

Board of Education Regular Meeting
Monday, August 19, 2024 7:00 PM
District Office
508 Jefferson Ave.
Morrill, NE 69358

- I. CALL TO ORDER FOR REGULAR MEETING (*Principles III, IV, and V*)
 - I.1. Pledge to the Flag
 - I.2. Roll Call of Members
 - I.3. Notification of Open Meetings Law Posting
 - I.4. Recognition of Possible Recording of Meeting
- II. CONSIDER CONSENT AGENDA FOR APPROVAL (*Principles IV and V*)
 - II.1. Approval of minutes from the July 15, 2024 special meeting and the July 15, 2024 regular meeting.
 - II.2. Claims Payable
 - II.3. Business Manager's and Financial Reports (*Principle IV*)
 - II.3.a. Working Monthly Budget
 - II.3.b. Monthly Budget of Receipts
 - II.3.c. Activity Accounts
 - II.3.d. County Treasurer's Report
 - II.4. COMMITTEE AND ADMINISTRATIVE REPORTS (*Principles IV and V*)
 - II.4.a. Curriculum/American Civics: **Watson**, Hess, Schuler
 - II.4.b. Facilities/Transportation: **Steiner**, Hess, Long
 - II.4.c. Finance/Negotiations: **Schuler**, Frerichs, Hess
 - II.4.d. Safety Committee: **Frerichs**, Steiner, Long

- II.4.e. AD HOC Committee
- II.4.f. Policy Committee: **Hess**, Frerichs, Watson
- II.4.g. Morrill School's Foundation: **Long**, Watson, Schuler
- II.4.h. Strategic Plan Implementation: Schuler, Frerichs
- II.4.i. Student Council Report
- II.4.j. Virtual CIO Report
- II.4.k. Activity Director's Report
- II.4.l. Early Childhood Principal's Report
- II.4.m. Elementary Principal's Report
- II.4.n. Secondary Principal's Report
- II.4.o. Superintendent's Report

III. RECOGNITION OF VISITORS / PUBLIC COMMENT *(Principles III and V)* The board has set aside 30 minutes for a public comment period if needed. Time for each speaker is not to exceed 5 minutes, and they will be asked to identify themselves and who they represent. While this meeting is open to the public, it does not facilitate direct interaction between the board and attendees during the public comment period. However, if a comment pertains to an agenda item, the board may take note and address it accordingly. Any concerns or comments unrelated to agenda items can be directed to the superintendent for further clarification. The superintendent will then address these concerns at a later date and, if needed, bring them to the board for resolution or guidance.

IV. ITEMS FOR DISCUSSION / POSSIBLE ACTION

- IV.1. Consider / possibly approve Mandatory Drug Testing Policy. *(Principle I)*
- IV.2. Consider / possibly approve Policy 3012 - School Meal Program. *(Principle I)*
- IV.3. Consider / possibly approve Policy 6025 - Student Cell Phone and other Electronic Devices. *(Principle I)*
- IV.4. Consider / possibly approve 2024-2025 Junior/Senior High School Handbook. *(Principle I)*
- IV.5. Consider / possibly approve 2024-2025 Certified Employee Handbook. *(Principles III and IV)*
- IV.6. Discussion / possible action to hire a firm to conduct a school district reorganization feasibility study. *(Principle IV)*

IV.7. Open a Public Hearing concerning Student Fees. (*Principles I and IV*)

IV.8. Consider / possibly approve Policy 5045 - Student Fees. (*Principles I and IV*)

V. Next Regular Meeting Date - September 16, 2024.

VI. ADJOURNMENT

Checking Account ID: 1

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
52020536	08/10/2024				HORAMANN	HORACE MANN	67.25
52020537	08/12/2024				VISA	PLATTE VALLEY BANK VISA	360.96
52020538	08/12/2024				MC	MASTER CARD	2,484.29
52020539	08/12/2024				WEX	WEX BANK	686.56
Check Type Total:		Automatic Payment		Void Total:	0.00	Total without Voids:	3,599.06

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
44271	08/12/2024				AMAZON	Amazon Capital Services	645.43
44272	08/12/2024				BESTWESTER	Best Western Plus North Platte	214.00
44273	08/12/2024				BUSINESSRA	Business Radio Licensing	115.00
44274	08/12/2024				STOEGERCHA	Charles Stoeger	125.00
44275	08/12/2024				COLUMNSOFT	Column Software PBC	367.28
44276	08/12/2024				CRESCENTEL	Crescent Electric	284.09
44277	08/12/2024				DOLLGENE	DOLLAR GENERAL REGIONS 410526	55.30
44278	08/12/2024				ESU13	EDUCATIONAL SERVICE UNIT #13	3,009.05
44279	08/12/2024				ESUCOORDIN	ESU COORDINATING COUNCIL	186.00
44280	08/12/2024				HAMPTONBYH	Hampton by Hilton	809.70
44281	08/12/2024				HEALTHYCHO	Healthy Choices Counseling	90.00
44282	08/12/2024				IMAGELEARN	Imagine Learning LLC	10,470.00
44283	08/12/2024				MENARDS	Menards	683.67
44284	08/12/2024				MORRACTI	MPS -- ACTIVITIES FUND	11,151.05
44285	08/12/2024				NASB	NEBRASKA ASSOCIATION OF SCHOOL BOARDS	340.00
44286	08/12/2024				NCSA	NEBRASKA COUNCIL OF SCHOOL ADMINISTRATOR	775.00
44287	08/12/2024				NDE2	Nebraska Department of Education	11,833.00
44288	08/12/2024				DHHS	Nebraska Department of Health & Human Services	50.00
44289	08/12/2024				NEBRSAFE	NEBRASKA SAFETY CENTER	250.00
44290	08/12/2024				PANHANDLEM	Panhandle Metals	4,077.00
44291	08/12/2024				RUSTTAVE	RUSTIC TAVERN	300.00
44292	08/12/2024				SIMPLYCLEA	Jim Warren	181.20
44293	08/12/2024				SOAR	SOAR Pediatric Therapy, LLC	4,228.68
44294	08/12/2024				TEACHERCRE	Teacher Created REsources	53.93
44295	08/12/2024				TEACHINGST	Teaching Strategies LLC	569.25
44296	08/12/2024				WATSWELD	WATSON WELDING & MFG. INC.	85.00
44297	08/12/2024				ASCENTRAL	AS CENTRAL SERVICES -- ST OFNEBRASKA	267.63
44298	08/12/2024				BHE5392	Black Hills Energy	47.44
44299	08/12/2024				BHE5697	Black Hills Energy	515.44
44300	08/12/2024				BHE6993	Black Hills Energy	72.47
44301	08/12/2024				BLUFSANI	Bluffs Facility Solutions	1,286.88
44302	08/12/2024				CAPITALBUS	Capital Business Systems, Inc.	609.90
44303	08/12/2024				CENTELEM	CENTURYLINK (ELEM)	211.45
44304	08/12/2024				CENTHIGH	CENTURYLINK (JR&SR HIGH)	655.20
44305	08/12/2024				EREMOTEHEL	ERH Technology Solutions	7,070.00
44306	08/12/2024				IDEALLINE	IDEAL LINEN SUPPLY	414.56
44307	08/12/2024				KSBSCHOOLL	KSB School Law, PC, LLO	2,090.00
44308	08/12/2024				LACKEY	DeLinda Lackey	9,300.00
44309	08/12/2024				MECHANICAL	Mechanical Sales Parts, Inc.	1,144.75
44310	08/12/2024				MORRHARD	MORRILL HARDWARE & BUILDING SUPPLIES	548.86
44311	08/12/2024				MORRSUPP	MORRILL SUPPLY	880.83
44312	08/12/2024				MPSCAFETER	MPS---Cafeteria	611.00
44313	08/12/2024				SOAR	SOAR Pediatric Therapy, LLC	1,643.47
44314	08/12/2024				VILLMORR	VILLAGE OF MORRILL	16,105.48
44315	08/12/2024				CURRASSO	CURRICULUM ASSOCIATES	4,816.27
44316	08/12/2024				FORMATIVEL	Formative Loop	1,092.50
44317	08/12/2024				INNOVATIVE	Innovative Office Solutions, LLC	13.95
44318	08/12/2024				JOURNEYEDC	Journey Ed.com Inc.	500.00

Checking Account ID: 1

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
44319	08/12/2024				VOYAGERSOP	Lexia Voyager Sopris Inc.	840.00
44320	08/12/2024				MYSTERYSCI	Mystery Science	1,495.00
44321	08/12/2024				ONESOURCE	ONE SOURCE - THE BACKGROUND CHECK COMPAN	29.00
44322	08/12/2024				SPICSPAN	SPIC AND SPAN CLEANERS	664.50
44323	08/12/2024				MORRACTI	MPS -- ACTIVITIES FUND	586.21
44326	08/13/2024				QUICK	QUICK CARE MEDICAL SERVICES	125.00
44327	08/16/2024				KAPLAN	Kaplan Early Learning Company	5,414.20
Check Type Total:			Check		Void Total:	0.00	Total without Voids: 110,000.62
Checking Account Total:		1			Void Total:	0.00	Total without Voids: 113,599.68

Checking Account ID: 5

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
19	08/12/2024				VISA	PLATTE VALLEY BANK VISA	94.22
20	08/12/2024				MC	MASTER CARD	548.98
Check Type Total:			Automatic Payment		Void Total:	0.00	Total without Voids: 643.20

Checking Account ID: 5

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
8918	08/12/2024				AMAZON	Amazon Capital Services	1,019.61
8919	08/12/2024				CASHWA	CASH-WA DISTRIBUTING	44.66
8920	08/12/2024				GAMEONE	Game One	2,620.06
8921	08/12/2024				NSAA	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION	110.00
8922	08/12/2024				NEVVICTORI	New Victorian Inn & Suites	749.90
8923	08/12/2024				STAPLESADV	Staples Advantage Dept	207.45
8924	08/12/2024				XGRAINSPOR	X-Grain Sportswear	684.00
8925	08/12/2024				SCHOOLHEAL	School Health Corporation	586.21
Check Type Total:			Check		Void Total:	0.00	Total without Voids: 6,021.89
Checking Account Total:		5			Void Total:	0.00	Total without Voids: 6,665.09

Checking Account ID: 6

Check Type: Automatic Payment

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
691947	08/14/2024				SYSCO1	Sysco	1,065.74
Check Type Total:			Automatic Payment		Void Total:	0.00	Total without Voids: 1,065.74

Checking Account ID: 6

Check Type: Check

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Amount
12851	08/12/2024				CENTCAFE	CENTURYLINK (CAF)	62.39
12852	08/12/2024				MORRHARD	MORRILL HARDWARE & BUILDING SUPPLIES	4.95
12853	08/12/2024				CASHWA	CASH-WA DISTRIBUTING	1,076.38
12854	08/12/2024				SIMPLYCLEA	Jim Warren	182.21
Check Type Total:			Check		Void Total:	0.00	Total without Voids: 1,325.93
Checking Account Total:		6			Void Total:	0.00	Total without Voids: 2,391.67
Grand Total:					Void Total:	0.00	Total without Voids: 122,656.44

Monthly Finance Report to the Board
August 2024

as of 8/15/2024

Reconciled Balances as of July 31, 2024			
		2022-2023	2023-24
General	\$	599,887.45	\$ 1,371,955.98
Cafeteria	\$	23,649.32	\$ 15,617.45
Depreciation	\$	323,593.59	\$ 6,054.71
Activity	\$	77,069.51	\$ 116,606.01
QCPUF	\$	245,693.53	\$ 249,648.64
Spec Building	\$	527,744.78	\$ 216,395.29
Empl Benefit	\$	21,589.38	\$ 20,004.19
FUNDS TOTAL	\$	1,819,227.56	\$ 1,996,282.27

August GF Expenditures			
		2022-23	2023-24
GF Bills Payable	\$	84,163.14	\$ 113,599.68
GF Payroll	\$	441,811.17	\$ 396,414.26
	\$	525,974.31	\$ 510,013.94
August Revenue			
Beginning Cash	\$		1,371,955.98
State Aid	\$		-
Scotts Bluff County	\$		60,491.99
Sioux County	\$		4,978.19
PEAK Grant	\$		1,216.80
Pride Bus Insurance Payout	\$		22,933.33
Early Childhood Revenue	\$		2,689.50
Total Month Available	\$		1,463,048.99

Three Year Comparison			
General Fund Revenue			
	2021-22	2022-23	2023-24
September	\$ 1,265,268.99	\$ 1,286,471.58	\$ 1,179,550.67
October	\$ 370,461.37	\$ 408,016.94	\$ 405,509.37
November	\$ 268,078.67	\$ 313,811.52	\$ 776,633.10
December	\$ 987,415.21	\$ 504,289.97	\$ 377,440.09
January	\$ 768,985.93	\$ 811,524.12	\$ 876,756.95
February	\$ 607,567.24	\$ 619,215.87	\$ 659,954.16
March	\$ 554,165.22	\$ 373,361.84	\$ 428,070.41
April	\$ 470,640.56	\$ 673,301.48	\$ 575,934.12
May	\$ 1,705,516.76	\$ 1,632,622.81	\$ 1,933,464.13
June	\$ 651,742.52	\$ 857,975.50	\$ 715,749.73
July	\$ 158,741.94	\$ 94,392.39	\$ 118,938.38
August	\$ 157,096.54	\$ 166,620.42	
Running Total	\$ 7,808,584.41	\$ 7,574,984.02	\$ 8,048,001.11
Total Revenue	\$ 7,965,680.95	\$ 7,741,604.44	\$ 8,048,001.11
Annual Budget	\$ 8,032,941.64	\$ 7,299,826.00	\$ 6,937,847.00
% of Budget Received	97.2%	103.8%	116.0%

August Cafeteria Expenditures			
		2022-23	2023-24
CF Bills Payable	\$	8,223.27	\$ 2,391.67
CF Payroll	\$	7,403.54	\$ 8,776.91
	\$	15,626.81	\$ 11,168.58
August Revenue			
Beginning Cash	\$		15,617.45
Student Meal Revenue			
Adult Meal Revenue	\$		611.00
SFSP Claim	\$		3,398.97
SNP Claim	\$		-
CACFP Claim	\$		138.68
Total Month Available	\$		19,766.10

