraska Public Health Environment Lab	34.00		
43428	07/14/2023				NRCSA	NEBRASKA RURAL COMMUNITY SCHOOLS ASSOC.	850.00		
43429	07/14/2023				NEFIREMARS	NEBRASKA STATE FIRE MARSHAL	180.00		
43430	07/14/2023				NEXTWAVECN	Next Wave CNC	5,217.50		
43431	07/14/2023				NORTHWEST1	Northwest Pipe Supply	1,014.61		
43432	07/14/2023				ONESOURCE	ONE SOURCE - THE BACKGROUND CHECK COMPAN	33.00		
43433	07/14/2023				PARCO	PARCO SCIENTIFIC COMPANY	105.00		
43434	07/14/2023				PITSCO	PITSCO EDUCATION	132.00		
43435	07/14/2023				VISA	PLATTE VALLEY BANK VISA	714.73		
43436	07/14/2023				PROTCENT	PROTEX CENTRAL	683.00		
43437	07/14/2023				REALGOOD	REALLY GOOD STUFF	667.39		
43438	07/14/2023				SAFETYEMPO	SAFETY EMPORIUM	795.84		
43439	07/14/2023				SCHOOLSPEC	School Specialty, LLC	780.17		
43440	07/14/2023				SCOTTSBODY	Scottsbluff Body and Paint	717.15		
43441	07/14/2023				SECURELY	Securely	825.00		
43442	07/14/2023				SU	Software Unlimited	8,600.00		
43443	07/14/2023				SPICSPAN	SPIC AND SPAN CLEANERS	4,322.00		
43444	07/14/2023				TEACHINGST	Teaching Strategies LLC	18,953.75		
43445	07/14/2023				TEAMCHEVRO	Team Chevrolet	296.79		
43446	07/14/2023				TRISTATEOI	Tri State Oil Reclaimers Inc.	100.00		
43447	07/14/2023				TWINCITY	TWIN CITY ROOFING & SHEET METAL, INC	498.70		
43448	07/14/2023				UNIVERSALA	Universal Athletic, LLC	1,142.58		
43449	07/14/2023				VOICENEWS	Voice News	196.06		
43450	07/14/2023				WESTERNNE2	WESTERN NEBRASKA PAPERS	192.69		
43451	07/14/2023				WTC	WESTERN TRAILS CONFERENCE	1,500.00		
43452	07/14/2023				WINSUPPLY	Winsupply	735.00		
43453	07/14/2023				WPCI	WPCI - INCORP.	483.80		
Check Type Total:			Check		Void Total:		0.00	Total without Voids:	182,080.47
Checking Account Total:		1			Void Total:		0.00	Total without Voids:	182,149.17

Checking Account ID: 5

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
8398	07/13/2023				AMAZON	Amazon Capital Services	49.96		
8399	07/13/2023				ELITESPORT	Elite Sportswear LP	990.46		
8400	07/13/2023				HOLEXKEARN	Holiday Inn Express-Kearney	299.90		
8401	07/13/2023				HUDL	HUDL	268.00		
8402	07/13/2023				MC	MASTER CARD	4,244.16		
8403	07/13/2023				VISA	PLATTE VALLEY BANK VISA	1,153.62		
8404	07/13/2023				REDSTRINGG	Red String Goods	495.00		
8405	07/13/2023				UNIVERSALA	Universal Athletic, LLC	380.00		
Check Type Total:			Check		Void Total:		0.00	Total without Voids:	7,881.10
Checking Account Total:		5			Void Total:		0.00	Total without Voids:	7,881.10

Checking Account ID: 6

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount		
12711	07/13/2023				CASHWA	CASH-WA DISTRIBUTING	6,017.73		
12712	07/13/2023				CENTCAFE	CENTURYLINK (CAF)	61.10		
12713	07/13/2023				MC	MASTER CARD	108.53		
12714	07/13/2023				SIMPLYCLEA	Simply Clean	111.70		
Check Type Total:			Check		Void Total:		0.00	Total without Voids:	6,299.06
Checking Account Total:		6			Void Total:		0.00	Total without Voids:	6,299.06

Grand Total:	Void Total:	0.00	Total without Voids:	<u>196,329.33</u>
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Monthly Finance Report to the Board
July 2023

as of 7/14/2023

Reconciled Balances as of June 30, 2023			
		2021-22	2022-23
General	\$	1,241,631.31	\$ 1,453,411.55
Cafeteria	\$	70,425.73	\$ 30,316.71
Depreciation	\$	77,914.39	\$ 23,160.97
Activity	\$	99,512.24	\$ 81,172.62
QCPUF	\$	313,648.48	\$ 242,257.90
Spec Building	\$	132,402.39	\$ 523,548.39
Empl Benefit	\$	20,285.91	\$ 19,905.78
FUNDS TOTAL	\$	1,955,820.45	\$ 2,373,773.92

July GF Expenditures			
		2021-22	2022-23
GF Bills Payable	\$	101,655.93	\$ 182,149.17
GF Payroll	\$	455,435.25	\$ 470,492.14
	\$	557,091.18	\$ 652,641.31
July Revenue			
Beginning Cash	\$		1,453,411.55
State Aid	\$		-
Scotts Bluff County	\$		72,179.49
Sioux County	\$		2,859.20
June SPED Payment	\$		34,489.00
Early Childhood Revenue	\$		5,172.22
Total Month Available	\$		1,533,622.46

Three Year Comparison				
GF Revenue				
		2020-21	2021-22	2022-23
September	\$	1,209,297.80	\$ 1,265,268.99	\$ 1,286,471.58
October	\$	500,826.00	\$ 370,461.37	\$ 408,016.94
November	\$	249,382.60	\$ 268,078.67	\$ 313,811.52
December	\$	352,088.82	\$ 987,415.21	\$ 504,289.97
January	\$	632,687.15	\$ 768,985.93	\$ 811,524.12
February	\$	629,911.29	\$ 607,567.24	\$ 619,215.87
March	\$	355,228.26	\$ 554,165.22	\$ 373,361.84
April	\$	537,162.58	\$ 470,640.56	\$ 673,301.48
May	\$	1,306,322.03	\$ 1,705,516.76	\$ 1,632,622.81
June	\$	663,640.80	\$ 651,742.52	\$ 857,975.50
July	\$	57,368.33	\$ 158,741.94	
August	\$	80,234.32	\$ 157,096.54	
Running Total	\$	6,436,547.33	\$ 7,649,842.47	\$ 7,480,591.63
Total Revenue	\$	6,574,149.98	\$ 7,965,680.95	\$ 7,480,591.63

July Cafeteria Expenditures			
		2021-22	2022-23
CF Bills Payable	\$	6,791.81	\$ 6,299.06
CF Payroll	\$	8,785.91	\$ 9,683.21
	\$	15,577.72	\$ 15,982.27
July Revenue			
Beginning Cash	\$		30,316.71
No Kid Hungry Grant	\$		(8,026.00)
Student Meal Revenue	\$		486.14
Adult Meal Revenue	\$		5.00
SFSP Claim	\$		7,774.20
CACFP Claim	\$		366.34
FFV Claim	\$		
Total Month Available	\$		30,922.39

Three Year Comparison				
GF Expenditures				
		2020-21	2021-22	2022-23
September	\$	730,095.45	\$ 830,063.53	\$ 789,917.87
October	\$	574,712.87	\$ 595,775.63	\$ 670,787.04
November	\$	540,101.36	\$ 553,972.17	\$ 635,911.99
December	\$	522,530.22	\$ 853,673.14	\$ 678,200.33
January	\$	509,049.06	\$ 536,079.59	\$ 542,920.01
February	\$	516,363.91	\$ 547,202.98	\$ 658,389.04
March	\$	530,514.55	\$ 633,181.25	\$ 576,015.54
April	\$	520,357.43	\$ 660,015.24	\$ 632,107.67
May	\$	538,437.67	\$ 666,990.75	\$ 582,107.01
June	\$	511,141.22	\$ 560,214.00	\$ 639,355.28
July	\$	547,398.13	\$ 557,537.35	
August	\$	518,675.63	\$ 623,398.41	
Running Total	\$	5,493,303.74	\$ 6,437,168.28	\$ 6,405,711.78
Total Expenditures	\$	6,559,377.50	\$ 7,618,104.04	\$ 6,405,711.78
Annual Budget	\$	7,304,118.21	\$ 9,074,969.96	\$ 8,812,075.00
% of Budget Spent		75%	71%	73%

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
2021-22 Early Childhood Totals			
Total Revenue	\$952,937.02	Total Expenditures	\$ 760,502.85
Early Childhood Revenue Running Total			
		2022-23	
Childcare Stabilization Grant	\$		37,066.00
IDEA Grant	\$		36,800.00
Preschool DHHS Subsidy	\$		14,685.97
Headstart payments	\$		60,000.00
Preschool Parent Payments	\$		33,926.10
Total Preschool	\$		108,612.07
DayCare DHHS Subsidy	\$		10,240.01
DayCare Parent Payments	\$		36,038.53
Total Pride Cub Care	\$		46,278.54
Total Local Early Childhood Revenue	\$		228,756.61
22-23 portion of TEEOSA FUNDING	\$		681,000.00
Running Total Revenue for 22-23	\$		909,756.61
Running Total Expenditures to date 22-23	\$		850,306.70

TAXPAYER NAME: COUNTY OF SCOTTSBLUFF

TIN: xxxxx5307

Deposit Confirmation

Your payment has been accepted.

Payment Successful

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

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270357373246930
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PLEASE NOTE

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

Payment Information	Entered Data
Taxpayer EIN	xxxxx5307
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q2/2023
Payment Amount	\$79,598.42
Settlement Date	06/22/2023
Subcategories:	
1 Social Security	\$44,862.60
2 Medicare	\$10,492.10
3 Tax Withholding	\$24,243.72
Account Number	xxxxx4746
Account Type	CHECKING
Routing Number	104102309
Bank Name	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!

EFT ACKNOWLEDGEMENT NUMBER:	270357365227919
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PLEASE NOTE

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

Payment Information	Entered Data
Taxpayer EIN	xxxxx5307
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q2/2023
Payment Amount	\$1,713.55
Settlement Date	06/22/2023
Subcategories:	
1 Social Security	\$1,004.68
2 Medicare	\$234.98
3 Tax Withholding	\$473.89
Account Number	xxxxx1676
Account Type	CHECKING
Routing Number	104102309
Bank Name	PLATTE VALLEY BANK



Your last visit was Mon 05/22/2023 12:40 PM CDT

Confirmation

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

Confirmation Number **NB1DOR004256551**

Payment Details

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

Payment Amount \$11,746.64

Payment Date 06/23/2023

Status SCHEDULED

Tax Period End Date 06302023
(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



Your last visit was Thu 06/22/2023 01:35 PM CDT

Confirmation

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

Confirmation Number **NB1DOR004256552**

Payment Details

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

Payment Amount \$205.22

Payment Date 06/23/2023

Status SCHEDULED

Tax Period End Date 06302023
(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.pragnell@mpslions.org

Working Monthly Budget 07/14/2023 1:15 PM

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 1
01	GENERAL FUND						
1100	REGULAR INSTRUCTIONAL PROGRAMS						
01 1100 111 1 003	Instructional Salaries Elem	453,000.00	321,964.89	325,000.00	273,413.34	15.87	
01 1100 111 2 001	Instructional Salaries Sec	741,000.00	718,497.70	747,000.00	619,672.08	17.05	
01 1100 111 4 000	DNU - Regular Flat Salaries	73,500.00	68,289.39	0.00	0.00	0.00	
01 1100 112 1 003	Para wages - Elem	0.00	4,381.16	0.00	0.00	0.00	
01 1100 112 2 001	Para wages - Secondary	0.00	4,779.52	0.00	95.63	0.00	
01 1100 122 1 003	Substitute Paras - Elem	0.00	0.00	5,000.00	3,071.72	38.57	
01 1100 122 2 001	Substitute Paras - Sec	0.00	0.00	1,000.00	0.00	100.00	
01 1100 123 1 003	Elementary Substitute Teachers	25,000.00	41,192.43	80,000.00	53,710.40	32.86	
01 1100 123 2 001	Highschool Substitute Teachers	18,000.00	41,897.00	45,000.00	29,747.50	33.89	
01 1100 132 1 003	Para OT - Elem	0.00	0.00	0.00	60.45	0.00	
01 1100 150 1 003	DNU - Instructional Aide -Sub Para Elementary	7,500.00	1,745.88	0.00	0.00	0.00	
01 1100 151 1 003	Add'l Comp - Elem Teachers	2,500.00	2,282.80	0.00	7,500.00	0.00	
01 1100 151 2 001	Add'l Comp - Sec. Teachers	2,500.00	2,225.20	24,000.00	20,086.31	16.31	
01 1100 210 1 003	DNU-Benefit Package - Elementary Blue Cross Blue Shield	90,000.00	83,150.01	0.00	0.00	0.00	
01 1100 210 2 001	DNU-Benefit Package - Secondary Blue Cross Blue Shield	130,000.00	107,442.22	0.00	0.00	0.00	
01 1100 211 1 003	Group Insurance - Elem Teachers	0.00	0.00	55,000.00	46,122.16	16.14	
01 1100 211 2 001	Group Insurance - Sec. Teachers	0.00	0.00	136,000.00	113,059.06	16.87	
01 1100 213 2 001	Group Insurance - Coverage	0.00	0.00	0.00	300.99	0.00	
01 1100 220 1 003	DNU-Social Security - Elementary	44,000.00	31,521.48	0.00	0.00	0.00	
01 1100 220 2 001	DNU - Social Security Secondary	75,000.00	60,895.65	0.00	0.00	0.00	
01 1100 220 4 000	DNU - SOCIAL SECURITY-FLAT	6,500.00	5,121.89	0.00	0.00	0.00	
01 1100 221 1 003	FICA Teachers - Elem	0.00	0.00	30,000.00	23,415.60	21.95	
01 1100 221 2 001	FICA Teachers - Sec.	0.00	0.00	73,000.00	50,953.74	30.20	
01 1100 222 1 003	FICA Sub Paras - Elem	0.00	0.00	375.00	239.62	36.10	
01 1100 222 2 001	FICA Sub Paras - Sec.	0.00	365.63	80.00	7.32	90.85	
01 1100 223 1 003	FICA - Sub Teachers Elem	0.00	0.00	6,200.00	4,108.70	33.73	
01 1100 223 2 001	FICA - Sub Teachers Sec	0.00	0.00	3,500.00	2,274.39	35.02	
01 1100 230 1 003	DNU - Retirement - Elementary	56,000.00	34,604.58	0.00	0.00	0.00	
01 1100 230 2 001	DNU - Retirement - Secondary	98,000.00	70,865.29	0.00	0.00	0.00	
01 1100 230 4	DNU - RETIREMENT-FLAT	8,300.00	6,646.66	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 2
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01 1100 231 1 003	Retirement Contributions Teachers - Elem	0.00	0.00	35,000.00	26,951.58	23.00	
01 1100 231 2 001	Retirement Contributions Teachers - Sec	0.00	0.00	89,000.00	63,194.10	29.00	
01 1100 232 1 003	Retirement Contributions Sub Para - Elem	0.00	0.00	500.00	240.43	51.91	
01 1100 232 2 001	Retirement Contributions Aides & Assist.-Sec.	0.00	0.00	100.00	9.45	90.55	
01 1100 233 1 003	Retirement Contributions - Sub Elem	0.00	0.00	5,500.00	4,273.80	22.29	
01 1100 233 2 001	Retirement Contributions - Sub Sec	0.00	0.00	4,000.00	1,164.73	70.88	
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	80,000.00	66,173.00	90,000.00	50,140.51	44.29	
01 1100 281 1 003	STIPEND/Health Benefits - Elem	0.00	0.00	38,000.00	31,184.60	17.94	
01 1100 281 2 001	STIPEND/Health Benefits - Sec	0.00	0.00	55,000.00	45,886.90	16.57	
01 1100 320 1 003	Professional Dev - Elem	2,000.00	210.88	3,500.00	4,281.34	(320.18)	
01 1100 320 2 001	Professional Dev - Sec	2,000.00	500.00	3,500.00	2,458.83	23.32	
01 1100 340 1 003	Other Professional Services - Elem	500.00	0.00	500.00	0.00	100.00	
01 1100 340 2 001	Other Professional Services - Sec	500.00	368.02	500.00	166.98	66.60	
01 1100 382 0 000	DISTANCE ED & TELECOMMUNICATIONS	55,000.00	43,098.62	55,000.00	36,863.06	31.02	
01 1100 443 0 000	Copier-Lease District	30,000.00	18,931.07	30,000.00	14,760.00	46.40	
01 1100 561 2 001	Tuition Other Dist Secon	0.00	0.00	0.00	3,600.00	0.00	
01 1100 580 0 000	Travel Expenses - Staff District	5,000.00	0.00	5,000.00	1,484.38	70.31	
01 1100 591 2 001	Services Purchased from ESU or district - Sec	0.00	0.00	20,000.00	3,870.00	80.65	
01 1100 610 0 000	SUPPLIES DISTRICT	2,500.00	1,977.64	3,000.00	373.14	87.56	
01 1100 610 1 003	SUPPLIES-- ELEM	20,000.00	27,631.04	35,000.00	19,644.12	37.10	
01 1100 610 2 001	SUPPLIES--SECOND	20,000.00	48,285.69	55,000.00	60,699.49	(16.13)	
01 1100 640 1 003	Curriculum/Periodicals - Elem	15,000.00	24,022.22	25,000.00	2,747.12	69.71	
01 1100 640 2 001	Curriculum/Periodicals - Sec	15,000.00	11,700.13	15,000.00	13,166.23	12.23	
01 1100 641 1 003	Digital Instructional Materials - Elem	0.00	0.00	0.00	0.00	0.00	
01 1100 643 0 000	Web/Cloud based software - District	0.00	0.00	20,000.00	2,055.70	83.47	
01 1100 643 1 003	Web/Cloud based software - Elem	0.00	0.00	15,000.00	12,579.85	(54.47)	
01 1100 643 2 001	Web/Cloud based software - Sec.	0.00	0.00	10,000.00	1,329.66	86.70	
01 1100 650 1 003	Supplies-Technology Related - Elem	0.00	0.00	0.00	663.99	0.00	
01 1100 650 2 001	Supplies-Technology Related - Sec.	0.00	0.00	0.00	894.60	0.00	
01 1100 733 0	Furniture/Fixtures >5000 - District	10,000.00	5,505.25	10,000.00	8,688.21	13.12	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 3
000							
01 1100 734 0 000	Tech Related Hardware >5000 - District	10,000.00	599.70	0.00	747.62	0.00	
01 1100 734 1 003	Tech Related Hardware >5000- Elem	0.00	1,118.01	0.00	0.00	0.00	
01 1100 734 2 001	Tech Related Hardware >5000 - Sec.	0.00	343.80	0.00	984.02	0.00	
01 1100 735 0 000	Tech Software >5000 - District	20,000.00	8,172.29	10,000.00	7,938.00	20.62	
01 1100 735 1 003	Tech Software >5000 - Elem	15,000.00	8,664.22	10,000.00	570.00	94.30	
01 1100 735 2 001	Tech Software >5000 - Sec.	10,000.00	2,688.88	10,000.00	0.00	100.00	
01 1100 810 0 000	DUES AND FEES	2,500.00	100.00	2,500.00	3,255.00	(30.20)	
1100	REGULAR INSTRUCTIONAL PROGRAMS	Total	2,145,800.00	1,877,959.84	2,186,755.00	1,674,706.45	21.59
1125	FLEX SPENDING						
01 1125 111 0 000	FLEX REGULAR SALARIES	15,000.00	5,162.05	0.00	0.00	0.00	
01 1125 150 0 000	FLEX OTHER STAFF SALARIES	6,000.00	0.00	0.00	0.00	0.00	
01 1125 220 0 000	FLEX SOCIAL SECURITY	2,000.00	394.89	0.00	0.00	0.00	
01 1125 230 0 000	RETIREMENT	2,000.00	509.89	0.00	0.00	0.00	
01 1125 610 0 000	FLEX SUPPLIES	0.00	0.00	0.00	0.00	0.00	
1125	FLEX SPENDING	Total	25,000.00	6,066.83	0.00	0.00	0.00
1150	LIMITED ENGLISH PROF PROGRAMS						
01 1150 111 1 003	LEP INSTRUCTIONAL SALARIES ELEM	0.00	0.00	0.00	0.00	0.00	
01 1150 210 1 003	LEP BENEFIT PACKAGE - ELEM	1,000.00	0.00	0.00	0.00	0.00	
01 1150 220 1 003	LEP FICA/MEDICARE - ELEM	0.00	0.00	0.00	0.00	0.00	
01 1150 230 1 003	LEP RETIREMENT - ELEM	0.00	0.00	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	
1150	LIMITED ENGLISH PROF PROGRAMS	Total	1,000.00	0.00	0.00	0.00	0.00
1160	PROVERTY PROGRAMS						
01 1160 111 1 003	POVERTY INSTR. SALARIES - ELEM	411,720.00	345,203.20	386,000.00	320,856.40	16.88	
01 1160 111 4 000	DNU - REGULAR SALARIES-FLAT	0.00	0.00	0.00	0.00	0.00	
01 1160 151 1 003	Poverty Flat Salary - Teachers Elem	0.00	0.00	10,500.00	8,750.00	16.67	
01 1160 210 1 003	DNU-POVERTY BENEFIT PKG - ELEM	81,000.00	68,689.00	0.00	0.00	0.00	
01 1160 211 1 003	Poverty Group Insurance - Teachers Elem	0.00	0.00	48,000.00	45,552.68	5.10	
01 1160 220 1 003	DNU-POVERTY FICA/MEDICARE - ELEM	37,000.00	26,615.00	0.00	0.00	0.00	
01 1160 220 4 000	DNU-SOCIAL SECURITY-FLAT	0.00	0.00	0.00	0.00	0.00	
01 1160 221 1 003	FICA Poverty - Teachers Elem	0.00	0.00	34,000.00	25,294.33	25.60	
01 1160 230 1 003	DNU-POVERTY RETIREMENT - ELEM	48,000.00	33,976.59	0.00	0.00	0.00	
01 1160 231 1 003	Retirement Contributions Poverty - Teachers Elem	0.00	0.00	41,000.00	32,557.83	20.59	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 4
01 1160 281 1 003	STIPEND-Health Benefits- Poverty Elem	0.00	0.00	33,000.00	23,533.44	28.69	
01 1160 610 1 003	Poverty - Supplies Elem	0.00	0.00	1,000.00	403.53	59.65	
01 1160 610 2 001	Poverty - Supplies Sec	0.00	0.00	1,000.00	685.35	31.47	
1160 PROVERTY PROGRAMS	Total	577,720.00	474,483.79	554,500.00	457,633.56	17.47	
1190 EARLY CHILDHOOD ED PROGRAMS							
01 1190 110 3 005	PreK Building Coordinator Salary	0.00	0.00	42,000.00	31,056.90	26.06	
01 1190 111 3 005	INSTRUCTIONAL PRE-K	248,448.75	188,070.96	208,000.00	163,375.74	21.45	
01 1190 112 3 005	Preschool Instructional Aides	290,000.00	212,683.64	197,000.00	188,218.02	4.46	
01 1190 123 3 005	PreK Substitute Teachers	0.00	5,728.04	6,000.00	7,762.50	(29.38)	
01 1190 131 3 005	Teacher OT - PreK	0.00	0.00	9,000.00	6,826.52	24.15	
01 1190 132 3 005	Para OT - PreK	0.00	0.00	25,000.00	12,117.75	51.53	
01 1190 141 3 005	DNU - Provisional Teacher	0.00	62,156.06	0.00	0.00	0.00	
01 1190 150 3 005	DNU - Preschool Building Coordinator	42,000.00	29,872.28	0.00	480.00	0.00	
01 1190 151 3 005	Add'l Comp - Teachers PreK	0.00	0.00	52,000.00	8,894.77	82.89	
01 1190 210 3 005	Group Insurance - Bldg Coord PreK	57,000.00	58,091.05	8,000.00	4,611.60	42.36	
01 1190 211 3 005	Group Insurance - Teachers PreK	0.00	0.00	27,000.00	22,103.20	18.14	
01 1190 212 3 005	Group Insurance - Aides PreK	0.00	0.00	16,500.00	18,061.80	(9.47)	
01 1190 220 3 005	FICA - Bldg Coord PreK	47,000.00	39,490.62	3,200.00	2,338.65	26.92	
01 1190 221 3 005	FICA Teachers - PreK	0.00	0.00	21,000.00	14,161.17	32.57	
01 1190 222 3 005	FICA Paras - PreK	0.00	0.00	17,000.00	15,015.19	11.68	
01 1190 223 3 005	FICA - Sub/Coverage	0.00	0.00	500.00	593.52	(18.70)	
01 1190 230 3 005	Retirement - Bldg Coord PreK	61,000.00	75,812.78	4,200.00	3,050.73	27.36	
01 1190 231 3 005	Retirement Contributions Teachers - PreK	0.00	0.00	27,000.00	17,782.52	34.14	
01 1190 232 3 005	Retirement Paras - PreK	0.00	0.00	22,000.00	19,352.64	12.03	
01 1190 233 3 005	Retirement Contributions - Sub/Coverage	0.00	0.00	600.00	766.90	(27.82)	
01 1190 281 3 005	STIPEND Health Benefits-PreK	0.00	0.00	10,500.00	8,750.00	16.67	
01 1190 320 3 005	PROF DEV	3,500.00	3,743.55	4,582.02	3,681.21	14.75	
01 1190 580 3 005	Travel Expenses - Staff PreK	1,000.00	4.90	1,000.00	2,557.65	(155.77)	
01 1190 610 3 005	SUPPLIES -- PRE-K	12,000.00	10,493.90	15,000.00	17,655.39	(45.63)	
01 1190 640 3 005	Curriculum/Periodicals - PreK	2,500.00	3,435.00	4,000.00	19,369.09	(384.23)	
01 1190 643 3 005	Web/Cloud based software - PreK	0.00	0.00	2,000.00	3,997.25	(99.86)	
01 1190 650 3 005	Supplies-Technology Related - PreK	0.00	0.00	5,000.00	139.90	97.20	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 5
01 1190 733 3 005	Furniture/Fixtures >5000 - PreK	5,000.00	834.46	0.00	0.00	0.00	
01 1190 734 3 005	Tech Related Hardware >5000 - PreK	0.00	0.00	0.00	0.00	0.00	
01 1190 735 3 005	Tech Software >5000 - PreK	1,500.00	1,860.55	0.00	185.00	0.00	
01 1190 810 3 005	DUES AND FEES-PRE K	500.00	50.00	500.00	46.38	90.72	
1190	EARLY CHILDHOOD ED PROGRAMS	Total	771,448.75	692,327.79	728,582.02	592,951.99	18.01
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS						
01 1200 111 1 003	SPED Salaries - Teachers Elem	86,400.00	29,327.23	85,000.00	71,346.48	16.06	
01 1200 111 2 001	SPED Salaries - Teachers Sec	0.00	45,011.27	50,000.00	41,076.70	17.85	
01 1200 111 3 005	DNU - Sped Sal Preschool	42,000.00	21,505.01	0.00	0.00	0.00	
01 1200 112 1 003	SPED Salaries - Aides Elem	103,000.00	117,349.01	142,000.00	125,955.49	11.30	
01 1200 112 2 001	SPED Salaries - Aides Sec	68,000.00	62,516.75	134,000.00	69,246.15	48.32	
01 1200 132 1 003	SPED OT - Aides Elem	0.00	0.00	1,000.00	218.79	78.12	
01 1200 132 2 001	SPED OT - Aides Sec	0.00	0.00	1,000.00	672.00	32.80	
01 1200 151 0 000	Add'l Compensation SPED - Teacher/Prof District	0.00	0.00	4,000.00	2,333.35	41.67	
01 1200 210 1 003	DNU - Sped Bene Elem	24,000.00	25,370.79	0.00	0.00	0.00	
01 1200 210 2 001	DNU - Sped Bene Sec	18,000.00	14,199.89	0.00	0.00	0.00	
01 1200 210 3 005	DNU - Sped Bene Prek	10,500.00	0.00	0.00	0.00	0.00	
01 1200 211 1 003	Group Insurance SPED - Teachers Elem	0.00	0.00	23,000.00	18,019.58	21.65	
01 1200 211 2 001	Group Insurance SPED - Teachers Sec	0.00	0.00	10,000.00	7,644.22	23.56	
01 1200 212 1 003	Group Insurance SPED - Aides Elem	0.00	0.00	3,000.00	3,245.02	(8.17)	
01 1200 212 2 001	Group Insurance SPED - Aides Sec	0.00	0.00	11,500.00	7,185.69	37.52	
01 1200 220 1 003	DNU - Soc Sec	17,000.00	11,026.78	0.00	0.00	0.00	
01 1200 220 2 001	DNU - SOCIAL SECURITY	11,009.00	8,128.21	0.00	0.00	0.00	
01 1200 220 3 005	DNU - SOCIAL SECURITY	4,000.00	1,565.99	0.00	0.00	0.00	
01 1200 221 0 000	FICA - SPED Teachers/Prof District	0.00	0.00	300.00	178.50	40.50	
01 1200 221 1 003	FICA SPED - Teachers Elem	0.00	0.00	7,400.00	5,443.69	26.44	
01 1200 221 2 001	FICA SPED - Teachers Sec	0.00	0.00	4,000.00	3,110.52	22.24	
01 1200 222 1 003	FICA SPED - Aides Elem	0.00	0.00	11,000.00	9,430.97	14.26	
01 1200 222 2 001	FICA SPED - Aides Sec.	0.00	0.00	11,000.00	5,278.51	52.01	
01 1200 230 1 003	DNU - Sped Retire Elem	20,600.00	21,995.21	0.00	0.00	0.00	
01 1200 230 2 001	DNU - Sped Retire Sec	8,000.00	12,049.40	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 6
01 1200 230 3 005	DNU - RETIREMENT	5,200.00	4,378.99	0.00	0.00	0.00	
01 1200 231 0 000	Retirement SPED - Teachers/Prof District	0.00	0.00	400.00	230.50	42.38	
01 1200 231 1 003	Retirement SPED - Teachers Elem	0.00	0.00	9,000.00	7,047.45	21.70	
01 1200 231 2 001	Retirement SPED - Teachers Sec	0.00	0.00	5,100.00	4,057.48	20.44	
01 1200 232 1 003	Retirement SPED - Aides Elem	0.00	0.00	14,500.00	12,343.65	14.87	
01 1200 232 2 001	Retirement SPED - Aides Sec.	0.00	0.00	13,500.00	6,841.00	49.33	
01 1200 270 1 003	Sped Workmns Elem	9,400.00	7,617.00	5,060.00	3,653.22	27.80	
01 1200 270 2 001	Sped Workmns Sec	4,600.00	3,805.00	5,060.00	3,653.22	27.80	
01 1200 270 3 005	DNU - WORKER'S COMPENSATION	4,000.00	0.00	0.00	0.00	0.00	
01 1200 281 1 003	STIPEND-Health Benefits-SPED Elem	0.00	0.00	7,000.00	6,986.00	0.20	
01 1200 320 1 003	Emp Training/Dev Svcs SPED - Elem	1,000.00	0.00	1,000.00	0.00	100.00	
01 1200 328 1 003	DNU - PROPERTY INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 1200 338 1 003	DNU - REPAIRS AND MAINTENANCE	1,000.00	0.00	0.00	0.00	0.00	
01 1200 340 1 003	OTHER PROFESSIONAL SVCS - SPED Elem	2,500.00	4,984.70	5,000.00	910.00	81.80	
01 1200 382 0 000	DISTANCE ED/TELECOMMUNICATION - SPED District	7,000.00	0.00	3,000.00	0.00	100.00	
01 1200 441 0 000	RENTALS of LAND/BLDGS SPED - District	0.00	0.00	0.00	0.00	0.00	
01 1200 520 0 000	Liability Insurance - SPED District	0.00	0.00	0.00	0.00	0.00	
01 1200 561 2 001	Tuition pd to other Districts - SPED Sec	5,000.00	23,887.90	25,000.00	9,039.00	63.84	
01 1200 561 3 005	DNU - TUIT PD OTHER DIST	5,000.00	0.00	0.00	0.00	0.00	
01 1200 580 0 000	Travel Exp SPED - District	0.00	0.00	0.00	321.49	0.00	
01 1200 580 1 003	Travel Exp SPED - Elem	2,000.00	233.10	2,000.00	1,185.26	40.74	
01 1200 580 2 001	Travel Exp SPED - Sec	1,000.00	0.00	1,000.00	154.98	84.50	
01 1200 580 3 005	DNU - TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	
01 1200 591 0 000	Svcs Purchased from Dist or ESU - SPED District	20,000.00	15,880.51	20,000.00	10,203.20	48.98	
01 1200 591 1 003	Svcs Purchased from Dist or ESU - SPED Elem	75,000.00	47,568.08	50,000.00	78,991.62	(57.98)	
01 1200 591 2 001	Svcs Purchased from Dist or ESU - SPED Sec	20,000.00	32,948.77	35,000.00	58,846.74	(68.13)	
01 1200 610 1 003	Supplies - SPED Elem	7,000.00	4,999.51	7,000.00	5,743.06	12.59	
01 1200 610 2 001	Supplies - SPED Sec	9,000.00	8,714.67	9,500.00	9,255.16	(6.31)	
01 1200 610 3 005	DNU - Pre K SUPPLIES	2,500.00	758.49	0.00	0.00	0.00	
01 1200 640 1 003	Curriculum/Periodicals - SPED Elem	500.00	0.00	500.00	423.50	15.30	
01 1200 640 2	Curriculum/Periodicals - SPED Sec	500.00	0.00	500.00	0.00	100.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 7
001							
01 1200 734 0 000	Tech Related Hardware >5000 - SPED District	500.00	0.00	0.00	0.00	0.00	
01 1200 735 1 003	Technology Software >5000 - SPED Elem	0.00	0.00	0.00	0.00	0.00	
01 1200 810 0 000	Dues and Fees - SPED District	500.00	1,162.90	1,500.00	904.95	39.67	
01 1200 890 0 000	OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	Total	595,709.00	526,985.16	718,820.00	591,177.14	17.59
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU						
01 1291 270 3 005	EC SPED Workmen's Comp	0.00	0.00	5,060.00	4,082.76	19.31	
01 1291 591 3 005	Sped Age 3-5 Contract Services	60,000.00	18,045.22	20,000.00	9,797.65	51.01	
01 1291 610 3 005	SPED PreK Supplies	0.00	0.00	2,500.00	2,531.89	(1.28)	
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU	Total	60,000.00	18,045.22	27,560.00	16,412.30	40.45
1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM						
01 1292 591 3 005	0-2 Sped Contracted Services	21,000.00	21,110.37	25,000.00	20,337.36	18.65	
1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM	Total	21,000.00	21,110.37	25,000.00	20,337.36	18.65
2120	GUIDANCE SERVICES						
01 2120 111 1 003	Guidance Counselor Salary - Elem	0.00	0.00	49,000.00	40,666.70	17.01	
01 2120 111 2 001	Guidance Counselor Salary - Sec	0.00	0.00	63,500.00	52,582.30	17.19	
01 2120 116 1 003	DNU - Guidance Counselor Salary - Elem	44,000.00	20,973.12	0.00	0.00	0.00	
01 2120 116 2 001	DNU - Guidance Counselor Secondary	0.00	38,367.13	0.00	0.00	0.00	
01 2120 151 1 003	Add'l Compensation - Guidance Elem	0.00	0.00	2,300.00	1,883.80	18.10	
01 2120 151 2 001	Add'l Compensation - Guidance Sec	0.00	0.00	3,500.00	2,857.80	18.35	
01 2120 210 1 003	DNU - Benefits	10,500.00	0.00	0.00	0.00	0.00	
01 2120 210 2 001	DNU - Benefits	5,600.00	7,697.63	0.00	0.00	0.00	
01 2120 211 2 001	Group Insurance - Guidance Sec	0.00	0.00	9,400.00	7,749.22	17.56	
01 2120 220 1 003	DNU - Social Security	4,000.00	1,602.49	0.00	0.00	0.00	
01 2120 220 2 001	DNU - Social Security	5,600.00	3,143.38	0.00	0.00	0.00	
01 2120 221 1 003	FICA - Guidance Elem	0.00	0.00	4,700.00	3,924.48	16.50	
01 2120 221 2 001	FICA - Guidance Sec	0.00	0.00	6,000.00	4,588.16	23.53	
01 2120 230 1 003	DNU - Retirement	5,200.00	2,069.23	0.00	0.00	0.00	
01 2120 230 2 001	DNU - Retirement	7,200.00	3,789.83	0.00	0.00	0.00	
01 2120 231 1 003	Retirement - Guidance Elem	0.00	0.00	5,100.00	4,203.05	17.59	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 8
01 2120 231 2 001	Retirement - Guidance Sec	0.00	0.00	7,200.00	5,476.30	23.94	
01 2120 281 1 003	STIPEND-Fringe Benefits - Guidance Elem	0.00	0.00	10,500.00	8,750.00	16.67	
01 2120 281 2 001	STIPEND-Fringe Benefits - Guidance Sec	0.00	0.00	5,600.00	4,654.80	16.88	
01 2120 320 0 000	Professional Development - Guidance	0.00	0.00	1,000.00	114.00	88.60	
01 2120 580 0 000	Travel Exp - Guidance District	0.00	2,715.00	0.00	39.90	0.00	
01 2120 580 1 003	Travel Exp - Guidance Elem	500.00	268.00	500.00	0.00	100.00	
01 2120 580 2 001	Travel Exp - Guidance Sec	500.00	3,000.00	500.00	0.00	100.00	
01 2120 610 0 000	Supplies - Guidance	10,000.00	10,678.91	12,000.00	4,533.93	62.22	
01 2120 643 1 003	Web/Cloud Based Software - Guidance Elem	0.00	0.00	2,000.00	6,468.95	(223.45)	
01 2120 735 0 000	Technology Software >5000 - Guidance	2,000.00	2,459.00	0.00	0.00	0.00	
01 2120 810 0 000	DUES AND FEES - Guidance	750.00	0.00	750.00	69.00	90.80	
01 2120 890 0 000	Misc Expenses - Guidance	2,000.00	0.00	0.00	0.00	0.00	
2120 GUIDANCE SERVICES	Total	97,850.00	96,763.72	183,550.00	148,562.39	19.06	
2130 HEALTH SERVICES							
01 2130 116 0 000	Salary Nurse	64,000.00	57,750.00	65,000.00	54,166.70	16.67	
01 2130 210 0 000	DNU - Nurse-Benefits	0.00	16,592.53	0.00	0.00	0.00	
01 2130 216 0 000	Group Insurance - Nurse	0.00	0.00	20,000.00	13,032.56	34.84	
01 2130 220 0 000	DNU - Social Security - Nurse	4,100.00	3,656.07	0.00	0.00	0.00	
01 2130 226 0 000	FICA - Nurse	0.00	0.00	5,000.00	3,521.92	29.56	
01 2130 230 0 000	DNU - Retirement Nurse	7,000.00	5,704.38	0.00	0.00	0.00	
01 2130 236 0 000	Retirement Contributions - Nurse	0.00	0.00	6,500.00	5,350.50	17.68	
01 2130 580 0 000	Travel Exp - Nurse	500.00	411.60	500.00	315.23	36.95	
01 2130 610 0 000	Supplies Nurse	1,500.00	2,415.99	2,500.00	3,831.00	(53.24)	
01 2130 810 0 000	DUES AND FEES - Nurse	300.00	125.00	300.00	295.00	1.67	
01 2130 890 0 000	Misc Expense - Nurse	0.00	0.00	0.00	0.00	0.00	
2130 HEALTH SERVICES	Total	77,400.00	86,655.57	99,800.00	80,512.91	19.33	
2140 PSYCHOLOGICAL SERVICES							
01 2140 111 0 000	Salary LMHP	0.00	0.00	32,364.00	26,970.00	16.67	
01 2140 211 0 000	Group Insurance - LMHP	0.00	0.00	10,440.00	8,503.75	18.55	
01 2140 221 0 000	FICA - LMHP	0.00	0.00	2,505.60	1,777.56	29.06	
01 2140 231 0 000	Retirement - LMHP	0.00	0.00	3,236.40	2,664.00	17.69	
01 2140 330 0 000	Dev Svcs - LMHP	0.00	0.00	1,215.00	2,004.67	(64.99)	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 9
01 2140 610 000	Supplies - LMHP	0.00	0.00	0.00	93.63	0.00	
01 2140 641 000	Digital Instructional Materials - LMHP	0.00	0.00	200.00	0.00	100.00	
01 2140 643 000	Web/Cloud based software - LMHP	0.00	0.00	0.00	250.00	0.00	
2140 PSYCHOLOGICAL SERVICES	Total	0.00	0.00	49,961.00	42,263.61	15.41	
2141 Psychological Svcs - SPED school age							
01 2141 111 1 003	Salary LMHP SPED - Elem	0.00	0.00	5,394.00	4,495.00	16.67	
01 2141 111 2 001	Salary LMHP SPED - Sec	0.00	0.00	18,848.00	15,706.65	16.67	
01 2141 211 1 003	Group Insurance - LMHP SPED Elem	0.00	0.00	1,740.00	1,417.30	18.55	
01 2141 211 2 001	Group Insurance LMHP SPED - Sec	0.00	0.00	6,080.00	4,952.40	18.55	
01 2141 221 1 003	FICA LMHP SPED - Elem	0.00	0.00	417.60	296.36	29.03	
01 2141 221 2 001	FICA - LMHP SPED Sec	0.00	0.00	1,459.20	1,035.21	29.06	
01 2141 231 1 003	Retirement LMHP SPED - Elem	0.00	0.00	539.40	444.00	17.69	
01 2141 231 2 001	Retirement LMHP SPED - Sec	0.00	0.00	1,884.80	1,551.50	17.68	
2141 Psychological Svcs - SPED school age	Total	0.00	0.00	36,363.00	29,898.42	17.78	
2142 Psychological Svcs: SPED Ages 3-5							
01 2142 111 3 005	Salary LMHP SPED - PreK	0.00	0.00	5,394.00	4,495.00	16.67	
01 2142 211 3 005	Group Insurance - LMHP SPED PreK	0.00	0.00	1,740.00	1,417.25	18.55	
01 2142 221 3 005	FICA - LMHP SPED PreK	0.00	0.00	417.60	296.11	29.09	
01 2142 231 3 005	Retirement - LMHP SPED PreK	0.00	0.00	539.40	444.00	17.69	
2142 Psychological Svcs: SPED Ages 3-5	Total	0.00	0.00	8,091.00	6,652.36	17.78	
2151 Speech Pathology - SPED School Age							
01 2151 111 1 003	Speech Path SPED Salary - Elem	0.00	0.00	46,900.00	39,083.30	16.67	
01 2151 111 2 001	Speech Path SPED Salary - Sec	0.00	0.00	7,000.00	5,833.30	16.67	
01 2151 211 1 003	Group Insurance - Speech Path SPED Elem	0.00	0.00	6,298.00	5,197.60	17.47	
01 2151 211 2 001	Group Insurance - Speech Path SPED Sec	0.00	0.00	940.00	775.79	17.47	
01 2151 221 1 003	FICA - Speech Path SPED Elem	0.00	0.00	3,618.00	2,989.90	17.36	
01 2151 221 2 001	FICA - Speech Path SPED Sec	0.00	0.00	540.00	446.30	17.35	
01 2151 231 1 003	Retirement - Speech Path SPED Elem	0.00	0.00	4,690.00	3,860.50	17.69	
01 2151 231 2 001	Retirement - Speech Path SPED Sec	0.00	0.00	700.00	576.20	17.69	
2151 Speech Pathology - SPED School Age	Total	0.00	0.00	70,686.00	58,762.89	16.87	
2152 Speech Pathology - SPED Ages 3-5							
01 2152 111 3 005	Speech Path SPED Salary - PreK	0.00	0.00	16,100.00	13,416.70	16.67	
01 2152 211 3 005	Group Insurance - Speech Path SPED PreK	0.00	0.00	2,162.00	1,784.21	17.47	
01 2152 221 3 005	FICA - Speech Path SPED PreK	0.00	0.00	1,242.00	1,026.30	17.37	