Three Year Comparison			
General Fund Expenditures			
	2021-22	2022-23	2023-24
September	\$ 830,063.53	\$ 789,917.87	\$ 891,656.47
October	\$ 595,775.63	\$ 670,787.04	\$ 657,961.32
November	\$ 553,972.17	\$ 635,911.99	\$ 652,937.37
December	\$ 853,673.14	\$ 678,200.33	\$ 598,494.21
January	\$ 536,079.59	\$ 542,920.01	\$ 554,384.45
February	\$ 547,202.98	\$ 658,389.04	\$ 559,793.44
March	\$ 633,181.25	\$ 576,015.54	\$ 555,229.51
April	\$ 660,015.24	\$ 632,107.67	\$ 690,011.88
May	\$ 666,990.75	\$ 582,107.01	\$ 606,549.22
June	\$ 560,214.00	\$ 639,355.28	\$ 594,561.99
July	\$ 557,537.35	\$ 947,916.49	\$ 590,297.83
August	\$ 623,398.41	\$ 490,675.31	
Running Total	\$ 6,994,705.63	\$ 7,353,628.27	\$ 6,951,877.69
Total Expenditures	\$ 7,618,104.04	\$ 7,844,303.58	\$ 6,951,877.69
Annual Budget	\$ 9,074,969.96	\$ 8,812,075.00	\$ 8,310,850.00
% of Budget Spent	77.1%	83.4%	83.6%

2020-21 Early Childhood Totals			
Total Revenue	\$219,613.92	Total Expenditures	\$ 722,118.22
2021-22 Early Childhood Totals			
Total Revenue	\$355,520.04	Total Expenditures	\$ 760,502.85
2022-23 Early Childhood Totals			
Total Revenue	\$349,391.99	Total Expenditures	\$ 1,043,051.31
Early Childhood Revenue Running Total			
		2023-24	
Step up to Quality Bonus	\$		11,000.00
IDEA Grant	\$		91,042.00
DHHS Childcare Inflation	\$		5,000.00
Preschool DHHS Subsidy	\$		13,527.20
Headstart payments	\$		34,236.00
Preschool Parent Payments	\$		53,327.66
Total Preschool	\$		101,090.86
DayCare DHHS Subsidy	\$		12,571.34
DayCare Parent Payments	\$		36,594.09
Total Pride Cub Care	\$		49,165.43
Total Local Early Childhood Revenue	\$		257,298.29
23-24 portion of TEEOSA FUNDING	\$		55,122.94
Running Total Revenue for 23-24	\$		312,421.23
Running Total Expenditures to date 23-24	\$		880,165.49

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:	270460420588717
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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	Q3/2024
Payment Amount	\$56,710.65
Settlement Date	07/22/2024
Subcategories:	
1 Social Security	\$32,140.24
2 Medicare	\$7,516.56
3 Tax Withholding	\$17,053.85
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:	270460493563677
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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	Q3/2024
Payment Amount	\$1,326.63
Settlement Date	07/22/2024
Subcategories:	
1 Social Security	\$743.60
2 Medicare	\$173.92
3 Tax Withholding	\$409.11
Account Number	xxxxx1676
Account Type	CHECKING
Routing Number	104102309
Bank Name	PLATTE VALLEY BANK



Your last visit was Fri 06/21/2024 11:02 AM CDT

Confirmation

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

Confirmation Number **NB1DOR004464339**

Payment Details

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

Payment Amount \$7,987.68

Payment Date 07/23/2024

Status SCHEDULED

Tax Period End Date 07312024
(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 Mon 07/22/2024 10:12 AM CDT

Confirmation

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

Confirmation Number **NB1DOR004464340**

Payment Details

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

Payment Amount \$164.23

Payment Date 07/23/2024

Status SCHEDULED

Tax Period End Date 07312024
(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 08/16/2024 8:24 AM

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 1
01	GENERAL FUND						
1100	REGULAR INSTRUCTIONAL PROGRAMS						
01 1100 111 1 003	Instructional Salaries Elem	325,000.00	335,407.21	372,000.00	373,143.15	(0.33)	
01 1100 111 2 001	Instructional Salaries Sec	747,000.00	751,430.60	757,000.00	746,634.94	1.37	
01 1100 112 1 003	Para wages - Elem	0.00	7,188.86	0.00	0.00	0.00	
01 1100 112 2 001	Para wages - Secondary	0.00	31,513.91	0.00	0.00	0.00	
01 1100 122 1 003	Substitute Paras - Elem	5,000.00	4,282.76	5,000.00	0.00	100.00	
01 1100 122 2 001	Substitute Paras - Sec	1,000.00	0.00	0.00	0.00	0.00	
01 1100 123 1 003	Elementary Substitute Teachers	80,000.00	53,280.74	60,000.00	15,967.50	73.39	
01 1100 123 2 001	Highschool Substitute Teachers	45,000.00	29,097.50	35,000.00	32,790.60	6.31	
01 1100 132 1 003	Para OT - Elem	0.00	0.00	0.00	0.00	0.00	
01 1100 132 2 001	Para OT - Secondary	0.00	95.63	0.00	0.00	0.00	
01 1100 151 1 003	Add'l Comp - Elem Teachers	0.00	0.00	0.00	0.00	0.00	
01 1100 151 2 001	Add'l Comp - Sec. Teachers	24,000.00	25,291.00	15,000.00	26,478.87	(76.53)	
01 1100 211 1 003	Group Insurance - Elem Teachers	55,000.00	55,198.56	57,000.00	81,578.50	(43.12)	
01 1100 211 2 001	Group Insurance - Sec. Teachers	136,000.00	135,697.86	143,000.00	147,304.32	(3.01)	
01 1100 212 2 001	Group Insurance - Aides Sec.	0.00	438.72	0.00	0.00	0.00	
01 1100 213 2 001	Group Insurance - Coverage	0.00	300.99	0.00	0.00	0.00	
01 1100 221 1 003	FICA Teachers - Elem	30,000.00	28,545.67	32,000.00	23,114.88	27.77	
01 1100 221 2 001	FICA Teachers - Sec.	73,000.00	61,818.21	64,000.00	50,234.01	21.51	
01 1100 222 1 003	FICA Sub Paras - Elem	375.00	877.57	400.00	0.00	100.00	
01 1100 222 2 001	FICA Sub Paras - Sec.	80.00	2,411.61	0.00	0.00	0.00	
01 1100 223 1 003	FICA - Sub Teachers Elem	6,200.00	4,114.08	4,590.00	1,221.64	73.38	
01 1100 223 2 001	FICA - Sub Teachers Sec	3,500.00	2,276.70	2,700.00	2,507.63	7.12	
01 1100 231 1 003	Retirement Contributions Teachers - Elem	35,000.00	33,075.19	37,000.00	36,702.97	0.80	
01 1100 231 2 001	Retirement Contributions Teachers - Sec	89,000.00	(24,386.85)	78,000.00	76,285.22	2.20	
01 1100 232 1 003	Retirement Contributions Sub Para - Elem	500.00	944.57	500.00	0.00	100.00	
01 1100 232 2 001	Retirement Contributions Aides & Assist.-Sec.	100.00	(944.57)	100.00	0.00	100.00	
01 1100 233 1 003	Retirement Contributions - Sub Elem	5,500.00	4,280.75	5,000.00	1,084.80	78.30	
01 1100 233 2 001	Retirement Contributions - Sub Sec	4,000.00	(4,280.75)	3,000.00	1,292.86	56.90	
01 1100 237 0 000	RETIREMENT ADJUSTMENTS	0.00	110,625.20	0.00	0.00	0.00	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 2
01 1100 238 1 003	Voluntary Terminations	0.00	0.00	0.00	0.00	0.00	
01 1100 270 0 000	Workman's Comp-District	90,000.00	50,140.51	0.00	0.00	0.00	
01 1100 271 1 003	Work Comp - Elementary	0.00	0.00	4,500.00	1,662.03	63.07	
01 1100 271 2 001	Work Comp - Secondary	0.00	0.00	9,010.00	3,375.92	62.53	
01 1100 281 1 003	STIPEND/Health Benefits - Elem	38,000.00	37,421.40	37,000.00	25,628.29	30.73	
01 1100 281 2 001	STIPEND/Health Benefits - Sec	55,000.00	54,889.28	59,000.00	58,252.14	1.27	
01 1100 320 1 003	DNU - Professional Dev - Elem	3,500.00	5,770.09	0.00	0.00	0.00	
01 1100 320 2 001	DNU - Professional Dev - Sec	3,500.00	2,683.83	0.00	0.00	0.00	
01 1100 330 0 000	Professional Dev - District	0.00	990.98	2,000.00	930.73	53.46	
01 1100 330 1 003	Professional Dev - Elem	0.00	0.00	6,000.00	3,550.00	40.83	
01 1100 330 2 001	Professional Dev - Sec	0.00	0.00	6,000.00	275.00	95.42	
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	166.98	1,500.00	0.00	100.00	
01 1100 382 0 000	DISTANCE ED & TELECOMMUNICATIONS	55,000.00	39,670.56	40,000.00	34,831.87	10.23	
01 1100 432 0 000	Tech Related Repair & Maint. Contracts	0.00	0.00	0.00	9,852.60	0.00	
01 1100 443 0 000	Copier-Lease District	30,000.00	16,080.00	20,000.00	9,410.89	46.35	
01 1100 531 1 003	POSTAGE - Elementary	0.00	0.00	0.00	1,176.27	0.00	
01 1100 531 2 001	POSTAGE - Secondary	0.00	0.00	0.00	936.66	0.00	
01 1100 561 2 001	Tuition Other Dist Secon	0.00	0.00	0.00	0.00	0.00	
01 1100 580 0 000	Travel Expenses - Staff District	5,000.00	1,484.38	5,000.00	1,247.61	75.05	
01 1100 591 2 001	Services Purchased from ESU or district - Sec	20,000.00	3,870.00	15,000.00	19,803.50	(32.02)	
01 1100 610 0 000	SUPPLIES DISTRICT	3,000.00	373.14	5,000.00	3,886.73	22.27	
01 1100 610 0 000 020	SUPPLIES - MUSIC-DIST	0.00	0.00	0.00	0.00	0.00	
01 1100 610 1 003	SUPPLIES-- ELEM	35,000.00	20,190.53	30,000.00	12,445.58	50.61	
01 1100 610 2 001	SUPPLIES--SECOND	55,000.00	63,627.13	60,000.00	25,707.54	51.28	
01 1100 610 2 001 028	SUPPLIES - AG	0.00	0.00	0.00	0.00	0.00	
01 1100 640 1 003	Curriculum/Periodicals - Elem	25,000.00	3,486.87	10,000.00	5,377.05	38.49	
01 1100 640 2 001	Curriculum/Periodicals - Sec	15,000.00	13,340.39	15,000.00	2,784.35	81.44	
01 1100 641 1 003	Digital Instructional Materials - Elem	0.00	144.42	3,000.00	3,500.00	(16.67)	
01 1100 641 2 001	Digital Instructional Materials - Secondary	0.00	0.00	0.00	6,804.00	0.00	
01 1100 643 0 000	Web/Cloud based software - District	20,000.00	3,305.70	10,000.00	6,803.74	31.96	

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01 1100 643 1 003	Web/Cloud based software - Elem	15,000.00	15,220.71	15,000.00	25,573.62	(79.80)	
01 1100 643 2 001	Web/Cloud based software - Sec.	10,000.00	3,664.60	10,000.00	6,607.57	33.92	
01 1100 650 0 000	Supplies-Technology Related - District	0.00	7,495.38	10,000.00	0.00	100.00	
01 1100 650 1 003	Supplies-Technology Related - Elem	0.00	863.98	2,000.00	545.39	72.73	
01 1100 650 2 001	Supplies-Technology Related - Sec.	0.00	1,043.54	2,000.00	206.70	(298.65)	
01 1100 733 0 000	Furniture/Fixtures >5000 - District	10,000.00	1,733.83	6,000.00	0.00	100.00	
01 1100 733 1 003	Furniture/Fixtures >5000 - Elem	0.00	0.00	6,000.00	0.00	100.00	
01 1100 733 2 001	Furniture/Fixtures >5000 - Sec	0.00	0.00	6,000.00	0.00	100.00	
01 1100 734 0 000	Tech Related Hardware >5000 - District	0.00	747.62	6,000.00	0.00	100.00	
01 1100 734 1 003	Tech Related Hardware >5000- Elem	0.00	0.00	6,000.00	0.00	100.00	
01 1100 734 2 001	Tech Related Hardware >5000 - Sec.	0.00	984.02	6,000.00	0.00	100.00	
01 1100 735 0 000	Tech Software >5000 - District	10,000.00	7,938.00	6,000.00	7,857.00	(30.95)	
01 1100 735 1 003	Tech Software >5000 - Elem	10,000.00	570.00	6,000.00	0.00	100.00	
01 1100 735 2 001	Tech Software >5000 - Sec.	10,000.00	0.00	6,000.00	0.00	100.00	
01 1100 810 0 000	DUES AND FEES	2,500.00	3,255.00	5,000.00	0.00	100.00	
01 1100 810 1 003	DUES AND FEES - Elem	0.00	0.00	1,000.00	709.00	29.10	
1100	REGULAR INSTRUCTIONAL PROGRAMS	Total	2,186,755.00	2,009,734.59	2,108,800.00	1,896,083.67	9.21
1150	LIMITED ENGLISH PROF PROGRAMS						
01 1150 610 1 003	Limited English Prof - Supplies & Materials	0.00	0.00	0.00	297.40	0.00	
1150	LIMITED ENGLISH PROF PROGRAMS	Total	0.00	0.00	0.00	297.40	0.00
1160	PROVERTY PROGRAMS						
01 1160 111 1 003	POVERTY INSTR. SALARIES - ELEM	386,000.00	388,950.25	407,000.00	406,211.25	0.19	
01 1160 151 1 003	Poverty Flat Salary - Teachers Elem	10,500.00	10,500.00	10,500.00	10,500.00	0.00	
01 1160 211 1 003	Poverty Group Insurance - Teachers Elem	48,000.00	54,973.52	62,000.00	63,700.32	(2.74)	
01 1160 221 1 003	FICA Poverty - Teachers Elem	34,000.00	30,640.35	34,000.00	26,370.56	22.44	
01 1160 231 1 003	Retirement Contributions Poverty - Teachers Elem	41,000.00	39,456.87	42,000.00	41,161.92	2.00	
01 1160 271 1 003	Work Comp - Poverty Elementary	0.00	0.00	4,500.00	1,667.45	62.95	
01 1160 281 1 003	STIPEND-Health Benefits- Poverty Elem	33,000.00	28,076.15	26,000.00	25,317.42	2.63	
01 1160 610 1 003	Poverty - Supplies Elem	1,000.00	403.53	1,000.00	386.22	61.38	
01 1160 610 2 001	Poverty - Supplies Sec	1,000.00	685.35	1,000.00	1,031.18	(3.12)	
1160	PROVERTY PROGRAMS	Total	554,500.00	553,686.02	588,000.00	576,346.32	1.98
1190	EARLY CHILDHOOD ED PROGRAMS						
01 1190 110 3 005	PreK Building Coordinator Salary	42,000.00	36,521.40	43,000.00	40,106.53	6.73	