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005							
01 2152 231 3 005	Retirement - Speech Path SPED PreK	0.00	0.00	1,610.00	1,325.30	17.68	
2152	Speech Pathology - SPED Ages 3-5	Total	0.00	0.00	21,114.00	17,552.51	16.87
2190	OTHER PUPIL SUPPORT SERVICES						
01 2190 110 0 000	Clerical Salaries - AD	0.00	0.00	44,000.00	21,369.68	51.43	
01 2190 112 0 000	DNU - ACTIVITY BUS DRIVER	17,000.00	12,322.18	0.00	0.00	0.00	
01 2190 116 0 000	Salaries AD	0.00	0.00	72,500.00	60,750.04	16.21	
01 2190 120 0 000	Community Coach Salary	0.00	0.00	32,000.00	18,254.85	42.95	
01 2190 150 0 000	Non Instructional staff wages - Activity	120,000.00	113,966.81	5,000.00	13,185.25	(163.71)	
01 2190 151 0 000	Activity Salaries - Teachers	152,000.00	96,192.72	120,000.00	109,857.46	8.45	
01 2190 156 0 000	Activity Salaries - Prof Staff	0.00	0.00	20,000.00	6,168.80	69.16	
01 2190 210 0 000	DNU - Insurance	11,000.00	5,871.30	0.00	0.00	0.00	
01 2190 220 0 000	FICA -- Activity Comm Coach/AD clerical	19,000.00	17,589.14	6,000.00	3,986.74	33.55	
01 2190 221 0 000	FICA - Activity Teachers	0.00	0.00	9,200.00	8,404.63	8.65	
01 2190 226 0 000	FICA - Activity Prof Staff	0.00	0.00	7,000.00	5,119.30	26.87	
01 2190 230 0 000	Retirement - Activity AD Clerical	25,000.00	19,185.18	4,400.00	2,777.37	36.88	
01 2190 231 0 000	Retirement Contributions - Activity Teachers	0.00	0.00	12,000.00	10,851.62	9.57	
01 2190 236 0 000	Retirement Contributions - Activity Prof Staff	0.00	0.00	9,100.00	6,610.12	27.36	
01 2190 320 0 000	DNU - EXTRA DUTY -- NON-STAFF	26,000.00	14,250.00	0.00	0.00	0.00	
01 2190 340 0 000	Athletic Trainer Services	2,000.00	0.00	2,000.00	462.00	76.90	
01 2190 440 0 000	Rentals - Other	0.00	0.00	0.00	580.00	0.00	
01 2190 490 0 000	Other Purchased Property Svcs - Activity	25,000.00	26,505.93	36,000.00	1,120.00	96.89	
01 2190 580 0 000	Travel Exp - Activity	8,000.00	11,092.30	15,000.00	6,675.00	55.50	
01 2190 610 0 000	Supplies - Activity	0.00	0.00	10,000.00	61,918.75	(519.19)	
01 2190 626 0 000	Gas & Oil - Activity	9,000.00	0.00	0.00	0.00	0.00	
01 2190 643 0 000	Web/Cloud based software - Activity	0.00	0.00	5,000.00	4,974.00	0.52	
01 2190 739 0 000	Track/Fball Field Equip >5000	200,000.00	16,442.54	25,000.00	47,300.00	(89.20)	
01 2190 810 0 000	Dues and Fees - Activity	0.00	0.00	15,000.00	8,634.59	42.44	
01 2190 890 0 000	Misc. Exp - Activity	7,500.00	7,292.75	0.00	0.00	0.00	
2190	OTHER PUPIL SUPPORT SERVICES	Total	621,500.00	340,710.85	449,200.00	399,000.20	11.18
2211	SCHOOL IMPROVEMENT						
01 2211 580 0 000	Travel Exp - School Improvement	5,000.00	1,125.93	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 11
01 2211 890 000	Accreditation Exp - School Improvement	5,000.00	3,768.82	5,000.00	0.00	100.00	
2211	SCHOOL IMPROVEMENT	Total	10,000.00	4,894.75	5,000.00	0.00	100.00
2212	INSTRUCTION & CURRICULUM DEVELOPMENT						
01 2212 150 000	DNU - Curriculum Development	0.00	416.67	0.00	0.00	0.00	
01 2212 151 000	Salary DAC	0.00	0.00	5,000.00	4,166.66	16.67	
01 2212 221 000	FICA - Curr Dev Teacher/Prof Staff	0.00	0.00	400.00	318.80	20.30	
01 2212 231 000	Retirement - Curr Dev Teachers/Prof Staff	0.00	0.00	500.00	411.59	17.68	
01 2212 320 000	Professional Svcs - Curr Dev	10,000.00	4,500.00	5,000.00	4,500.00	10.00	
01 2212 580 000	Travel Exp - Curr Dev	10,000.00	756.83	1,000.00	0.00	100.00	
2212	INSTRUCTION & CURRICULUM DEVELOPMENT	Total	20,000.00	5,673.50	11,900.00	9,397.05	21.03
2213	INSTRUCTIONAL STAFF TRAINING						
01 2213 151 1003	Professional Dev - Teachers Elem	0.00	225.00	1,000.00	110.00	0.50	
01 2213 151 2001	Professional Dev - Teachers Sec	0.00	2,250.00	3,000.00	548.00	81.73	
01 2213 151 3005	Professional Dev - Teachers PreK	0.00	825.00	1,000.00	0.00	100.00	
01 2213 210 1003	DNU - Health Insurance/Benefits	0.00	0.00	0.00	0.00	0.00	
01 2213 220 1003	DNU - Social Security/Medicare	0.00	17.19	0.00	0.00	0.00	
01 2213 220 2001	DNU - Social Security/Medicare	0.00	172.10	0.00	0.00	0.00	
01 2213 220 3005	DNU - Social Security/Medicare	0.00	63.12	0.00	0.00	0.00	
01 2213 221 1003	FICA - PD Teachers Elem	0.00	0.00	76.50	8.41	89.01	
01 2213 221 2001	FICA - PD- Teachers Sec	0.00	0.00	229.50	34.43	85.00	
01 2213 221 3005	FICA - PD Teachers PreK	0.00	0.00	76.50	0.00	100.00	
01 2213 230 1003	DNU - RETIREMENT	0.00	22.23	0.00	0.00	0.00	
01 2213 230 2001	DNU - RETIREMENT	0.00	222.25	0.00	0.00	0.00	
01 2213 230 3005	DNU - RETIREMENT	0.00	81.49	0.00	0.00	0.00	
01 2213 231 1003	Retirement Prof Dev - Teachers Elem	0.00	0.00	98.78	10.87	89.00	
01 2213 231 2001	Retirement Prof Dev - Teachers Sec	0.00	0.00	296.34	44.45	85.00	
01 2213 231 3005	Retirement Prof Dev - Teachers PreK	0.00	0.00	98.78	0.00	100.00	
01 2213 330 000	EMPLOYEE TRAINING & DEV SVCS	0.00	455.00	2,000.00	0.00	100.00	
2213	INSTRUCTIONAL STAFF TRAINING	Total	0.00	4,333.38	7,876.40	756.16	79.16
2220	LIBRARY/MEDIA SERVICES						
01 2220 111 000	Salary Librarian	49,600.00	11,691.82	52,000.00	43,040.13	17.23	
01 2220 112 1003	Library Para Salary - Elem	21,000.00	19,860.66	23,400.00	22,309.05	4.66	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 12
01 2220 132 1 003	Library Para OT - Elem	0.00	0.00	1,000.00	1,051.88	(5.19)	
01 2220 210 0 000	DNU - Benefit Library	10,500.00	0.00	0.00	0.00	0.00	
01 2220 220 0 000	DNU - Fica Librarian	4,600.00	894.43	0.00	0.00	0.00	
01 2220 220 1 003	DNU - Elem Library Paraprofessional	2,000.00	1,519.35	0.00	0.00	0.00	
01 2220 221 0 000	FICA - Library - Teachers/Prof Staff	0.00	0.00	5,000.00	3,894.99	22.10	
01 2220 222 1 003	FICA Library Para - Elem	0.00	0.00	1,900.00	1,787.10	5.94	
01 2220 230 0 000	DNU - Retire Library	6,000.00	1,154.89	0.00	0.00	0.00	
01 2220 230 1 003	DNU - RETIREMENT	350.00	1,096.37	0.00	0.00	0.00	
01 2220 231 0 000	Retirement Contributions Library Teacher/Prof Staff	0.00	0.00	5,400.00	4,251.42	21.27	
01 2220 232 1 003	Retirement Library Para - Elem	0.00	0.00	2,500.00	2,307.55	7.70	
01 2220 281 0 000	Fringe Benefit Stipend	0.00	0.00	0.00	7,875.00	0.00	
01 2220 580 0 000	Travel Exp - Library	200.00	0.00	200.00	0.00	100.00	
01 2220 610 1 003	Elem Library Supplies	1,000.00	469.20	1,000.00	1,669.16	(66.92)	
01 2220 610 2 001	Sec Library Supplies	2,000.00	352.18	1,000.00	148.15	85.19	
01 2220 640 1 003	Library Books Elem	2,500.00	1,106.60	2,500.00	1,753.24	29.87	
01 2220 640 2 001	Library Books Sec	1,500.00	1,615.83	2,000.00	2,457.63	(22.88)	
01 2220 643 0 000	Web/Cloud based software - Library Dist	0.00	0.00	350.00	167.50	52.14	
01 2220 643 1 003	Web/Cloud based software - Library Elem	0.00	0.00	500.00	2,773.46	(454.69)	
01 2220 643 2 001	Web/Cloud based software - Library Sec.	0.00	0.00	500.00	2,773.46	(454.69)	
01 2220 735 0 000	Tech Software >5000 - Library	350.00	595.73	0.00	0.00	0.00	
01 2220 810 0 000	Dues and Fees - Library	200.00	0.00	200.00	0.00	100.00	
2220 LIBRARY/MEDIA SERVICES	Total	101,800.00	40,357.06	99,450.00	98,259.72	1.20	
2230 INSTRUCTION-RELATED TECHNOLOGY							
01 2230 112 1 003	Computer Para Salaries - Elem	0.00	26,327.86	33,000.00	27,188.60	17.61	
01 2230 114 0 000	Technology Assistants Salaries	25,000.00	23,188.42	47,000.00	23,707.25	49.56	
01 2230 132 1 003	Computer Para OT - Elem	0.00	0.00	2,900.00	3,029.13	(4.45)	
01 2230 210 1 003	DNU - Computer Aide - Health Insurance/Benefits	0.00	7,641.58	0.00	0.00	0.00	
01 2230 212 1 003	Group Insurance Computer Paras - Elem	0.00	0.00	8,000.00	7,757.60	3.03	
01 2230 220 0 000	DNU - Fica Tech	1,900.00	1,773.90	0.00	0.00	0.00	
01 2230 220 1 003	DNU - Computer Aide - Social Security/Medicare	0.00	1,858.76	0.00	0.00	0.00	
01 2230 222 1 003	FICA Computer Paras - Elem	0.00	0.00	2,800.00	2,184.33	21.99	
01 2230 224 0	FICA Technical Staff	0.00	0.00	3,600.00	1,813.61	49.62	

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000							
01 2230 230 0 000	DNU - Retire Tech	2,500.00	2,290.50	0.00	0.00	0.00	
01 2230 230 1 003	DNU - Computer Aid - RETIREMENT	0.00	2,556.11	0.00	0.00	0.00	
01 2230 232 1 003	Retirement Computer Paras - Elem	0.00	0.00	3,600.00	2,984.86	17.09	
01 2230 234 0 000	Retirement Contributions Technical Staff	0.00	0.00	4,800.00	2,341.75	51.21	
01 2230 320 0 000	Professional Development - 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	147.89	70.42	
01 2230 432 0 000	Technology Contracted Services	70,000.00	55,146.07	70,000.00	62,255.00	3.16	
01 2230 580 0 000	Travel Exp - Tech	200.00	0.00	200.00	0.00	100.00	
01 2230 610 0 000	Supplies Tech	5,000.00	3,486.88	5,000.00	1,359.02	72.82	
01 2230 643 0 000	Web/Cloud based software	0.00	0.00	3,000.00	2,535.59	(91.99)	
01 2230 650 0 000	Supplies-Technology Related	0.00	0.00	1,000.00	6,705.66	(570.57)	
01 2230 734 0 000	Tech Related Hardware >5000	15,000.00	5,501.87	15,000.00	15,099.88	(0.67)	
01 2230 735 0 000	Tech Software >5000	0.00	0.00	0.00	0.00	0.00	
01 2230 810 0 000	Dues and Fees - Tech	200.00	0.00	200.00	0.00	100.00	
01 2230 890 0 000	Misc Expense - Tech	0.00	0.00	0.00	0.00	0.00	
2230 INSTRUCTION-RELATED TECHNOLOGY	Total	121,050.00	129,771.95	201,350.00	159,110.17	16.63	
2310 BOARD OF EDUCATION							
01 2310 310 0 000	Professional Development - BOE	8,000.00	18,967.34	20,000.00	5,931.97	70.34	
01 2310 350 0 000	Advertising And Printing - BOE	10,000.00	450.00	5,000.00	433.93	91.32	
01 2310 520 0 000	District Liability Insurance	80,000.00	81,393.00	85,000.00	84,123.29	1.03	
01 2310 580 0 000	Travel Exp - BOE	3,000.00	2,508.24	3,000.00	1,546.96	48.43	
01 2310 610 0 000	Supplies - BOE	500.00	10.25	500.00	959.01	(91.80)	
01 2310 810 0 000	Dues And Fees - BOE	10,000.00	16,478.09	20,000.00	12,895.33	35.52	
01 2310 890 0 000	Misc Expense - BOE	1,000.00	303.10	1,000.00	(72.00)	107.20	
2310 BOARD OF EDUCATION	Total	112,500.00	120,110.02	134,500.00	105,818.49	21.32	
2320 EXECUTIVE ADMINISTRATION							
01 2320 105 0 000	Superintendent Salary	135,000.00	125,978.81	130,000.00	108,333.34	16.67	
01 2320 110 0 000	Clerical Salaries - Supt	0.00	0.00	80,000.00	61,341.56	23.32	
01 2320 130 0 000	Clerical OT - Supt	0.00	0.00	6,000.00	2,121.10	64.65	
01 2320 210 0 000	Group Insurance Clerical - Supt	23,100.00	26,089.62	330.00	274.20	16.91	
01 2320 215 0 000	Group Insurance - Supt	0.00	0.00	19,000.00	16,068.00	15.43	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 14
01 2320 220 000	FICA Clerical - Supt	15,000.00	13,759.13	6,600.00	4,651.32	29.53	
01 2320 225 000	FICA - Supt	0.00	0.00	10,000.00	8,150.48	18.50	
01 2320 230 000	Retirement Clerical - Supt	26,000.00	18,398.62	8,500.00	6,237.60	26.62	
01 2320 235 000	Retirement - Supt	0.00	0.00	13,000.00	10,700.91	17.69	
01 2320 285 000	Health Benefits (HSA) - Supt	0.00	0.00	3,000.00	2,455.90	18.14	
01 2320 320 000	Professional Development - Supt	3,500.00	75.00	2,000.00	2,765.66	(38.28)	
01 2320 580 000	Travel Exp - Supt	2,000.00	2,224.56	3,500.00	3,587.48	(2.50)	
01 2320 610 000	Office Supplies - Supt	250.00	0.00	1,000.00	1,529.52	(52.95)	
01 2320 643 000	Web/Cloud based software - Supt	0.00	0.00	1,000.00	0.00	100.00	
01 2320 650 000	Supplies-Technology Related - Supt	0.00	0.00	1,000.00	834.58	16.54	
01 2320 733 000	Furniture & Fixtures >5000 - Supt	500.00	0.00	0.00	6,664.32	0.00	
01 2320 735 000	Tech Software >5000 - Supt	0.00	0.00	0.00	0.00	0.00	
01 2320 810 000	Dues And Fees - Supt	2,000.00	637.75	2,000.00	2,833.25	(52.91)	
01 2320 890 000	Misc Expense - Supt	500.00	0.00	500.00	600.00	(20.00)	
2320 EXECUTIVE ADMINISTRATION	Total	207,850.00	187,163.49	287,430.00	239,149.22	16.72	
2330 DISTRICT LEGAL SERVICES							
01 2330 317 000	LEGAL SERVICES	10,000.00	11,866.08	20,000.00	5,821.50	70.89	
2330 DISTRICT LEGAL SERVICES	Total	10,000.00	11,866.08	20,000.00	5,821.50	70.89	
2410 OFFICE OF THE PRINCIPAL							
01 2410 110 1003	Clerical Salaries- Elem Principal	0.00	0.00	42,000.00	33,567.60	20.08	
01 2410 110 2001	Clerical Salaries - Sec Principal	0.00	0.00	40,000.00	30,497.85	23.76	
01 2410 111 1003	Principal Salary - Elem	90,000.00	90,000.00	90,000.00	75,000.00	16.67	
01 2410 111 2001	Principal Salary - Sec	90,000.00	82,725.00	92,700.00	77,250.00	16.67	
01 2410 111 3005	Principal Salary - PreK	0.00	0.00	92,700.00	77,250.00	16.67	
01 2410 130 1003	Clerical OT - Elem Principal	0.00	0.00	3,600.00	3,801.00	(5.58)	
01 2410 130 2001	Clerical OT - Sec Principal	0.00	0.00	3,500.00	2,857.15	18.37	
01 2410 150 1003	DNU - Clerical Elem Prin	40,000.00	36,705.60	0.00	0.00	0.00	
01 2410 150 2001	DNU - Clerical Sec Prin	37,000.00	38,503.34	0.00	0.00	0.00	
01 2410 210 1003	DNU - Benefit Elem Prin	0.00	201.82	0.00	0.00	0.00	
01 2410 210 2001	Group Insurance Clerical - Sec Principal	0.00	346.73	330.00	274.20	16.91	
01 2410 211 1003	Group Insurance - Elem Principal	0.00	0.00	20,000.00	15,989.40	20.05	
01 2410 211 2001	Group Insurance - Sec Principal	0.00	0.00	18,000.00	14,155.20	21.36	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 15
01 2410 220 1 003	FICA Clerical - Elem Principal	16,000.00	9,611.80	3,500.00	2,858.69	18.32	
01 2410 220 2 001	FICA Clerical - Sec Principal	11,000.00	8,866.43	3,300.00	2,490.62	24.53	
01 2410 221 1 003	FICA Elem Principal	0.00	0.00	6,900.00	5,240.91	24.04	
01 2410 221 2 001	FICA Sec Principal	0.00	0.00	7,100.00	5,575.90	21.47	
01 2410 221 3 005	FICA PreK Principal	0.00	0.00	7,100.00	5,771.40	18.71	
01 2410 230 1 003	Retirement Clerical - Elem Principal	12,392.00	5,614.00	4,500.00	3,418.56	24.03	
01 2410 230 2 001	Retirement Clerical - Sec Principal	11,975.00	13,037.03	4,300.00	3,294.74	23.38	
01 2410 231 1 003	Retirement Elem Principal	0.00	0.00	9,000.00	7,408.40	17.68	
01 2410 231 2 001	Retirement - Sec Principal	0.00	0.00	9,200.00	7,630.60	17.06	
01 2410 231 3 005	Retirement PreK Principal	0.00	0.00	9,200.00	7,630.60	17.06	
01 2410 320 1 003	Professional Development - Elem Principal	2,000.00	0.00	5,000.00	0.00	100.00	
01 2410 320 2 001	Professional Development - Sec Principal	2,000.00	210.00	5,000.00	99.00	98.02	
01 2410 320 3 005	Professional Development - PreK Principal	0.00	0.00	5,000.00	119.99	97.60	
01 2410 580 1 003	Travel Exp - Elem Principal	1,000.00	0.00	2,000.00	1,233.66	38.32	
01 2410 580 2 001	Travel Exp - Sec Principal	1,000.00	358.00	2,000.00	1,646.13	17.69	
01 2410 580 3 005	Travel Exp - PreK Principal	0.00	0.00	2,000.00	316.76	84.16	
01 2410 610 1 003	Supplies Elem Prin	1,000.00	12.00	1,000.00	115.63	88.44	
01 2410 610 2 001	Supplies Sec Prin	1,000.00	132.40	1,000.00	418.20	58.18	
01 2410 610 3 005	Supplies PreK Principal	0.00	0.00	1,000.00	175.69	82.43	
01 2410 643 1 003	Web/Cloud based software - Elem Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 643 2 001	Web/Cloud based software - Sec Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 643 3 005	Web/Cloud based software - PreK Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 650 1 003	Supplies-Technology Related - Elem Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 650 2 001	Supplies-Technology Related - Sec Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 650 3 005	Supplies-Technology Related - PreK Principal	0.00	0.00	500.00	0.00	100.00	
01 2410 733 1 003	Furniture/Fixtures >5000 - Elem Principal	0.00	0.00	0.00	0.00	0.00	
01 2410 733 2 001	Furniture/Fixtures >5000 - Sec Principal	0.00	0.00	0.00	0.00	0.00	
01 2410 734 1 003	Tech Related Hardware >5000 - Elem Principal	0.00	0.00	0.00	0.00	0.00	
01 2410 734 2 001	Tech Related Hardware >5000 - Sec Principal	0.00	0.00	0.00	0.00	0.00	
01 2410 810 1 003	Dues and Fees - Elem Principal	750.00	360.00	750.00	144.99	29.33	
01 2410 810 2 001	Dues and Fees - Sec Principal	750.00	360.00	750.00	512.10	31.72	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 16
01 2410 810 3 005	Dues and Fees - PreK Principal	0.00	0.00	750.00	25.00	96.67	
2410 OFFICE OF THE PRINCIPAL	Total	317,867.00	287,044.15	496,180.00	386,769.97	21.97	
2510 FISCAL SERVICES							
01 2510 116 0 000	Business Manager--Salary	85,000.00	71,858.32	72,000.00	60,333.34	16.20	
01 2510 216 0 000	Group Insurance - Business Manager	0.00	0.00	0.00	0.00	0.00	
01 2510 220 0 000	DNU - Business Manager--FICA/Medicare	6,460.00	5,472.81	0.00	0.00	0.00	
01 2510 226 0 000	FICA - Business Manger	0.00	0.00	5,400.00	4,462.50	17.36	
01 2510 230 0 000	DNU - Business Manager--Retirement	8,400.00	7,663.86	0.00	0.00	0.00	
01 2510 236 0 000	Retirement - Business Manager	0.00	0.00	7,200.00	5,959.62	17.23	
01 2510 315 0 000	Audit	18,000.00	16,942.98	18,000.00	18,016.48	(0.09)	
01 2510 320 0 000	Professional Educational Services	5,000.00	2,178.62	5,500.00	424.00	92.29	
01 2510 340 0 000	Other Professional Services	500.00	321.00	500.00	8,606.00	(1,621.20)	
01 2510 350 0 000	Advertising/Printing	5,000.00	5,531.83	6,500.00	6,927.80	(6.58)	
01 2510 382 0 000	Distance Ed/Telecommunications	15,500.00	905.55	2,000.00	(393.66)	115.95	
01 2510 531 0 000	Postage General	2,200.00	2,553.53	3,000.00	4,727.12	(57.57)	
01 2510 580 0 000	Travel Exp - General	2,500.00	569.62	2,000.00	1,409.32	29.53	
01 2510 610 0 000	Supplies General	7,000.00	2,191.73	8,000.00	1,660.35	79.25	
01 2510 643 0 000	Web/Cloud based software - Fiscal Svcs	0.00	0.00	10,000.00	5,170.00	48.30	
01 2510 650 0 000	Supplies-Tech Related - Fiscal Svcs	0.00	0.00	500.00	0.00	100.00	
01 2510 733 0 000	Furniture/Fixtures >5000	750.00	9,379.99	10,000.00	0.00	100.00	
01 2510 735 0 000	Tech Software >5000	8,000.00	15,686.32	10,000.00	14,339.00	(43.39)	
01 2510 810 0 000	Dues and Fees - Fiscal Svcs	1,000.00	1,176.55	2,000.00	8,155.42	(324.02)	
01 2510 890 0 000	Misc Expense - Fiscal Svcs	500.00	18.00	1,000.00	2,085.51	(126.55)	
2510 FISCAL SERVICES	Total	165,810.00	142,450.71	163,600.00	141,882.80	12.92	
2610 OPERATION OF BUILDINGS							
01 2610 150 1 003	DNU - CUSTODIAL SALARY--ELEM	62,500.00	33,649.92	0.00	0.00	0.00	
01 2610 150 2 001	DNU - CUSTODIAL SALARIES -- SEC	50,000.00	49,559.66	0.00	0.00	0.00	
01 2610 150 3 005	DNU - CUSTODIAL-PRE K	10,000.00	4,652.78	0.00	0.00	0.00	
01 2610 210 1 003	DNU - Benefits Elem	7,000.00	3,733.68	0.00	0.00	0.00	
01 2610 210 2 001	DNU - Benefits Sec	7,000.00	11,201.04	0.00	0.00	0.00	
01 2610 210 3 005	DNU - BENEFITS-PRE K CUSTODIAL	0.00	0.00	0.00	0.00	0.00	
01 2610 220 1 003	DNU - Fica Elem Custodian	4,500.00	2,456.93	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 17
01 2610 220 2 001	DNU - Fica Sec Custodian	3,900.00	3,734.61	0.00	0.00	0.00	
01 2610 220 3 005	DNU - SOCIAL SECURITY-PRE K CUSTODIAL	500.00	355.95	0.00	0.00	0.00	
01 2610 230 1 003	DNU - Retire Elem Cust	6,000.00	3,029.45	0.00	0.00	0.00	
01 2610 230 2 001	DNU - Retire Sec Cust	5,000.00	4,875.65	0.00	0.00	0.00	
01 2610 431 0 000	Repairs and Maintenance	5,000.00	0.00	5,000.00	714.43	85.71	
01 2610 610 0 000	R&M Bldg OP Supplies - District (21-22 Cust Supp)	5,000.00	3,116.01	10,000.00	3,189.45	35.68	
01 2610 610 1 003	R&M Bldg OP Supplies - Elem (21-22 Cust Supp)	15,000.00	7,433.33	10,000.00	3,344.25	66.56	
01 2610 610 2 001	R&M Bldg OP Supplies - Sec (21-22 Cust Supp)	15,000.00	9,523.05	12,000.00	15,448.15	(36.52)	
01 2610 610 3 005	R&M Bldg OP Supplies - PreK (21-22 Cust Supp)	6,000.00	4,469.80	8,000.00	1,352.61	83.09	
01 2610 621 1 003	Utility Energy Services - Elem	150,000.00	85,791.79	150,000.00	94,146.03	32.47	
01 2610 621 2 001	Utility Energy Svcs - Sec	70,000.00	52,436.55	70,000.00	65,347.13	(1.17)	
01 2610 621 3 005	Utility Energy Svcs - PreK	12,000.00	7,185.44	12,000.00	10,994.60	1.14	
01 2610 733 0 000	Building OP - Furn/Fixtures >5000	5,000.00	0.00	8,000.00	0.00	100.00	
2610	OPERATION OF BUILDINGS	Total	439,400.00	287,205.64	285,000.00	194,536.65	25.54
2620	MAINTENANCE OF BUILDINGS						
01 2620 110 0 000	Dist Maintenance Salaries	0.00	0.00	129,000.00	100,120.73	22.39	
01 2620 110 1 003	Custodian Salaries - Elem	0.00	0.00	71,000.00	50,317.00	29.13	
01 2620 110 2 001	Custodian Salaries - Sec.	0.00	0.00	72,800.00	48,322.81	33.62	
01 2620 110 3 005	Custodian Salaries - PreK	0.00	0.00	7,200.00	7,171.95	0.39	
01 2620 130 0 000	Dist Maintenance OT	0.00	0.00	20,000.00	18,241.04	8.79	
01 2620 130 1 003	Custodian OT - Elem	0.00	0.00	3,100.00	2,075.61	33.04	
01 2620 130 2 001	Custodian OT - Sec.	0.00	0.00	1,700.00	1,141.71	32.84	
01 2620 150 0 000	DNU - District Maintenance Salaries	90,000.00	109,419.30	0.00	0.00	0.00	
01 2620 210 0 000	Group Insurance - Dist. Maintenance	14,000.00	14,312.44	16,000.00	13,160.91	17.74	
01 2620 210 1 003	Group Insurance - Custodian Elem	0.00	0.00	8,000.00	6,590.29	17.62	
01 2620 210 2 001	Group Insurance - Custodian Sec	0.00	0.00	8,000.00	6,588.00	17.65	
01 2620 220 0 000	FICA - Dist Maintenance	7,000.00	8,335.95	12,000.00	8,865.89	26.12	
01 2620 220 1 003	FICA - Custodian Elem	0.00	0.00	5,700.00	3,957.73	30.57	
01 2620 220 2 001	FICA - Custodian Sec	0.00	0.00	5,600.00	3,745.30	33.12	
01 2620 220 3 005	FICA - Custodian PreK	0.00	0.00	560.00	548.64	2.03	
01 2620 230 0 000	Retirement - Dist Maintenance	12,000.00	10,808.22	15,000.00	11,644.20	22.37	
01 2620 230 1	Retirement - Custodian Elem	0.00	0.00	7,300.00	5,175.22	29.11	

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003							
01 2620 230 2 001	Retirement - Custodian Sec	0.00	0.00	7,400.00	4,886.00	33.97	
01 2620 340 0 000	Contract Services Bldg OP - District	10,000.00	151.48	5,000.00	198.07	96.04	
01 2620 340 1 003	Contract Services Bldg OP - Elem	5,000.00	1,862.25	10,000.00	15,414.76	(54.15)	
01 2620 340 2 001	Contract Services Bldg OP - Sec	5,000.00	5,675.65	5,000.00	4,966.70	0.67	
01 2620 340 3 005	Contract Services Bldg OP - PreK	1,000.00	0.00	1,000.00	0.00	100.00	
01 2620 610 0 000	Custodial Supplies - Dist (21-22 Dist-R&M Grounds)	10,000.00	6,552.66	4,209.00	6,240.60	(64.14)	
01 2620 610 1 003	Custodial Supplies - Elem (21-22 Elem-R&M Supplies)	10,000.00	2,491.22	11,000.00	15,665.15	(44.42)	
01 2620 610 2 001	Custodial Supplies - Sec (21-22 Sec-R&M Supplies)	15,000.00	11,904.03	13,000.00	17,159.22	(33.53)	
01 2620 610 3 005	Custodial Supplies - PreK (21-22 PreK Maintenance Supplies)	2,500.00	989.33	4,000.00	3,316.74	17.08	
01 2620 720 0 000	Bldg Improv District	25,000.00	2,499.03	20,000.00	0.00	100.00	
01 2620 733 0 000	Maint-Equip-Concession Stand	20,000.00	33.17	10,000.00	0.00	100.00	
01 2620 733 1 003	Furniture & Fixtures >5000 - Elem Bldg OP	5,000.00	180.00	10,000.00	150.00	98.50	
01 2620 733 2 001	Furniture & Fixtures >5000 - Sec Bldg OP	5,000.00	1,980.06	10,000.00	926.03	90.74	
01 2620 733 3 005	Furniture & Fixtures >5000 - PreK Bldg OP	2,500.00	0.00	10,000.00	0.00	100.00	
01 2620 890 0 000	Misc. Exp - Building Operations	0.00	0.00	0.00	4,199.90	0.00	
2620	MAINTENANCE OF BUILDINGS	Total	239,000.00	177,194.79	503,569.00	360,790.20	28.14
2630	Care & Upkeep of Grounds						
01 2630 610 0 000	R&M - Grounds: Supplies/Materials	0.00	0.00	5,000.00	6,292.31	(25.85)	
2630	Care & Upkeep of Grounds	Total	0.00	0.00	5,000.00	6,292.31	(25.85)
2650	Vehicle Operation, Mtnce, & Purchasing (other than student transp)						
01 2650 610 0 000	Vehicle - Supplies (other than student transportation)	0.00	0.00	0.00	56.18	0.00	
01 2650 732 0 000	Vehicle Purchase (other than student transportation)	0.00	0.00	119,000.00	0.00	100.00	
2650	Vehicle Operation, Mtnce, & Purchasing (other than student transp)	Total	0.00	0.00	119,000.00	56.18	99.95
2660	SECURITY						
01 2660 490 0 000	Safety and Security/School Resource	15,000.00	5,614.83	15,000.00	5,689.47	51.40	
2660	SECURITY	Total	15,000.00	5,614.83	15,000.00	5,689.47	51.40
2710	REGULAR PUPIL TRANSPORTATION						
01 2710 110 0 000	Bus Driver Wages	0.00	3,193.66	86,000.00	102,662.48	(19.37)	
01 2710 112 0 000	DNU - Trans-Sub Bus Salary	6,000.00	6,324.15	0.00	0.00	0.00	
01 2710 130 0 000	Overtime Bus	0.00	0.00	5,000.00	16,119.60	(222.39)	
01 2710 150 0 000	DNU - Salary Bus	110,000.00	90,922.25	0.00	0.00	0.00	
01 2710 210 0 000	DNU - Benefits	0.00	4,251.29	0.00	168.31	0.00	

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01 2710 220 000	FICA - Bus	9,000.00	7,356.15	7,000.00	9,052.90	(29.33)	
01 2710 230 000	Retirement - Bus	9,000.00	9,965.81	9,000.00	9,488.38	(5.43)	
01 2710 281 000	Health Benefits	0.00	0.00	0.00	8.00	0.00	
01 2710 610 000	Supplies	7,000.00	0.00	7,000.00	44,713.52	(543.66)	
01 2710 626 000	Gas And Oil	40,000.00	49,260.62	60,000.00	60,215.37	(10.91)	
01 2710 732 000	Vehicle Acquisition	75,000.00	280.00	75,000.00	21,500.00	71.33	
01 2710 739 000	Other Equipment >5000 (21-22 Other Equip Tires/Parts)	35,000.00	10,511.70	35,000.00	9,529.45	72.77	
01 2710 890 000	Misc. Exp - Bus	10,000.00	4,659.36	10,000.00	2,139.74	78.53	
2710	REGULAR PUPIL TRANSPORTATION	Total	301,000.00	186,724.99	294,000.00	275,597.75	3.99
2712	SCHOOL AGE SPEC ED TRANSPORT						
01 2712 150 2001	SPED TRANSPORTATION/BUS DRIVER	10,000.00	0.00	0.00	0.00	0.00	
01 2712 220 2001	FICA/Medicare SPED Transportation	500.00	0.00	0.00	0.00	0.00	
01 2712 230 2001	Retirement -- SPED Transportation	500.00	0.00	0.00	0.00	0.00	
01 2712 338 0000	SPED RPRS & MAINT -- PRIUS	1,000.00	0.00	0.00	0.00	0.00	
01 2712 520 0000	SPED Vehicle Liability Insurance	0.00	0.00	0.00	0.00	0.00	
01 2712 610 0000	SPED TRNS SUPPLIES -- PRIUS	500.00	0.00	0.00	0.00	0.00	
01 2712 626 0000	SPED GAS & OIL -- PRIUS	1,000.00	0.00	0.00	0.00	0.00	
01 2712 890 0000	SPED TRANS -- OTHER	500.00	0.00	0.00	0.00	0.00	
2712	SCHOOL AGE SPEC ED TRANSPORT	Total	14,000.00	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES						
01 2900 220 000	SOCIAL SECURITY	570.00	573.75	0.00	0.00	0.00	
01 2900 239 000	EARLY RETIRMENT	7,500.00	7,500.00	0.00	0.00	0.00	
2900	OTHER SUPPORT SERVICES	Total	8,070.00	8,073.75	0.00	0.00	0.00
3135	High Ability Learner						
01 3135 111 000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	
01 3135 210 000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	
01 3135 220 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	
01 3135 230 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	
01 3135 320 000	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00	0.00	
01 3135 580 000	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	
01 3135 610 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	
01 3135 640 000	CURRICULUM	0.00	0.00	0.00	0.00	0.00	
3135	High Ability Learner	Total	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 20
3300	COMMUNITY SERVICES						
01 3300 610 000	Community Service	8,000.00	1,449.71	2,000.00	3,620.44	(81.02)	
3300	COMMUNITY SERVICES	Total	8,000.00	1,449.71	2,000.00	3,620.44	(81.02)
3540	STATE EARLY CHILDHOOD						
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	
3540	STATE EARLY CHILDHOOD	Total	0.00	0.00	0.00	0.00	0.00
3999	ED QUEST						
01 3999 890 000	ED QUEST MINI GRANT	0.00	0.00	0.00	0.00	0.00	
3999	ED QUEST	Total	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES						
01 5000 720 000 000	Debt Service - Buildings	0.00	0.00	0.00	0.00	0.00	
5000	DEBT SERVICES	Total	0.00	0.00	0.00	0.00	0.00
6200	TITLE I, PART A NCLB IMPROV THE ACADEM						
01 6200 111 000	TITLE I Salaries - Teachers	8,000.00	54,990.00	41,055.00	35,154.20	14.37	
01 6200 112 000	TITLE I Salaries Paras	0.00	0.00	48,008.00	46,085.47	4.00	
01 6200 132 000	TITLE I - Para OT	0.00	0.00	0.00	627.39	0.00	
01 6200 150 000	DNU - TITLE I SALARIES/AIDES	0.00	55,543.67	0.00	0.00	0.00	
01 6200 151 000	Title I Add'l Comp - Teachers	0.00	0.00	0.00	8,750.00	0.00	
01 6200 210 000	DNU - TITLE I BENEFITS	0.00	3,291.72	0.00	0.00	0.00	
01 6200 220 000	DNU - TITLE I FICA/MEDICARE	8,000.00	7,134.61	0.00	0.00	0.00	
01 6200 221 000	TITLE I FICA - Teachers	0.00	0.00	4,465.50	3,358.70	24.79	
01 6200 222 000	TITLE I FICA - Paras	0.00	0.00	3,465.50	3,550.65	(2.46)	
01 6200 230 000	DNU - TITLE I RETIREMENT BENEFITS	9,200.00	10,918.29	0.00	0.00	0.00	
01 6200 231 000	TITLE I Retirement - Teachers	0.00	0.00	5,765.50	4,336.80	24.78	
01 6200 232 000	TITLE I Retirement - Paras	0.00	0.00	4,565.50	4,614.21	(1.07)	
01 6200 580 000	TITLE I Travel Exp	1,500.00	0.00	0.00	0.00	0.00	
01 6200 610 000	TITLE I Supplies	1,000.00	0.00	100.00	0.00	100.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 21
01 6200 734 0 000	TITLE I Tech Related Hardware >5000	0.00	0.00	0.00	0.00	0.00	
01 6200 735 0 000	TITLE I Tech Software >5000	0.00	0.00	0.00	0.00	0.00	
01 6200 890 0 000	TITLE I Misc. Exp	1,000.00	0.00	0.00	0.00	0.00	
6200	TITLE I, PART A NCLB IMPROV THE ACADEM	Total	28,700.00	131,878.29	107,425.00	106,477.42	0.88
6210	TITLE I ACCOUNTABILITY						
01 6210 100 0 000	Title1 Accountability SALARIES	10,000.00	0.00	0.00	0.00	0.00	
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	
6210	TITLE I ACCOUNTABILITY	Total	10,000.00	0.00	0.00	0.00	0.00
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS						
01 6310 111 0 000	TITLE II-A Salaries - Teachers	0.00	0.00	0.00	0.00	0.00	
01 6310 320 0 000	TITLE II-A Professional Educational Svcs	0.00	0.00	0.00	0.00	0.00	
01 6310 330 0 000	TITLE II-A Employee Training/Dev Svcs	0.00	20,619.17	17,232.00	16,324.10	5.27	
01 6310 580 0 000	TITLE II-A Travel Exp	0.00	0.00	0.00	81.90	0.00	
01 6310 610 0 000	TITLE II-A Supplies	0.00	0.00	0.00	0.00	0.00	
01 6310 890 0 000	TITLE II-A Misc. Exp	0.00	0.00	0.00	0.00	0.00	
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS	Total	0.00	20,619.17	17,232.00	16,406.00	4.79
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4						
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	
6404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	Total	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL(619) BASE ALLOC						
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	4,000.00	7,026.90	3,606.00	3,607.00	(0.03)	
01 6406 890 0 000	IDEA PREK INDIRECT COSTS	0.00	0.00	0.00	0.00	0.00	
6406	IDEA PRESCHOOL(619) BASE ALLOC	Total	4,000.00	7,026.90	3,606.00	3,607.00	(0.03)
6408	IDEA ENROLLMENT/POVERTY						

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 22
01 6408 111 0 000	IDEA-EP-- Salaries Teachers	71,000.00	72,496.34	12,942.00	10,546.30	18.51	
01 6408 111 3 005	IDEA EP Teacher Salary - PreK	0.00	0.00	45,403.00	37,835.40	16.67	
01 6408 151 0 000	IDEA-EP - Add'l Comp Teachers	0.00	0.00	0.00	1,000.00	0.00	
01 6408 151 3 005	IDEA-EP - Add'l Comp Teachers PreK	0.00	0.00	0.00	7,673.58	0.00	
01 6408 210 0 000	DNU - IDEA-EP--OTHER BENEFITS	0.00	20,616.97	0.00	0.00	0.00	
01 6408 211 0 000	IDEA-EP - Group Insurance Teachers	0.00	0.00	2,688.00	4,878.67	(81.50)	
01 6408 220 0 000	DNU - IDEA-EP--FICA/MEDICARE	6,200.00	6,073.93	0.00	0.00	0.00	
01 6408 221 0 000	IDEA-EP FICA - Teachers	0.00	0.00	2,688.00	737.42	72.57	
01 6408 221 3 005	IDEA-EP FICA Teachers - EC	0.00	0.00	1,142.50	3,852.30	(237.18)	
01 6408 230 0 000	DNU - IDEA-EP--RETIREMENT	8,000.00	7,161.09	0.00	0.00	0.00	
01 6408 231 0 000	IDEA-EP Retirement - Teachers	0.00	0.00	2,688.00	1,140.51	57.57	
01 6408 231 3 005	IDEAP-EP Retirement Teachers - EC	0.00	0.00	1,142.50	4,495.25	(293.46)	
01 6408 281 0 000	IDEA-EP STIPEND- Health Benefits - Teachers	0.00	0.00	0.00	0.00	0.00	
01 6408 281 3 005	IDEA-EP STIPEND-Health Benefits Teachers EC	0.00	0.00	10,500.00	8,750.00	16.67	
01 6408 580 0 000	IDEA-EP-- Travel Exp	0.00	0.00	0.00	0.00	0.00	
01 6408 591 0 000	IDEA-EP--Purchased Services	0.00	57,632.00	0.00	0.00	0.00	
01 6408 591 3 005	IDEA-Services Purchased from ESU or district-PreK	0.00	7,027.00	18,229.00	12,774.80	29.92	
01 6408 610 0 000	IDEA-EP--Supplies	0.00	0.00	0.00	0.00	0.00	
01 6408 734 0 000	IDEA--EP Tech Related Hardware >5000	0.00	0.00	0.00	0.00	0.00	
01 6408 890 0 000	IDEA-EP- Misc. Exp	0.00	0.00	0.00	0.00	0.00	
6408	IDEA ENROLLMENT/POVERTY	Total	85,200.00	171,007.33	97,423.00	93,684.23	3.84
6421	IDEA PART-B (611) ARP - EP						
01 6421 591 0 000	IDEA B-EP (ARP) Services Purchased from ESU or district	0.00	18,531.80	0.00	6,202.60	0.00	
6421	IDEA PART-B (611) ARP - EP	Total	0.00	18,531.80	0.00	6,202.60	0.00
6422	IDEA PreK 619 ARP						
01 6422 610 3 005	IDEA PreK 619 ARP-OTHER SUPPLIES AND MATERIALS	0.00	662.93	815.00	815.00	0.00	
6422	IDEA PreK 619 ARP	Total	0.00	662.93	815.00	815.00	0.00
6690	Other Fed Non-Categorical Expenditures						
01 6690 150 3 005	ARP Child Stabilization funds - Non Instructional	0.00	500.00	0.00	0.00	0.00	
01 6690 151 3 005	ARP Bonus Teachers/Professional Staff	0.00	16,849.97	250.00	250.00	0.00	
01 6690 152 3 005	ARP Bonus Instructional Aides & Assistants	0.00	3,500.00	250.00	250.00	0.00	
01 6690 220 3 005	FICA - Paras	0.00	1,595.01	0.00	0.00	0.00	
01 6690 221 3 005	FICA Teachers	0.00	0.00	19.12	19.12	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 23
01 6690 222 3 005	SOCIAL SECURITY AIDES	0.00	0.00	19.13	19.13	0.00	
01 6690 610 3 005	ARP Childcare Stabilization - OTHER SUPPLIES AND MATERIALS	0.00	30,785.98	37,649.33	27,379.44	27.28	
01 6690 731 3 005	ARP Childcare Stabilization - Equipment	0.00	10,384.86	0.00	0.00	0.00	
6690	Other Fed Non-Categorical Expenditures Total	0.00	63,615.82	38,187.58	27,917.69	26.89	
6700	FED VOC & APP TECH ED (CARL PERKINS)						
01 6700 610 0 000	FED VOC & APP (CARL PERKINGS) SUPPLIES	4,990.00	0.00	0.00	0.00	0.00	
01 6700 610 2 001	Carl Perkins Fed Grant Supplies & Mat - Sec	0.00	3,590.00	1,795.00	7,012.50	(290.67)	
6700	FED VOC & APP TECH ED (CARL PERKINS) Total	4,990.00	3,590.00	1,795.00	7,012.50	(290.67)	
6969	TITLE IV GRANTS						
01 6969 111 2 001	TITLE IV Salaries - Teachers Sec	4,500.00	0.00	0.00	0.00	0.00	
01 6969 220 2 001	DNU - Social Security/Medicare	400.00	0.00	0.00	0.00	0.00	
01 6969 230 2 001	DNU - RETIREMENT	400.00	0.00	0.00	0.00	0.00	
01 6969 320 0 000	TITLE IV Professional Svcs	7,000.00	0.00	0.00	0.00	0.00	
01 6969 565 0 000	TITLE IV - Tuition to Post-Sec Schools	0.00	2,580.00	9,020.00	6,397.13	29.08	
01 6969 580 0 000	TITLE IV Travel Exp	45,000.00	0.00	0.00	0.00	0.00	
01 6969 591 0 000	TITLE IV Svcs Purchased from ESU or district	0.00	2,560.00	5,000.00	0.00	100.00	
01 6969 610 0 000	TITLE IV Supplies	500.00	2,904.76	5,980.00	1,937.67	67.60	
01 6969 810 0 000	TITLE IV - Dues and Fees	0.00	288.07	0.00	1,016.00	0.00	
6969	TITLE IV GRANTS Total	57,800.00	8,332.83	20,000.00	9,350.80	53.25	
6990	OTHER FED CATEGORICAL RECEIPTS						
01 6990 610 0 000	Other Fed grant Supplies	0.00	0.00	0.00	10,450.00	0.00	
6990	OTHER FED CATEGORICAL RECEIPTS Total	0.00	0.00	0.00	10,450.00	0.00	
6992	REAP						
01 6992 650 0 000	REAP-Supplies-Technology Related	0.00	0.00	59,216.00	50,657.51	14.45	
01 6992 735 0 000	REAP - Tech Software >5000	35,000.00	0.00	0.00	0.00	0.00	
6992	REAP Total	35,000.00	0.00	59,216.00	50,657.51	14.45	
6996	ESSERS I						
01 6996 111 1 003	ESSERS Teachers/Professional Staff	41,590.00	0.00	0.00	0.00	0.00	
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	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 24
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	900.00	0.00	0.00	0.00	
01 6996 610 2 001	ESSERS - OTHER SUPPLIES AND MATERIALS	0.00	900.00	0.00	0.00	0.00	
6996	ESSERS I	Total	41,590.00	1,800.00	0.00	0.00	0.00
6997	ESSERS II						
01 6997 650 0 000	ESSER II - Supplies-Technology Related	0.00	50,580.00	0.00	0.00	0.00	
01 6997 734 0 000	ESSERS II - COMPUTER HARDWARE	0.00	0.00	0.00	0.00	0.00	
6997	ESSERS II	Total	0.00	50,580.00	0.00	0.00	0.00
6998	ESSERS III						
01 6998 111 1 003	Salaries Teachers/Professional Staff	60,000.00	0.00	0.00	0.00	0.00	
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	84,248.05	0.00	0.00	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 0 000	ESSER III Professional Non-certificated Staff-dist	0.00	10,000.00	0.00	0.00	0.00	
01 6998 116 1 003	ESSERS III Professional Non-certificated Staff	0.00	63,967.81	0.00	0.00	0.00	
01 6998 116 2 001	ESSERS III Professional Non-certificated Staff	0.00	23,842.83	0.00	0.00	0.00	
01 6998 210 1 003	Health Insurance/Benefits	0.00	4,813.50	0.00	0.00	0.00	
01 6998 210 2 001	Health Insurance/Benefits	0.00	5,956.01	0.00	0.00	0.00	
01 6998 210 3 005	Health Insurance/Benefits	0.00	0.00	0.00	0.00	0.00	
01 6998 220 0 000	ESSER III Social Security/Medicare	0.00	765.00	0.00	0.00	0.00	
01 6998 220 1 003	Social Security/Medicare	4,600.00	5,261.79	0.00	0.00	0.00	
01 6998 220 2 001	Social Security/Medicare	0.00	2,033.91	0.00	0.00	0.00	
01 6998 220 3 005	Social Security/Medicare	0.00	7,491.47	0.00	0.00	0.00	
01 6998 230 0 000	ESSER III RETIREMENT	0.00	987.78	0.00	0.00	0.00	
01 6998 230 1 003	RETIREMENT	6,000.00	6,318.65	0.00	0.00	0.00	
01 6998 230 2 001	RETIREMENT	0.00	2,355.17	0.00	0.00	0.00	
01 6998 230 3 005	RETIREMENT	0.00	7,393.67	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 25
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	16,686.25	0.00	0.00	0.00	
01 6998 610 0 001	OTHER SUPPLIES AND MATERIALS	0.00	88.00	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 610 1 003	Supplies & Materials - Elementary	0.00	0.00	0.00	0.00	0.00	
01 6998 640 0 001	ESSERS III Curriculum	120,000.00	48,957.58	0.00	0.00	0.00	
01 6998 640 1 003	ESSERS III Curriculum-Elem	0.00	0.00	62,196.00	48,500.00	22.02	
01 6998 641 1 003	ESSERS III Digital Instruct Materials - Elem	0.00	0.00	0.00	26,650.00	0.00	
01 6998 643 0 003	Web/Cloud based software	0.00	15,611.71	0.00	0.00	0.00	
01 6998 643 0 005	Web/Cloud based software	0.00	0.00	0.00	0.00	0.00	
6998	ESSERS III	Total	190,600.00	306,779.18	62,196.00	75,150.00	(20.83)
8000	TRANSFERS (OUTGOING)						
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	0.00	0.00	0.00	0.00	
01 8000 912 0 000	Hot Lunch Trans	0.00	0.00	0.00	50,000.00	0.00	
01 8000 912 1 003	Building Fund Tranfser	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	15,000.00	0.00	30,000.00	0.00	100.00	
8000	TRANSFERS (OUTGOING)	Total	15,000.00	0.00	30,000.00	50,000.00	(66.67)
9000	NON-PROGRAM EXPENDITURES						
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	1,474,265.21	0.00	563,342.00	0.00	100.00	
9000	NON-PROGRAM EXPENDITURES	Total	1,474,265.21	0.00	563,342.00	0.00	100.00
9003	Interfund Loan Special Bldg Fund						
01 9003 001 0 000	Interfund Loans	0.00	300,000.00	0.00	0.00	0.00	
9003	Interfund Loan Special Bldg Fund	Total	0.00	300,000.00	0.00	0.00	0.00
9004	Interfund Loan from QCPUF						
01 9004 001 0	Interfund Loan - QCPUF	0.00	110,000.00	0.00	0.00	0.00	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 26
000							
9004	Interfund Loan from QCPUF						
Total		0.00	110,000.00	0.00	0.00	0.00	
9999	CONTINGENCY						
01 9999 999 9	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	
000							
9999	CONTINGENCY						
Total		0.00	0.00	0.00	0.00	0.00	
01	GENERAL FUND	9,032,919.96	6,935,462.19	8,812,075.00	6,587,702.92	24.30	