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01 1190 111 3 005	INSTRUCTIONAL PRE-K	208,000.00	204,793.96	203,000.00	173,027.93	14.76	
01 1190 112 3 005	Preschool Instructional Aides	197,000.00	229,349.18	203,000.00	160,133.33	21.12	
01 1190 123 3 005	PreK Substitute Teachers	6,000.00	7,887.50	8,000.00	6,262.50	21.72	
01 1190 130 3 005	OT - Building Coord - PreK	0.00	0.00	500.00	623.61	(24.72)	
01 1190 131 3 005	Teacher OT - PreK	9,000.00	8,339.57	15,000.00	3,936.94	73.75	
01 1190 132 3 005	Para OT - PreK	25,000.00	14,231.54	23,000.00	3,296.44	85.67	
01 1190 151 3 005	Add'l Comp - Teachers PreK	52,000.00	12,030.71	16,000.00	10,715.48	33.03	
01 1190 210 3 005	Group Insurance - Bldg Coord PreK	8,000.00	5,929.20	9,000.00	8,999.92	0.00	
01 1190 211 3 005	Group Insurance - Teachers PreK	27,000.00	27,841.44	36,000.00	46,284.95	(28.57)	
01 1190 212 3 005	Group Insurance - Aides PreK	16,500.00	19,434.24	8,500.00	15,148.27	(78.21)	
01 1190 220 3 005	FICA - Bldg Coord PreK	3,200.00	2,707.72	3,400.00	3,042.29	10.52	
01 1190 221 3 005	FICA Teachers - PreK	21,000.00	17,776.91	17,000.00	10,018.47	41.07	
01 1190 222 3 005	FICA Paras - PreK	17,000.00	18,270.92	16,000.00	11,070.95	30.81	
01 1190 223 3 005	FICA - Sub/Coverage	500.00	603.08	1,000.00	500.59	49.94	
01 1190 230 3 005	Retirement - Bldg Coord PreK	4,200.00	3,543.08	4,600.00	4,003.07	12.98	
01 1190 231 3 005	Retirement Contributions Teachers - PreK	27,000.00	22,026.91	22,000.00	16,904.33	23.16	
01 1190 232 3 005	Retirement Paras - PreK	22,000.00	22,236.32	19,000.00	13,576.95	28.54	
01 1190 233 3 005	Retirement Contributions - Sub/Coverage	600.00	766.90	1,000.00	629.88	37.01	
01 1190 271 3 005	Work Comp - PreK	0.00	0.00	5,750.00	2,147.59	62.65	
01 1190 281 3 005	STIPEND Health Benefits-PreK	10,500.00	10,500.00	0.00	0.00	0.00	
01 1190 320 3 005	DNU - PROF DEV	4,582.02	4,314.21	0.00	0.00	0.00	
01 1190 330 3 005	Professional Deve - PreK	0.00	0.00	5,000.00	4,217.46	15.65	
01 1190 531 3 005	POSTAGE - PreK	0.00	0.00	0.00	379.60	0.00	
01 1190 580 3 005	Travel Expenses - Staff PreK	1,000.00	2,557.65	3,000.00	99.79	96.67	
01 1190 610 3 005	SUPPLIES -- PRE-K	15,000.00	19,033.88	20,000.00	44,751.08	(144.70)	
01 1190 640 3 005	Curriculum/Periodicals - PreK	4,000.00	19,369.09	15,000.00	2,041.44	86.39	
01 1190 643 3 005	Web/Cloud based software - PreK	2,000.00	4,182.25	2,000.00	2,809.25	(40.46)	
01 1190 650 3 005	Supplies-Technology Related - PreK	5,000.00	139.90	1,000.00	0.00	100.00	
01 1190 733 3 005	Furniture/Fixtures >5000 - PreK	0.00	0.00	6,000.00	0.00	100.00	
01 1190 734 3 005	Tech Related Hardware >5000 - PreK	0.00	0.00	6,000.00	0.00	100.00	
01 1190 735 3 005	Tech Software >5000 - PreK	0.00	185.00	6,000.00	0.00	100.00	

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01 1190 810 3 005	DUES AND FEES-PRE K	500.00	97.63	500.00	150.00	70.00	
1190	EARLY CHILDHOOD ED PROGRAMS	Total	728,582.02	714,670.19	719,250.00	584,878.64	18.10
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS						
01 1200 111 1 003	SPED Salaries - Teachers Elem	85,000.00	87,748.33	48,000.00	47,517.50	1.01	
01 1200 111 2 001	SPED Salaries - Teachers Sec	50,000.00	48,620.00	25,000.00	26,354.13	(5.42)	
01 1200 112 1 003	SPED Salaries - Aides Elem	142,000.00	118,414.97	146,000.00	104,878.28	28.17	
01 1200 112 2 001	SPED Salaries - Aides Sec	134,000.00	44,110.80	120,000.00	70,546.44	41.21	
01 1200 132 1 003	SPED OT - Aides Elem	1,000.00	249.24	1,000.00	275.65	72.44	
01 1200 132 2 001	SPED OT - Aides Sec	1,000.00	0.00	1,000.00	314.94	68.51	
01 1200 151 0 000	Add'l Compensation SPED - Teacher/Prof District	4,000.00	3,100.00	4,000.00	4,000.00	0.00	
01 1200 211 1 003	Group Insurance SPED - Teachers Elem	23,000.00	22,995.76	23,000.00	21,326.64	7.28	
01 1200 211 2 001	Group Insurance SPED - Teachers Sec	10,000.00	9,195.74	5,000.00	9.93	99.80	
01 1200 212 1 003	Group Insurance SPED - Aides Elem	3,000.00	3,333.30	3,000.00	3,000.00	0.00	
01 1200 212 2 001	Group Insurance SPED - Aides Sec	11,500.00	8,064.57	9,000.00	9,711.60	(7.91)	
01 1200 221 0 000	FICA - SPED Teachers/Prof District	300.00	237.15	400.00	306.00	23.50	
01 1200 221 1 003	FICA SPED - Teachers Elem	7,400.00	6,656.78	4,000.00	1,974.56	50.64	
01 1200 221 2 001	FICA SPED - Teachers Sec	4,000.00	3,681.24	2,000.00	2,015.83	(0.79)	
01 1200 222 1 003	FICA SPED - Aides Elem	11,000.00	8,850.76	11,500.00	7,586.13	34.03	
01 1200 222 2 001	FICA SPED - Aides Sec.	11,000.00	3,305.09	10,000.00	4,304.16	56.96	
01 1200 231 0 000	Retirement SPED - Teachers/Prof District	400.00	306.24	400.00	395.16	1.21	
01 1200 231 1 003	Retirement SPED - Teachers Elem	9,000.00	8,667.58	5,000.00	4,693.77	6.12	
01 1200 231 2 001	Retirement SPED - Teachers Sec	5,100.00	4,802.60	2,500.00	2,603.07	(4.12)	
01 1200 232 1 003	Retirement SPED - Aides Elem	14,500.00	11,721.44	14,500.00	10,386.84	28.37	
01 1200 232 2 001	Retirement SPED - Aides Sec.	13,500.00	4,291.81	12,000.00	6,863.82	42.80	
01 1200 262 2 001	Unemployment Comp - Paras	0.00	937.07	2,000.00	0.00	100.00	
01 1200 270 1 003	Sped Workmns Elem	5,060.00	3,653.22	0.00	0.00	0.00	
01 1200 270 2 001	Sped Workmns Sec	5,060.00	3,653.22	0.00	0.00	0.00	
01 1200 271 0 000	Work Comp - SPED District	0.00	0.00	50.00	16.80	66.40	
01 1200 271 1 003	Work Comp - SPED Elem	0.00	0.00	2,600.00	950.24	63.45	
01 1200 271 2 001	Work Comp - SPED Sec	0.00	0.00	1,400.00	537.91	61.58	
01 1200 281 1 003	STIPEND-Health Benefits-SPED Elem	7,000.00	8,384.74	0.00	0.00	0.00	

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01 1200 320 1 003	DNU - Emp Training/Dev Svcs SPED - Elem	1,000.00	0.00	0.00	0.00	0.00	
01 1200 330 0 000	Emp Training/Dev Svcs - SPED - District	0.00	0.00	500.00	529.20	(5.84)	
01 1200 330 1 003	Emp Training/Dev Svcs SPED - Elem	0.00	0.00	0.00	200.60	0.00	
01 1200 340 1 003	OTHER PROFESSIONAL SVCS - SPED Elem	5,000.00	910.00	2,000.00	840.00	58.00	
01 1200 382 0 000	DISTANCE ED/TELECOMMUNICATION - SPED District	3,000.00	0.00	2,000.00	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 561 2 001	Tuition pd to other Districts - SPED Sec	25,000.00	9,039.00	14,500.00	0.00	100.00	
01 1200 580 0 000	Travel Exp SPED - District	0.00	321.49	500.00	0.00	100.00	
01 1200 580 1 003	Travel Exp SPED - Elem	2,000.00	1,185.26	2,000.00	0.00	100.00	
01 1200 580 2 001	Travel Exp SPED - Sec	1,000.00	154.98	1,000.00	0.00	100.00	
01 1200 591 0 000	Svcs Purchased from Dist or ESU - SPED District	20,000.00	9,993.72	10,000.00	4,999.96	50.00	
01 1200 591 1 003	Svcs Purchased from Dist or ESU - SPED Elem	50,000.00	78,991.62	80,000.00	73,844.30	7.69	
01 1200 591 2 001	Svcs Purchased from Dist or ESU - SPED Sec	35,000.00	58,846.74	60,000.00	106,275.31	(77.13)	
01 1200 610 1 003	Supplies - SPED Elem	7,000.00	657.52	1,000.00	396.30	22.78	
01 1200 610 2 001	Supplies - SPED Sec	9,500.00	87.02	1,000.00	520.72	(36.50)	
01 1200 621 1 003	Utility Svcs - SPED Elem	0.00	5,434.14	9,000.00	5,607.49	37.69	
01 1200 621 2 001	Utility Svcs - SPED Sec	0.00	9,894.69	10,000.00	8,083.09	19.17	
01 1200 640 1 003	Curriculum/Periodicals - SPED Elem	500.00	423.50	1,000.00	0.00	100.00	
01 1200 640 2 001	Curriculum/Periodicals - SPED Sec	500.00	0.00	500.00	0.00	100.00	
01 1200 650 1 003	Supplies Tech Related - SPED Elem	0.00	0.00	1,000.00	0.00	100.00	
01 1200 650 2 001	Supplies Tech Related - SPED Sec	0.00	0.00	500.00	0.00	100.00	
01 1200 810 0 000	Dues and Fees - SPED District	1,500.00	904.95	0.00	30.00	0.00	
01 1200 890 0 000	OTHER MISC EXPENSES	0.00	0.00	1,450.00	0.00	100.00	
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	Total	718,820.00	591,826.28	651,300.00	531,896.37	18.15
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU						
01 1291 270 3 005	DNU - EC SPED Workmen's Comp	5,060.00	4,082.76	0.00	0.00	0.00	
01 1291 271 3 005	Work Comp - SPED PreK	0.00	0.00	670.00	257.58	61.56	
01 1291 591 3 005	Sped Age 3-5 Contract Services - ESU or Dist	20,000.00	8,492.97	20,000.00	2,361.22	88.19	
01 1291 610 3 005	SPED PreK Supplies	2,500.00	2,531.89	3,000.00	1,150.35	61.66	
1291	EARLY CHILDHOOD SPECIAL EDUCATION INSTRU	Total	27,560.00	15,107.62	23,670.00	3,769.15	84.08