Account Number	Account Description	2021-2022 Budget	2021-2022 Actual YTD	2022-2023 Budget	2022-2023 Actual YTD	% Remaining	Page: 27
Grand Total:		9,032,919.96	6,935,462.19	8,812,075.00	6,587,702.92	24.30	

Regular; Processing Month 06/2023; 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	4,025,000.00	262,237.02	3,591,500.40	89.23	433,499.60
01 1115	Carline Tax	30,000.00	0.00	24,881.00	82.94	5,119.00
01 1125	Motor Vehicle	160,000.00	15,020.54	146,273.14	91.42	13,726.86
01 1370	PRE-K TUITION & FEES	120,000.00	4,164.49	44,822.26	37.35	75,177.74
01 1510	Interest On Local Revenue	10,000.00	2,946.52	19,933.60	199.34	(9,933.60)
01 1800	Community Service Activities	50,000.00	5,231.10	44,896.13	89.79	5,103.87
01 1910	Rental of School Equip&Facilities	0.00	0.00	140.00	0.00	(140.00)
01 1925	Categorical Grants/non Governmental	10,000.00	0.00	0.00	0.00	10,000.00
01 1980	Refund of Prior Year's Expenditures	0.00	0.00	715.78	0.00	(715.78)
01 1990	Other Revenue from Local sources	0.00	0.00	725.00	0.00	(725.00)
	Subtotal: LOCAL RECIEPTS	4,405,000.00	289,599.67	3,873,887.31	87.94	531,112.69
01 2110	County Fines & License	20,000.00	1,581.35	16,833.44	84.17	3,166.56
01 2130	Other County Sources	1,000.00	0.00	0.00	0.00	1,000.00
	Subtotal: COUNTY AND ESU RECEIPTS	21,000.00	1,581.35	16,833.44	80.16	4,166.56
01 3110	State Aid	2,043,143.00	204,317.00	2,043,143.00	100.00	0.00
01 3120	State Sped (5-21 Years)	140,000.00	34,489.00	218,965.00	156.40	(78,965.00)
01 3130	Homestead Exemption	0.00	13,138.82	52,690.38	0.00	(52,690.38)
01 3131	Relief to Prop Tax Payers	0.00	0.00	233,908.40	0.00	(233,908.40)
01 3180	Pro Rata Motor Vehicle	10,000.00	0.00	9,623.97	96.24	376.03
01 3400	State Apportionment	40,000.00	0.00	61,601.32	154.00	(21,601.32)
01 3512	DISTANCE ED INCENTIVE PMTS	0.00	0.00	6,030.36	0.00	(6,030.36)
01 3599	Other State Categorical Programs	0.00	0.00	470.00	0.00	(470.00)
01 3990	Other State Receipts In lieu of Tax	0.00	0.00	1,574.71	0.00	(1,574.71)
	Subtotal: STATE RECEIPTS	2,233,143.00	251,944.82	2,628,007.14	117.68	(394,864.14)
01 4309	HEADSTART	5,000.00	6,900.00	60,000.00	1,200.00	(55,000.00)
01 4310	REAP Grant	30,000.00	0.00	50,657.51	168.86	(20,657.51)
01 4422	IDEA ARP Part B 619	0.00	0.00	815.00	0.00	(815.00)
01 4505	Fed Chapt I Title 1	0.00	0.00	53,529.00	0.00	(53,529.00)
01 4509	TITLE II Part A	0.00	0.00	18,345.00	0.00	(18,345.00)
01 4516	IDEA B PREK -- REVENUES	0.00	0.00	3,606.00	0.00	(3,606.00)
01 4518	IDEA Part B Base & Enrollment Poverty	80,000.00	0.00	53,457.00	66.82	26,543.00
01 4524	Other Federal Non-Categorical Recei	1,000.00	0.00	37,066.00	3,706.60	(36,066.00)
01 4530	Other Federal Categorical Receipts	80,000.00	0.00	0.00	0.00	80,000.00
01 4708	Medicaid in Public Schools	10,000.00	7,937.50	19,082.99	190.83	(9,082.99)
01 4709	Medicaid Admin	9,000.00	0.00	9,470.20	105.22	(470.20)
01 4969	Title IV, Part A	10,000.00	0.00	7,388.00	73.88	2,612.00
01 4997	ESSERS II	0.00	0.00	22,986.00	0.00	(22,986.00)
01 4998	ESSERS III	0.00	0.00	186,816.00	0.00	(186,816.00)
	Subtotal: FEDERAL RECEIPTS	225,000.00	14,837.50	523,218.70	232.54	(298,218.70)
01 5690	Other Non Revenue Recpts	1,000.00	12.16	162.16	16.22	837.84
	Subtotal: NON-REVENUE RECEIPTS	1,000.00	12.16	162.16	16.22	837.84
01 9001	Interfund Loan from General Fund	0.00	300,000.00	300,000.00	0.00	(300,000.00)
01 9004	Transfer from QCPUF	0.00	0.00	140,000.00	0.00	(140,000.00)
01 9100	UNUSED BUDGET AUTHORITY	414,683.00	0.00	0.00	0.00	414,683.00
	Subtotal: NON-PROGRAM RECEIPTS	414,683.00	300,000.00	440,000.00	106.11	(25,317.00)
	Fund Total:	7,299,826.00	857,975.50	7,482,108.75	102.50	(182,282.75)

Revenue Summary Report

Processing Month: 06/2023

User ID: JPRAGNELL

Regular; Processing Month 06/2023; 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:	7,299,826.00	857,975.50	7,482,108.75	102.50	(182,282.75)

Activity Fund Balance Report - Account - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; 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>
05 704	FUND BALANCE	*Previous Balance				38,201.22
		*Ending Balance:	0.00	0.00	0.00	38,201.22
05 704 0000	IN/OUT - Balance	*Previous Balance				(36,295.30)
		*Ending Balance:	0.00	0.00	0.00	(36,295.30)
05 704 0100	MHS VOLLEYBALL - Balance	*Previous Balance				2,870.54
05 704 0100	MHS VOLLEYBALL - Balance		0.00	0.00	0.00	
05 2900 610 0 000 100	MHS VOLLEYBALL - Supplies		875.00	0.00	0.00	
05 704 0100	MHS VOLLEYBALL - Balance	*Current Activity				(875.00)
		*Ending Balance:	875.00	0.00	0.00	1,995.54
05 704 0101	MHS FOOTBALL - Balance	*Previous Balance				3,850.53
05 704 0101	MHS FOOTBALL - Balance		0.00	0.00	0.00	
05 1790 0101	MHS Football-Other Activity Income (fundraising/sports hosting)		0.00	140.00	0.00	
05 2900 610 0 000 101	MHS FOOTBALL - Supplies		837.71	0.00	0.00	
05 704 0101	MHS FOOTBALL - Balance	*Current Activity				(697.71)
		*Ending Balance:	837.71	140.00	0.00	3,152.82
05 704 0102	MHS BOYS BASKETBALL - Balance	*Previous Balance				12,390.57
05 704 0102	MHS BOYS BASKETBALL - Balance		0.00	0.00	0.00	
05 2900 610 0 000 102	MHS BOYS BASKETBALL - Supplies		139.40	0.00	0.00	
05 704 0102	MHS BOYS BASKETBALL - Balance	*Current Activity				(139.40)
		*Ending Balance:	139.40	0.00	0.00	12,251.17
05 704 0103	MHS GIRLS BASKETBALL - Balance	*Previous Balance				2,643.60
05 704 0103	MHS GIRLS BASKETBALL - Balance		0.00	0.00	0.00	
05 2900 610 0 000 103	MHS GIRLS BASKETBALL		4,518.35	0.00	0.00	
05 704 0103	MHS GIRLS BASKETBALL - Balance	*Current Activity				(4,518.35)
		*Ending Balance:	4,518.35	0.00	0.00	(1,874.75)
05 704 0104	MHS LIONS OF THE QUARTER - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0105	MORRILL ONE ACTS - Balance	*Previous Balance				(55.74)
05 704 0105	MORRILL ONE ACTS - Balance		0.00	0.00	0.00	
05 2900 610 0 000 105	MORRILL ONE ACTS - Supplies		(412.99)	0.00	0.00	
05 704 0105	MORRILL ONE ACTS - Balance	*Current Activity				412.99
		*Ending Balance:	(412.99)	0.00	0.00	357.25
05 704 0106	MHS CROSS COUNTRY - Balance	*Previous Balance				1,163.86
		*Ending Balance:	0.00	0.00	0.00	1,163.86
05 704 0107	MHS GOLF - Balance	*Previous Balance				60.00

Activity Fund Balance Report - Account - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; 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>
		*Ending Balance:	0.00	0.00	0.00	60.00
05 704 0109	SPEECH - Balance	*Previous Balance				385.57
		*Ending Balance:	0.00	0.00	0.00	385.57
05 704 0110	MHS WRESTLING - Balance	*Previous Balance				(2,059.40)
05 704 0110	MHS WRESTLING - Balance		0.00	0.00	0.00	
05 1790 0110	MHS Wrestling-Other Activity Income (fundraising/sports hosting)		0.00	400.00	0.00	
05 704 0110	MHS WRESTLING - Balance	*Current Activity				400.00
		*Ending Balance:	0.00	400.00	0.00	(1,659.40)
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance	*Previous Balance				4,374.44
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance		0.00	0.00	0.00	
05 2900 610 0 000 111	CHEERLEADING/SPIRIT SQUAD - Supplies		1,110.36	0.00	0.00	
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance	*Current Activity				(1,110.36)
		*Ending Balance:	1,110.36	0.00	0.00	3,264.08
05 704 0112	JH CHEERLEADING - Balance	*Previous Balance				23.20
		*Ending Balance:	0.00	0.00	0.00	23.20
05 704 0116	MHS TRACK - Balance	*Previous Balance				2,175.67
		*Ending Balance:	0.00	0.00	0.00	2,175.67
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES - Balance	*Previous Balance				(13,021.51)
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES - Balance		0.00	0.00	0.00	
05 1710 0120	GATE - Admission Fees		0.00	739.30	0.00	
05 2900 610 0 000 120	GATE - Supplies		(282.25)	0.00	0.00	
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES - Balance	*Current Activity				1,021.55
		*Ending Balance:	(282.25)	739.30	0.00	(11,999.96)
05 704 0121	SPED ACTIVITY FUND - Balance	*Previous Balance				1,024.00
		*Ending Balance:	0.00	0.00	0.00	1,024.00
05 704 0130	WESTERN TRAILS CONF (WTC) SCHOLARSHIPS - Balance	*Previous Balance				500.00
		*Ending Balance:	0.00	0.00	0.00	500.00
05 704 0222	GRAD CLASS 2022 - Balance	*Previous Balance				290.16
		*Ending Balance:	0.00	0.00	0.00	290.16
05 704 0223	GRAD CLASS 2020 - Balance	*Previous Balance				538.32
		*Ending Balance:	0.00	0.00	0.00	538.32
05 704 0224	Alaric - Balance	*Previous Balance				0.00

Activity Fund Balance Report - Account - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; 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>
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0225	Meraki - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0226	Klaus - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0227	Sabio - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0301	ELEMENTARY GENERAL ACTIVITIES/POP \$ - Balance	*Previous Balance				450.00
		*Ending Balance:	0.00	0.00	0.00	450.00
05 704 0416	JR HIGH GATE - Balance	*Previous Balance				(370.00)
		*Ending Balance:	0.00	0.00	0.00	(370.00)
05 704 0417	JR HIGH VOLLEYBALL - Balance	*Previous Balance				668.00
		*Ending Balance:	0.00	0.00	0.00	668.00
05 704 0418	JR HIGH GIRLS BASKETBALL - Balance	*Previous Balance				624.00
		*Ending Balance:	0.00	0.00	0.00	624.00
05 704 0426	LIONS COMMITTED - Balance	*Previous Balance				(232.50)
		*Ending Balance:	0.00	0.00	0.00	(232.50)
05 704 0502	Activities Balance	*Previous Balance				190.00
		*Ending Balance:	0.00	0.00	0.00	190.00
05 704 0503	LION CUB FOOTBALL - Balance	*Previous Balance				(41.50)
		*Ending Balance:	0.00	0.00	0.00	(41.50)
05 704 0504	LION CUB BASKETBALL - Balance	*Previous Balance				1,103.85
		*Ending Balance:	0.00	0.00	0.00	1,103.85
05 704 0505	LION CUB VOLLEYBALL - Balance	*Previous Balance				1,939.25
		*Ending Balance:	0.00	0.00	0.00	1,939.25
05 704 0506	LIBRARY/BOOK FAIRS - Balance	*Previous Balance				1,121.75
		*Ending Balance:	0.00	0.00	0.00	1,121.75
05 704 0508	MHS MUSIC - Balance	*Previous Balance				3,692.91
		*Ending Balance:	0.00	0.00	0.00	3,692.91
05 704 0510	NATIONAL HONOR SOCIETY - Balance	*Previous Balance				632.88
		*Ending Balance:	0.00	0.00	0.00	632.88

Activity Fund Balance Report - Account - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; 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>
05 704 0511	SPANISH CLUB - Balance	*Previous Balance				3,984.26
		*Ending Balance:	0.00	0.00	0.00	3,984.26
05 704 0512	Elementary Leadership Team - Balance	*Previous Balance				6,502.60
		*Ending Balance:	0.00	0.00	0.00	6,502.60
05 704 0513	MHS STUDENT COUNCIL - Balance	*Previous Balance				5,597.78
		*Ending Balance:	0.00	0.00	0.00	5,597.78
05 704 0520	FBLA - Balance	*Previous Balance				2,224.33
		*Ending Balance:	0.00	0.00	0.00	2,224.33
05 704 0521	FBLA - SCHOLARSHIP FUND - Balance	*Previous Balance				814.30
		*Ending Balance:	0.00	0.00	0.00	814.30
05 704 0523	GAMER'S CLUB - Balance	*Previous Balance				172.84
		*Ending Balance:	0.00	0.00	0.00	172.84
05 704 0524	AG DEPARTMENT - Balance	*Previous Balance				2,094.24
		*Ending Balance:	0.00	0.00	0.00	2,094.24
05 704 0525	FFA - Balance	*Previous Balance				2,675.26
		*Ending Balance:	0.00	0.00	0.00	2,675.26
05 704 0526	ELEMENTARY CLOSET DONATIONS - Balance	*Previous Balance				576.25
05 704 0526	ELEMENTARY CLOSET DONATIONS - Balance		0.00	0.00	0.00	
05 2900 610 0 000 051	ELEMENTARY CLOSET DONATIONS - Expenditures		400.28	0.00	0.00	
05 704 0526	ELEMENTARY CLOSET DONATIONS - Balance	*Current Activity				(400.28)
		*Ending Balance:	400.28	0.00	0.00	175.97
05 704 0527	Pilatte Valley Bank Donations - Balance	*Previous Balance				11,792.37
		*Ending Balance:	0.00	0.00	0.00	11,792.37
05 704 0528	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Balance	*Previous Balance				5,099.07
		*Ending Balance:	0.00	0.00	0.00	5,099.07
05 704 0611	QUIZBOWL - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0614	YEARBOOK -- ALL YEARS - Balance	*Previous Balance				3,189.64
		*Ending Balance:	0.00	0.00	0.00	3,189.64
05 704 0903	CONCESSION STAND - Balance	*Previous Balance				(2,550.48)
05 704 0903	CONCESSION STAND - Balance		0.00	0.00	0.00	

Activity Fund Balance Report - Account - Exclude Encumbrances

07/2023 - 07/2023

Regular; Beginning Month 07/2023; Processing Month 07/2023; 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>
05 1750 0903	CONCESSIONS - Revenue from Enterprise Activities		0.00	131.00	0.00	
05 704 0903	CONCESSION STAND - Balance	*Current Activity				131.00
		*Ending Balance:	0.00	131.00	0.00	(2,419.48)
05 704 0904	KEY DEPOSITS -- WEIGHT ROOM - Balance	*Previous Balance				460.78
		*Ending Balance:	0.00	0.00	0.00	460.78
05 704 1050	COOKING CLUB - Balance	*Previous Balance				220.00
		*Ending Balance:	0.00	0.00	0.00	220.00
05 704 1054	INDUSTRIAL ARTS - Balance	*Previous Balance				509.33
		*Ending Balance:	0.00	0.00	0.00	509.33
05 704 1055	After Prom (In/Out) - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 1056	CLASS OF 2026 - Balance	*Previous Balance				2,376.56
		*Ending Balance:	0.00	0.00	0.00	2,376.56
05 704 1057	CLASS OF 2025 - Balance	*Previous Balance				1,809.70
		*Ending Balance:	0.00	0.00	0.00	1,809.70
05 704 1058	CLASS OF 2024 - Balance	*Previous Balance				2,866.92
		*Ending Balance:	0.00	0.00	0.00	2,866.92
05 704 1059	CLASS OF 2023 - Balance	*Previous Balance				772.05
		*Ending Balance:	0.00	0.00	0.00	772.05
05 704 1061	CLASS OF 2028 - Balance	*Previous Balance				146.45
		*Ending Balance:	0.00	0.00	0.00	146.45
05 704 1062	PEPSI DONATIONS - Balance	*Previous Balance				1,000.00
		*Ending Balance:	0.00	0.00	0.00	1,000.00
	Fund Total: 05		7,185.86	1,410.30	0.00	75,397.06

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 8111 MORRILL SD 11 GENERAL
June 30, 2023

Account	June	Year-To-Date
185-00 DISBURSEMENTS	-207,347.66	-3,380,828.01
304-21 MOTOR VEHICLE TAX 2021	0.00	49,482.50
304-22 MOTOR VEHICLE TAX 2022	12,713.16	100,169.33
305-16 LEVIED TAX 2016	0.00	11.19
305-17 LEVIED TAX 2017	0.00	5.61
305-18 LEVIED TAX 2018	0.00	5.62
305-19 LEVIED TAX 2019	0.00	59.57
305-20 LEVIED TAX 2020	32.06	445.60
305-21 LEVIED TAX 2021	0.00	1,120,930.86
305-22 LEVIED TAX 2022	42,389.17	1,850,139.26
306-16 RE & PP INTEREST 2016	0.00	8.69
306-17 RE & PP INTEREST 2017	0.00	3.18
306-18 RE & PP INTEREST 2018	0.00	2.39
306-19 RE & PP INTEREST 2019	0.00	19.38
306-20 RE & PP INTEREST 2020	42.97	125.35
306-21 RE & PP INTEREST 2021	0.00	9,113.73
306-22 RE & PP INTEREST 2022	521.14	771.14
344-01 HOMESTEAD EXEMPTION ALLOCATION	12,769.04	76,039.35
344-05 PROPERTY TAX CREDIT	-20.47	176,654.67
346-01 PRO-RATE MOTOR VEHICLE TAX	2,848.48	11,432.30
346-02 CARLINE TAX	0.00	19,150.61
353-01 IN LIEU TAX - NPPD 57 LEVY	0.00	46.82
353-03 IN LIEU TAX - HOUSING AUTHORITY	0.00	1,515.32
361-01 HOMESTEAD EXEMPT COMMISSION	-127.69	-759.96
363-01 RE & PP TAX COMMISSION	-429.85	-29,616.40
470-05 COUNTY COURT FINES	1,441.48	18,114.35
Month Total	-135,168.17	22,822.45
Previous Fund Balance	207,347.66	49,357.04
Current Fund Balance	72,179.49	72,179.49

ENTERED *JP*

07/06/2023
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Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 8311 MORRILL SD 11 SINKING
June 30, 2023

Account		June	Year-To-Date
185-00	DISBURSEMENTS	-10,342.61	-180,314.34
305-16	LEVIED TAX 2016	0.00	0.68
305-17	LEVIED TAX 2017	0.00	0.34
305-18	LEVIED TAX 2018	0.00	0.34
305-19	LEVIED TAX 2019	0.00	3.61
305-20	LEVIED TAX 2020	1.95	27.00
305-21	LEVIED TAX 2021	0.00	67,935.18
305-22	LEVIED TAX 2022	2,264.25	98,827.43
306-16	RE & PP INTEREST 2016	0.00	0.53
306-17	RE & PP INTEREST 2017	0.00	0.19
306-18	RE & PP INTEREST 2018	0.00	0.14
306-19	RE & PP INTEREST 2019	0.00	1.17
306-20	RE & PP INTEREST 2020	2.60	7.60
306-21	RE & PP INTEREST 2021	0.00	552.35
306-22	RE & PP INTEREST 2022	27.86	41.24
344-01	HOMESTEAD EXEMPTION ALLOCATION	682.06	4,148.35
344-05	PROPERTY TAX CREDIT	-1.09	9,436.19
346-01	PRO-RATE MOTOR VEHICLE TAX	152.15	630.80
346-02	CARLINE TAX	0.00	1,048.19
353-03	IN LIEU TAX - HOUSING AUTHORITY	0.00	80.94
361-01	HOMESTEAD EXEMPT COMMISSION	-6.82	-41.45
363-01	RE & PP TAX COMMISSION	-22.97	-1,673.99
	Month Total	-7,242.62	712.49
	Previous Fund Balance	10,342.61	2,387.50
	Current Fund Balance	3,099.99	3,099.99

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07/08/2023
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Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6811 MORRILL SD 11 HAZ/HANDI
June 30, 2023

Account		June	Year-To-Date
185-00	DISBURSEMENTS	-9,616.19	-163,200.65
305-16	LEVIED TAX 2016	0.00	0.58
305-17	LEVIED TAX 2017	0.00	0.29
305-18	LEVIED TAX 2018	0.00	0.29
305-19	LEVIED TAX 2019	0.00	3.13
305-20	LEVIED TAX 2020	1.68	23.42
305-21	LEVIED TAX 2021	0.00	58,877.14
305-22	LEVIED TAX 2022	2,106.30	91,933.14
306-16	RE & PP INTEREST 2016	0.00	0.46
306-17	RE & PP INTEREST 2017	0.00	0.17
306-18	RE & PP INTEREST 2018	0.00	0.13
306-19	RE & PP INTEREST 2019	0.00	1.01
306-20	RE & PP INTEREST 2020	2.28	6.59
306-21	RE & PP INTEREST 2021	0.00	478.61
306-22	RE & PP INTEREST 2022	25.91	38.38
344-01	HOMESTEAD EXEMPTION ALLOCATION	634.48	3,812.51
344-05	PROPERTY TAX CREDIT	-1.02	8,777.94
346-01	PRO-RATE MOTOR VEHICLE TAX	141.54	576.01
346-02	CARLINE TAX	0.00	961.54
353-03	IN LIEU TAX - HOUSING AUTHORITY	0.00	75.30
361-01	HOMESTEAD EXEMPT COMMISSION	-6.34	-38.08
363-01	RE & PP TAX COMMISSION	-21.36	-1,513.63
	Month Total	-6,732.74	814.28
	Previous Fund Balance	9,616.19	2,069.17
	Current Fund Balance	2,883.45	2,883.45

✓ ENTERED 

Sioux
MONTHLY COLLECTION REPORT
Fund # 6111 SCH DIST 11S MORRILL
June 30, 2023

Account		June	Year-To-Date
185-00	DISBURSEMENTS SD 11S GENERAL	-85,047.66	-823,911.79
304-21	MOTOR VEHICLE TAX	0.00	4,994.09
304-22	MOTOR VEHICLE TAX	555.20	18,940.26
305-21	REAL AND PERSONAL PROPERTY TAX	0.00	99,075.32
305-22	Real Estate & Personal Property Tax	887.64	637,628.96
306-21	INTEREST ON TAXES	0.00	1,106.83
306-22	INTEREST ON TAXES	10.55	52.43
344-01	HOMESTEAD	502.49	3,079.86
344-05	PROPERTY TAX CREDIT	0.00	57,233.26
346-01	PRO RATE	342.83	1,382.98
346-02	CARLINE TAX	0.00	5,730.39
353-01	IN LIEU OF TAX PRIOR TO 1957	0.00	12.57
361-01	HOMESTEAD EXEMP COMMISSION	-5.02	-30.77
363-01	TAX COMMISSION	-8.98	-7,378.63
470-05	COUNTY COURT FINES AND LICENSE	574.49	1,884.71
	Month Total	-82,188.46	-199.53
	Previous Fund Balance	85,047.66	3,058.73
	Current Fund Balance	2,859.20	2,859.20

✓ ENTERED JP

Sioux
MONTHLY COLLECTION REPORT
Fund # 6311 SCH DIST 11S SINK
June 30, 2023

Account		June	Year-To-Date
185-00	DISBURSEMENTS SD 11S SINK	-4,398.49	-43,375.41
305-21	REAL AND PERSONAL PROPERTY TAX	0.00	6,004.59
305-22	Real Estate & Personal Property Tax	47.41	34,059.66
306-21	INTEREST ON TAXES	0.00	67.03
306-22	INTEREST ON TAXES	0.56	2.78
344-01	HOMESTEAD	26.84	168.59
344-05	PROPERTY TAX CREDIT	0.00	3,057.18
346-01	PRO RATE	18.31	76.35
346-02	CARLINE TAX	0.00	313.86
361-01	HOMESTEAD EXEMP COMMISSION	-0.27	-1.69
363-01	TAX COMMISSION	-0.48	-401.34
	Month Total	-4,306.12	-28.40
	Previous Fund Balance	4,398.49	120.77
	Current Fund Balance	92.37	92.37

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07/03/2023
10:34 AM

Sioux
MONTHLY COLLECTION REPORT
Fund # 6411 MORRILL 11S - hdcp
June 30, 2023

Account		June	Year-To-Date
185-00	Disbursements 11S HDCP	-4,091.63	-39,952.06
305-21	REAL AND PERSONAL PROPERTY TAX	0.00	5,203.95
305-22	Real Estate & Personal Property Tax	44.11	31,683.65
306-21	INTEREST ON TAXES	0.00	58.13
306-22	INTEREST ON TAXES	0.52	2.58
344-01	HOMESTEAD	24.97	154.65
344-05	PROPERTY TAX CREDIT	0.00	2,843.92
346-01	PRO RATE	17.03	69.69
346-02	CARLINE TAX	0.00	287.81
361-01	HOMESTEAD EXEMO COMMISSION	-0.25	-1.55
363-01	TAX COMMISSION	-0.45	-369.49
	Month Total	-4,005.70	-18.72
	Previous Fund Balance	4,091.63	104.65
	Current Fund Balance	85.93	85.93

✓ ENTERED *JP*

Board Report
July 17, 2023
Activities

Fall Sports

The first official day of fall practices is August 7th.