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1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM						
01 1292 591 3 005	0-2 Sped Contracted Services	25,000.00	20,415.81	25,000.00	1,320.66	94.72	
1292	BIRTH-2 SPECIAL ED INSTRUCTIONAL PROGRAM	Total	25,000.00	20,415.81	25,000.00	1,320.66	94.72
1300	SUMMER SCHOOL						
01 1300 111 1 003	Instructional Salaries - Summer School Elem	0.00	0.00	0.00	10,194.11	0.00	
01 1300 111 2 001	Instructional Salaries - Summer School Sec	0.00	0.00	0.00	4,769.92	0.00	
01 1300 221 1 003	FICA - Summer School Teachers Elem	0.00	0.00	0.00	779.81	0.00	
01 1300 221 2 001	FICA - Summer School Teachers Sec	0.00	0.00	0.00	364.88	0.00	
01 1300 231 1 003	Retirement Contributions - Summer School Teachers Elem	0.00	0.00	0.00	1,006.96	0.00	
01 1300 231 2 001	Retirement Contributions - Summer School Teachers Sec	0.00	0.00	0.00	471.18	0.00	
1300	SUMMER SCHOOL	Total	0.00	0.00	17,586.86	0.00	
2120	GUIDANCE SERVICES						
01 2120 111 1 003	Guidance Counselor Salary - Elem	49,000.00	48,770.00	55,000.00	54,012.50	1.80	
01 2120 111 2 001	Guidance Counselor Salary - Sec	63,500.00	63,098.75	66,000.00	65,746.25	0.38	
01 2120 151 1 003	Add'l Compensation - Guidance Elem	2,300.00	2,260.59	3,000.00	2,935.46	2.15	
01 2120 151 2 001	Add'l Compensation - Guidance Sec	3,500.00	3,429.30	3,600.00	3,573.20	0.74	
01 2120 211 1 003	Group Insurance - Guidance Elem	0.00	0.00	500.00	420.00	16.00	
01 2120 211 2 001	Group Insurance - Guidance Sec	9,400.00	9,300.74	10,500.00	10,375.68	1.18	
01 2120 221 1 003	FICA - Guidance Elem	4,700.00	4,707.08	5,200.00	4,127.05	20.63	
01 2120 221 2 001	FICA - Guidance Sec	6,000.00	5,505.78	5,800.00	4,637.15	20.05	
01 2120 231 1 003	Retirement - Guidance Elem	5,100.00	5,040.69	5,800.00	5,625.24	3.01	
01 2120 231 2 001	Retirement - Guidance Sec	7,200.00	6,571.54	7,500.00	6,847.30	8.70	
01 2120 271 1 003	Work Comp - Guidance Elem	0.00	0.00	600.00	217.89	63.69	
01 2120 271 2 001	Work Comp - Guidance Sec	0.00	0.00	750.00	273.60	63.52	
01 2120 281 1 003	STIPEND-Fringe Benefits - Guidance Elem	10,500.00	10,500.00	10,500.00	10,500.00	0.00	
01 2120 281 2 001	STIPEND-Fringe Benefits - Guidance Sec	5,600.00	5,585.70	5,000.00	4,939.14	1.22	
01 2120 320 0 000	DNU - Professional Development - Guidance	1,000.00	114.00	500.00	0.00	100.00	
01 2120 330 1 003	Professional Dev Guidance - Elem	0.00	0.00	0.00	99.00	0.00	
01 2120 330 2 001	Professional Dev Guidance - Sec	0.00	0.00	0.00	350.00	0.00	
01 2120 531 2 001	POSTAGE Guidance - Secondary	0.00	0.00	0.00	3.75	0.00	
01 2120 580 0 000	Travel Exp - Guidance District	0.00	39.90	500.00	0.00	100.00	
01 2120 580 1	Travel Exp - Guidance Elem	500.00	0.00	500.00	0.00	100.00	

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003							
01 2120 580 2 001	Travel Exp - Guidance Sec	500.00	0.00	500.00	0.00	100.00	
01 2120 591 1 003	Counseling - NonSPED-Services Purchased from ESU or district	0.00	0.00	0.00	718.16	0.00	
01 2120 610 0 000	Supplies - Guidance - District	12,000.00	4,533.93	6,000.00	5,059.86	15.67	
01 2120 610 1 003	Supplies - Guidance Elem	0.00	0.00	0.00	171.91	0.00	
01 2120 610 2 001	Supplies - Guidance Sec	0.00	0.00	0.00	156.00	0.00	
01 2120 643 1 003	Web/Cloud Based Software - Guidance Elem	2,000.00	12,407.95	8,000.00	2,879.00	60.04	
01 2120 735 0 000	Technology Software >5000 - Guidance	0.00	0.00	0.00	0.00	0.00	
01 2120 810 0 000	DUES AND FEES - Guidance	750.00	69.00	700.00	308.45	55.94	
01 2120 810 1 003	Dues & Fees Guidance Elem	0.00	0.00	0.00	69.00	0.00	
01 2120 890 0 000	Misc Expenses - Guidance	0.00	0.00	500.00	0.00	100.00	
2120 GUIDANCE SERVICES	Total	183,550.00	181,934.95	196,950.00	184,045.59	6.39	
2130 HEALTH SERVICES							
01 2130 116 0 000	Salary Nurse	65,000.00	65,000.00	66,500.00	66,500.00	0.00	
01 2130 216 0 000	Group Insurance - Nurse	20,000.00	13,032.56	420.00	420.00	0.00	
01 2130 226 0 000	FICA - Nurse	5,000.00	4,294.64	5,200.00	3,654.50	29.72	
01 2130 236 0 000	Retirement Contributions - Nurse	6,500.00	6,420.59	6,700.00	6,568.79	1.96	
01 2130 271 0 000	Work Comp - Nurse	0.00	0.00	750.00	285.90	61.88	
01 2130 580 0 000	Travel Exp - Nurse	500.00	315.23	500.00	458.67	8.27	
01 2130 610 0 000	Supplies Nurse	2,500.00	3,839.76	3,580.00	2,049.01	42.77	
01 2130 810 0 000	DUES AND FEES - Nurse	300.00	295.00	500.00	125.00	75.00	
2130 HEALTH SERVICES	Total	99,800.00	93,197.78	84,150.00	80,061.87	4.86	
2140 PSYCHOLOGICAL SERVICES							
01 2140 111 0 000	Salary LMHP	32,364.00	32,364.01	34,000.00	33,146.95	2.51	
01 2140 211 0 000	Group Insurance - LMHP	10,440.00	10,204.50	11,000.00	10,979.23	0.19	
01 2140 221 0 000	FICA - LMHP	2,505.60	2,131.68	2,600.00	1,621.08	37.65	
01 2140 231 0 000	Retirement - LMHP	3,236.40	3,196.81	3,500.00	3,274.20	6.45	
01 2140 271 0 000	Work Comp - LMHP Dist	0.00	0.00	400.00	126.74	68.32	
01 2140 330 0 000	Dev Svcs - LMHP	1,215.00	2,004.67	3,000.00	2,070.00	31.00	
01 2140 610 0 000	Supplies - LMHP	0.00	93.63	200.00	157.14	21.43	
01 2140 641 0 000	Digital Instructional Materials - LMHP	200.00	0.00	500.00	0.00	100.00	
01 2140 643 0 000	Web/Cloud based software - LMHP	0.00	250.00	500.00	274.00	45.20	
2140 PSYCHOLOGICAL SERVICES	Total	49,961.00	50,245.30	55,700.00	51,649.34	7.27	

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2141	Psychological Svcs - SPED school age						
01 2141 111 1 003	Salary LMHP SPED - Elem	5,394.00	5,394.00	5,600.00	11,049.02	(97.30)	
01 2141 111 2 001	Salary LMHP SPED - Sec	18,848.00	18,847.98	20,000.00	19,304.03	3.48	
01 2141 211 1 003	Group Insurance - LMHP SPED Elem	1,740.00	1,700.76	2,000.00	3,953.40	(97.67)	
01 2141 211 2 001	Group Insurance LMHP SPED - Sec	6,080.00	5,942.88	6,500.00	6,394.01	1.63	
01 2141 221 1 003	FICA LMHP SPED - Elem	417.60	355.40	450.00	540.36	(20.08)	
01 2141 221 2 001	FICA - LMHP SPED Sec	1,459.20	1,241.43	1,500.00	944.27	37.05	
01 2141 231 1 003	Retirement LMHP SPED - Elem	539.40	532.80	600.00	1,091.40	(81.90)	
01 2141 231 2 001	Retirement LMHP SPED - Sec	1,884.80	1,861.80	2,000.00	1,906.80	4.66	
01 2141 271 1 003	Work Comp - LMHP SPED Elem	0.00	0.00	65.00	52.38	19.42	
01 2141 271 2 001	Work Comp LMHP SPED - Sec	0.00	0.00	250.00	84.99	66.00	
01 2141 591 1 003	Psych Svcs-SPED Elem: Purchased from ESU	0.00	0.00	0.00	8,907.18	0.00	
01 2141 591 2 001	Psych Svcs-SPED Sec: Purchased from ESU	0.00	0.00	0.00	13,223.39	0.00	
2141 Psychological Svcs - SPED school age	Total	36,363.00	35,877.05	38,965.00	67,451.23	(73.11)	
2142	Psychological Svcs: SPED Ages 3-5						
01 2142 111 3 005	Salary LMHP SPED - PreK	5,394.00	5,394.01	5,600.00	0.00	100.00	
01 2142 211 3 005	Group Insurance - LMHP SPED PreK	1,740.00	1,700.70	2,000.00	0.00	100.00	
01 2142 221 3 005	FICA - LMHP SPED PreK	417.60	355.11	500.00	0.00	100.00	
01 2142 231 3 005	Retirement - LMHP SPED PreK	539.40	532.80	600.00	0.00	100.00	
01 2142 271 3 005	Work Comp - LMHP SPED PreK	0.00	0.00	70.00	0.00	100.00	
01 2142 591 3 005	Psych Svcs-SPED 3-5: Purchased from ESU	0.00	0.00	0.00	2,594.27	0.00	
2142 Psychological Svcs: SPED Ages 3-5	Total	8,091.00	7,982.62	8,770.00	2,594.27	70.42	
2151	Speech Pathology - SPED School Age						
01 2151 111 1 003	Speech Path SPED Salary - Elem	46,900.00	60,906.99	0.00	0.00	0.00	
01 2151 111 2 001	Speech Path SPED Salary - Sec	7,000.00	9,093.01	0.00	0.00	0.00	
01 2151 211 1 003	Group Insurance - Speech Path SPED Elem	6,298.00	8,099.78	0.00	0.00	0.00	
01 2151 211 2 001	Group Insurance - Speech Path SPED Sec	940.00	1,209.34	0.00	0.00	0.00	
01 2151 221 1 003	FICA - Speech Path SPED Elem	3,618.00	4,659.36	0.00	0.00	0.00	
01 2151 221 2 001	FICA - Speech Path SPED Sec	540.00	695.64	0.00	0.00	0.00	
01 2151 231 1 003	Retirement - Speech Path SPED Elem	4,690.00	6,016.21	0.00	0.00	0.00	
01 2151 231 2 001	Retirement - Speech Path SPED Sec	700.00	898.20	0.00	0.00	0.00	
01 2151 591 1 003	Speech Path-SPED Svcs Purchased from ESU or dist-Elem	0.00	0.00	53,600.00	53,824.49	(0.42)	

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01 2151 591 2 001	Speech Path-SPED Svcs Purchased from ESU or dist-sec	0.00	0.00	8,000.00	15,979.85	(99.75)	
2151	Speech Pathology - SPED School Age	Total	70,686.00	91,578.53	61,600.00	69,804.34	(13.32)
2152	Speech Pathology - SPED Ages 3-5						
01 2152 111 3 005	Speech Path SPED Salary - PreK	16,100.00	0.00	0.00	0.00	0.00	
01 2152 211 3 005	Group Insurance - Speech Path SPED PreK	2,162.00	0.00	0.00	0.00	0.00	
01 2152 221 3 005	FICA - Speech Path SPED PreK	1,242.00	0.00	0.00	0.00	0.00	
01 2152 231 3 005	Retirement - Speech Path SPED PreK	1,610.00	0.00	0.00	0.00	0.00	
01 2152 591 3 005	Speech Path-SPED Svcs Purchased from ESU or dist-PreK	0.00	0.00	18,400.00	15,937.64	13.38	
2152	Speech Pathology - SPED Ages 3-5	Total	21,114.00	0.00	18,400.00	15,937.64	13.38
2153	SPEECH PATHOLOGY - SPED Ages 0-2						
01 2153 591 3 005	Speech Path-SPED Svcs Purchased from ESU or dist-0-2	0.00	0.00	0.00	8,046.70	0.00	
2153	SPEECH PATHOLOGY - SPED Ages 0-2	Total	0.00	0.00	0.00	8,046.70	0.00
2161	Occupational Therapy - SPED School Age						
01 2161 334 1 003	Mileage Paid - Other - SPED OT Elem	0.00	0.00	0.00	56.44	0.00	
01 2161 334 2 001	Mileage Paid - Other - SPED OT Sec	0.00	0.00	0.00	183.46	0.00	
01 2161 340 1 003	O/T SPED Elem - Other Professional Svcs	0.00	0.00	0.00	281.48	0.00	
01 2161 340 2 001	O/T SPED Sec - Other Professional Svcs	0.00	0.00	0.00	1,001.02	0.00	
01 2161 591 1 003	O/T SPED elem - Svcs Purchased from ESU or district	0.00	0.00	0.00	7,670.42	0.00	
01 2161 591 2 001	O/T SPED Sec - Svcs Purchased from ESU or district	0.00	0.00	0.00	2,066.92	0.00	
2161	Occupational Therapy - SPED School Age	Total	0.00	0.00	0.00	11,259.74	0.00
2162	Occupational Therapy - SPED ages 3-5						
01 2162 334 3 005	Mileage Paid - Other - SPED OT 3-5	0.00	0.00	0.00	138.57	0.00	
01 2162 340 3 005	O/T SPED 3-5 - Other Professional Svcs	0.00	0.00	0.00	757.35	0.00	
01 2162 591 3 005	O/T SPED 3-5 - Svcs Purchased from ESU or district	0.00	0.00	0.00	3,429.18	0.00	
2162	Occupational Therapy - SPED ages 3-5	Total	0.00	0.00	0.00	4,325.10	0.00
2163	Occupational Therapy - SPED ages 0-2						
01 2163 334 3 005	Mileage Paid - Other - SPED OT 0-2	0.00	0.00	0.00	134.75	0.00	
01 2163 340 3 005	O/T SPED 0-2 - Other Professional Svcs	0.00	0.00	0.00	729.00	0.00	
01 2163 591 3 005	OT SPED 0-2 - Svc Purchased from ESU or district	0.00	0.00	0.00	435.04	0.00	
2163	Occupational Therapy - SPED ages 0-2	Total	0.00	0.00	0.00	1,298.79	0.00
2171	Physical Therapy - SPED school age						
01 2171 334 1 003	Mileage Paid - Other - SPED PT Elem	0.00	0.00	0.00	5.85	0.00	
01 2171 334 2 001	Mileage Paid - Other - SPED PT Sec	0.00	0.00	0.00	118.90	0.00	
01 2171 340 1 003	P/T SPED Elem - Other Professional Svcs	0.00	0.00	0.00	47.25	0.00	