Facilities

The gym floor in the elementary turned out great. The new paint has given the gym a great new look. The high school gym will be worked in on a weekend this fall. It is a water-based finish and can be completed in a short amount of time.

Speech

Mariah Jessen and myself discuss.

Activities Handbook

2023-2024 Activities Handbook is attached for you to review.

Mike Trader Camp

We are lucky to be hosting the Mike Trader basketball camp again this year July 17-19th. There will be around eighty students from Morrill and around the region participating in this year's camp. Thank you to the cafeteria for working hard to accommodate the campers.

Horse Creek Rendezvous Days

I was very proud that our activities represented the school in such a positive manner during Rendezvous Days this year. We had three activities Cheer, Girl's Basketball and Football participate in the parade. Cheer served breakfast as well. Girl's Basketball helped throughout the week and during the day.



Morrill Athletic Schedule

2023-2024

ALL TIMES AND DATES ARE SUBJECT TO CHANGE

Cross Country Varsity

Aug. 24 Scottsbluff Invite	1:00pm
Sep. 01 Gering Invite	11:00pm
Sep. 08 Kimball Invite	12:00pm
Sep. 12 Bridgeport Invite	4:00pm
Sep. 16 Alliance Invite	9:00am
Sep. 21 Gordon-Rushville	4:00pm
Sep. 28 Bayard	2:30pm
Oct. 02 Kimball WTC	11:00am
Oct. 12 District TBA	TBA
Oct. 20 State (Kearney)	TBA

Football Varsity

Aug. 25 Maxwell	6:00pm
Sep. 01 Hyannis	7:00pm
Sep. 08 Leyton	7:00pm
Sep. 15 Bayard	7:00pm
<i>HOMECOMING</i>	
Sep. 22 Kimball	7:00pm
Sep. 29 Sutherland	6:00pm
Oct. 06 Bridgeport	7:00pm
<i>Parents Night (FB X-country Cheer)</i>	
Oct. 13 Hemingford	7:00pm

Boys Varsity Golf

Apr. 09 Mitchell	9:00am
Apr. 11 Bridgeport	9:00am
Apr. 16 Morrill	9:00am
Apr. 22 Scottsbluff	9:00am
Apr. 27 WTC Kimball	9:00am
Apr. 29 PAC Hay Springs	9:00am
May 02 Kimball	9:00am
May 07 Bayard	9:00am
May 09 Crawford	9:00am
May 13-14 Districts	TBA
May 21-22 State	TBA

Junior High Football

Sep. 05 Sioux County	3:00pm
Sep. 11 Hemingford	5:00pm

Oct. 04 Leyton	3:00pm
Oct. 09 Bayard	4:00pm
Oct. 17 Kimball	4:00pm

Varsity Volleyball

Aug. 17 Jamboree Chadron	TBA
Aug. 31 Bayard	6:00pm
Sep. 05 TRI @ Creek Valley	4:00pm
Sep. 12 TRI @ Morrill	4:00pm
Sep. 16 Hemingford Invite	9:00am
Sep. 19 TRI @ Morrill	4:00pm
Sep. 21 Garden County	6:00pm
Sep. 23 Potter Dix Invite	9:00am
Sep. 26 Crawford	6:00pm
Sep. 28 Bayard WTC	10:00am
Sep. 30 Morrill Invite	9:00am
Oct. 03 Mitchell	6:00pm

Parents Night

Oct. 05 Kimball	6:00pm
Oct. 10 TRI @ Hay Springs	4:00pm
Oct. 14 PAC Tourney @CSC	TBA
Oct. 17 Gordon-Rushville	6:00pm
Oct. 23 Sub-Districts	TBA
Oct. 24 Sub-Districts	TBA
Oct. 25 District Final	TBA
Nov. 01-04 State	TBA

Junior High Wrestling

Oct. 27 Banner County	9:00am
Oct. 31 Kimball	11:00am
Nov. 06 Lingle	1:00pm
Nov. 09 Hemingford	10:00am
Nov. 17 Morrill	9:00am
Nov. 27 Bayard	9:00am
Dec. 04 Mitchell	1:00pm

JV Volleyball

Aug. 31 Bayard	5:00pm
Sep. 11 Quad @ Morrill	4:00pm
Sep. 21 Garden County	5:00pm
Sep. 26 Crawford	5:00pm
Oct. 03 Mitchell	5:00pm
Oct. 05 Kimball	5:00pm
Oct. 16 TRI @ Bridgeport	4:00pm
Oct. 17 Gordon-Rushville	5:00pm

Varsity Track

Mar. 23 Morrill Early Bird	9:00am
Mar. 28 Bayard	9:00am
Apr. 04 Mitchell	9:00am
Apr. 13 WTC Mitchell	9:00am
Apr. 19 George Calvert	9:00am
(Morrill)	
Apr. 23 Best of the West	4:30pm
Apr 26 PAC Morrill	10:00am
May 03 Bayard	8:30am
May 09 Districts	TBA
May 17-18 State	TBA

Junior High Volleyball

Sep. 05 Sioux County	3:00pm
Sep. 07 Bridgeport	4:00pm
Sep. 11 Hemingford	4:00pm
Sep. 19 Bayard	4:00pm
Sep. 23 PAC Tourney@Hemingford	10:00am
Sep. 25 TRI @Morrill	4:00pm
Sep. 28 St. Agnes	4:00pm
Oct. 04 Leyton	2:00pm
Oct. 05 Southeast	4:00pm
Oct. 09 Mitchell	4:00pm
Oct. 12 Kimball	4:00pm

Varsity Wrestling

Nov. 30 Hemingford	3:00pm
Dec. 02 Mullen	9:30am
Dec. 09 Gordon-Rushville	09:00am
Dec. 14 Sutherland (TRI)	5:00pm
Dec. 15 Sutherland	9:00am
Jan. 06 Garden County	9:00am
Jan. 12 Chase (Quad)	5:00pm
Jan. 13 Chase County	9:00am
Jan. 19 Hemingford	12:00pm
Jan. 20 Chadron	9:00am
Jan. 25 Morrill (quad)	5:00pm
<i>Parents Night</i>	
Jan. 26 Mitchell	1:00pm
Feb. 01 Bridgeport (WTC/SPVA)	9:00am
Feb. 09 Districts	TBA
Feb. 10 Districts	TBA
Feb. 15-17 State	TBA

Junior High Track

Mar.26 Dual VS Mitchell	4:00pm
(Mitchell)	
Apr. 3 Leyton	9:00am
Apr. 08 Bayard	9:00am
Apr. 13 WTC Mitchell	9:00am
Apr. 18 Kimball	9:00am
Apr. 23Best of the West	11:00am
Apr. 26 PAC Morrill	10:00am
Apr. 30 Morrill Invite	9:00am

November 8, 2023 Chadron State Scholastic Day

Varsity Girls Basketball

Nov. 27 Hall of Fame Game (Minatare)	5:30pm
Dec. 01 Potter Dix	6:00pm
Dec. 02 Leyton	3:00pm
Dec. 05 Hay Springs	6:00pm
Dec. 08 Garden County	6:00pm
Dec. 09 Kimball	3:00pm
Dec. 11 Creek Valley	7:00pm
Dec. 15 Edgemont	6:00pm
Dec. 16 Mitchell	3:00pm
Dec. 18-19 Sioux County Tournament	TBA
<i>Dec. 23-27 Moratorium</i>	
Jan. 5 Hyannis	5:30pm
Jan. 6 Crawford	3:00pm
Jan. 09 Bayard	6:00pm
Jan. 12 Minatare	6:00pm
<i>Winter Royalty</i>	
Jan. 15 PAC (TBA)	TBA
Jan. 19-20 PAC (CSC)	TBA
Jan. 23 Lingle	5:30pm
Jan. 26 Gordon-Rushville	3:30pm
Feb. 01 WTC (TBA)	TBA
Feb. 02-03 WTC (WNCC)	TBA
Feb. 06 Hemingford	5:00pm
<i>Parents Night</i>	
Feb. 08 Bridgeport	5:30pm
Feb. 12-13 Sub-Districts	TBA
Feb. 15 Sub-Districts Final	TBA
Feb. 23 District Final	TBA
Feb. 28-Mar. 02 State (Lincoln)	TBA

JV Girls Basketball

Dec. 01 Potter Dix	4:00pm
Dec. 02 Leyton	1:00pm
Dec. 05 Hay Springs	4:00pm
Dec. 08 Garden county	4:00pm
Dec. 09 Kimball	1:00pm
Dec. 11 Creek Valley	6:00pm
Dec. 15 Edgemont	4:00pm
Dec. 16 Mitchell	1:00pm
Jan. 05 Hyannis	4:00pm
Jan. 06 Crawford	1:00pm
Jan. 09 Bayard	4:00pm
Jan. 12 Minatare	4:00pm
Jan. 23 Lingle	4:00pm
Jan. 26 Gordon-Rushville	4:00pm
Feb. 06 Hemingford	4:00pm
Feb. 08 Bridgeport	4:00pm

Junior High Girls Basketball

Nov. 02 Southeast	4:00pm
Nov. 07 Hay Springs	4:00pm
Nov. 11. St. Agnes	10:00am
Nov. 14 Bayard	4:00pm
Nov. 21 Hemingford	4:00pm
Nov. 28 Kimball	4:00pm
Nov. 30 Bridgeport	4:00pm
Dec. 05 Mitchell	4:00pm
Dec. 09 Bayard Tournament	9:00am
Dec. 11 PAC Tournament (Hemingford)	9:00am

Varsity Boys Basketball

Nov. 27 Hall of Fame Game (Minatare)	7:00pm
Dec. 01 Potter Dix	7:00pm
Dec. 02 Leyton	4:00pm
Dec. 05 Hay Springs	7:00pm
Dec. 08 Garden County	7:00pm
Dec. 09 Kimball	4:30pm
Dec. 15 Edgemont	7:00pm
Dec. 16 Mitchell	4:30pm
Dec. 18-19 Sioux County Tournament	TBA
<i>Dec. 23-27 Moratorium</i>	
Jan. 5 Hyannis	7:00pm
Jan. 6 Crawford	4:30pm
Jan. 09 Bayard	7:00pm
Jan. 12 Minatare	7:00pm
<i>Winter Royalty</i>	
Jan. 16 PAC (TBA)	TBA
Jan. 19-20 (PAC CSC)	TBA
Jan. 23 Lingle	7:00pm
Jan. 26 Gordon-Rushville	5:00pm
Jan. 28 Sioux County	3:00pm
Feb. 01 WTC (TBA)	TBA
Feb. 02-03 WTC (WNCC)	TBA
Feb. 06 Hemingford	7:00pm
<i>Parents Night</i>	
Feb. 08 Bridgeport	7:00pm
Feb. 19-20 Sub-Districts	TBA
Feb. 22 Sub-Districts Final	TBA
Feb. 24 District Final	TBA
Mar. 06-09 State (Lincoln)	TBA

JV Boys Basketball

Dec. 01 Potter Dix	5:00pm
Dec. 02 Leyton	2:00pm
Dec. 05 Hay Springs	5:00pm
Dec. 08 Garden county	4:00pm
Dec. 09 Kimball	2:00pm
Dec. 15 Edgemont	5:00pm
Dec. 16 Mitchell	2:00pm
Jan. 05 Hyannis	5:00pm
Jan. 06 Crawford	2:00pm
Jan. 09 Bayard	5:00pm
Jan. 12 Minatare	5:00pm
Jan. 23 Lingle	4:00pm
Jan. 26 Gordon-Rushville	4:00pm
Jan. 27 Sioux County	2:00pm
Feb. 06 Hemingford	5:00pm
Feb. 08 Bridgeport	4:00pm

Junior High Boys Basketball

Jan. 15 Bridgeport	3:00pm
Jan. 18 Kimball	4:00pm
Jan. 22 Hemingford	4:00pm
Jan. 25 Bayard	4:00pm
Jan. 29 PAC Tournament (Crawford)	9:00am
Feb. 03 Morrill Invite	9:00am
Feb. 05 Mitchell	4:00pm
Feb. 09 St. Agnes	4:00pm
Feb. 17 Bayard Tournament	9:00am



Morrill Public Schools

2023-2024

STUDENT ACTIVITIES HANDBOOK



Home of the Lions

Section 1: Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

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

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

Section 2:

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

Purpose of the Code of Conduct.

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

Grounds for Extracurricular Activity Discipline.

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

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

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

Student Self-Reporting.:

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

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

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

Consequences

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

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

Each incident will be evaluated and the circumstances involving the student and situation will be taken into consideration. If it is determined that it is in the best interest of the student, they may be placed on a behavior modification plan.

Procedures for Extracurricular Discipline.

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

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

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

Section 3: Attendance

Student participants are expected to meet the following attendance expectations:

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

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the 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 8:00pm. 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 4th 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 8:00pm the student will be ineligible until the following Monday at 8:00pm.
5. Principle 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 1st of the current school year are considered not to be appropriate dates or invited guests and therefore, may not attend.

Eligibility for Selection as Royalty.

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

Section 6: Specific Dance Eligibility and Selection Requirements:

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

Queen and King (Homecoming, Winter Royalty, Prom)

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

Achievement, Citizenship and Conduct

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

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

Violations

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

Section 7: Relationships Between Parents and Coaches/Sponsors

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

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

Parents' Role in Interscholastic Athletics and Other Extracurricular Activities

Communicating with your children

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

Communicating with the Coach and/or Coaches

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

Section 8: Activity Chain of Command

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

Section 9: Good Sportsmanship—Behavior Expectations of Spectators

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

Responsibilities of Spectators Attending Interscholastic Athletic Events and Other Extracurricular Activities

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

Section 10: Photographs and/or Video

I hereby grant permission to Morrill Public School's to use photographs and/or video of students to be used in publication, news releases, online, and in other communications related to the mission of Morrill Schools

**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 2023-2024 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

Early Childhood Board Report

July 17, 2023

- I. Professional Development
 - a. The staff and I are participating in the Getting Ready program in the next school year. I am looking forward to learning more about this program and how we can utilize these tools and resources to build stronger relationships with our families.
 - b. We are all looking forward to having Anne Meeker on location August 7 for a full day of training around her Sing.Play.Love curriculum that we will be implementing to support the social emotional growth of our students Infants-PK.
 - c. I attended the Pyramid training in Kearney and am again certificated to conduct the Pyramid trainings for the state of NE. This saves the district from needing an outside trainer to come in and train the staff around the Implementation of the Pyramid model.
 - d. Three of us from the EC building attended the 2 day EOP training held via ZOOM.
- II. Nebraska Department of Education (NDE)
 - a. I have been in contact with Melody Hobson regarding waivers for the 2023-2024 school year.
 - i. At this time, there will be four teachers with waivers, I am continuing to look for additional staff members to lead and support classrooms for the upcoming school year.
- III. District Level
- IV. Early Development Network (EDN)
 - a. We continue to receive referrals for children birth-3.
- V. Educational Services Unit #13
 - a. This summer has created some struggles with our EDN services and Speech. This matter should resolve itself in the fall when our contract starts with ESU #13. Moving forward we will need to create a plan to support our EDN population, as they receive services year around.
- VI. Head Start
 - a. The Head Start team joined the EC staff float for the Rendezvous parade

- VII. Department of Health and Human Services (DHHS)
- VIII. PRT #13
- IX. Step Up to Quality
 - a. We received our results and we received a Step 4 rating.
- X. ARP Grant
 - a. I have been working with the UNL extension team with the ECHO project and we are putting a plan together to create a nature playground space in the new playground additions that will be taking place this summer.
 - b. The maintenance crew moved the Infant/Toddler fence, and are making plans to extend the PK fence this summer.
 - c. We have received a generous donation of massive tree cookies and logs for both playgrounds from our local tree business. Thank you Tim!
- XI. Parent Engagement
- XII. Enrollment
 - a. We are currently adding to a waiting list for PK age students for the 23-24 school year we continue to add to the waiting list for the Infant and Toddler rooms
- XIII. New Business
 - a. Handbook modification and updates are done at this time.
 - b. We were able to hire Joanna Campbell as a Preschool para educator for the 23-24 school year.
 - c. We were able to hire Janelle Anderson a certificated teacher to lead our PK age afterschool program for the 23-24 year.
 - d. We were able hire Nikita Anderson as a lead PK teacher for the 23-24 school year.
 - i. We are still extremely short-staffed regrading support staff to start the school year, and I hope we are able to find the staff we need for the school year.

Morrill Public Schools

Elementary Principal's Report

July 2023

- Attended Emergency Operations Training on June 20 and 21. The training included work on our district emergency operations plan. Robin Hoff, Kristin Stauffer, and I represented the safety team for the Elementary building.
- Summer School finished on June 22 with a field trip to the Riverside Zoo. Thank you to Jamie Martin, Lauren Haag, Erica Croft, Juliana Carlson, and Jessi McLamb for their work in providing a great summer learning environment for our students.
- Attended PBIS Training on the Tier 2 strategy of Check In/Check Out. The elementary school had conducted a soft implementation of this process at the end of the 2022 school year. The training is part of the NeMTSS/PBIS grant which helps schools build Tier 2 and Tier 3 practices across the district. Amanda Smith, Holly Marker, Erica Croft and I represented the PBIS team for the Elementary building.
- Finalized the 2023-24 master schedule and duty schedule.
- We have tentatively added a weekly health class to our schedule. It will be taught by Sierra Frickey and is subject to the demands of her primary duties as school nurse.
- Updated the 2023-24 student/parent handbook and prepared for board approval.
- Received resignation of Alexius Valles and have advertised for one elementary paraprofessional.
- Elementary classrooms and most of the additional rooms have been cleaned and floors waxed. Some smaller paint jobs (interior of two pods, a special education room, & wall-touch ups) are currently being completed by Jessi McLamb. Thank you to the custodial crew for all of their hard work to clean and maintain our facilities.
- Discussed elementary bathroom project with Brad. Requested color samples of the bathroom partitions that were selected by Brad and Mr. Schaeffer.. At this time, the partitions have been ordered and the expected arrival date is August 21, 2023.
- Met with the district safety team on June 30 to work on the emergency operations plan. Robin Hoff, Kristin Stauffer, and I were in attendance.
- Continued to work on preliminary plans for August preservice work days and the Back to School Bash to be held on Monday, August 14. We currently have training scheduled with ESU 13 for Danielson's instructional model and Inquisitive Science (a supplemental science program we will pilot this year).

Morrill Public Schools
Secondary Principal's Board Report
July 17, 2023

- June 20-21: Cody Peachey and I attended the two day zoom training on Emergency Operations Planning.
- June 26, 2023: Mariah Jessen, Jamie Mehling, Traci Patterson, Jodi Craig, and myself attended Canvas for teachers training at ESU 13.
- June 27, 2023: Craig Manley and Jamie Mehling attended Canvas admin training at ESU 13.
- June 27, 2023: Tom Milstead, Traci Patterson, Jeremiah Gardner, and myself attended PBIS Tier 2 training with the district team.
- June 30, 2023: Cody Peachey and myself attended district Emergency Operations writing plans with other district members.
- Excited for the opportunity of Speech for our students and Mariah Jessen to be coaching/sponsoring this activity.
- July 11, 2023: Met with Jamie Mehling as she shared her development of a Chromebook handbook for the high school.
- Beginning of year dates shared with parents/community. August 14th Back to School bash - including mandatory chromebook orientation for parents and students then check out chromebooks. Additional date on August 16th.
- July 12-15, 2023: I attended the National Association of Secondary Schools Principals conference in Denver. Amazing conference with outstanding sessions throughout the conference. Thank you to Mr. Schaeffer and the board allowing me to go.
- July 17, 2023: PBIS team consisting of Tom Milstead, Cheyanna Stumpff, Traci Patterson, Jeremiah Gardner, and myself met to finalize the first day of school and PBIS Tier 1 & 2 plans for the year.
- July 25-27, 2023: I will be attending Admin Days in Kearney with the district team.
- The maintenance and custodial crew have been working on cleaning and repairs throughout the summer to have the school ready for students and staff return in August.

- Dates have been set with Julie Downing for Danielson training throughout the school year for staff.
- Enrollment: Numbers pending - will have accurate numbers in August.
- Swis training to be scheduled for PBIS data tracking.
- Activities have been busy throughout the summer. Appreciate the time and effort our coaches and sponsors have put in with our students to prepare for the upcoming seasons.



Q-71566-Q9M7

Expiration Date: 08 / 06 / 2023

Prepared for:

Morrill Public Schools
 Craig Manley
 508 Jefferson Ave.
 Morrill, NE 69358

Prepared by:

Scott Bleth
 Vice President - Sales
 (218) 227-0450
 sbleth@bytespeed.com

QUOTE PRODUCT	PRICE	QTY	SUBTOTAL
CHROMEBOOK, ASUS C424, 14" N4020 4GB 64GB, 1YR, CHROME OS, C424MA-WH44F Includes Google Management License and 1-Year Manufacture Warranty	\$359.00	50	\$17,950.00
UPGRADE OPTIONS			
<input type="radio"/> Standard 1-Year Warranty	\$0.00	50	\$0.00
<input checked="" type="radio"/> Upgrade to ASUS 3 YEAR PARTS AND ACCIDENTAL PROTECTION, ACX15-009410NX	\$60.00	50	\$3,000.00

Subtotal	\$20,950.00
Tax	\$0.00
Total	\$20,950.00

AGREED TO AND ACCEPTED:

PLEASE NOTE: Due to worldwide product constraints, we cannot guarantee pricing for quotes more than 7 days old. Please confirm pricing and availability before ordering.

Building	Our Cost	Current Prices	Proposed Prices
Preschool Breakfast			\$2.00
Elem Breakfast	\$6.17	\$1.60	\$2.60
High School Breakfast	\$6.18	\$2.10	\$3.10
Preschool Lunch			\$3.00
Elem Lunch	\$6.16	\$2.75	\$3.75
High School Lunch	\$6.16	\$3.25	\$4.25
Al La Carte			
Milk		\$0.30	\$0.50
Entrée		\$0.75	\$1.50
Extra Meat		\$0.75	\$1.50
Side		\$0.50	\$0.75
Adult Breakfast		\$2.60	\$3.00
Adult Lunch		\$4.25	



Morrill Public Schools

Scotts Bluff County School District #79-0011
508 Jefferson Avenue | Morrill, Nebraska 69358
Phone 308.247.3414 | Fax 308.247.2196

Classified and Substitute Staff Employee Handbook

2023-2024

MISSION STATEMENT: *At MPS, every student matters and every moment counts!*

Adopted by the Board of Education: **DATE**

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Notice of Nondiscrimination

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

The following people has been designated to handle employee inquiries regarding the nondiscrimination policies:

Jenny Pragnell
Business Manager – Human Resources
jenny.pragnell@mpslions.org

Josh Guerue
Title IX Coordinator – Activities Director
josh.guerue@mpslions.org

Barry Schaeffer
Superintendent
barry.schaeffer@mpslions.org

DRAFT

Morrill Public Schools
2023-2024
Classified and Substitute Employees Handbook

FOREWARD

Welcome to Morrill Public Schools! This handbook is intended to be used by classified employees and substitutes to provide general information about the district and to serve as a guide to the district's policies, rules and regulations, benefits of employment, and performance expectations.

References in this handbook to “classified employees” are intended to apply to all staff that are not required by their position to hold a teaching or administrative certificate. All classified employees are employed at will, and their employment may be amended or terminated at any time and without any cause. {Policy 4038 – Classified Staff Defined}

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

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

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

This handbook will be in effect for the 2023-2024 school year and subsequent years unless replaced by a later edition.

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The 2023-2024 school calendar is found in Appendix “A.”

Section 2 Severe Weather and School Cancellations {Policy 3013}

The Superintendent of Schools is authorized by the Board of Education to close school in case of severe weather. The Superintendent will notify local news media when inclement weather warrants such action. The Superintendent will also send out a voice/text message notice to all staff and students via the OneCall system. Notices will be posted on social media accounts by representatives of each school building.

Classified Staff: Weather Procedure. When school is cancelled due to inclement weather, both 9- and 12-month employees have the following options for these cancelled days:

- PTO leave time may be taken.
- Comp. time may be taken (full-time employees only).
- Unpaid leave time may be taken.

Section 3 District Office Hours {Policy 3021}

The district office will be open 8 am to 4 pm Monday through Friday throughout the school year with hours varying on non-school or vacation days. During the summer months, the district office will be open 8 am to 3 pm Monday through Friday.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment {Policy 4039}

The superintendent or designee shall hire classified staff to meet personnel needs consistent with the district’s budget, instructional needs, and non-instructional operations. The superintendent or designee may, but is not required to, conduct a criminal background check on any classified staff applicant, provided that such check shall occur only after the school district has determined that the applicant meets the minimum employment qualifications. This policy shall not prevent the school district from requiring an applicant to disclose his or her criminal record or history relating to sexual or physical abuse prior to any minimum employment qualification determination.

The superintendent or designee shall discipline and discharge classified staff as appropriate.

Employment is initiated when the supervisor conducts reference checks and an offer is made and accepted. The hiring process is completed upon submission of an application, successful completion of pertinent background checks, and all required payroll forms are finished. Classified employees cannot begin working until they have met with someone in the district business office to confirm all necessary paperwork is complete.

9-month classified employees will be asked in the spring to complete an intent to return form indicating whether or not they wish to continue in employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment, the employee should give at least two weeks written notice of resignation to their immediate supervisor who will send the letter to the district business office.

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Notice of termination will be delivered by the administrator or supervisor.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions provide additional information about the position duties.

A classified staff member who wants to transfer to another posted opening within the district must send written communication to the district business office indicating their current assignment and requesting a transfer to the posted position. If an in-house transfer is allowed, the salary schedule of the new position will be used, and in some instances this could result in a decrease in hourly wages. The district reserves the right to transfer employees to other positions as deemed necessary. Employees are expected to diligently and faithfully perform the assigned duties to the best of the employee’s ability.

Section 3 Personnel File

The district will follow the requirements of state and federal laws and regulations with regard to an employee’s personnel file.

Section 4 Complaint Procedure {Policy 2006}

Employee complaints shall be addressed through the administrative chain of command following the process set forth in board policy or this handbook.

Employees also have the same right to communicate with the board about matters of public concern as other patrons of the district {Policy 4005 – Communication between the Board and District Employees}. Regarding employment-related issues, employees must follow the applicable board policies and/or contractual procedures regarding the administrative chain of command, complaints, and other applicable processes. When appropriate, the superintendent shall inform employees of official board policies, directives, actions and concerns.

Section 5 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education.

Wage/Salary Payments. Wages are payable over 10 monthly installments for 9-month employees and 12 monthly installments for 12-month employees. Employees are paid on the 20th of each month, or the last preceding week day, if the 20th falls on a holiday or weekend. Direct deposit is REQUIRED for all employees of the district. Employees should contact the payroll office if any paperwork changes need to

be made (account number, bank change, etc.). The request for changes must be done in writing. Upon separation of employment, employees will be paid all salary due on the next scheduled payday.

Full-Time Employees. A full-time employee is one who is scheduled for thirty-five (35) hours a week or more, a minimum of nine months out of the year.

Section 6 Benefits

Classified employees are provided benefits in accordance with their position and board policy. Annual fringe benefit elections are to be made by August 20. Should an employee fail to make such election, the employee election from the immediately preceding school year shall be continued. Building administrators/supervisors are responsible for informing the district business office in writing of any changes in benefit status.

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

Medical/Dental: Full-time, 12-month classified employees are eligible for health and dental insurance. The district pays the entire premium (employee only level) of either the **PPO or HSA /high deductible** option. Full-time, 9-month classified employees are eligible to choose one of the Blue Cross Blue Shield insurance plans, however, the board pays a maximum of \$3,000 per year toward the premium.

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

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

Nebraska Retirement: Membership in this program is mandatory for all regularly scheduled employees – excluding substitutes and temporary employees - who work 20 hours or more per week. The employee pays the employee share of the retirement contribution - 9.78% of gross wages via payroll deduction. Morrill Public Schools pays the employer portion – 9.878% of employee’s gross wages.

Other Benefits: Other benefits as provided by Horace Mann and AFLAC are offered to classified employees annually at the employee’s expense. Benefit list is included in Appendix “B.”

Continued health insurance benefits are available through COBRA, subject to certain qualifying requirements.

The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions; prohibit discrimination against employees and dependents based on their health status; and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available, and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 7 Payroll and Payroll Deductions

Payroll deductions are made in accordance with law and elections made by employees. Payroll deductions shall be made for federal income tax withholdings, state income tax withholdings, social security, and the Nebraska Retirement Fund. Payroll deductions shall also be made for any mutually agreed upon group insurance coverage, tax sheltered annuity coverage, or other elective benefit payments. Employees may elect to have their or their children's cafeteria charges to be paid via payroll deduction. Employees may also elect to have any daycare and/or preschool charges for their children at the Morrill Early Learning Center to be paid via payroll deduction. In order for any voluntary payroll deductions to be taken from the employee's payroll check, the proper form for the deduction must be completed and signed by the employee and turned in to the district business office prior to the deduction being taken.

Section 8 Paid Holidays

All 9-month full-time employees shall receive five paid holidays per school year. These include: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day. If school extends beyond Memorial Day, this will be an additional paid holiday.

All 12-month full-time employees shall receive eight paid holidays per year. These include: Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Memorial Day, Independence Day, and one floating holiday (employee's choice).

Please note: If a holiday falls on a Sunday, it will be observed on the following Monday. If the holiday falls on Saturday, it will be observed on the preceding Friday. The "floating" holiday must be used each school year and is not accumulative.

Section 9 Expense Reimbursement

Employees that are required to drive their own vehicles during their regular scheduled working hours may check out a district gas card from the district business office to purchase fuel. Employee shall fill their vehicle with fuel using their own funds at the start of the trip. Any gas purchases during the trip and to fill up their vehicle at the end of the trip will be made with the district gas card. Reimbursement for authorized mileage may be paid to employees as an alternative to using the district gas card. Claims for this reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by board policy, unless otherwise required by law. Mileage reimbursement will only be paid when gas is *not* paid for with district funds.

Any authorized mileage reimbursement will be considered separate from compensation and will be paid at the time of the next monthly payroll after sufficient support documentation is provided.

Necessary materials and supplies are provided by the district. If an employee needs additional materials for performance of duties, the request should be made to the employee's immediate supervisor. Employees who purchase materials or supplies with their own funds will **NOT** be reimbursed.

Meals and other expenses related to district-required travel must be paid for using a district credit card, issued to employee prior to travel. Proper use of district credit cards is referenced in Policy 3036.

Section 10 **403(b) Salary Reduction Agreements**

The district will cooperate with any employee who chooses to participate in an investment program under Internal Revenue Code Section 403(b) that has been approved by the Board of Education.

Section 11 **Overtime {Policy 4050}**

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are hourly employees and eligible for overtime.

The regular workweek for overtime purposes is from **12:00 am on Sunday through 11:59 pm on Saturday**. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees are expected to accurately report hours worked. (Covered in more detail in Article 4, Section 1.)

Overtime pay for non-exempt employees will be paid at the rate of not less than 1 ½ times the employee’s regular rate of pay for hours worked in excess of the 40 hour work week. **Overtime will NOT be permitted without prior authorization of the employee’s supervisor.** Overtime will only be paid for “actual hours worked” over and above 40 hours per week. PTO, Holidays, or other paid leave days when the employee does not perform job functions are not considered as hours worked and are therefore, not computed as any portion of the 40 hours worked.

A non-exempt employee may request compensatory time in lieu of overtime pay, with approval of the employer, at a rate of one and one-half (1½) hours off for each hour of overtime the employee worked. Employees may accrue a maximum of 240 hours of compensatory time, which represents 160 hours of actual overtime worked.

Section 12 **Compensation for Travel Time**

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

- A. Generally, the time a non-exempt (classified) employee spends commuting from home to work is not considered working time and does not have to be paid.
- B. If an employee is called into work for an emergency situation, travel from home to work is work time.
- C. A non-exempt employee is paid for all time spent traveling to a seminar, training session, or working. The employee is considered to be on a special assignment performed for the employer’s benefit. (Example: If a non-exempt employee travels one hour to a workshop, attends the workshop for eight hours, and then drives home for one hour, they are paid for eight hours at the workshop and two hours of travel time.)
- D. Time an employee spends traveling as part of his/her primary work activity, such as travel from job site to job site during the workday is to be counted as hours worked.

- E. Overnight travel: If a non-exempt employee travels to a workshop, training session, or work assignment and leaves the day before the seminar or work begins, employer is only required to pay for the travel time that cuts across (overlaps) the employee's regular workday. In this case, the employee is simply substituting travel for other work duties. Thus, if the employee normally works from 9 am to 5 pm, and leaves for the seminar at 4 pm and arrives at 9 pm, employer is only required to pay for one hour of travel time.

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

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

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

Section 13 Compensation, Driving and Wait Time for Activity Drivers

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

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

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

Activity drivers need to utilize the TMS app, the district's time clock system to clock in and out for activity driving and wait times. When the activity group provides meals and/or lodging for the group, it will also provide meals and/or lodging for the driver(s). On all overnight student travel, the activity driver(s) is entitled to his/her own room and bed. On all trips, the activity driver(s) shall not be utilized as sponsor(s) or chaperone(s) if this responsibility will cause the driver to exceed on-duty limitation. Unusual situations may be negotiated on an individual basis.

Section 14 Substitute Staff

The Board recognizes the need for substitute teachers. Substitute teachers shall be certificated to teach in Nebraska. The district will utilize Red Rover, an absence management program, to maintain a list of substitute teachers who may be called upon to replace regular contract certificated employees. Individuals whose names are not in the Red Rover system will not be employed as a substitute without specific approval of the Superintendent. Substitutes will receive notification of open substitute assignments through Red Rover and may accept or deny the assignment. Specific instructions for this system are available in the district business office.

Substitute teachers will be paid a per diem rate of \$125. After ten (10) days of continuous service a substitute teacher will be paid 1/184th of the base salary per day. After thirty (30) days of teaching he/she will be given one (1) day of leave but will not participate or accumulate any other fringe benefits. If there is an interruption of the service, the ten (10) days continuous service rule will start again.

Substitute Paraprofessionals

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

Substitute Bus Drivers

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

Section 15 Substitute or Classified Staff as Coaches/Activity Sponsors

Substitutes

Certified substitute teachers are considered exempt as they qualify for the professional exemption since their primary duty is teaching and imparting knowledge in an educational establishment; and therefore, may be paid a regular stipend to coach or sponsor activities. **However, substitute custodians, substitute office workers, substitute paraprofessionals, 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 (e.g., paraprofessional as an athletic coach), the employee will be subject to overtime/compensatory time rules as outline in the Classified Staff Wage and Overtime Compensation Policy (Policy #). Persons recruited to coach, but are not regular employees of Morrill Public Schools, may be paid hourly or may voluntarily coach with no compensation. Reasonable reimbursement of expenses may be paid to volunteers.

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

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Regular, on-site attendance in every position is essential to the success of our students and our district operations. Staff members should seriously consider every request for an absence/leave to be sure they are not abusing the privilege – including unpaid leave.

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request in TMS, the district's time clock system. The request is to be submitted at least 5 duty days prior to the leave. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Supervisor may deny leave request if not submitted 5 duty days prior to the requested absence and/or coverage cannot be found.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave day, employees are to contact their immediate supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for leave can be determined in advance, the employee is to make a report of the need to take the leave as soon as possible.

Returning from Absences

- A. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or health care provider to their supervisor when absent for any period of time because of injury requiring care from a physician or health care provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed.

Employees are required to disclose any medical restrictions that limit their ability to perform the essential functions of their position by written notification from the employee's physician to their supervisor and, if needed, request a meeting the Americans with Disabilities Act (ADA) Coordinator to discuss the provision of reasonable accommodations. The district will not discriminate against any employee due to disability and will provide reasonable accommodations. Information provided about medical conditions or disabilities shall be treated as confidential, as required by state and federal statutes, and will be divulged only to the extent necessary to provide reasonable accommodations.

Section 2 Paid Leave

Paid Time Off (PTO). PTO may be used for illness (personal or immediate family), appointments, bereavement, vacation, or other personal reasons.

9-month full-time employees receive 10 PTO days. These employees work August through May so they accrue one (1) day of PTO per month, accrued on the 20th of each month with their paycheck.

12-month full-time employees receive 14 PTO days. They accrue 1.1667 days per month, accrued on the 20th of each month with their paychecks.

When special circumstances arise, the superintendent may approve using PTO days in advance of accrual, not to exceed their total allocation for the year. If and when PTO is advanced to an employee, it is understood that if they leave employment prior to the amount of time worked “catching up to” the advancement on the PTO, that the PTO advancement will be withheld from their final paycheck.

A PTO day for full-time employees is an 8 hour day. For part-time employees it equals the average number of hours they work in a day not to exceed 8 hours per day. If an employee is absent for a partial day, PTO may only be used to total up to 8 hours for that day.

At the end of the year, any unused PTO days will transfer to the employee’s personal leave bank. The employee’s personal leave bank will be capped at 60 days.

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

Section 3 Unpaid Leaves / Payroll Deductions for Absences in Excess of Paid Leave

The district complies with laws that require leaves to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee’s accumulated leave days, the employee’s salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days of work missed on a per diem basis.

Section 4 Jury Duty Leave

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

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

Section 5 Military Service Leave {Policy 4011.1}

The school district shall provide leave to its employees in accordance with the Nebraska Family Military Leave Act (NFMLA). The terms used herein shall have the meaning ascribed to them under the NFMLA. Employees may also qualify for leave under the Family and Medical Leave Act (FMLA), which is detailed

in the district's FMLA policy. If an employee qualifies for leave under both the FMLA and NFMLA, any leave taken by the employee will count concurrently toward the leave limits of both. More details on the district's NFMLA policy including qualifications for leave, relationship with district during leave, and returning from leave can be found in Policy 4011.1 on the district's website.

Section 6 Family and Medical Leave Act (FMLA)

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, health coverage under a "group health plan" will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee's use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Morrill Public Schools for at least one year, for 1,250 hours over the previous 12 months.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. An employee does not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the district's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. The employee may choose or Morrill Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the district's normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the district to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform essential job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the district if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The district will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the district will provide a reason for the ineligibility.

The district will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the district determines that the leave is not FMLA-protected, the district will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information, you may refer to www.wagehour.dol.gov.

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact the district business office.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Time Clock

All hourly employees **must** use the building time clock at all times to record the start/end of the work day and the lunch period. Clocking in and out should be done on the building computer, but as an alternative, the TMS app may be utilized on the employee's phone if necessary. If utilizing the TMS app, clocking in and out should not be done until employee is in the building. It is the employee's responsibility to clock in and out. Hours that are missed by not clocking in correctly will **NOT** be included on the employee's paycheck.

Every time an hourly employee leaves the building for medical appointments or personal reasons, etc. they must clock out to properly account for duty time. Hourly employees must take a 30 minutes lunch break (not to be used at the beginning of the day) unless otherwise directed by administration. If employee fails to clock out for a 30 minute lunch break, the district business office will manually adjust employee's time. Instruction on the proper use of the time clock is provided with new hire paperwork or upon request from the district business office.

Section 2 Hours of Work & Meetings

Regular and dependable on site attendance at work is an essential function of a classified employee's employment position promoting consistency for students, staff, etc. Abuse of leave privileges affects the students, other staff, and the entire district and will not be tolerated.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 3 Arrival to Duty Assignments

Schools have differing starting and ending times for the student day. Classified employees' work assignments may or may not be related to the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work each day.

Section 4 Leaving School

Employees are to be on duty at all times during the assigned work day. Employees may not leave school or their assigned area during duty hours without approval of the principal or their supervisor.

Employees who leave the school during their designated lunch period or for an approved absence must check out with the principal's office or their supervisor when leaving, and check back in upon return. Employees who need to leave during the school day for reason of illness or emergency are to make sure

that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

- A. Use of Cell Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. All employees are expected to be attending to their duties while they are on the clock for the district. Administration will take any action deemed appropriate if employee cell phone use interferes with job performance in any way.

Employees are not to use electronic devices or otherwise engage in distracted driving while transporting students or using district vehicles. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems are to be utilized by all occupants at all times.

- B. Checking Out of Equipment. All equipment must be checked out through the principal's office. School equipment may be used only for school purposes. School equipment and other resources may be used for personal purposes only as authorized by board policy or contract.
- C. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the principal's office by submitting the proper requisition form. Employees shall not make purchases on behalf of the district without prior approval of the appropriate administrator who will sign off on the submitted requisition and submit to the district business office for final approval and ordering.
- D. Email. Employees may be assigned a school email address for purposes of intra-school and inter-school email correspondence. Employees should check for email throughout the duty day and respond to emails when possible, but avoid checking and responding to emails during instructional time. Use of the district's email system for personal communications should be limited, and is subject to the rules governing overall computer usage found in board policy and this handbook.
- E. Employee Mailbox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the school day, if possible, and upon departure. If something requires an answer, employees are responsible for responding promptly. Employee mailboxes are to be limited to communications regarding school business.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

Morrill Public Schools expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The

classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I – Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee’s professional responsibilities, the employee:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
- E. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
- H. Shall report to the Superintendent (or his or her designee) any known violation of paragraphs B or E above.
- I. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II – Commitment to the Student:

Mindful that the employee’s classified position exists for the purpose of serving the best interests of the school district’s students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formation of worthy goals.

In fulfillment of the obligation to the student, the employee:

- A. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- B. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
- C. Shall not discipline students using corporal punishment.

Principle III – Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

- A. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee’s personal and institutional views.

- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV – Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and the board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct job related business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an employee is responsible.
- F. Shall permit no commercial or personal exploitation of his or her employment position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance

Employees must possess the abilities and skills necessary to accomplish the designated task.

Therefore, each employee shall:

- A. Keep records for which he or she is responsible in accordance with law and policies of the school system;
- B. Supervise others in accordance with law and policies of the district;
- C. Recognize the role and function of community agencies and groups as they relate to the district and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

- A. Utilize available materials and equipment necessary to accomplish the designated task;
- B. Adhere to and enforce written and dated administrative policy of the district which has been communicated to the educator;
- C. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

- A. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role shall:

- A. Utilize information and materials that are relevant to the designated task;
- B. Use language and terminology which are relevant to the designated task
- C. Use language which reflects an understanding of the ability of the individual or group;
- D. Assure that the designated task is understood;
- E. Use feedback techniques which are relevant to the designated task;
- F. Consider the entire context of the statements of others when making judgments about what others have said;
- G. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

- A. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
- B. Maintain consistency in the application of policy and practice;
- C. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

- A. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
- B. Shall not knowingly misinterpret the statement of others;
- C. Shall not show disrespect for or lack of acceptance of others;
- D. Shall provide leadership and direction for others by appropriate example;
- E. Shall offer constructive criticism when necessary;
- F. Shall comply with reasonable requests and orders given by and with proper authority;
- G. Shall not assign unreasonable tasks;
- H. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

- A. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
- B. Be able to communicate so effectively as to accomplish the designated task;
- C. Appropriately control his or her emotions;
- D. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Obligations: Employees shall adhere fully to the terms of the assignment or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Classified employees provide valuable assistance in the educational process and allow teachers and administrators to carry out their responsibilities in a more efficient and effective manner.

Administrators/teachers must maintain the role of leadership and responsibility for the students, with the classified staff in a supportive role.

Section 3 Professional Boundaries between Employees and Students {Policies 4043, and 4064}

School district employees are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students' teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees' conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee's professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Grooming Prohibited. Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Unless an employee can clearly and convincingly demonstrate a legitimate educational purpose, grooming behaviors and related conduct that are a violation of this policy include, but are not limited to:

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.

- Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Sending student(s) on personal errands off school grounds during school hours.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

This list is not exhaustive. Any behavior which exploits a student is unacceptable. If in doubt, ask yourself, "Would I be doing this if my family or colleagues were standing next to me?"

Communication Between Employees and Students. The preferred methods for employees to communicate with students are school sponsored email accounts and school sponsored communications applications. Employees may use the following personal communication systems to communicate with students: a school rooms account through the school sponsored mobile app, class communications through Canvas or school LMS, or other approved school applications. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

Employee communications with students through a communication system generally are to be sent simultaneously to multiple recipients and not just to one student. The burden to demonstrate the appropriateness of a communication with a student only shall rest with the employee.

Reporting a Policy Violation. Anyone may report suspected grooming, other unacceptable employee conduct, or any violation of this policy as follows:

School District. Reports may be made to the principal, the superintendent, or the Title IX Coordinator in person, by mail, by telephone, or email.

Nebraska Department of Education. Reports may be made at: Nebraska Department of Education, Attn: Certification Investigations' Office, PO Box 94933, Lincoln, NE 68509 or nde.investigations@nebraska.gov.

Nebraska Department of Health and Human Services. Reports may be made by calling the Child Abuse and Neglect Hotline at (800) 652-1999.

Law Enforcement. Reports may be made to the local police department by calling (308) 247-2435, the Scotts Bluff County Sheriff at (308) 436-6667, or the Nebraska State Patrol at (308) 632-1211.

An employee is required to make a report to a principal or the superintendent if the employee reasonably believes that another employee has violated or may have violated this policy. Minor concerns or violations shall be reported within 24 hours. Major concerns or violations shall be reported immediately. Violations committed by or concerns about the superintendent shall be reported to the school board president.

A student who feels his or her boundaries have been violated should directly inform the offender that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offender or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, administrator, counselor, the Title IX Coordinator, or other school employee with whom he or she feels comfortable.

Retaliation Prohibited. Retaliation for good faith reports or complaints made as a result of this policy is prohibited. Individuals who knowingly and intentionally make a false report shall be subject to discipline as provided by district policy and state law.

Policy Violations. Any violation of this policy by an employee may result in disciplinary action up to and including dismissal from employment and/or referral to the Nebraska Department of Education, which may result in the suspension or revocation of the employee's certificate. Any violation involving sexual or other abuse will result in referral to the Nebraska Department of Health and Human Services, law enforcement, or both.

Policy Verification. Employees shall verify that they have received, reviewed, and understood this policy by signing an acknowledgement document indicating the same.

No Limits on Reports to NDE. Nothing in this policy shall be construed to limit any employee's duty to report any known violation of the standards of professional practices (Title 92, Nebraska Administrative Code, Chapter 27, commonly known as Rule 27) adopted by the Nebraska Board of Education.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5

Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the district. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email or text messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be NO retaliation against a person for making a report.

Section 6

Notification of Arrest, etc.

Employees must notify the Superintendent (or his or her designee) by the next business day after:

- A. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 1. The maximum penalty for the crime equals or exceeds six months incarceration;
 2. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 3. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - a. Would impact the responsibility to be a role model for students or relations with other employees of the district;
 - b. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - c. Would impact the employee's Commercial Driver's License (CDL) if the employee's job requires that the employee have a CDL.
 4. The arrest or the alleged criminal activity occurred while the employee was on duty, on district property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 5. Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.
- B. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
- C. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Section 7 Reporting Child Abuse or Neglect {Policy 4054}

Because of their daily contact with school-age children, educators and other school employees are in a unique position to identify abused and/or neglected children. Nebraska law defines child abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; or (6) sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Reporting Procedure. School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

Contents of the Report. The report to authorities shall contain the following information to the extent it is available: (1) name and position of reporting person; (2) name, address, and age of abused or neglected person; (3) address of the person or persons having custody of the abused or neglected person; (4) the nature and extent of the abuse or neglect, or the conditions and circumstances which would reasonably result in such abuse or neglect; and (5) any other information that may be useful in establishing the identity of the persons involved and cause of the abuse or neglect.

Legal Immunity. Nebraska statutes give legal immunity from any civil or criminal liability to any person who makes a good faith report of child abuse or neglect or participates in a judicial proceeding resulting from such a report.

Section 8 Evaluations

All classified employees shall be evaluated at least once each year or as needed. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an “as-needed” basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration. In the event of a job performance warning there shall be a conference between the employee and the supervisor. The supervisor and employee shall cooperatively examine the results of the warning and determine if

further action is warranted. It shall be the responsibility of the Superintendent to ensure classified staff are periodically evaluated.

Section 9 Employee Complaints or Concerns {Policy 2006}

Employees are to inform their supervisor of any complaints or concerns about the operations of the district using the established chain of command (immediate supervisor, next higher level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the district and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the district's mission. Employees must ensure that all applicable laws and regulations are followed by the district and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the district.

Employees are to use the appropriate complaint mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The district will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 10 Staff Dress and Appearance {Policy 4041}

It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain conservative and professional attire and grooming when on duty. Staff members shall dress appropriately, presenting a neat, clean, professional appearance conducive to the learning environment of students. As a general guideline, appropriate, professional attire is to dress "Business Casual." The general guidelines for "business casual" are: dress pants or khakis, a reasonable length dress or skirt, or dressy capris combined with a dress shirt, polo or sweater; dress shoes/sandals. Neat, clean jeans may be allowed by your building principal on Fridays if they are accompanied by approved attire. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 11 **Outside Employment {Policy 4008}**

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

Section 12 **Conflict of Interest {Policy 4053}**

Any school district employee who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For the purposes of this policy:
 - a. Business with which an employee is associated shall include the following:
 - i. A business in which the employee or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.
 - ii. A business in which the employee or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or he or she, or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the employee reports the name and address of the company and stockbroker.
 - b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.
2. Contracts with the School District.
 - a. No employee or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in any year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular business hours the proposals considered and the contract awarded.
 - b. The existence of any conflict of interest in any contract in which the employee has an interest and in which the school district is a party, or the failure to make public the employee's interest known, may render a contract null and void.
 - c. The prohibition of a conflict of interest or requirement for public notice shall apply when the employee, or his or her immediate family (parent, spouse, or child) has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.
3. Employing Members of the Immediate Family.
 - a. An employee may employ or recommend or supervise the employment of an immediate family member if:
 - i. The employee does not abuse his or her position.

- 1) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - a) who is not qualified for and able to perform the duties of the position;
 - b) for any unreasonably high salary;
 - c) who is not required to perform the duties of the position.
- 2) The employee makes a reasonable solicitation and consideration of applications for employment.
- 3) The employee makes a full disclosure on the record to the governing body of the school district and to the secretary of the board.
- 4) The board approves the employment of supervisory position.
- b. The employee shall not terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.
4. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment
 - a. No employee shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:
 - i. a public official, public employee, or candidate.
 - ii. a member of the immediate family of an individual listed in subparagraph 'a' above.
 - iii. a business with which an individual listed in subparagraph 'i' or 'ii' above is associated.
 - b. No employee shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the employee would thereby be influenced.
 - c. An employee shall not use or authorize the use of his or her public employment or any confidential information received through the public employment to obtain financial gain, other than compensation provided by law, for himself or herself or a member of his or her immediate family, or a business with which he or she is associated.
 - d. An employee shall not use or authorize the use of personnel, resources, property, or funds under that person's official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items for personal financial gain, other than compensation provided by law.
5. Conflict of Interest Relating to Campaigning or Political Issues
 - a. Except as provided below, an employee shall not authorize the use of school district personnel, property, resources, or funds for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 - b. This does not prohibit an employee from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
 - c. This does not prohibit an employee from discussing and voting upon a resolution supporting or opposing a ballot question.
 - d. This does not prohibit an employee under the direct supervision of a public official from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - e. An employee may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the school district. However, this shall not be done during a time that the individual is engaged in his or her official duties.

6. Conflict. To the extent that there is a conflict between this policy and the Nebraska Political Accountability and Disclosure Act ("Act"), the Act shall control.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace {Policy 4002}

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

Federal law requires this school district, as a recipient of federal funds, to maintain a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the district's workplace is prohibited. The term "workplace" includes every location where district employees may be found during their working hours or while they are on duty, regardless of whether the location is within the geographic boundaries of the district. Any employee who violates this policy will be disciplined with measures up to and including discharge. The district may, in its sole discretion, require or allow an employee who violates this policy to participate in and satisfactorily complete a drug abuse assistance or rehabilitation program.

The district shall provide every current employee with a copy of this policy, and shall provide each newly hired employee with a copy upon hiring. Every employee shall be required to signify receipt of a copy of the policy in writing. All district employees must abide by this policy, including those who are not directly engaged in the performance of work pursuant to a federal grant.

An employee must notify his/her supervisor of any conviction of a criminal drug statute for a violation occurring in the workplace within five days. The failure to report such a conviction will be grounds for dismissal. If the employee convicted of such an offense is engaged in the performance of work pursuant to the provisions of a federal grant, the district shall notify the grant agency within 10 days of receiving notice of a conviction from the affected employee or of receiving actual notice of such a conviction.

Section 2 Smoke and Tobacco-Free Workplace {Policy 3016}

Smoking, including the use of cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property by students at any time.

Use of these products by those who are not students and of legal age is permitted on school property only in specifically designated areas.

Section 3 Weapon-Free Workplace {Policy 5049}

The district prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term “weapon” means an instrument or object used, or which may be used, as means of attack, defense, or destruction, including, without limitation:

- A. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
- B. The frame or receiver of any object described in the preceding example;
- C. Any firearm muffler or silencer;
- D. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device;
- E. Any bludgeon, sand club, metal knuckles, or throwing star;
- F. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement;
- G. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun;
- H. An employee may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes and shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. An employee who is negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action;
- I. An employee may possess an item which may be considered a weapon where such item is used for instructional purposes and the employee has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed; and
- J. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase “possession of a weapon” includes, without limitation, a weapon in an employee’s personal possession, as well as in an employee’s motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 4 Use of District Computer Network and Internet {Policies 3059 and 4012}

Employees have access to the district’s computer network and the internet for the enhancement and support of student instruction and performance of their duties. Such access is subject to the following computer acceptable use policy:

- A. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources as made available by the district. Technology resources include, without limitation, computers and related technology equipment, all forms of email and electronic communication, and the internet.
- B. Access and User Agreements. Use of the district’s technology resources is a privilege and not a right. The Superintendent or his/her designee may develop appropriate user agreements and require that employee sign such user agreements as a condition of access to the technology resources. The technology resources are not a public forum. The district reserves the right to restrict any communications and to remove communications that have been posted.

- C. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the district's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
- D. Unacceptable Uses. The following are unacceptable uses of the technology resources:
1. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
 2. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.
 3. Incidental personal use is not prohibited by this provision. This exception does not permit use by employee contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time.
 4. The exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for personal use; or sending an email related to one's own private consulting business.
 5. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
 6. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 - a. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - b. Users shall not erase, remake, or make unusable another person's computer, information, files, programs, or disks.
 - c. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - d. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - e. Users shall not copy, change, or transfer any software without permission from the network administrators.
 - f. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - g. Users shall not engage in any form of vandalism of the technology resources.
 - h. Users shall follow the generally accepted rules of network etiquette. The administrator or designees may further define such rules.
 1. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any district policy or applicable law. Without limitation, this means that technology resources may not be used:
 - a) To access any material contrary to the district's Internet Safety Policy; or to create or generate any such material.
 - b) To engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
 - c) To engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the

district is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.

- d) To promote or tolerate violations of student conduct rules.
 - e) To engage in illegal activity, such as gambling.
 - f) In a manner contrary to copyright laws.
 - g) In a manner contrary to software licenses.
7. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The district does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The district is not responsible for the integrity of information accessed, or software downloaded from the internet.
8. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the district may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters internet access may be disabled only by an authorized staff member for bona fide research or educational purposes.

9. Monitoring. Use of the technology resources, including but not limited to Internet sites visited and email transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the district’s computers or internet system.

Sanctions. Violation of the policies and procedures concerning the use of the district’s technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 5 Staff and District Social Media Use {Policy 4051}

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district’s policy on Staff Computer and Internet Usage.

I. Personal Versus School-Affiliated Social Media Use

A. Personal Social Media Use

- 1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
- 2. The district will not require staff to add anyone to the list of contacts associated with the staff member’s personal social media accounts or require a staff member to change the

- settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
 4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.
- B. School-Affiliated Social Media Use
1. Any social media account which purports to be "the official" account of the school district (e.g., "Lions" Wrestling"), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district's business purpose. Staff members may not use "official" accounts for personal use.
 2. Staff may be required to provide their supervising administrator with the username and password to school-affiliated social media accounts.
 3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
 4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.
- II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use
- A. General Use and Conditions
- Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board's policy on professional boundaries between staff and students at all times and in both physical and digital environments.
- Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.
- Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member's supervising administrator.
- B. Acceptable Use
1. Staff may use social media for instructional purposes.
 2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
 3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.
- C. Unacceptable Use
1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
 2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.

3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

III. School-Affiliated Digital Content

A. General Use and Conditions for School-Affiliated Accounts

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

B. Moderation of Third Party Content

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to "off" without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account's pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account's pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

Section 6 Use of School Facilities {Policy 3014}

An employee who is issued school keys is expected to not lose their keys and to not allow others to have access to or to use their keys. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when

employees are using the school facilities prior to the beginning of the school year and during any weekend or evening usage. Employees are responsible for the replacement costs of lost keys.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without approval from the principal.

Section 7 Care of School Property

Employees are responsible for the proper care of all books, equipment, supplies, and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 8 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Employees will need to promptly log long distance calls according to building procedures and be responsible for any charges which are for personal use. Cell phone use addressed in Article 4, Section 5.

Section 9 Visitors

Employees are not to have visitors while on duty other than as appropriate for the performance of their duties except on a short-term basis and only with permission of the principal or supervisor. Included in the definition of visitors are family members of the employee. Employees are responsible for ensuring that their visitors follow procedures for being on district property, including checking in. Employees are not to bring children to work with them in lieu of taking them to childcare.

Section 10 Salespersons

Employees need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the employee while engaged in the employee's duties except for such times as may be designated by the Superintendent or his/her designee.

Employees must not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or his/her designee. Employees must not use time for which the employee is on duty or paid by the district to engage in any activity for personal financial profit. Any violation of these restrictions will be considered to be willful insubordination.

Section 11 Security of Desks and Lockers

Offices, employee desks, lockers, file cabinets and other such storage devices are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student and staff records.

The district exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items an employee wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The district is not responsible for any personal property employees may bring to school. Employees are cautioned not to bring large amounts of money or items of significant value to school.

Section 12 Video Surveillance

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

Notice is hereby given that video surveillance may occur on district property. In the event a video surveillance recording captures a 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 building user and may also be provided to law enforcement agencies.

Section 13 Bulletins and Web Page

Bulletin boards and electronic media (web page and social media pages) and other communication devices are maintained for the purposes of conveying information about the district's activities and programs for educational purposes related to such activities and programs. The district's communication devices are designated as non-public forums, meaning that the devices are not open for public use.

Information posted or displayed on the district's communication devices may not include political advertising, communications promoting particular religious beliefs, controversial topics or positions not consistent with the mission of the district, or communications that promote activities not suitable for school-age children.

Any website links on the district's web page that are permitted to be posted shall not be considered to be endorsed or sponsored by the district. The district makes no representations or warranties of any kind with regard to any such links.

Section 14 Copyright and Fair Use Policy {Policies 3020 and 4020}

It is the district's policy to follow the federal copyright law. Employees are reminded that, when using school equipment and when performing school duties, 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 of criticism, new reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use” rather than an infringement of the copyright:

- A. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- B. The nature of the copyrighted work
- C. The amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- D. The effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Employees should seek assistance from administration if there are any questions regarding what may be copied.

Section 15 Lost and Found

Employees who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 16 School Safety

Safety Programs and Safety Teams

Student and staff safety is a paramount priority. The district has established a Safety and Security Management Plan which includes our Standard Response Protocol (SRP). This plan also includes other safety and security measures and procedures, including specific plans and actions to address emergency and crisis situations. Employees are expected to be familiar with and to comply with district’s SRP. Information about the SRP is available at each building office. Information about the Safety and Security Management Plan may be obtained for review from the principal or Superintendent.

The district also has several active safety teams in place to address employee accidents, injuries and workplace conditions as well as threat assessments and various safety and security items. Representatives who serve on these teams are generally appointed by the administration. Staff can make suggestions and/or report concerns to the safety teams by contacting members of the safety teams or their building principal.

Safety Practices

Guidelines for safe work practices for employees include the following:

- A. Never stand on chairs, counters, tables, etc. Only use step stools, ladders, and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
- B. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).

- C. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
- D. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
- E. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
- F. Do not use equipment if you are not familiar with it or operate machinery without proper training.
- G. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
- H. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
- I. Wear seatbelts when in vehicles where provided.
- J. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, lean and do stretching exercises, etc. 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 appropriate building administrator.