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01 2171 340 2 001	P/T SPED Sec - Other Professional Svcs	0.00	0.00	0.00	791.10	0.00	
01 2171 591 1 003	P/T SPED elem - Svcs Purchased from ESU or district	0.00	0.00	0.00	16,964.10	0.00	
01 2171 591 2 001	P/T SPED sec - Svcs Purchased from ESU or district	0.00	0.00	0.00	2,534.40	0.00	
2171	Physical Therapy - SPED school age	Total	0.00	0.00	0.00	20,461.60	0.00
2172	Physical Therapy - SPED ages 3-5						
01 2172 334 3 005	Mileage Paid - Other - SPED PT 3-5	0.00	0.00	0.00	77.97	0.00	
01 2172 340 3 005	P/T SPED 3-5 - Other Professional Svcs	0.00	0.00	0.00	492.75	0.00	
01 2172 591 3 005	P/T SPED 3-5 - Svcs Purchased from ESU or district	0.00	0.00	0.00	3,879.00	0.00	
2172	Physical Therapy - SPED ages 3-5	Total	0.00	0.00	0.00	4,449.72	0.00
2173	Physical Therapy - SPED Ages 0-2						
01 2173 334 3 005	Mileage Paid - Other - SPED PT 0-2	0.00	0.00	0.00	145.01	0.00	
01 2173 340 3 005	P/T SPED 0-2 - Other Professional Svcs	0.00	0.00	0.00	911.25	0.00	
01 2173 591 3 005	P/T SPED 0-2 - Svcs Purchased from ESU or district	0.00	0.00	0.00	5,691.60	0.00	
2173	Physical Therapy - SPED Ages 0-2	Total	0.00	0.00	0.00	6,747.86	0.00
2182	Visually Impaired Svc - SPED ages 3-5						
01 2182 591 3 005	Visually Impaired Svc SPED 3-5 -Svcs Purch from ESU or district	0.00	0.00	0.00	2,471.31	0.00	
2182	Visually Impaired Svc - SPED ages 3-5	Total	0.00	0.00	0.00	2,471.31	0.00
2190	OTHER PUPIL SUPPORT SERVICES						
01 2190 110 0 000	Clerical Salaries - AD	44,000.00	26,408.63	45,000.00	28,990.65	35.58	
01 2190 116 0 000	Salaries AD	72,500.00	73,083.38	74,000.00	24,728.39	66.58	
01 2190 120 0 000	Community Coach Salary	32,000.00	18,254.85	22,000.00	9,428.59	57.14	
01 2190 130 0 000	Clerical OT - AD	0.00	0.00	0.00	555.67	0.00	
01 2190 150 0 000	Non Instructional staff wages - Activity	5,000.00	14,272.10	5,215.00	14,139.06	(171.12)	
01 2190 151 0 000	Activity Salaries - Teachers	120,000.00	132,583.70	168,385.00	180,097.53	(6.96)	
01 2190 156 0 000	Activity Salaries - Prof Staff	20,000.00	7,472.56	8,000.00	6,518.74	18.52	
01 2190 210 0 000	Insurance - AD Clerical	0.00	0.00	420.00	409.36	2.53	
01 2190 216 0 000	Insurance - AD	0.00	0.00	420.00	140.00	66.67	
01 2190 220 0 000	FICA -- Activity Comm Coach/AD clerical	6,000.00	4,443.27	5,200.00	2,932.12	43.61	
01 2190 221 0 000	FICA - Activity Teachers	9,200.00	10,143.24	14,000.00	13,777.89	1.59	
01 2190 226 0 000	FICA - Activity Prof Staff	7,000.00	6,162.54	6,500.00	2,046.18	68.52	
01 2190 230 0 000	Retirement - Activity AD Clerical	4,400.00	3,382.47	4,500.00	3,425.07	23.89	
01 2190 231 0 000	Retirement Contributions - Activity Teachers	12,000.00	13,096.49	17,000.00	17,789.38	(4.64)	
01 2190 236 0 000	Retirement Contributions - Activity Prof Staff	9,100.00	7,957.16	7,500.00	3,080.42	58.93	
01 2190 271 0	Work Comp - Activities	0.00	0.00	3,050.00	1,161.07	61.93	

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000							
01 2190 340 000	DNU - Athletic Trainer Services	2,000.00	462.00	0.00	0.00	0.00	
01 2190 440 000	DNU - Rentals - Other	0.00	0.00	0.00	0.00	0.00	
01 2190 490 000	DNU - Other Purchased Property Svcs - Activity	36,000.00	0.00	0.00	0.00	0.00	
01 2190 580 000	Travel Exp - AD	15,000.00	769.42	0.00	0.00	0.00	
01 2190 610 000	Supplies - AD	10,000.00	6,854.12	0.00	53.50	0.00	
01 2190 626 000	DNU - Gas & Oil - Activity	0.00	0.00	0.00	0.00	0.00	
01 2190 643 000	DNU - Web/Cloud based software - Activity	5,000.00	0.00	0.00	0.00	0.00	
01 2190 739 000	DNU - Track/Fball Field Equip >5000	25,000.00	1,313.00	0.00	0.00	0.00	
01 2190 810 000	Dues and Fees - AD	15,000.00	9,111.65	0.00	76.50	0.00	
01 2190 890 000	Misc. Exp - AD	0.00	0.00	0.00	0.00	0.00	
2190	OTHER PUPIL SUPPORT SERVICES	Total	449,200.00	335,770.58	381,190.00	309,350.12	18.85
2211	SCHOOL IMPROVEMENT						
01 2211 580 000	Travel Exp - School Improvement	0.00	0.00	1,000.00	0.00	100.00	
01 2211 810 000	Accreditation - DUES AND FEES - District	0.00	0.00	0.00	1,200.00	0.00	
01 2211 810 1003	Accreditation - DUES AND FEES - Elem	0.00	0.00	0.00	1,200.00	0.00	
01 2211 810 2001	Accreditation - DUES AND FEES - Sec	0.00	0.00	0.00	1,200.00	0.00	
01 2211 810 3005	Accreditation - DUES AND FEES - PreK	0.00	0.00	0.00	900.00	0.00	
01 2211 890 000	Accreditation Exp - School Improvement	5,000.00	0.00	5,000.00	0.00	100.00	
2211	SCHOOL IMPROVEMENT	Total	5,000.00	0.00	6,000.00	4,500.00	25.00
2212	INSTRUCTION & CURRICULUM DEVELOPMENT						
01 2212 151 000	Salary DAC	5,000.00	5,000.00	5,000.00	5,000.00	0.00	
01 2212 151 1003	Salary Curriculum Director	0.00	0.00	0.00	416.66	0.00	
01 2212 221 000	FICA - DAC	400.00	382.56	400.00	382.45	4.39	
01 2212 221 1003	FICA Curriculum Director	0.00	0.00	0.00	31.87	0.00	
01 2212 231 000	Retirement - DAC	500.00	493.91	500.00	452.66	9.47	
01 2212 231 1003	Retirement - Curriculum Director	0.00	0.00	0.00	20.58	0.00	
01 2212 271 000	Work Comp - DAC	0.00	0.00	60.00	20.64	65.60	
01 2212 320 000	Professional Svcs - DAC	5,000.00	4,500.00	0.00	0.00	0.00	
01 2212 580 000	Travel Exp - DAC	1,000.00	0.00	500.00	0.00	100.00	
2212	INSTRUCTION & CURRICULUM DEVELOPMENT	Total	11,900.00	10,376.47	6,460.00	6,324.86	2.09
2213	INSTRUCTIONAL STAFF TRAINING						
01 2213 151 1	Professional Dev - Teachers Elem	1,000.00	110.00	500.00	0.00	(77.00)	

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003							
01 2213 151 2 001	Professional Dev - Teachers Sec	3,000.00	2,498.00	3,000.00	0.00	100.00	
01 2213 151 3 005	Professional Dev - Teachers PreK	1,000.00	0.00	500.00	0.00	100.00	
01 2213 221 1 003	FICA - PD Teachers Elem	76.50	8.41	40.00	0.00	100.00	
01 2213 221 2 001	FICA - PD- Teachers Sec	229.50	183.60	250.00	0.00	100.00	
01 2213 221 3 005	FICA - PD Teachers PreK	76.50	0.00	40.00	0.00	100.00	
01 2213 231 1 003	Retirement Prof Dev - Teachers Elem	98.78	10.87	50.00	0.00	100.00	
01 2213 231 2 001	Retirement Prof Dev - Teachers Sec	296.34	237.08	300.00	0.00	100.00	
01 2213 231 3 005	Retirement Prof Dev - Teachers PreK	98.78	0.00	50.00	0.00	100.00	
01 2213 330 0 000	EMPLOYEE TRAINING & DEV SVCS	2,000.00	135.02	500.00	0.00	100.00	
2213	INSTRUCTIONAL STAFF TRAINING	Total	7,876.40	3,182.98	5,230.00	0.00	83.08
2220	LIBRARY/MEDIA SERVICES						
01 2220 111 0 000	Salary Librarian	52,000.00	51,679.73	29,000.00	28,214.84	2.71	
01 2220 112 1 003	Library Para Salary - Elem	23,400.00	24,039.60	24,000.00	14,412.93	39.95	
01 2220 112 2 001	Library Para - Sec	0.00	0.00	23,000.00	17,484.71	23.98	
01 2220 132 1 003	Library Para OT - Elem	1,000.00	1,051.88	1,100.00	362.65	67.03	
01 2220 132 2 001	Library Para OT - Sec	0.00	0.00	500.00	0.00	100.00	
01 2220 221 0 000	FICA - Library - Teachers/Prof Staff	5,000.00	4,689.80	2,600.00	2,560.04	1.54	
01 2220 222 1 003	FICA Library Para - Elem	1,900.00	1,919.49	2,000.00	1,130.33	43.48	
01 2220 222 2 001	FICA Library Para - Sec.	0.00	0.00	2,000.00	1,337.58	33.12	
01 2220 231 0 000	Retirement Contributions Library Teacher/Prof Staff	5,400.00	5,104.82	3,000.00	2,787.00	7.10	
01 2220 232 1 003	Retirement Library Para - Elem	2,500.00	2,478.49	2,500.00	1,459.50	41.62	
01 2220 232 2 001	Retirement Library Para - Sec.	0.00	0.00	2,300.00	1,727.09	24.91	
01 2220 271 0 000	Work Comp - Librarian	0.00	0.00	580.00	225.14	61.18	
01 2220 271 1 003	Work Comp - Library Elem	0.00	0.00	300.00	104.20	65.27	
01 2220 281 0 000	Fringe Benefit Stipend	0.00	9,625.00	5,300.00	5,250.00	0.94	
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	1,669.16	2,000.00	17.99	99.10	
01 2220 610 2 001	Sec Library Supplies	1,000.00	148.15	2,000.00	293.41	79.04	
01 2220 640 1 003	Library Books Elem	2,500.00	1,753.24	3,000.00	1,528.52	49.05	
01 2220 640 2 001	Library Books Sec	2,000.00	2,457.63	3,000.00	2,526.12	15.80	
01 2220 643 0 000	Web/Cloud based software - Library Dist	350.00	167.50	500.00	528.35	(5.67)	

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01 2220 643 1 003	Web/Cloud based software - Library Elem	500.00	2,773.46	3,000.00	1,038.00	65.40	
01 2220 643 2 001	Web/Cloud based software - Library Sec.	500.00	2,773.46	3,000.00	1,038.00	65.40	
01 2220 735 0 000	Tech Software >5000 - Library	0.00	0.00	5,000.00	0.00	100.00	
01 2220 810 0 000	Dues and Fees - Library	200.00	0.00	500.00	0.00	100.00	
2220 LIBRARY/MEDIA SERVICES	Total	99,450.00	112,331.41	120,380.00	84,026.40	30.09	
2230 INSTRUCTION-RELATED TECHNOLOGY							
01 2230 112 1 003	Computer Para Salaries - Elem	33,000.00	32,623.93	35,000.00	34,875.54	0.36	
01 2230 114 0 000	Technology Assistants Salaries	47,000.00	26,814.75	45,900.00	26,204.33	42.91	
01 2230 132 1 003	Computer Para OT - Elem	2,900.00	3,184.62	3,200.00	538.29	83.18	
01 2230 212 1 003	Group Insurance Computer Paras - Elem	8,000.00	9,309.12	9,000.00	8,871.12	1.43	
01 2230 222 1 003	FICA Computer Paras - Elem	2,800.00	2,586.58	3,000.00	1,374.58	54.18	
01 2230 224 0 000	FICA Technical Staff	3,600.00	2,051.33	3,600.00	2,004.63	44.32	
01 2230 232 1 003	Retirement Computer Paras - Elem	3,600.00	3,537.11	3,800.00	3,498.11	7.94	
01 2230 234 0 000	Retirement Contributions Technical Staff	4,800.00	2,648.70	4,500.00	2,588.40	42.48	
01 2230 271 1 003	Work Comp - Tech Elem	0.00	0.00	670.00	253.12	62.22	
01 2230 320 0 000	Professional Development - Tech	250.00	0.00	200.00	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	147.89	500.00	0.00	100.00	
01 2230 432 0 000	Technology Contracted Services	70,000.00	68,135.00	70,000.00	83,650.00	(27.40)	
01 2230 580 0 000	Travel Exp - Tech	200.00	0.00	200.00	526.92	(163.46)	
01 2230 610 0 000	Supplies Tech	5,000.00	1,359.02	1,200.00	74.68	93.78	
01 2230 643 0 000	Web/Cloud based software	3,000.00	2,582.31	3,000.00	0.00	100.00	
01 2230 650 0 000	Supplies-Technology Related	1,000.00	7,048.52	7,500.00	4,543.40	39.42	
01 2230 734 0 000	Tech Related Hardware >5000	15,000.00	5,792.24	10,500.00	0.00	100.00	
01 2230 735 0 000	Tech Software >5000	0.00	0.00	5,000.00	0.00	100.00	
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	500.00	0.00	100.00	
2230 INSTRUCTION-RELATED TECHNOLOGY	Total	201,350.00	167,821.12	207,970.00	169,003.12	16.08	
2310 BOARD OF EDUCATION							
01 2310 310 0 000	Official/Admin Services - BOE	20,000.00	5,931.97	8,000.00	100.00	98.75	
01 2310 350 0 000	Advertising And Printing - BOE	5,000.00	433.93	1,000.00	0.00	100.00	
01 2310 520 0 000	District Liability Insurance	85,000.00	84,123.29	17,000.00	16,882.97	0.69	

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01 2310 580 000	Travel Exp - BOE	3,000.00	1,546.96	2,000.00	2,301.23	(15.06)	
01 2310 610 000	Supplies - BOE	500.00	959.01	1,000.00	575.63	42.44	
01 2310 735 000	BOE - Technology Software	0.00	4,316.00	0.00	0.00	0.00	
01 2310 810 000	Dues And Fees - BOE	20,000.00	8,579.33	15,000.00	19,216.32	(28.11)	
01 2310 890 000	Misc Expense - BOE	1,000.00	(72.00)	500.00	72.00	85.60	
2310 BOARD OF EDUCATION	Total	134,500.00	105,818.49	44,500.00	39,148.15	12.03	
2320 EXECUTIVE ADMINISTRATION							
01 2320 105 000	Superintendent Salary	130,000.00	130,000.00	130,000.00	120,833.34	7.05	
01 2320 110 000	Clerical Salaries - Supt	80,000.00	71,182.66	85,000.00	58,923.00	30.68	
01 2320 130 000	Clerical OT - Supt	6,000.00	2,121.10	6,000.00	377.90	93.70	
01 2320 210 000	Group Insurance Clerical - Supt	330.00	329.04	400.00	924.04	(131.01)	
01 2320 215 000	Group Insurance - Supt	19,000.00	19,281.60	19,500.00	15,184.00	22.13	
01 2320 220 000	FICA Clerical - Supt	6,600.00	5,365.10	7,000.00	3,135.63	55.21	
01 2320 225 000	FICA - Supt	10,000.00	9,779.34	10,000.00	8,239.96	17.60	
01 2320 230 000	Retirement Clerical - Supt	8,500.00	7,209.68	9,000.00	5,854.64	34.95	
01 2320 235 000	Retirement - Supt	13,000.00	12,841.09	13,000.00	10,700.91	17.69	
01 2320 271 000	Work Comp - Supt	0.00	0.00	2,300.00	862.38	62.51	
01 2320 285 000	Health Benefits (HSA) - Supt	3,000.00	2,947.08	3,000.00	2,455.90	18.14	
01 2320 320 000	Professional Development - Supt	2,000.00	2,790.66	0.00	0.00	0.00	
01 2320 330 000	Professional Development - Supt/office	0.00	0.00	3,000.00	0.00	100.00	
01 2320 350 000	ADVERTISING /PRINTING	0.00	0.00	0.00	1,350.00	0.00	
01 2320 531 000	POSTAGE - Superintendent	0.00	0.00	0.00	7.49	0.00	
01 2320 580 000	Travel Exp - Supt	3,500.00	4,006.33	4,500.00	2,348.92	47.80	
01 2320 610 000	Office Supplies - Supt	1,000.00	2,336.33	2,552.00	1,833.41	28.16	
01 2320 643 000	Web/Cloud based software - Supt	1,000.00	0.00	3,000.00	0.00	100.00	
01 2320 650 000	Supplies-Technology Related - Supt	1,000.00	834.58	1,000.00	0.00	100.00	
01 2320 733 000	Furniture & Fixtures >5000 - Supt	0.00	6,664.32	5,000.00	0.00	100.00	
01 2320 735 000	Tech Software >5000 - Supt	0.00	0.00	5,000.00	0.00	100.00	
01 2320 810 000	Dues And Fees - Supt	2,000.00	3,110.25	3,500.00	1,295.50	62.99	
01 2320 890 000	Misc Expense - Supt	500.00	600.00	1,000.00	0.00	100.00	
2320 EXECUTIVE ADMINISTRATION	Total	287,430.00	281,399.16	313,752.00	234,327.02	25.31	
2330 DISTRICT LEGAL SERVICES							

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01 2330 317 000	LEGAL SERVICES	20,000.00	6,464.00	15,000.00	51,944.17	(246.29)	
2330	DISTRICT LEGAL SERVICES	Total	20,000.00	6,464.00	15,000.00	51,944.17	(246.29)
2410	OFFICE OF THE PRINCIPAL						
01 2410 110 1 003	Clerical Salaries- Elem Principal	42,000.00	39,811.60	43,000.00	41,965.98	2.40	
01 2410 110 2 001	Clerical Salaries - Sec Principal	40,000.00	34,385.25	41,000.00	35,229.57	14.07	
01 2410 111 1 003	Principal Salary - Elem	90,000.00	90,659.09	91,500.00	94,928.78	(3.75)	
01 2410 111 2 001	Principal Salary - Sec	92,700.00	92,950.00	94,200.00	91,000.00	3.40	
01 2410 111 3 005	Principal Salary - PreK	92,700.00	92,950.00	94,200.00	94,283.34	(0.09)	
01 2410 130 1 003	Clerical OT - Elem Principal	3,600.00	5,049.30	5,000.00	1,178.75	76.43	
01 2410 130 2 001	Clerical OT - Sec Principal	3,500.00	2,857.15	3,500.00	1,134.03	67.60	
01 2410 210 1 003	Group Insurance Clerical - Elem Principal	0.00	0.00	0.00	411.33	0.00	
01 2410 210 2 001	Group Insurance Clerical - Sec Principal	330.00	329.04	350.00	513.90	(46.83)	
01 2410 211 1 003	Group Insurance - Elem Principal	20,000.00	19,187.28	21,000.00	20,895.08	0.50	
01 2410 211 2 001	Group Insurance - Sec Principal	18,000.00	16,986.24	21,000.00	17,326.32	17.49	
01 2410 220 1 003	FICA Clerical - Elem Principal	3,500.00	3,431.85	3,600.00	2,267.84	37.00	
01 2410 220 2 001	FICA Clerical - Sec Principal	3,300.00	2,775.80	3,400.00	1,978.63	41.81	
01 2410 221 1 003	FICA Elem Principal	6,900.00	6,339.50	7,000.00	5,616.90	19.76	
01 2410 221 2 001	FICA Sec Principal	7,100.00	6,710.20	7,300.00	5,320.01	27.12	
01 2410 221 3 005	FICA PreK Principal	7,100.00	6,944.82	7,300.00	7,092.72	2.84	
01 2410 230 1 003	Retirement Clerical - Elem Principal	4,500.00	4,070.89	4,600.00	4,133.16	10.15	
01 2410 230 2 001	Retirement Clerical - Sec Principal	4,300.00	3,678.73	4,500.00	3,591.91	20.18	
01 2410 231 1 003	Retirement Elem Principal	9,000.00	8,914.76	9,200.00	9,046.39	1.67	
01 2410 231 2 001	Retirement - Sec Principal	9,200.00	9,181.42	9,400.00	7,754.19	17.51	
01 2410 231 3 005	Retirement PreK Principal	9,200.00	9,181.42	9,400.00	9,313.14	0.92	
01 2410 271 1 003	Work Comp - Elem Principal	0.00	0.00	1,520.00	574.75	62.19	
01 2410 271 2 001	Work Comp - Sec Principal	0.00	0.00	1,460.00	544.57	62.70	
01 2410 271 3 005	Work Comp - PreK Principal	0.00	0.00	1,040.00	392.68	62.24	
01 2410 320 1 003	Professional Development - Elem Principal	5,000.00	0.00	0.00	0.00	0.00	
01 2410 320 2 001	Professional Development - Sec Principal	5,000.00	99.00	0.00	0.00	0.00	
01 2410 320 3 005	Professional Development - PreK Principal	5,000.00	119.99	0.00	0.00	0.00	
01 2410 330 1 003	Professional Development - Elem Principal	0.00	0.00	2,200.00	9,300.00	(322.73)	

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01 2410 330 2 001	Professional Development - Sec Principal	0.00	0.00	2,200.00	375.00	82.95	
01 2410 330 3 005	Professional Development - PreK Principal	0.00	0.00	2,200.00	0.00	100.00	
01 2410 580 1 003	Travel Exp - Elem Principal	2,000.00	1,233.66	2,000.00	469.85	76.51	
01 2410 580 2 001	Travel Exp - Sec Principal	2,000.00	2,108.96	2,000.00	49.09	97.55	
01 2410 580 3 005	Travel Exp - PreK Principal	2,000.00	1,006.81	2,000.00	49.09	97.55	
01 2410 610 1 003	Supplies Elem Prin	1,000.00	115.63	1,000.00	387.12	61.29	
01 2410 610 2 001	Supplies Sec Prin	1,000.00	515.13	1,000.00	684.55	31.55	
01 2410 610 3 005	Supplies PreK Principal	1,000.00	175.69	1,000.00	169.99	83.00	
01 2410 643 1 003	Web/Cloud based software - Elem Principal	500.00	0.00	500.00	0.00	100.00	
01 2410 643 2 001	Web/Cloud based software - Sec Principal	500.00	0.00	500.00	99.00	80.20	
01 2410 643 3 005	Web/Cloud based software - PreK Principal	500.00	0.00	500.00	0.00	100.00	
01 2410 650 1 003	Supplies-Technology Related - Elem Principal	500.00	0.00	500.00	0.00	100.00	
01 2410 650 2 001	Supplies-Technology Related - Sec Principal	500.00	0.00	500.00	0.00	100.00	
01 2410 650 3 005	Supplies-Technology Related - PreK Principal	500.00	0.00	500.00	0.00	100.00	
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	154.99	500.00	1,135.00	(204.00)	
01 2410 810 2 001	Dues and Fees - Sec Principal	750.00	772.10	500.00	445.00	11.00	
01 2410 810 3 005	Dues and Fees - PreK Principal	750.00	25.00	500.00	850.00	(70.00)	
2410 OFFICE OF THE PRINCIPAL	Total	496,180.00	462,721.30	504,570.00	470,507.66	6.67	
2510 FISCAL SERVICES							
01 2510 116 0 000	Business Manager--Salary	72,000.00	72,583.34	73,500.00	73,867.50	(0.50)	
01 2510 216 0 000	Group Insurance - Business Manager	0.00	0.00	420.00	420.00	0.00	
01 2510 226 0 000	FICA - Business Manger	5,400.00	5,369.02	5,700.00	4,434.50	22.20	
01 2510 236 0 000	Retirement - Business Manager	7,200.00	7,169.66	7,300.00	7,296.54	0.05	
01 2510 271 0 000	Work Comp - Business Mgr	0.00	0.00	815.00	311.91	61.73	
01 2510 315 0 000	Audit	18,000.00	18,016.48	20,000.00	15,963.54	20.18	
01 2510 320 0 000	Professional Educational Services	5,500.00	424.00	0.00	0.00	0.00	
01 2510 340 0 000	Other Professional Services	500.00	8,606.00	9,000.00	3,314.50	63.17	
01 2510 350 0 000	Advertising/Printing	6,500.00	6,937.45	8,000.00	4,364.61	45.44	
01 2510 351 0 000	Data-Processing & Coding Services	0.00	0.00	100.00	34.54	65.46	
01 2510 382 0	Distance Ed/Telecommunications	2,000.00	(374.25)	750.00	268.73	54.20	

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000							
01 2510 531 0 000	Postage General	3,000.00	5,139.02	5,000.00	2,698.92	46.02	
01 2510 580 0 000	Travel Exp - General	2,000.00	1,669.22	2,000.00	762.38	61.88	
01 2510 610 0 000	Supplies General	8,000.00	1,908.91	3,000.00	350.36	88.32	
01 2510 643 0 000	Web/Cloud based software - Fiscal Svcs	10,000.00	5,170.00	10,000.00	22,030.08	(120.30)	
01 2510 650 0 000	Supplies-Tech Related - Fiscal Svcs	500.00	0.00	500.00	0.00	100.00	
01 2510 733 0 000	Furniture/Fixtures >5000	10,000.00	0.00	5,000.00	0.00	100.00	
01 2510 735 0 000	Tech Software >5000	10,000.00	8,600.00	5,000.00	0.00	100.00	
01 2510 810 0 000	Dues and Fees - Fiscal Svcs	2,000.00	8,549.12	5,000.00	3,375.68	30.49	
01 2510 890 0 000	Misc Expense - Fiscal Svcs	1,000.00	2,096.85	2,000.00	43.16	88.84	
2510 FISCAL SERVICES	Total	163,600.00	151,864.82	163,085.00	139,536.95	14.22	
2560 Public Information Services							
01 2560 735 0 000	Technology Software	0.00	5,739.00	0.00	0.00	0.00	
2560 Public Information Services	Total	0.00	5,739.00	0.00	0.00	0.00	
2580 Administrative Technology Services							
01 2580 735 0 000	Admin Tech Svcs - Tech Software	0.00	0.00	0.00	14,759.00	0.00	
2580 Administrative Technology Services	Total	0.00	0.00	0.00	14,759.00	0.00	
2610 OPERATION OF BUILDINGS							
01 2610 110 0 000	Custodian Salary - District	0.00	0.00	0.00	0.00	0.00	
01 2610 431 0 000	Repairs and Maintenance	5,000.00	2,275.55	5,000.00	2,113.50	55.73	
01 2610 520 0 000	Property Insurance	0.00	0.00	89,700.00	89,609.61	0.10	
01 2610 610 0 000	R&M Bldg OP Supplies - District	10,000.00	1,666.96	7,000.00	9,368.45	(84.44)	
01 2610 610 1 003	R&M Bldg OP Supplies - Elem	10,000.00	3,893.69	10,000.00	10,391.08	(3.91)	
01 2610 610 2 001	R&M Bldg OP Supplies - Sec	12,000.00	17,327.06	12,000.00	14,551.64	(29.05)	
01 2610 610 3 005	R&M Bldg OP Supplies - PreK	8,000.00	1,352.61	7,000.00	3,272.94	39.42	
01 2610 621 1 003	Utility Energy Services - Elem	150,000.00	101,898.28	150,000.00	106,542.21	24.21	
01 2610 621 2 001	Utility Energy Svcs - Sec	70,000.00	68,028.92	75,000.00	72,573.11	(4.06)	
01 2610 621 3 005	Utility Energy Svcs - PreK	12,000.00	11,820.63	15,000.00	13,189.72	6.28	
01 2610 733 0 000	Building OP - Furn/Fixtures >5000	8,000.00	0.00	0.00	0.00	0.00	
01 2610 739 0 000	Other Equipment >5000	0.00	6,954.38	0.00	0.00	0.00	
2610 OPERATION OF BUILDINGS	Total	285,000.00	215,218.08	370,700.00	321,612.26	8.08	
2620 MAINTENANCE OF BUILDINGS							
01 2620 110 0 000	Dist Maintenance Salaries	129,000.00	120,765.91	170,000.00	129,180.32	24.01	
01 2620 110 1 003	Custodian Salaries - Elem	71,000.00	60,001.55	70,000.00	52,378.85	25.17	