As required by law, approved safety glasses will be required of every student and employee 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 17 Safe Driving

Employees who drive school vehicles to transport students must have a valid driver's license and proof of insurance. Employees will be given instruction on emergency evacuation and first aid and provided a Driver's Certification form following successful completion of the district driving class.

Employees who drive school vehicles are responsible for following safe driving practices. Employees are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the district relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants. Failure to do so could result in personal liability. When transporting students or using a school vehicle, employees are not to use electronic device or otherwise engage in distracted driving. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies. Employees are prohibited from transporting students in their personal vehicle.

Accidents

Every accident which results in a personal injury must be reported to the principal or supervisor immediately. In the event the injury involves a student, the employee who is responsible for the supervision of the student is responsible for making the report.

Section 18 Workers Compensation

Employees are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork in accordance with district procedures.

Appendix A

Morrill Public Schools 2023-2024 School Calendar

Morrill Public Schools														2023-2024 Calendar																	
Infant- Grade12																															
2023							Monthly Notes August through December							2024							Monthly Notes January through May										
AUGUST							August 2023							JANUARY							January 2024										
S	M	T	W	Th	F	S	3 and 4 orientation at MELC 3- 6 PM							S	M	T	W	Th	F	S	January 1-5 No School Christmas Break										
			1	2	3	4	5	7 - MELC Staff Training								1	2	3	4	5	6	Jan 3-5 Care only at MELC									
6	7	8	9	10	11	12	10,11,14,15 Teacher Inservice/work days							7	8	9	10	11	12	13	8 and 9 Teacher work days										
13	14	15	16	17	18	19	15 - Head Start Training MELC Staff							14	15	16	17	18	19	20	10 - Start of Second Semester										
20	21	22	23	24	25	26	16 - First day of School Infant - 12th							21	22	23	24	25	26	27	26 Head Start Training MELC Staff										
27	28	29	30	31										28	29	30	31				26 MELC Closed for staff Training										
Aug Staff and Student Days							16	12								Jan. Staff and Student days							18	16							
SEPTEMBER							September 2023							FEBRUARY							February 2024										
S	M	T	W	Th	F	S	4 - Labor Day No School							S	M	T	W	Th	F	S	13 and 15 PT Conferences 3-7										
					1	2	15 - All staff dismiss 2:00											1	2	3	16 No School, Infant - 12th Grade										
3	4	5	6	7	8	9	26 and 28 PT. Conferences 3-7							4	5	6	7	8	9	10	19 Midwinter Conf. NO School infant - 12th										
10	11	12	13	14	15	16	29 NO SCHOOL Infant -12th							11	12	13	14	15	16	17	23 - All staff Dismiss 2:00										
17	18	19	20	21	22	23								18	19	20	21	22	23	24											
24	25	26	27	28	29	30								25	26	27	28	29													
Sept. Staff and Student days							20	18								Feb. Staff and Student Days							21	19							
OCTOBER							October 2023							MARCH							March 2024										
S	M	T	W	Th	F	S	2- Dismiss 2:00 Staff PD 2:30 -4:30							S	M	T	W	Th	F	S	7-8 Mid winter break No School										
1	2	3	4	5	6	7	13 No School Teacher PD/work day												1	2	14 end of 3rd quarter										
8	9	10	11	12	13	14	20 End of first quarter - ALL staff dismiss 2:00							3	4	5	6	7	8	9	11 start of 4th quarter										
15	16	17	18	19	20	21	23 Start 2nd quarter							10	11	12	13	14	15	16	15 - No School Infant - 12th PD/Work day										
22	23	24	25	26	27	28	27 No School Infant -12th - Fall Break							17	18	19	20	21	22	23	25 PAC Music Contest										
29	30	31												24	25	26	27	28	29	30	HS Classes will be remote										
Oct. Staff and Student days							21	20								31							HS Staff Report MELC and ELEM in Session								
																Mar. Staff and Student days							18	17							
NOVEMBER							November 2023							APRIL							April 2024										
S	M	T	W	Th	F	S	10 All Staff Dismiss 2:00							S	M	T	W	Th	F	S	1 - Spring/Easter Easter Break										
			1	2	3	4	17 - Morrill JH Wrest. Tourn.								1	2	3	4	5	6	19 - Host George Calvert Track Meet										
5	6	7	8	9	10	11	No School Infant -12th - Staff day							7	8	9	10	11	12	13	No School Staff report										
12	13	14	15	16	17	18	22-24 Thanks Giving Break No School Infant -12th							14	15	16	17	18	19	20	26 PAC Track MEET - No School -Staff Report										
19	20	21	22	23	24	25	Nov. 17 and 22 Care only at MELC							21	22	23	24	25	26	27	30 Morrill JH Track Invite - No School - Staff Report										
26	27	28	29	30			MELC Closed 23 and 24							28	29	30					19, 26 and 30 - Care only at MELC										
Nov. Staff and Student days							19	18								Apr. Staff and Student days							21	17							
DECEMBER							December 2023							MAY							May 2024										
S	M	T	W	Th	F	S	8- No School Staff PD/Work Day							S	M	T	W	Th	F	S	8 Last day for Seniors										
					1	2	21-End of 2nd qtr/1st Semester - All staff Dismiss at 2 pm										1	2	3	4	10 - All Staff Infant - 12th Dismiss 2PM										
3	4	5	6	7	8	9	22 MELC - Care only							5	6	7	8	9	10	11	11 Graduation										
10	11	12	13	14	15	16	22 - 31 No School Christmas Break							12	13	14	15	16	17	18	17 Last student Day All staff dismiss at 2 pm										
17	18	19	20	21	22	23	Dec 27-29 Care only at MELC							19	20	21	22	23	24	25	20-21 - Staff work days										
24	25	26	27	28	29	30								26	27	28	29	30	31		22 MELC Start Summer Program										
31																															
Dec. Staff and Student Days							15	14								May Staff and Student days							15	13							
1st Sem. Staff and Student days							91	82	Red Numbers							2nd Sem. Staff and Student days							93	82							
Last Day of Semester Dismiss 2:00							Blue Numbers							Yellow Dates																	
All Fridays will dismiss at 2:00							Teacher PD/Work days							Parent Teacher Conferences																	
PT Conference Days Dismiss 2:00							Green Dates							Red Dates																	
							Start of Qtr or semester							End of Quarter or Semester																	
							Purple Numbers																								
MELC = Morrill Early Learning Center							Home Tournaments or Meets - Staff Report																								
							Green Checker dates																								
							Care Only Days at MELC							Care days = Extra Contract days, for MELC contracted staff																	
														TD	SD																
														Total Days Certificated Staff and Students																	
														184		166															

Appendix B

Morrill Public Schools Classified Staff Benefits

Mandatory Benefits

- Nebraska Public Employees Retirement
 - Employee contribution = 9.78% -- **pre-tax**
 - Employer contribution = 9.8778%

Elective Benefits with partial or full premium paid by District

- Medical Insurance (Blue Cross Blue Shield) -- **any employee share is pre-tax**
 - Certificated Teachers – District covers full premium up to the Employee/Spouse level
 - Classified Staff – District covers full premium for the 12-month Employee only level and partial Employee only premium for 9-month employees.
- Dental Insurance (Blue Cross Blue Shield) -- **any employee share is pre-tax**
 - Certificated Teachers – District covers full premium up to the Employee/Spouse level
 - Classified Staff – District covers full premium for the 12-month Employee only level and partial Employee only premium for 9-month employees.

Elective Benefits with full premium paid by employee

- Ameritas Vision / Ameritas Dental (VSP Insurance) -- **pre-tax**
- Flexible Spending Account (FSA) (WageWorks/HealthEquity - Horace Mann) – **pre-tax**
 - ALL staff must submit either an enrollment or declination form to the District
- Life Insurance and Long-Term Disability (LTD) Insurance (Horace Mann)
- Auto Insurance (Horace Mann)
- Additional Retirement Plans: ROTH IRA and 403B (Horace Mann) – **pre-tax option**
- Aflac (Enrollment is in September with October 1 effective date)

Appendix C

**RECEIPT OF THE 2023-2024
CLASSIFIED EMPLOYEE HANDBOOK
OF MORRILL PUBLIC SCHOOLS**

This signed record acknowledges receipt of the 2023-2024 Classified Employee Handbook of Morrill Public Schools. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, and agree to abide by the rules and regulations set forth in the handbook. I understand the handbook contains a disclaimer of contract. I understand that the handbook includes the District's policies of non-discrimination and equity, and that specific complaint procedures exist in the handbook and referenced policies which should be used for responding to harassment or discrimination.

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

DATE

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

Morrill Early Childhood Center Parent Handbook



2023-2024

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Morrill Public Schools- Morrill Early Learning Center - Parent Handbook

2023-2024 School Year

Foreword

Dear Families,

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

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

Morrill Early Learning Center also provides support and resource information to help strengthen families. A resource bulletin board is available for all families. Parents are also encouraged to participate in the Parent/Teacher Committee Meetings/Gatherings to network with other parents and to assist in the success of the center. The topics and presentations are planned by the parents with the support of the staff.

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

Sincerely,

Sunny Edwards, Morrill Early Learning Center Principal

Section 1 Intent of Handbook

This handbook is intended to be used by parents, and staff as a guide to the rules, regulations, and general information about Morrill Public Schools. Parents are encouraged to use this handbook as a resource and to assist their child in following the expectations contained in this handbook.

Although the information found in this handbook is detailed and specific to many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during the 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 education 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 administrator 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
Cortney Schuler- Secretary
Shaun Hess- Treasurer
Dan Long- Member
Art Steiner- Member

Section 3 Administrative Staff

Name	Position	Contact Information
Barry Schaeffer	Superintendent	(308) 247-3414 barry.schaeffer@mpslions.org
Sunny Edwards	Early Childhood Principal	(308) 247-3412 sunny.edwards@mpslions.org
Brooklyn Clyncke	Early Childhood Building Coordinator	(308) 247-3412 brooklyn.clyncke@mpslions.org

Section 4 School Contact Information

Morrill Early Learning Center Phone: (308) 247-3412 Fax: (308) 247-2196 Morrill Early Learning Center 508 Jefferson Avenue Morrill, NE 69358
School Website: www.mpslions.org Download the App: Morrill Lions, NE

Section 5 Teaching Staff

Name	Position	Email
Elisha Barron	Infant Teacher	elisha.barron@mpslions.org
Ashley Kessler	Toddler Teacher	ashley.kessler@mpslions.org
Kyla Odermann	Preschool Teacher	kyla.odermann@mpslions.org
Yesenia Ramirez	Preschool Teacher	yesenia.ramirez@mpslions.org
Nikita Anderson	Preschool Teacher	nikita.anderson@mpslions.org
Janelle Anderson	Afterschool Teacher	janelle.anderson@mpslions.org
Becky Jo Wylie	Early Childhood Resource Teacher	becky.wylie@mpslions.org
Kristen Skavdahl	District Licensed Mental Health Professional	kristen.skavdahl@mpslions.org
Sierra Frickey	District School Nurse	sierra.frickey@mpslions.org

Section 6 Support Staff & Head Start Personnel

Name	Position	Email
?	Infant Co-Teacher	
Kendra Morehead	Toddler Co-Teacher	kendra.morehead@mpslions.org
Dylan Gardner	Infant/Toddler Paraprofessional	dylan.gardner@mpslions.org
Joanna Campbell	Preschool Co-Teacher	joanna.campbell@mpslions.org
?	Preschool Co-Teacher	
?	Preschool Co-Teacher	
?	Preschool Paraprofessional	
?	Preschool Paraprofessional	
?	Floating/Afterschool Paraprofessional	
Krystie Hohnstein	Head Start Director	308-635-3696
Kerry Mehling	Head Start Assistant Director	308-635-3696
Roxanne Humphries	Head Start Education Supervisor	308-635-3696
?	Head Start Family Advocate	

Section 7 School Calendar

Morrill Public Schools
Infant- Grade12



2023-2024 Calendar

2023							Monthly Notes August through December	2024							Monthly Notes January through May	
AUGUST							August 2023	JANUARY							January 2024	
S	M	T	W	Th	F	S	3 and 4 orientation at MELC 3- 6 PM	S	M	T	W	Th	F	S	January 1-5 No School Christmas Break	
		1	2	3	4	5	7 - MELC Staff Training	1	2	3	4	5	6	Jan 3 -5 Care only at MELC		
6	7	8	9	10	11	12	10,11,14,15 Teacher Inservice/work days	7	8	9	10	11	12	13	8 and 9 Teacher work days	
13	14	15	16	17	18	19	15 - Head Start Training MELC Staff	14	15	16	17	18	19	20	10 - Start of Second Semester	
20	21	22	23	24	25	26	16 - First day of School Infant - 12th	21	22	23	24	25	26	27	26 Head Start Training MELC Staff	
27	28	29	30	31				28	29	30	31			26 MELC Closed for staff Training		
Aug Staff and Student Days 16 12								Jan. Staff and Student days 18 16								
SEPTEMBER							September 2023	FEBRUARY							February 2024	
S	M	T	W	Th	F	S	4 - Labor Day No School	S	M	T	W	Th	F	S	13 and 15 PT Conferences 3-7	
				1	2		15 - All staff dismiss 2:00					1	2	3	16 No School, Infant - 12th Grade	
3	4	5	6	7	8	9	26 and 28 PT Conferences 3-7	4	5	6	7	8	9	10	19 Midwinter Conf. NO School Infant - 12th	
10	11	12	13	14	15	16	29 NO SCHOOL. Infant -12th	11	12	13	14	15	16	17	23 - All staff Dismiss 2:00	
17	18	19	20	21	22	23		18	19	20	21	22	23	24		
24	25	26	27	28	29	30		25	26	27	28	29				
Sept. Staff and Student days 20 18								Feb. Staff and Student Days 21 19								
OCTOBER							October 2023	MARCH							March 2024	
S	M	T	W	Th	F	S	2- Dismiss 2:00 Staff PD 2:30 -4:30	S	M	T	W	Th	F	S	7-8 Mid winter break No School	
1	2	3	4	5	6	7	13 No School Teacher PD/work day						1	2	14 end of 3rd quarter	
8	9	10	11	12	13	14	20 End of first quarter - ALL staff dismiss 2:00	3	4	5	6	7	8	9	11 start of 4th quarter	
15	16	17	18	19	20	21	23 Start 2nd quarter	10	11	12	13	14	15	16	15 - No School Infant - 12th PD/Work day	
22	23	24	25	26	27	28	27 No School Infant -12th - Fall Break	17	18	19	20	21	22	23	25 PAC Music Contest	
29	30	31						24	25	26	27	28	29	30	HS Classes will be remote	
Oct. Staff and Student days 21 20								31 Mar. Staff and Student days 18 17								
NOVEMBER							November 2023	APRIL							April 2024	
S	M	T	W	Th	F	S	10 All Staff Dismiss 2:00	S	M	T	W	Th	F	S	1 - Spring/Easter Easter Break	
			1	2	3	4	17 - Morrill JH Wrest. Tourn.	1	2	3	4	5	6	19 - Host George Calvert Track Meet		
5	6	7	8	9	10	11	No School infant -12th - Staff day	7	8	9	10	11	12	13	No School Staff report	
12	13	14	15	16	17	18	22-24 Thanks Giving Break No School Infant -12th	14	15	16	17	18	19	20	26 PAC Track MEET - No School -Staff Report	
19	20	21	22	23	24	25	Nov. 17 and 22 Care only at MELC	21	22	23	24	25	26	27	30 Morrill JH Track Invite - No School - Staff Report	
26	27	28	29	30			MELC Closed 23 and 24	28	29	30				19, 26 and 30 - Care only at MELC		
Nov. Staff and Student days 19 18								Apr. Staff and Student days 21 17								
DECEMBER							December 2023	MAY							May 2024	
S	M	T	W	Th	F	S	8- No School Staff PD/Work Day	S	M	T	W	Th	F	S	8 Last day for Seniors	
					1	2	21-End of 2nd qtr/1st Semester - All staff Dismiss at 2 pm					1	2	3	4	10 - All Staff Infant - 12th Dismiss 2PM
3	4	5	6	7	8	9	22 MELC - Care only	5	6	7	8	9	10	11	11 Graduation	
10	11	12	13	14	15	16	22 - 31 No School Christmas Break	12	13	14	15	16	17	18	17 Last student Day All staff dismiss at 2 pm	
17	18	19	20	21	22	23	Dec 27-29 Care only at MELC	19	20	21	22	23	24	25	20-21 - Staff work days	
24	25	26	27	28	29	30		26	27	28	29	30	31	22 MELC Start Summer Program		
31																
Dec. Staff and Student Days 15 14							Red Numbers	May Staff and Student days 15 13								
1st Sem. Staff and Student days 91 82							No School/No Staff Days	2nd Sem. Staff and Student days 93 82								
Last Day of Semester Dismiss 2:00							Blue Numbers	Yellow Dates								
All Fridays will dismiss at 2:00							Teacher PD/Work days	Parent Teacher Conferences								
PT Conference Days Dismiss 2:00							Green Dates	Red Dates								
							Start of Qtr or semester	End of Quarter or Semester								
							Purple Numbers									
MELC = Morrill Early Learning Center							Home Tournaments or Meets - Staff Report									
							Green Checker dates									
							Care Only Days at MELC	Care days = Extra Contract days, for MELC contracted staff								

Article 1- Mission and Goals

Section 1 School Mission & Vision Statement

Mission Statement

At MPS, every student matters and every moment counts!

Vision Statement

Morrill Public Schools works collaboratively with all stakeholders to educate and empower students to successfully navigate their future.

Morrill Early Learning Center Mission Statement

#ALL Cubs ALL Prides ALL the time.

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

Section 2 Goals and Objectives

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

Morrill Early Learning Center is A Collaboration between Morrill Public Schools, Educational Services Unit #13 Head Start, and DHHS

Morrill Early Learning Center is a partnership between Morrill Public Schools, ESU#13 Head Start, and DHHS. Our purpose is to provide the highest quality care and school experience for all children in our communities.

Morrill Early Learning Center is governed by the Morrill Board of Education, ESU#13 Board of Directors, ESU#13 Head Start Policy Council and NDE's Rule 11. Morrill Early Learning Center follows all federal, state, and local regulations and the Head Start Performance Standards.

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

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 Early Learning Center expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member will not be tolerated.

Section 4 Complaint Procedures

The proper procedure for a parent 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 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 a 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 protocol mentioned above to handle issues. Your disapproval will lower your child's confidence in school and his/her teacher. 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 Early Learning Center will communicate with parents and caregivers through a variety of methods including:

BrightWheel

Weekly Classroom Newsletters

School Website

Morrill Early Learning Center Facebook page

Automated calls

Email

Phone Calls

Home Visits

Notes or letters sent home with your child in their backpack

Parent/Teacher Committee Meetings
Family Gatherings

Please make communication bi-directional by providing a working phone number to be kept on file. We need this to be current in case of an emergency.

Article 2- School Day

Section 1 School Day & Extended Hours

Monday-Thursday	7:40 a.m.- 3:20 p.m.
Friday-	7:40 a.m.- 1:50 p.m.
Before school	7:00 a.m. - 7:40 a.m.
After school	3:30 p.m.- 6:00 p.m.

*****Friday's Infant-12 grade dismissal at 2:00- NO CARE PROVIDED*****

If you know your child will be absent, please call the school office and report his/her absence before 9 a.m. Please notify the bus driver(s) if possible. Parents/Guardians of all students Infant, Toddler, and Preschool WILL BE CALLED if we have not been notified of the absence.

Arrival and Departure

Parents need to sign their child in on the Brightwheel App upon arrival and out upon departure. It is important that you check your child in accurately, as this information is used to generate monthly billing statements. It is the parents responsibility to notify the early childhood building if your child's pick up plans, or bus riding plans change. If your child normally rides the bus, we will put them on the bus unless we hear from the parent about a change of plans. Students will not be permitted to leave the building unless someone authorized comes to pick them up. All parents will be required to complete an Emergency card for their child, this card will be kept on file at the center. Unfamiliar individuals that arrive to pick up a child will have their ID checked and a phone call will be made to the parent before the child is released from our care. We encourage parents to come into the classroom and join your child in the activity they are participating in at drop off and pick up.

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 a file at the school. (Reference Board Policy 503.05)

Security Door

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

Section 2 Severe Weather and School Cancellations

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 the 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 Brightwheel, Facebook, and the MPS app. Parent 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 marked absent. 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.

Center Calendar/Center Closings

The center is closed occasionally for staff development, and national holidays these days will be communicated to parents as quickly and effectively as possible.

Clothing for School

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

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

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

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

Section 3 Open-Closed Campus

Students are not allowed to leave school grounds without a parent, guardian or designated individuals noted on the emergency pickup card. Parent's are welcome to join their child in the classroom during the day or in the cafeteria at meal time.

Section 4 Supervision Responsibility Before/After School

Arrival at School/Dismissal From School

The Early Learning Center opens at 7am every morning. The school provides before school care for Morrill Early Learning Center students only from 7:00 a.m. - 7:40 a.m.

Students are dismissed from school at 3:20 pm (M-TH) and 1:50 pm (F). Upon dismissal students will be walked to their designated busses and harnessed into the 5 point harness for the bus ride home. If your student does not ride the bus home they will join the afterschool program until they are picked up. The afterschool program is only available to actively enrolled Preschool age students.

Certain days on the calendar are care only days, meaning the buses will not run on this day. The Early Learning Center will be open following the normal schedule. Parents are strongly encouraged to be aware of these days and to plan accordingly.

Emergency Closing Procedures

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

If a parent or guardian has not arrived to pick up the child at normal closing 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/Volunteers

Visitors

All visitors must report to the front desk upon entering the building. Each visitor will sign in and receive a visitor's pass. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the program, individual students, or create a safety concern.

Volunteering

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

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

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

Morrill Early Learning Center will be working on community projects during the year. If you enjoy leadership roles, please consider assisting with community projects.

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

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

School Meal Policy for Volunteers

Morrill Early Learning Center welcomes volunteers, but must limit those adults eating with the children to a reasonable number. Our center can serve meals to an **average** of two volunteers per day. By notifying the teacher and adding your name to the center calendar for lunch, you can assist staff members in planning. Please let a staff member know, as soon as possible, if you plan to stay for lunch, so appropriate accommodations can be made.

Section 2 Smoke-Free Environment

All of our school buildings and grounds are smoke free 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 family engagements, school events, please abide by our District's policy.

Section 3 Care of School Property

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 requested for a special activity. No pets of any kind are allowed at the 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 should not bring money to school, especially coins as they can create a choking hazard.

Section 4 Cubbies

Each student will be assigned a cubby. The child's cubby will be labeled with their name and letter link to allow children to put away their own materials. Parents need to make sure they remove all paperwork and extra items nightly at pick-up. Blankets, pillows, stuffed animals, etc that the child would like to use at rest time need to fit neatly in the bottom section of the cubby without falling onto the floor. If the items sent are too large they will be sent home. Excess materials that spill out of the cubby will be sent home, or disposed of at school.

Section 5 Searches of Cubbies and Other Types of Searches

Student cubbies are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding use 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 cubbies 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 camera 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 someone violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the individual or build 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 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 causes 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 context of the image of 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), Individual Family Service Plan (IFSP), meeting if the recording is necessary to ensure that the parent understand the IEP, IFSP or the process to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring money or items of value to school. If it is necessary to bring valuable items, leave the valuables with the child's classroom teacher or the building coordinator for safekeeping. 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. Please label all of your child's belongings to assist us in returning them to the proper place, this includes clothing, diapers, wipes, blankets, water bottles, sunscreen, etc.

Section 9 Lost and Found

Items that are found will have pictures of the items taken and sent out on Brightwheel to ask for parents to claim. All lost and found items that are not claimed will be added to the Morrill Early Learning Center closet.

Section 10 Accidents

Every accident in the school building, on the school grounds, or at any event sponsored by the school must be reported immediately to the principal, school nurse or any other school personnel. An accident report will be completed by all parties involved and the documentation kept in the Early Learning Center building. Any daily "ouch" reports will be sent via Brightwheel to families throughout the day. If there are any injuries that raise concern for the child's health the parents will be called and informed of the incident immediately.

Section 11 Insurance

Under Nebraska Law the District may not use school funds to provide general student accident or athletic insurance. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier.

Section 12 Bulletins and Announcements

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

Section 13 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. 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 work and work transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction or copyrighted works for education 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,

new reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. (Reference Board Policies 606.08 and 606.08R 1)

Article 4- Attendance

Section 1 Admissions Procedures and Requirements

Preschool

Any child that turns three years old on or before July 31 of the current school year is eligible for enrollment in the current school year.

Any child turning 5 on or before July 31 of the current school year is eligible for Kindergarten and not Preschool.

For information regarding Early Kindergarten entry view the Morrill Public School policy 0503.01 Compulsory Attendance and Nebraska State Statute 79-214 for further information.

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

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

Children who are attending another preschool are in-eligible to attend the Morrill Early Learning Center Preschool programming, including before and after school programming.

Section 2 Admissions Procedures and Requirements

Morrill Early Learning Center- Infant/Toddler Classrooms

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

Proof of immunizations

Birth Certificate

Permission Request forms for pictures, newspaper articles, etc

DHHS Licensing paperwork

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

Section 3 Application Acceptance Policy Preschool

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

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

Section 4 Attendance Policy

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

Section 5 Absences

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

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

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

Article 5- Scholastic Achievement

Section 1 Teaching Strategies GOLD/Nebraska Early Learning Guidelines

The Morrill Early Learning Center uses Teaching Strategies GOLD measuring 38 objectives to ensure whole child growth and development. Each Infant through Preschool in the building has a profile where the teacher enters anecdotal notes and evidence of the child's work. Teachers share evidence of your child's development during home visits, parent teacher conferences or at the request of the parent or caregiver. Teaching Strategies GOLD and the Nebraska Early Learning Guidelines are used together to enhance each child's educational experience.

Section 2 Placement

Once your child is enrolled in the Morrill Early Learning Center they will be placed in a classroom based on their age. Our Infant room educates and cares for children 6 weeks-18 months of age with a ratio of 1 adult to 4 infants. Our Toddler room educates and cares for children 18 months 36 months of age with a ratio of 1 adult to 6 children. Our Preschool rooms educate and care for children 3, 4, and 5 years of age. Students with an IEP can attend an additional year of Preschool on a case by case basis. Families wanting their children to attend another year of Preschool need to contact the Principal as early as possible to discuss options. Students who will turn 6 years of age after December of their enrollment year will need to attend Kindergarten.

Section 3 Educational Goals

Morrill Early Learning Center uses Creative Curriculum, Second Step, and other tools and resources for whole child education. We know that children learn best when they are actively engaged and involved in interaction with people and materials in their environment.

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

- To develop a positive self-image.
- To introduce children to children their own age.
- To gradually expand from a family circle to a wider school circle.
- To have a wide range of experiences.
- To become a secure and independent person.
- To take responsibility for their own well-being
- To respect and care for our classroom
- To communicate his/her ideas to both adults and other children using words and expanded sentences
- To develop and coordinate large and small muscles.
- To apply knowledge or experiences to new situations
- To express themselves in a variety of creative areas including art, dramatic, music & literature.
- To develop visual perception and auditory discrimination skills

- To enjoy and value reading
- To demonstrate knowledge of the alphabet
- To understand the purpose of writing
- To be excited about learning
- To learn through PLAY

Section 4 Parent-Teacher Conferences and Home Visits for Preschool

Parent-Teacher Conferences

Please make every effort to attend parent-teacher conferences. We all benefit when we work together and support the growth and development of each child.

- Infant, Toddler and Preschool will have two parent-teacher conferences during the school year.
- Conferences are held during the same time period as the K-12 parent-teacher conferences

Home Visits

Home visits are a requirement of the Morrill Early Learning Center. Each family will receive a minimum of two visits from the teacher during the school year. The visits will last approximately 30 minutes.

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

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

Section 5 Newsletters

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

Section 6 Label Possessions

Please write your child's name on his/her possessions. It is also helpful to label your child's clothing, as it can easily be misplaced between cubbies or while doing laundry. **Morrill Early Learning Center is not responsible for lost items.**

Section 7 Photo Release

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

Article 6- Support Services

Section 1 Special Education Services-

Special Education services are available to all children that qualify through the criteria set by the Nebraska Department of Education and The Department of Health and Human Services. The Morrill Early Learning Center serves children Birth-5 years of age.

What Does Special Education Mean

Special education means specially designed instruction and related services adapted as appropriate to meet the needs of eligible students. 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) Individual Family Service Plan (IFSP)

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

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

Upon a child being verified as qualifying, a conference will be held with the parents and/or caregiver. At the conference, an Individualized Education Program (IEP) for children ages 3 and up or Individual Family Service Plan (IFSP) for children birth through 3 years of age 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 the program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Once in place, the IFSP is reviewed every six months.

Special Education Placement

The child's placement in a special education program is dependent on the student's education needs as outlined in the Individual Education Program (IEP) or Individualized Family Service Plan (IFSP). To the maximum extent appropriate students with disabilities are educated with students who are not disabled. Determination of a student's education placement will be made by the IEP or IFSP 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

2. Refuses to initiate or change the identification, evaluation, or education 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 regulation and complaint procedures) Education Rule 52 or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parent rights, Rules 51, 52 and 55 and more information about special education are also available at the Nebraska Department of Education's website : <https://www.education.ne.gov/sped/> or the Nebraska Early Development Network website: <https://edn.ne.gov/cms/#:~:text=The%20Nebraska%20Early%20Development%20Network,connects%20families%20to%20needed%20services.>

Section 2 Child Find

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

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

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

Child Find provides developmental screenings and, when appropriate, a comprehensive, multi-disciplinary evaluation for children from birth to age 18.

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: <https://www2.ed.gov/about/offices/list/ocr/docs/504-discipline-factsheet.pdf>

Section 4 Behavioral/Mental Health Services

Behavioral/Mental Health

- Behavioral/mental health, or social-emotional development, refers to how children get along with others and how they learn to express their emotions in healthy ways.