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01 2620 110 2 001	Custodian Salaries - Sec.	72,800.00	58,206.76	75,000.00	65,421.59	12.77	
01 2620 110 3 005	Custodian Salaries - PreK	7,200.00	8,919.23	15,000.00	8,878.90	40.81	
01 2620 130 0 000	Dist Maintenance OT	20,000.00	20,102.25	21,000.00	5,063.72	75.89	
01 2620 130 1 003	Custodian OT - Elem	3,100.00	2,075.61	3,000.00	721.25	75.96	
01 2620 130 2 001	Custodian OT - Sec.	1,700.00	1,455.88	2,000.00	799.68	60.02	
01 2620 210 0 000	Group Insurance - Dist. Maintenance	16,000.00	15,796.11	18,000.00	18,446.50	(2.48)	
01 2620 210 1 003	Group Insurance - Custodian Elem	8,000.00	7,907.89	8,500.00	15,485.00	(82.18)	
01 2620 210 2 001	Group Insurance - Custodian Sec	8,000.00	7,905.60	8,500.00	17,002.98	(100.04)	
01 2620 220 0 000	FICA - Dist Maintenance	12,000.00	10,543.07	15,000.00	8,396.63	44.02	
01 2620 220 1 003	FICA - Custodian Elem	5,700.00	4,688.59	5,600.00	2,402.81	57.09	
01 2620 220 2 001	FICA - Custodian Sec	5,600.00	4,512.51	6,000.00	3,009.72	49.84	
01 2620 220 3 005	FICA - Custodian PreK	560.00	682.31	1,200.00	679.23	43.40	
01 2620 230 0 000	Retirement - Dist Maintenance	15,000.00	13,867.35	20,000.00	13,075.48	34.62	
01 2620 230 1 003	Retirement - Custodian Elem	7,300.00	6,131.85	7,200.00	5,162.45	28.30	
01 2620 230 2 001	Retirement - Custodian Sec	7,400.00	5,893.35	8,000.00	6,512.71	18.59	
01 2620 271 0 000	Work Comp - Dist Cust/Maint	0.00	0.00	1,580.00	605.15	61.70	
01 2620 271 1 003	Work Comp - Elem Cust/Maint	0.00	0.00	700.00	253.23	63.82	
01 2620 271 2 001	Work Comp - Sec Cust/Maint	0.00	0.00	670.00	255.62	61.85	
01 2620 271 3 005	Work Comp - PreK Cust/Maint	0.00	0.00	100.00	40.94	59.06	
01 2620 340 0 000	Contract Services Bldg OP - District	5,000.00	(20,381.46)	5,000.00	0.00	88.00	
01 2620 340 1 003	Contract Services Bldg OP - Elem	10,000.00	15,414.76	10,000.00	11,925.90	(53.55)	
01 2620 340 2 001	Contract Services Bldg OP - Sec	5,000.00	4,966.70	3,000.00	7,223.90	(140.80)	
01 2620 340 3 005	Contract Services Bldg OP - PreK	1,000.00	0.00	1,000.00	389.00	61.10	
01 2620 350 0 000	Technical Services	0.00	20,579.53	0.00	0.00	0.00	
01 2620 431 0 000	Non Technology Repair/Maintenance	0.00	0.00	42,000.00	62,469.46	(48.74)	
01 2620 610 0 000	Custodial Supplies - Dist	4,209.00	4,354.05	5,000.00	2,748.76	31.66	
01 2620 610 1 003	Custodial Supplies - Elem	11,000.00	16,149.55	20,000.00	14,057.82	25.81	
01 2620 610 2 001	Custodial Supplies - Sec	13,000.00	17,358.58	20,000.00	11,085.74	41.13	
01 2620 610 3 005	Custodial Supplies - PreK	4,000.00	3,316.74	5,000.00	3,867.99	18.04	
01 2620 720 0 000	Bldg Improv District	20,000.00	0.00	20,000.00	0.00	99.00	
01 2620 733 0 000	Maint-Furniture & Fixtures>5000	10,000.00	0.00	10,000.00	0.00	100.00	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 20
01 2620 733 1 003	Furniture & Fixtures >5000 - Elem Bldg OP	10,000.00	150.00	5,000.00	5,839.54	(16.79)	
01 2620 733 2 001	Furniture & Fixtures >5000 - Sec Bldg OP	10,000.00	926.03	5,000.00	0.00	100.00	
01 2620 733 3 005	Furniture & Fixtures >5000 - PreK Bldg OP	10,000.00	0.00	5,000.00	0.00	100.00	
01 2620 890 0 000	Misc. Exp - Building Operations	0.00	4,199.90	5,000.00	0.00	100.00	
2620	MAINTENANCE OF BUILDINGS	Total	503,569.00	416,490.20	618,050.00	473,380.87	22.34
2630	Care & Upkeep of Grounds						
01 2630 450 2 001	Care & Upkeep of Grounds - Construction Services	0.00	0.00	0.00	1,852.20	0.00	
01 2630 610 0 000	R&M - Grounds: Supplies/Materials	5,000.00	10,597.92	15,000.00	10,224.78	31.83	
2630	Care & Upkeep of Grounds	Total	5,000.00	10,597.92	15,000.00	12,076.98	19.49
2640	Care & Upkeep of Equipment						
01 2640 610 0 000	Equipment R&M - Supplies	0.00	0.00	0.00	3,326.01	0.00	
2640	Care & Upkeep of Equipment	Total	0.00	0.00	0.00	3,326.01	0.00
2650	Vehicle Operation, Mtnce, & Purchasing (other than student transp)						
01 2650 431 0 000	Vehicle - Non Tech Repair/Maint (other than student transp)	0.00	0.00	0.00	85.00	0.00	
01 2650 520 0 000	Vehicle Insurance (other than student)	0.00	0.00	2,400.00	2,358.56	1.73	
01 2650 610 0 000	Vehicle - Supplies (other than student transportation)	0.00	56.18	8,000.00	6,246.96	21.91	
01 2650 626 0 000	GAS AND OIL (other than student transportation)	0.00	0.00	0.00	3,038.89	0.00	
01 2650 732 0 000	Vehicle Purchase (other than student transportation)	119,000.00	119,000.00	100,000.00	0.00	100.00	
2650	Vehicle Operation, Mtnce, & Purchasing (other than student transp)	Total	119,000.00	119,056.18	110,400.00	11,729.41	89.38
2660	SECURITY						
01 2660 490 0 000	Safety and Security/School Resource	15,000.00	5,689.47	7,500.00	3,103.00	37.29	
01 2660 610 0 000	Security - Supplies & Materials	0.00	0.00	0.00	5,876.83	0.00	
01 2660 643 0 000	Security - Web/Cloud based software	0.00	0.00	0.00	1,500.00	0.00	
01 2660 734 0 000	Security - Technology Related Hardware	0.00	9,307.64	0.00	0.00	0.00	
2660	SECURITY	Total	15,000.00	14,997.11	7,500.00	10,479.83	(61.06)
2670	Safety						
01 2670 490 0 000	SAFETY - Other Purchased Property Services	0.00	0.00	0.00	3,544.34	0.00	
01 2670 610 0 000	SAFETY - Supplies & Materials	0.00	0.00	0.00	1,649.73	0.00	
2670	Safety	Total	0.00	0.00	0.00	5,194.07	0.00
2710	REGULAR PUPIL TRANSPORTATION						
01 2710 110 0 000	Bus Driver Wages	86,000.00	104,366.70	75,000.00	83,688.02	(11.58)	
01 2710 111 0 000	Bus - Teachers/Professional Staff	0.00	3,712.41	0.00	0.00	0.00	
01 2710 130 0 000	Overtime Bus	5,000.00	16,533.20	5,000.00	4,063.13	18.74	
01 2710 211 0 000	Bus - Group Insurance - Teachers	0.00	40.28	0.00	0.00	0.00	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 21
01 2710 220 000	FICA - Bus	7,000.00	9,211.02	6,300.00	6,691.55	(6.22)	
01 2710 221 000	Bus - Social Security Teachers	0.00	283.21	0.00	0.00	0.00	
01 2710 230 000	Retirement - Bus	9,000.00	9,556.03	8,000.00	6,191.35	22.61	
01 2710 231 000	Bus - Retirement Contributions Teachers	0.00	366.72	0.00	0.00	0.00	
01 2710 271 000	Work Comp - Bus	0.00	0.00	1,400.00	511.58	63.46	
01 2710 281 000	Health Benefits	0.00	8.00	0.00	0.00	0.00	
01 2710 330 000	Bus - Prof Dev/Training	0.00	0.00	0.00	475.00	0.00	
01 2710 332 000	MILEAGE TO PARENTS	0.00	0.00	0.00	2,345.32	0.00	
01 2710 431 000	Bus - Non Technology Repair/Maintenance	0.00	0.00	0.00	0.00	0.00	
01 2710 442 000	Rentals of Equipment & Vehicles	0.00	21,500.00	50,000.00	32,000.00	36.00	
01 2710 520 000	Vehicle Insurance (Student)	0.00	0.00	22,000.00	21,017.86	4.46	
01 2710 531 000	POSTAGE - Bus	0.00	0.00	0.00	10.20	0.00	
01 2710 610 000	Supplies	7,000.00	0.00	1,000.00	248.70	40.84	
01 2710 626 000	Gas And Oil	60,000.00	61,729.91	62,000.00	36,234.26	31.35	
01 2710 732 000	Vehicle Acquisition	75,000.00	0.00	0.00	0.00	0.00	
01 2710 739 000	Other Equipment >5000	35,000.00	9,529.45	15,000.00	0.00	100.00	
01 2710 890 000	Misc. Exp - Bus	10,000.00	2,171.74	7,000.00	1,934.00	72.27	
2710	REGULAR PUPIL TRANSPORTATION	Total	294,000.00	239,008.67	252,700.00	195,410.97	20.03
2730	Vehicle Servicing & Mtnce - Reg Ed Student						
01 2730 431 000	Reg Ed Student Vehicle - NonTech Repair/Mtnce Svcs	0.00	49,871.84	30,000.00	12,275.92	59.08	
01 2730 610 000	Reg Ed Student Vehicle - Svc/Mtnce Supplies	0.00	0.00	11,200.00	11,513.83	(2.80)	
2730	Vehicle Servicing & Mtnce - Reg Ed Student	Total	0.00	49,871.84	41,200.00	23,789.75	42.26
2900	OTHER SUPPORT SERVICES						
01 2900 239 000	EARLY RETIRMENT	0.00	7,500.00	0.00	0.00	0.00	
2900	OTHER SUPPORT SERVICES	Total	0.00	7,500.00	0.00	0.00	0.00
3300	COMMUNITY SERVICES						
01 3300 610 000	Community Service	2,000.00	3,620.44	5,850.00	3,166.80	45.87	
3300	COMMUNITY SERVICES	Total	2,000.00	3,620.44	5,850.00	3,166.80	45.87
3400	CATEGORICAL GRANTS FROM CORP & OTHER PRIVATE						
01 3400 610 2001	Private/State Categorical Grant-supplies/materials	0.00	0.00	0.00	56.48	0.00	
01 3400 610 3005	Private/State Categorical Grant-supplies/materials - PreK	0.00	0.00	0.00	300.00	0.00	
3400	CATEGORICAL GRANTS FROM CORP & OTHER PRIVATE	Total	0.00	0.00	0.00	356.48	0.00
3512	DISTANCE EDUCATION INCENTIVE						

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 22
PAYMENTS							
01 3512 561 2 001	Distance Ed - TUIT PD OTHER DIST	0.00	3,600.00	4,000.00	15,718.44	(292.96)	
3512	DISTANCE EDUCATION INCENTIVE PAYMENTS	Total	0.00	3,600.00	4,000.00	15,718.44	(292.96)
3551	Career Education						
01 3551 610 2 001	Career Ed Grant - Supplies & Materials	0.00	0.00	0.00	12,378.42	0.00	
01 3551 626 2 001	CTE Grant - GAS AND OIL	0.00	0.00	0.00	145.10	0.00	
3551	Career Education	Total	0.00	0.00	0.00	12,523.52	0.00
4900	OTHER FACILITIES ACQUISITION & CONSTRUCTION						
01 4900 450 0 000	Construction Services	0.00	181,000.00	50,000.00	0.00	100.00	
4900	OTHER FACILITIES ACQUISITION & CONSTRUCTION	Total	0.00	181,000.00	50,000.00	0.00	100.00
6200	TITLE I, PART A NCLB IMPROV THE ACADEM						
01 6200 111 0 000	TITLE I Salaries - Teachers	41,055.00	42,185.00	0.00	0.00	0.00	
01 6200 111 1 003	TITLE I Salaries - Teachers - Elem	0.00	0.00	44,000.00	43,955.00	0.10	
01 6200 112 0 000	TITLE I Salaries Paras	48,008.00	46,085.47	0.00	0.00	0.00	
01 6200 112 1 003	TITLE I Salaries Paras - Elem	0.00	0.00	52,000.00	47,485.64	8.68	
01 6200 132 0 000	TITLE I - Para OT	0.00	627.39	0.00	0.00	0.00	
01 6200 132 1 003	TITLE I - Para OT - Elem	0.00	0.00	3,000.00	250.66	91.64	
01 6200 151 0 000	Title I Add'l Comp - Teachers	0.00	10,500.00	0.00	0.00	0.00	
01 6200 151 1 003	Title I Add'l Comp - Elem Teachers	0.00	0.00	10,500.00	10,500.00	0.00	
01 6200 211 0 000	Title I - Group Insurance - Teachers	0.00	0.00	0.00	0.00	0.00	
01 6200 211 1 003	Title I - Group Insurance - Teachers	0.00	0.00	420.00	420.00	0.00	
01 6200 221 0 000	TITLE I FICA - Teachers	4,465.50	4,030.44	0.00	0.00	0.00	
01 6200 221 1 003	TITLE I FICA - Teachers - Elem	0.00	0.00	5,000.00	3,133.10	37.34	
01 6200 222 0 000	TITLE I FICA - Paras	3,465.50	3,550.65	0.00	0.00	0.00	
01 6200 222 1 003	TITLE I FICA - Paras - Elem	0.00	0.00	4,000.00	3,615.94	9.60	
01 6200 231 0 000	TITLE I Retirement - Teachers	5,765.50	5,204.15	0.00	0.00	0.00	
01 6200 231 1 003	TITLE I Retirement Teachers - Elem	0.00	0.00	6,000.00	5,378.98	10.35	
01 6200 232 0 000	TITLE I Retirement - Paras	4,565.50	4,614.21	0.00	0.00	0.00	
01 6200 232 1 003	TITLE I Retirement - Paras - Elem	0.00	0.00	5,000.00	4,712.41	5.75	
01 6200 610 0 000	TITLE I Supplies	100.00	0.00	100.00	0.00	100.00	
6200	TITLE I, PART A NCLB IMPROV THE ACADEM	Total	107,425.00	116,797.31	130,020.00	119,451.73	8.13
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS						