- Morrill Early Learning Center utilizes the Pyramid Framework for Positive Social Emotional support for our Early Learners. This framework is designed to build positive relationships, and explicitly teach developmentally appropriate social and emotional skills.
- Morrill Early Learning Center is a neuroscience and trauma-informed school, implementing best practices for social-emotional health and wellbeing for students, staff and families.
- Morrill Public Schools employs an on-site licensed mental health professional (LMHP), Kristen Skavdahl, and contracts with ESU#13 to provide the District with access to a School Psychologist. Both mental health professionals provide direct and indirect services to students and families. If you believe your child would benefit from working with either professional, please speak with your child’s teacher, the Principal, or Kristen Skavdahl directly at 308-247-3412.
 - Direct services are provided by observing children in classrooms, (at the request of the teacher or parent), consulting with parents, speaking to parent groups, and providing crisis intervention.
 - Indirect services are provided by consulting with staff and staff then provide information to parents.
- The behavioral/mental health screening, or Social-Emotional Questionnaire, is completed within 45 days of the child’s enrollment. Parents are asked to answer questions about their child’s behavior, or social-emotional development.
- If parents are concerned about their child’s behavior, please contact the child’s teacher, District LMHP, Principal, or family advocate. The staff will contact the District LMHP as needed, for consultation and/or to meet with parents and staff.
- A safe classroom is a must for learning to take place. Therefore, if a child is hurting other children or staff, or threatens to hurt others, the parent/s will be asked to meet with the staff, District LMHP, and/or School Psychologist, and create a behavior plan. We use the Prevent Teach Reinforce for Young Children (PTR-YC) model to create behavior plans. These plans are created with families and school staff as a team.
- The school team, family advocates, and behavioral/mental health professionals will work with parents who request behavioral/mental health services.

Section 5 English Language Learners (ELL) Program

Reference Nebraska Department of Education Rule 15.

Section 6 School Nurse

School Nurse	Sierra Frickey	308-247-2176	sierra.frickey@mpslions.org
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The Morrill Public School nurse is available to all students Infant - 12th grade. 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.

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, 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 contact 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

Preschool age children (3yr to 5yr) are screened for vision, hearing, dental defects, height and weight at school. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office and building coordinator at the start of the school year.

Physical and Visual Examination

Evidence of a physical examination and a dental screening is required within 90 days of enrollment into preschool. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the dental screening is to be completed by any of the foregoing or a dentist. A parent or guardian who objects to the physical examination and/or dental screening may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office.

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. Required Immunizations Based on Age (Provided by Nebraska Dept of Health and Human Services)

CHILDHOOD IMMUNIZATION SCHEDULE

Child's Age At Entrance or At Time of Record Review	<<<<Minimum>>>> Number of Doses Required of Each Vaccine						
	DTaP/DT/Td/Tdap Vaccine	Polio Vaccine	MMR/MMRV Vaccine	Hib Vaccine	Hep B Vaccine	VZV Vaccine	PCV Vaccine
0 but not yet 3 Months	None	None	None	None	None	None	None
3 months but not yet 5 Months	1 Dose	1 Dose	None	1 Dose	1 Dose	None	1 Dose
5 months but not yet 7 Months	2 Doses	2 Doses	None	2 Doses	2 Doses	None	2 Doses
7 months but not yet 16 Months	3 Doses	2 Doses	None	2 Doses **	3 Doses	None	3 Doses ****
16 months but not yet 19 Months	3 Doses	2 Doses	1 Dose *	3 Doses **	3 Doses	1 Dose or Documented History of Disease	4 Doses ****
19 Months to School Entry	4 Doses	3 Doses	1 Dose *	3 Doses **	3 Doses	1 Dose or Documented History of Disease	4 Doses ****
At School Entry	4 Doses	3 Doses	2 Doses *	None ***	3 Doses	2 Doses or Documented History of Disease	None

* First dose must be given no earlier than 4 days before the 1st birthday.

** Hib vaccine is recommended to be given in a multiple dose schedule beginning in infancy. However, any child who has received a single dose of Hib vaccine at or after 15 months of age is appropriately immunized.

*** Hib vaccine is not required after child reaches 5 years of age.

**** If a child is 7 months of age or older when they start the PCV series, they do not need all 4 doses of PCV. Unvaccinated children who begin the PCV series between 7-11 months of age should receive 2 doses 4 weeks apart with a booster at 12-15 months. Unvaccinated children who begin the PCV series between 12-23 months of age should receive 2 doses 8 weeks apart. Unvaccinated children 24-59 months of age need 1 dose of PCV. Children with high-risk conditions age 24-59 months should follow their physician's advice.

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.

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.. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
2. A child who is sent home from school for head lice should miss no more than two (2) school days.
3. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
4. 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.
5. 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>.

Rule 59: http://www.education.ne.gov/wp-content/uploads/2017/10/Rule59_2006.pdf

Section 8 Food Service

Our program receives federal cash assistance to serve healthy meals to your children. Meals/snacks served must meet nutrition requirements established by the National School Lunch Program (NSLP) and the Child and Adult Food Program (CACFP).

- Facilities utilizing these food programs:
 - *Care about good nutrition for children.
 - *Plan nutritious meals and snacks.
 - *Help children learn and feel positive about food and eating.
- A variety of food is served
- Food is not used as a punishment or reward
- Sufficient time is allowed to eat
- Children and staff eat family style and share the same menu.

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

nutrition and how it affects health, menu planning and preparation, wise use of your food budget, gardening and sanitation.

- A Registered Dietitian is available to the program for consultation.

Section 9 Breast Milk Policy

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

Section 10 Transportation Services

Transportation to and from school is provided to students 3 years of age and older in accordance with law and Board policy. Students may also be provided transportation on field trips. Students are expected to remain seated and buckled into a 5 point harness while being transported.

Behavior on School Buses

- I. **General Conduct Rules Apply:** While these students are young and learning how to navigate a larger social circle the safety of each child is important. While riding school buses the students are expected to follow the same student conduct rules which apply when you are on school property or attending school 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. Getting and On and Off the Bus
 - a. Be on time to be picked up. As a general rule, get to your bus stop (5) minutes before your scheduled pick up time. If you miss the bus please try and contact your bus driver to make arrangements.
 - b. Parents need to walk their child to the bus, and assist them into the 5 point harness if requested by the bus driver.
 - c. The Early Childhood students who ride the bus will get off the bus at the Elementary building, where Early Childhood staff will meet them and walk them across the street for school.

- d. When your student is dropped off at the end of the day please have a parent, guardian, or older sibling assist them off of the bus and into the house.
 - i. **We will NOT drop a student off at a house if we do not see an adult!**

B. Safety on the Bus

- a. Students will need to be respectful of the bus driver, bus paraprofessional and follow the directions provided.
- b. Students will need to sit in their designated seat, facing forward, with the 5 point harness buckled at all times.
- c. Talk quality and use appropriate language.
- d. Keep items stored in backpacks until arriving at their destination.
 - i. This helps keep items from being thrown or lost on the bus.
 - ii. The Early Childhood Center and transportation professionals are not responsible for lost or stolen items on the bus.
- e. Keep arms, legs, and belongings to themselves.
(Reference Board Policy 504.04)

Article 7- Drugs, Alcohol, 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 regulation 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 the law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.

Article 8- Safety Procedures

Section 1 Safety Procedures

Morrill Public Schools, including the Morrill Early Learning Center will be following SRP (Standard Response Protocol).

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

Section 2 Reporting Child Abuse/Neglect

The Morrill Early Learning Center procedure in reporting child abuse and neglect is based on the Nebraska Statute 28-711 Reporting Law. In the case of suspected child abuse or neglect, staff members are to follow the procedure by reporting to the Child

Abuse Hotline (1-800-652-1999), or to the appropriate Law Enforcement agency. Our primary concern is the safety of children, and the well-being of their families.

Our policy is that staff will not discuss child abuse reports with parents. Morrill Early Learning Center can make referrals to help families struggling with abuse/neglect issues and/or to provide support as the family works with other systems.

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

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

If you know of a child that is being harmed in any way, please remember that all Nebraska residents are to report suspected child abuse and neglect. You can report suspected abuse/neglect to the Child Abuse Hotline (1-800-652-1999) or to the appropriate law enforcement agency. Please remember that we are all responsible for the safety of our nation's children

[Article 9- Orientation and Enrollment](#)

Section 1 Preschool Orientation & Screening

One of our first opportunities to meet Preschool parents is at the Preschool orientation and screening. The parent orientation is **MANDATORY** before your child can begin Preschool. As a parent, you have valuable information to share with us about your child and your family so that we can better serve you. Your center teacher or family advocate will visit with you about the scheduled date and the specific time for you to come. This event will take place with other parents at the Morrill Early Learning Center building. A substitute (grandparent, babysitter, other relative, etc.) will probably **NOT** be able to answer some of the questions. You will be asked many questions including information about your child's health history, things that your child likes to do, activities that you would like to volunteer for, and your child's favorite foods. You will also give information for emergency contacts for the center and develop a better understanding of the

program and what you can expect from the program as well as how you can be involved as a parent. The time needed to complete the orientation is approximately **1½ hours**. **If your child has a special need, health condition, or food allergy, please let your center teacher know immediately so that an individual health plan can be put into place for the safety of your child. This must be completed and signed by your healthcare provider before the child can begin in the classroom.** We really appreciate your time and patience in helping us gather important and required information.

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

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

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

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

Lead Testing Preschool Age:

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

Re-Enrollment

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

In Kind: Preschool

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

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

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

Section 2 Pricing/Tuition

The fees/tuition to attend Morrill Early Learning Center **will be determined by a child's acceptance into Head Start, DHHS Subsidy, and the free and reduced lunch program.** The necessary paperwork is included in your child's enrollment packet. This packet needs to be completed and returned before your child can be enrolled and attend school. If you need to start a tuition payment plan the Building Coordinator has the necessary paperwork. It is important that you stay current on your child's tuition, or complete the necessary paperwork to ensure your account does not get sent to collections.

Section 3 Head Start Policy Council

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

1. Morrill Early Learning Center will be represented on the Policy Council.
2. Our representative will attend monthly Policy Council meetings in Scottsbluff.
Childcare, mileage reimbursement and a meal is provided for council members

during the meeting time. If unable to attend a meeting, the representative may arrange for a proxy to attend in his or her place.

3. The Morrill Early Learning Center representative will report back at monthly Parent/Teacher Collaboration meetings about the Policy Council.

Article 10- State and Federal Programs

Section 1 Notice of Non-Discrimination

Morrill Early Learning Center 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.

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 workplace 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 3 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 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 the student, the principal would be the next alternative person to contact. (Reference Board Policy 504.18R1)

Section 4 Multicultural

The Morrill Early Learning Center introduces diverse cultures, races, age, disabilities, and socioeconomic status, etc., through literature, dramatic play, daily activities, and family gathering and activities. We encourage families to share traditions and experiences with our staff and students. Parents can reach out to their child's teacher to plan these experiences.

Section 5 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 information reference the 504 fact sheet referenced in Article 6- Section 1.

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)

Section 7 Family Involvement

General- Parental/Community Involvement in Schools

As a child's first and most important teacher, parents are a vital part to the success of Morrill Early Learning Center. Parents are encouraged to participate in their child's care and education as fully as possible. Parents are always welcome to visit the school at any time.

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 regulation are established to protect the emotional, physical and social well-being of

all students. (Reference Board Policy 1005.03)

Parent/Teacher Collaborative

Morrill Early Learning Center has organized a parent group with the help of Head Start. The parent group is run by parents with the purpose of supporting the center and families that are enrolled in it.

- 1) The Morrill Early Learning Center Parent/Teacher Committee will elect the following officers for their parent group:
 - a) Parent Group Chairperson
 - b) Parent Group Vice-Chairperson
 - c) Parent Group Secretary and Treasurer (may be two different offices)
 - d) Policy Council Representative

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

Section 8 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. Families have the right to protection of personal information. Morrill Early Learning Center operates under the following principles.

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

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

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

Section 9 Homeless Students

The District shall ensure that homeless children and youth 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 2023-2024 PARENT HANDBOOK OF MORRILL PUBLIC SCHOOLS

This signed form acknowledges receipt of the 2023- 2024 Parent Handbook of Morrill Public Schools, Morrill Early Learning Center. It is understood that the handbook contains student conduct and discipline rules and information about Safe and Drug-Free Schools and the undersigned parent understands these 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: _____

Parent or Legal Guardian's Signature

Return to:

Morrill Early Learning Center Building Coordinator
Morrill Public Schools

AVAILABILITY OF HANDBOOKS

The 2023-2024 Parent Handbook of Morrill Public Schools, Morrill Early Learning Center is available on the internet at mpslions.org

Because of the expense of printing handbooks, we are asking that you consider using the internet to access and review the 2023-2024 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 Early Childhood Principal's Office by August 31, 2023. This will allow us time to get the Handbook to all students and parents while avoiding the necessity of printing more copies of the handbook than necessary.

Please select **ONE** choice from below

- **Thank you for providing the 2023-2024 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 printed copy of the handbook, and will contact the Morrill Early Learning Center at (308) 247-3412**

Printed Name and Date

Morrill Elementary School Parent-Student Handbook

2023-24

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**Morrill Public Schools Student-Parent Handbook
2023-24 School Year**

Foreword

Principal’s Message:

Dear Parents, Guardians, and Students,

Welcome to a new school year at Morrill Elementary! I am excited to have each and every one of you as a part of our school community. Our school is a place where we value kindness, respect, and academic excellence. Our teachers, staff, administrators and school board look forward to working with you to provide the best educational experience possible.

In this handbook, you will find important information about our school policies, procedures, and expectations. Please take the time to familiarize yourself with its contents as it will be a valuable resource throughout the year. 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.

Section 2 Members of the Board of Education

Art Frerichs – Board President
Bill Watson – Vice President
Courtney Schuler – Secretary
Shaun Hess – Treasurer
Dan Long – Member
Art Steiner – Member

Section 3 Administrative Staff

Name	Position	Contact Information
Barry Schaeffer	Superintendent	(308) 247-3414 barry.schaeffer@mpslions.org
DeLinda Lackey	Elementary Principal	(308) 247-2176 delinda.lackey@mpslions.org
Kristin Stauffer	Elementary Administrative Assistant	(308) 247-2176 kristin.stauffer@mpslions.org

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: www.mpslions.org Download the App: Morrill Lions, NE

Section 5 Teaching Staff

Name	Position	Email
Jamie Martin	Kindergarten Teacher	jamie.martin@mpslions.org
Lauren Haag	Kindergarten Teacher	lauren.haag@mpslions.org
Erica Croft	1 st Grade Teacher	erica.croft@mpslions.org
Candace Muhr	1 st Grade Teacher	candace.muhr@mpslions.org
Amanda Smith	2 nd Grade Teacher	amanda.smith@mpslions.org
Sarah Walker	2 nd Grade Teacher	sarah.walker@mpslions.org
Whitnē Lofink	3 rd Grade Teacher	whitne.lofink@mpslions.org
Luanna Soto	3 rd Grade Teacher	luanna.soto@mpslions.org
Juliana Carlson	4 th Grade Teacher	juliana.carlson@mpslions.org
Whitney Peachey	4 th Grade Teacher	whitney.peachey@mpslions.org
Holly Marker	5 th Grade Teacher	holly.marker@mpslions.org
Sarah McCabe	5 th Grade Teacher	sarah.mccabe@mpslions.org
Robin Hoff	6 th Grade Teacher	robin.hoff@mpslions.org
Lauren Armstrong	Counselor	lauren.armstrong@mpslions.org
Terry Lofink	Physical Education Teacher	terry.lofink@mpslions.org
Cheyanna Stumpff	Music Teacher	cheyanna.stumpff@mpslions.org
Molly Weglin	Special Education Teacher	molly.weglin@mpslions.org
Sierra Frickey	District School Nurse	sierra.frickey@mpslions.org

Section 6 Support Staff

Name	Position	Email
Lacy Bernhardt	Paraprofessional	lacy.bernhardt@mpsliions.org
Vanessa Chapman	Library Paraprofessional	vanessa.chapman@msplions.org
Kayla Christensen	Paraprofessional	kayla.christensen@mpsliions.org
Bonnie Graham	Paraprofessional	bonnie.graham@mpsliions.org
Belinda Ingersoll	Paraprofessional	belinda.ingersoll@mpsliions.org
Jessi McLamb	Computers Paraprofessional	jessi.mclamb@mpsliions.org
Ashley Morgheim	Paraprofessional	ashley.morgheim@mpsliions.org
Alyssa Stone	Paraprofessional	alyssa.stone@mpsliions.org
	Paraprofessional	
Tara Wynne	Paraprofessional	tara.wynne@mpsliions.org
Julia Cullan	Food Director	julia.cullan@mpsliions.org
Sydney Steiner	Head Cook	sydney.steiner@mpsliions.org
Shanna Brown	Cook	shanna.brown@mpsliions.org
Toby Black	Custodian	toby.black@mpsliions.org
Shad Barnes	Custodian	shad.barnes@mpsliions.org

Section 7 School Calendar

Morrill Public Schools							2023-2024 Calendar										
Infant- Grade12																	
2023							2024										
AUGUST							JANUARY										
S	M	T	W	Th	F	S	3 and 4 orientation at MELC 3-6 PM	S	M	T	W	Th	F	S	January 1-5 No School Christmas Break		
6	7	8	9	10	11	12	7 - MELC Staff Training	7	8	9	10	11	12	13	Jan 3 -5 Care only at MELC		
13	14	15	16	17	18	19	10,11,14,15 Teacher Inservice/work days	14	15	16	17	18	19	20	8 and 9 Teacher work days		
20	21	22	23	24	25	26	15 - Head Start Training MELC Staff	21	22	23	24	25	26	27	10 - Start of Second Semester		
27	28	29	30	31			16 - First day of School Infant - 12th	28	29	30	31				26 Head Start Training MELC Staff		
Aug Staff and Student days	16	12													26 MELC Closed for staff Training		
SEPTEMBER							FEBRUARY										
S	M	T	W	Th	F	S	4 - Labor Day No School	S	M	T	W	Th	F	S	13 and 15 PT Conferences 3-7		
					1	2	15 - All staff dismiss 2:00					1	2	3	16 No School, Infant - 12th Grade		
3	4	5	6	7	8	9	26 and 28 PT Conferences 3-7	4	5	6	7	8	9	10	19 Midwinter Conf. NO School Infant - 12th		
10	11	12	13	14	15	16	29 NO SCHOOL Infant -12th	11	12	13	14	15	16	17	23 - All staff Dismiss 2:00		
17	18	19	20	21	22	23		18	19	20	21	22	23	24			
24	25	26	27	28	29	30		25	26	27	28	29					
Sept. Staff and Student days	20	18													Feb. Staff and Student Days	21	19
OCTOBER							MARCH										
S	M	T	W	Th	F	S	2- Dismiss 2:00 Staff PD 2:30 -4:30	S	M	T	W	Th	F	S	7-8 Mid winter break No School		
1	2	3	4	5	6	7	13 No School Teacher PD/work day						1	2	14 end of 3rd quarter		
8	9	10	11	12	13	14	20 End of first quarter - ALL staff dismiss 2:00	3	4	5	6	7	8	9	11 start of 4th quarter		
15	16	17	18	19	20	21	23 Start 2nd quarter	10	11	12	13	14	15	16	15 - No School Infant - 12th PD/Work day		
22	23	24	25	26	27	28	27 No School Infant -12th - Fall Break	17	18	19	20	21	22	23	25 PAC Music Contest		
29	30	31						24	25	26	27	28	29	30	HS Classes will be remote		
Oct. Staff and Student days	21	20													HS Staff Report MELC and ELEM in Sesssi		
NOVEMBER							APRIL										
S	M	T	W	Th	F	S	10 All Staff Dismiss 2:00	S	M	T	W	Th	F	S	1 - Spring/Easter Easter Break		
			1	2	3	4	17 - Morrill JH Wrest. Tourn.		1	2	3	4	5	6	19 - Host George Calvert Track Meet		
5	6	7	8	9	10	11	No School infant -12th - Staff day	7	8	9	10	11	12	13	No School Staff report		
12	13	14	15	16	17	18	22-24 Thanks Giving Break No School Infant -12th	14	15	16	17	18	19	20	26 PAC Track MEET - No School -Staff Repo		
19	20	21	22	23	24	25	Nov. 17 and 22 Care only at MELC	21	22	23	24	25	26	27	30 Morrill JH Track Invite - No School - Staff Repo		
26	27	28	29	30			MELC Closed 23 and 24	28	29	30					19, 26 and 30 - Care only at MELC		
Nov. Staff and Student days	19	18													Apr. Staff and Student days	21	17
DECEMBER							MAY										
S	M	T	W	Th	F	S	8- No School Staff PD/Work Day	S	M	T	W	Th	F	S	8 Last day for Seniors		
					1	2	21-End of 2nd qtr/1st Semester - All staff Dismiss at 2 pm					1	2	3	4	10 - All Staff Infant - 12th Dismiss 2PM	
3	4	5	6	7	8	9	22 MELC - Care only	5	6	7	8	9	10	11	11 Graduation		
10	11	12	13	14	15	16	22 - 31 No School Christmas Break	12	13	14	15	16	17	18	17 Last student Day All staff dismiss at 2 pm		
17	18	19	20	21	22	23	Dec 27-29 Care only at MELC	19	20	21	22	23	24	25	20-21 - Staff work days		
24	25	26	27	28	29	30		26	27	28	29	30	31		22 MELC Start Summer Program		
31																	
Dec. Staff and Student days	15	14					Red Numbers	May Staff and Student days	15	13							
1st Sem. Staff and Student days	91	82					No School/No Staff Days	2nd Sem. Staff and Student days	93	82							
Last Day of Semester Dismiss 2:00	Blue Numbers						Yellow Dates										
All Fridays will dismiss at 2:00	Teacher PD/Work days						Parent Teacher Conferences										
PT Conference Days Dismiss 2:00	Green Dates						Red Dates										
	Start of Qtr or semester						End of Quarter or Semester										
	Purple Numbers																
MELC = Morrill Early Learning Center	Home Tournaments or Meets - Staff Report																
	Green Checker dates																
	Care Only Days at MELC						Care days = Extra Contract days, for MELC contracted staff										

Article 1 – Vision and Goals

Section 1 School Vision Statement

Morrill Public Schools works collaboratively with all stakeholders to educate and empower students to successfully navigate their future.

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, actions 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
Supervision Hours	7:40 am – 3:30 pm (M-Th)
	7:40 am – 2:00 pm (F)

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

Article 2 – School Day

	Breakfast in the Cafeteria
	Soft Start in Classrooms (if not eating breakfast or when finished)
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
Cafeteria doors for breakfast; Foyer doors for soft start
2. The EAST side is for bus drop off only
Cafeteria door for breakfast; Foyer doors for soft start
There is NO through traffic on the east side between 7:30 am to 4:30 pm

Morrill Elementary Hug & Go

For safety reasons, we have instituted a Hug and Go procedure to limit the amount of additional people in our building during arrival and dismissal times. If you must enter the building, please remain in the office/foyer area to give a hug before your child goes to class. If parents or guardians need to go past the wooden double doors to a classroom, please sign in at the office for a visitor's badge or lanyard. If you would like to plan a visit to your child's classroom, please schedule it with the classroom teacher. This helps us to monitor guests and keep our kids safe. *Parents may walk their child to the classroom on the first day.

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

Article 2 – School Day

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 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 cafeteria or main foyer doors 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

Article 2 – School Day

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 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 the classroom teacher or 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

Required Attendance

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

Mandatory Attendance Age

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age. (Refer to Nebraska Statute 79-201)

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)

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 trancies 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

Article 5 – Scholastic Achievement

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 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 1st and 3rd parent-teacher conferences.
- Report cards will be sent home with students at the end of the 2nd and 4th 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 near the sixth week 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.

Article 5 – Scholastic Achievement

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 Reading Language Usage Science	Grades 3-6	September December April/May
Acadience-DIBELS	Phonemic Awareness (K-1) Reading Fluency (1-6) Math Computation Math Application	Grades K-6	August December May
Curriculum Based Testing Examples: ARC Reading- IRLA Really Great Reading iReady Diagnostic	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 infants 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) to develop and teach social-emotional skills, help 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	sierra.frickey@mpsliions.org
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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 student emergency information 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 30-day supply.

School Health Screenings

Children in kindergarten through fourth grades, as well as children in seventh and tenth grades are screened for vision, hearing, dental defects, height and weight. 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. 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 2023-24 School Year**

Student Age Group	Required Vaccines
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 th 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 th 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.

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.

Continence, 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 Public 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

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 drinks, 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 student's individual lunch account and as your student(s) eat at school, the meal charge is deducted from their individual 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 lunch account if the account has a zero or negative balance. Lunch statements will be sent home twice a month if the student's individual lunch account balance is low or falls to a zero or negative balance. The statement will provide the account status and the amount owed. It is necessary to keep money in the student's individual account so your child(ren) can continue to purchase school lunch.

Meal Type	Cost	Time Served
Elementary Student Breakfast	\$2.60	7:40 am-8:00 am
Elementary Student Reduced Breakfast	\$0.30	
Adult Breakfast	\$3.00	
Elementary Student Lunch	\$3.75	K-1 11:15 am
Elementary Student Reduced Lunch	\$0.40	Grades 2-3 11:40 am
Adult Lunch	\$4.25	Grades 4-6 12:00 pm
Extra Milk	\$0.50	
Seconds (Main Entrée)	\$1.50	

**Prices are subject to change based on availability of product(s).

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 objects.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapons (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” to be sent home. The note will explain the events that lead to the blue note.
3. Student takes form home to parent or guardian. 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 blue and/or yellow notes in one quarter is ineligible for certain rewards or incentives.

Section 2 Behavior Consequence Ladder

Morrill Elementary Behavior Consequence Ladder 2023-2024

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.

Behavior	Expected Behavior	First Offense	Second Offense	Third Offense	Fourth or Subsequent Offenses
Disrespect *Defiance *Classroom Disruption *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 *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>	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	3 days lunch/recess or after school detention Principal contacts parents	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

Minor Verbal Aggression *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	<i>Morrill Elementary 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>	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	3 days lunch/recess or after school detention Principal contacts parents	ISS -- 1 day Parent, teacher, principal, counselor meeting scheduled	ISS -- 3 or more days to be determined by severity or repeated offenses Possible OSS
Major Verbal Aggression *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	<i>Morrill Elementary 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>	2 days lunch/recess or after school detention Principal contacts parents	ISS -- 1 day Principal contacts parents	ISS -- 3 days Parent, teacher, principal, counselor meeting must occur before return to regular classroom	ISS -- number of days to be determined by severity or repeated offenses Possible OSS
Minor Physical Aggression *Shoving *Shouldering *Running into others roughly *Endangering behavior on school grounds (throwing rocks, snowballs, etc.) *Excessively rough play	<i>Morrill Elementary students are expected to be respectful to others by keeping hands, feet, body, and objects to self.</i>	Lunch/recess detention Parent contact by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	ISS -- 1 day Principal contacts parents	ISS -- 3 days depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled	ISS or OSS -- depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled
Major Physical Aggression/Fighting *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	<i>Morrill Elementary students are expected to be respectful by keeping hands, feet, body, and objects to self.</i>	ISS -- 1 day Principal contacts parents	ISS -- 3 days Parent, teacher, principal, counselor meeting scheduled	ISS -- 3 to 5 days depending on severity or repetition Parent, teacher, principal, counselor meeting scheduled Authorities may be called	OSS -- number of days to be determined by severity and repetition Parent, teacher, principal, counselor meeting scheduled Authorities may be called

Article 8 – Student Conduct Rules

Physical Assault <small>*One sided physical aggression toward other students or staff members</small>	<i>Morrill Elementary students will comply to all rules and respect students and staff members. They will keep hands and feet to themselves.</i>	ISS -- 1 day Principal contacts parents	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.
Vandalism <small>*Deliberate, mischievous, malicious destruction of property *unlawful entry</small>	<i>Morrill Elementary students are expected to respect the property of the school, the staff, and other students.</i>	Restitution is made by the student (cleaning, fixing, or loss of privileges) Parents contacted by responding adult and/or classroom teacher Behavioral Incident Report goes home to parent/guardian (must be returned signed)	ISS -- 1 day Restitution made by student Principal contacts parents	ISS -- 3 days Restitution made by student Parent, teacher, principal, counselor meeting scheduled Authorities may be called	OSS -- number of days depending on severity of incident Restitution made by student Parent, teacher, principal, counselor meeting scheduled Authorities contacted
Other Major Incident <small>*Leaving school grounds without permission *Indecent exposure *False fire alarm *Possession of weapons *Consequences determined by severity of offense, at administrator's discretion</small>	<i>Morrill Elementary students are expected to be safe, respectful, and responsible at all times.</i>	ISS -- 1 day Principal contacts parents Authorities may be contacted.	ISS -- 2 or more days Parent, teacher, principal, counselor meeting scheduled Authorities contacted	OSS -- 1 day Parent, teacher, principal, counselor meeting scheduled Authorities contacted	OSS -- number of days depending on severity of incident Review incidents. Behavior plan created Authorities contacted
Bus <small>*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</small>	<i>Morrill 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 5 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 20 days Individual bus behavior plan will be made Parent, driver, principal meeting to be held before student is allowed back on the bus 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 the remainder of semester or year Restitution may be applicable

Additional information regarding the Behavior 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.

Article 8 – Student Conduct Rules

- 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.

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

Article 8 – Student Conduct Rules

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, short shorts or skirts, sagging pants).
7. Clothing with tears or holes that show any inappropriate area of bare skin or undergarments.

Section 7 Cell Phones and Electronic Devices

Morrill Public Schools and staff are not responsible for 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)

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

Article 8 – Student Conduct Rules

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.

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.

Article 8 – Student Conduct Rules

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)

Section 9 Morrill Elementary Next Level Incentive

Morrill Elementary’s Philosophy is to reward and acknowledge students for doing the right thing. Students receive recognition in several ways including verbal and written acknowledgement, Roar Awards, in-class recognition, Lions of the Month and Next Level Celebrations.

- Next Level days are held at the end of each quarter.
- Next Level activities include: bowling, skating, golfing, hiking, movies, etc.
- All students are eligible for Next Level days if they meet the following requirements:
 1. 70% or higher in all core classes OR ALL work is turned in and on time.
 2. No blue or yellow behavior notes per quarter
 3. Does not have excessive absenteeism

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 Attendance at Jr. High and High School Extra-Curricular 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.

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 3 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 4 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

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 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)

Section 7 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 8 Combined District and School Title I Parent and Family Involvement

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 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.

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)

**RECEIPT OF 2023-24 STUDENT - PARENT HANDBOOK
OF MORRILL PUBLIC SCHOOLS**

This signed form acknowledges receipt of the 2023-2024 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

AVAILABILITY OF HANDBOOKS

The 2023-2024 Student-Parent Handbook of Morrill Public Schools is available on the internet at mpslions.org.

Because of the expense of printing the handbooks, we are asking that you consider using the internet to access and review the 2023-2024 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 use of technology to improve school-home communication.

Please return to the Principal's Office by **September 1, 2023**. 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 2023-2024 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.**

****If you prefer a printed copy of the handbook, please contact the elementary office at (308) 247-2176.**

Name