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 23
01 6310 320 000	TITLE II-A Professional Educational Svcs	0.00	0.00	0.00	0.00	0.00	
01 6310 330 000	TITLE II-A Employee Training/Dev Svcs	17,232.00	14,882.25	16,238.00	17,294.45	(6.51)	
01 6310 580 000	TITLE II-A Travel Exp	0.00	0.00	0.00	0.00	0.00	
6310	TITLE II, PART A NCLB TCHR QUAL GRANTS	Total	17,232.00	14,882.25	16,238.00	17,294.45	(6.51)
6406	IDEA PRESCHOOL(619) BASE ALLOC						
01 6406 591 3005	IDEA B PREK--PROFESSIONAL SVCS	3,606.00	3,607.00	3,600.00	3,598.68	0.04	
6406	IDEA PRESCHOOL(619) BASE ALLOC	Total	3,606.00	3,607.00	3,600.00	3,598.68	0.04
6408	IDEA ENROLLMENT/POVERTY						
01 6408 111 000	IDEA-EP-- Salaries Teachers	12,942.00	9,491.67	0.00	0.00	0.00	
01 6408 111 3005	IDEA EP Teacher Salary - PreK	45,403.00	45,402.50	58,000.00	60,794.47	(4.82)	
01 6408 151 000	IDEA-EP - Add'l Comp Teachers	0.00	900.00	0.00	0.00	0.00	
01 6408 151 3005	IDEA-EP - Add'l Comp Teachers PreK	0.00	14,047.13	21,000.00	14,576.11	30.59	
01 6408 211 000	IDEA-EP - Group Insurance Teachers	2,688.00	4,389.95	0.00	0.00	0.00	
01 6408 221 000	IDEA-EP FICA - Teachers	2,688.00	663.90	0.00	0.00	0.00	
01 6408 221 3005	IDEA-EP FICA Teachers - EC	1,142.50	4,992.93	6,200.00	6,210.63	(0.17)	
01 6408 231 000	IDEA-EP Retirement - Teachers	2,688.00	1,026.46	0.00	0.00	0.00	
01 6408 231 3005	IDEAP-EP Retirement Teachers - EC	1,142.50	5,872.28	8,000.00	7,445.02	6.94	
01 6408 281 000	IDEA-EP STIPEND- Health Benefits - Teachers	0.00	0.00	0.00	0.00	0.00	
01 6408 281 3005	IDEA-EP STIPEND-Health Benefits Teachers EC	10,500.00	10,500.00	10,500.00	10,500.00	0.00	
01 6408 591 3005	IDEA-Services Purchased from ESU or district-PreK	18,229.00	14,417.30	0.00	0.00	0.00	
6408	IDEA ENROLLMENT/POVERTY	Total	97,423.00	111,704.12	103,700.00	99,526.23	4.02
6421	IDEA PART-B (611) ARP - EP						
01 6421 591 000	IDEA B-EP (ARP) Services Purchased from ESU or district	0.00	6,202.60	0.00	0.00	0.00	
6421	IDEA PART-B (611) ARP - EP	Total	0.00	6,202.60	0.00	0.00	0.00
6422	IDEA PreK 619 ARP						
01 6422 610 3005	IDEA PreK 619 ARP-OTHER SUPPLIES AND MATERIALS	815.00	815.00	0.00	0.00	0.00	
6422	IDEA PreK 619 ARP	Total	815.00	815.00	0.00	0.00	0.00
6690	Other Fed Non-Categorical Expenditures						
01 6690 150 3005	ARP Child Stabilization funds - Non Instructional	0.00	0.00	0.00	0.00	0.00	
01 6690 151 3005	ARP Bonus Teachers/Professional Staff	250.00	250.00	0.00	0.00	0.00	
01 6690 152 3005	ARP Bonus Instructional Aides & Assistants	250.00	250.00	0.00	0.00	0.00	
01 6690 220 3005	FICA - Paras	0.00	0.00	0.00	0.00	0.00	
01 6690 221 3005	FICA Teachers	19.12	19.12	0.00	0.00	0.00	
01 6690 222 3005	SOCIAL SECURITY AIDES	19.13	19.13	0.00	0.00	0.00	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 24
01 6690 610 3 005	ARP Childcare Stabilization - OTHER SUPPLIES AND MATERIALS	37,649.33	27,379.44	15,000.00	1,108.06	92.61	
6690	Other Fed Non-Categorical Expenditures Total	38,187.58	27,917.69	15,000.00	1,108.06	92.61	
6700	FED VOC & APP TECH ED (CARL PERKINS)						
01 6700 610 2 001	Carl Perkins Fed Grant Supplies & Mat - Sec	1,795.00	1,795.00	0.00	0.00	0.00	
6700	FED VOC & APP TECH ED (CARL PERKINS) Total	1,795.00	1,795.00	0.00	0.00	0.00	
6969	TITLE IV GRANTS						
01 6969 561 2 001	Title IV - TUIT PD OTHER DIST	0.00	0.00	0.00	0.00	0.00	
01 6969 565 0 000	TITLE IV - Tuition to Post-Sec Schools	9,020.00	6,397.13	5,000.00	1,775.12	64.50	
01 6969 569 2 001	Title IV - TUITION PD OTH AGENCIES	0.00	0.00	1,000.00	0.00	100.00	
01 6969 591 0 000	TITLE IV Svcs Purchased from ESU or district	5,000.00	0.00	0.00	2,560.00	0.00	
01 6969 610 0 000	TITLE IV Supplies	5,980.00	1,937.67	4,000.00	1,301.64	67.46	
01 6969 641 0 000	Title IV - digital learning materials	0.00	10,450.00	0.00	3,666.00	0.00	
01 6969 810 0 000	TITLE IV - Dues and Fees	0.00	1,336.00	0.00	798.00	0.00	
6969	TITLE IV GRANTS Total	20,000.00	20,120.80	10,000.00	10,100.76	(1.01)	
6990	OTHER FED CATEGORICAL RECEIPTS						
01 6990 111 3 005	Salary - PreK Teachers (Fed Cat Pgm)	0.00	0.00	0.00	1,706.64	0.00	
01 6990 151 1 003	Add'l Comp - Teachers Elem (Fed Cat Pgm)	0.00	0.00	0.00	1,800.00	0.00	
01 6990 221 1 003	Social Security Elem Teachers (Fed Cat Pgm)	0.00	0.00	0.00	137.67	0.00	
01 6990 221 3 005	Social Security PreK Teachers (Fed Cat Pgm)	0.00	0.00	0.00	130.56	0.00	
01 6990 231 1 003	Retirement Contributions Elem Teachers (Fed Cat Pgm)	0.00	0.00	0.00	177.80	0.00	
01 6990 610 0 000	Other Fed grant Supplies	0.00	0.00	0.00	3,914.45	0.00	
01 6990 643 0 000	Web/Cloud based software - PBIS	0.00	0.00	0.00	1,341.66	0.00	
6990	OTHER FED CATEGORICAL RECEIPTS Total	0.00	0.00	0.00	9,208.78	0.00	
6992	REAP						
01 6992 650 0 000	REAP-Supplies-Technology Related	59,216.00	50,657.51	33,200.00	0.00	100.00	
01 6992 650 2 001	REAP-Supplies-Technology Related - Sec.	0.00	0.00	0.00	41,575.00	0.00	
6992	REAP Total	59,216.00	50,657.51	33,200.00	41,575.00	(25.23)	
6997	ESSERS II						
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	0.00	0.00	0.00	0.00	
6998	ESSERS III						
01 6998 610 1 003	Supplies & Materials - Elementary	0.00	0.00	0.00	0.00	0.00	
01 6998 640 1 003	ESSERS III Curriculum-Elem	62,196.00	48,500.00	0.00	0.00	0.00	
01 6998 641 1 003	ESSERS III Digital Instruct Materials - Elem	0.00	26,650.00	0.00	0.00	0.00	
6998	ESSERS III Total	62,196.00	75,150.00	0.00	0.00	0.00	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 25
8000	TRANSFERS (OUTGOING)						
01 8000 912 0 000	Hot Lunch Trans	0.00	50,000.00	75,000.00	87,000.00	(16.00)	
01 8000 913 2 001	Activities Transfer	30,000.00	93,819.76	100,000.00	151,467.93	(51.47)	
8000	TRANSFERS (OUTGOING)	Total	143,819.76	175,000.00	238,467.93	(36.27)	
9000	NON-PROGRAM EXPENDITURES						
01 9000 890 0 000	Unencumbered Balance	563,342.00	0.00	0.00	0.00	0.00	
9000	NON-PROGRAM EXPENDITURES	Total	0.00	0.00	0.00	0.00	
9004	Interfund Loan from QCPUF						
01 9004 001 0 000	Interfund Loan - QCPUF	0.00	0.00	0.00	140,000.00	0.00	
9004	Interfund Loan from QCPUF	Total	0.00	0.00	140,000.00	0.00	
9005	Interfund Loan to General from School Nutrition						
01 9005 001 0 000	Interfund Loans - GF/Cafe	0.00	0.00	0.00	15,000.00	0.00	
9005	Interfund Loan to General from School Nutrition	Total	0.00	0.00	15,000.00	0.00	
01	GENERAL FUND	8,812,075.00	7,844,175.55	8,310,850.00	7,450,308.63	9.02	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 26
02	Depreciation Fund						
2630	Care & Upkeep of Grounds						
02 2630 890 000	Grounds - OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	
2630	Care & Upkeep of Grounds	Total	0.00	0.00	0.00	0.00	
2650	Vehicle Operation, Mtnce, & Purchasing (other than student transp)						
02 2650 732 000	Vehicles - 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	119,000.00	0.00	100.00	
2710	REGULAR PUPIL TRANSPORTATION						
02 2710 732 000	Vehicles - Student Transportation	0.00	0.00	181,000.00	0.00	100.00	
2710	REGULAR PUPIL TRANSPORTATION	Total	0.00	181,000.00	0.00	100.00	
2900	OTHER SUPPORT SERVICES						
02 2900 450 000	Construction Services	220,460.00	48,119.35	0.00	0.00	0.00	
02 2900 732 000	Vehicles	0.00	0.00	0.00	50,709.00	0.00	
02 2900 739 000	Other Equipment	0.00	0.00	0.00	0.00	0.00	
2900	OTHER SUPPORT SERVICES	Total	220,460.00	48,119.35	0.00	50,709.00	0.00
4700	BUILDING IMPROVEMENTS						
02 4700 720 000	Building, Acquisitions, Renovations/Improvements	0.00	0.00	123,661.00	0.00	100.00	
4700	BUILDING IMPROVEMENTS	Total	0.00	123,661.00	0.00	100.00	
8000	TRANSFERS (OUTGOING)						
02 8000 911 000	TRANSFERS TO THE GENERAL FUND	0.00	0.00	0.00	270,000.00	0.00	
8000	TRANSFERS (OUTGOING)	Total	0.00	0.00	270,000.00	0.00	
02	Depreciation Fund	220,460.00	48,119.35	423,661.00	320,709.00	24.30	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 27
03	Employee Benefit Fund						
2900	OTHER SUPPORT SERVICES						
03 2900 280 0 000	Employee Benefits	56,280.00	47,258.59	59,981.00	45,140.47	24.74	
03 2900 290 0 000	FEES	0.00	0.00	0.00	0.00	0.00	
2900	OTHER SUPPORT SERVICES						
Total		56,280.00	47,258.59	59,981.00	45,140.47	24.74	
03	Employee Benefit Fund	56,280.00	47,258.59	59,981.00	45,140.47	24.74	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 28
05	Activity Fund						
2900	OTHER SUPPORT SERVICES						
05 2900 340 0 000 502	ACTIVITIES - Athletic Trainer Services	0.00	0.00	5,000.00	485.00	90.30	
05 2900 352 0 000 120	GATE - Refs/Officials	0.00	19,210.00	30,000.00	28,110.00	6.30	
05 2900 352 0 000 416	JR HIGH OFFICIALS	0.00	1,890.00	0.00	2,250.00	0.00	
05 2900 440 0 000 502	ACTIVITIES - Rentals - Other	0.00	860.00	5,000.00	2,148.00	57.04	
05 2900 490 0 000 524	AG - OTHER PURCHASED PROPERTY SERVICES	0.00	0.00	0.00	1,447.13	0.00	
05 2900 520 0 000 502	ACTIVITIES - Student Insurance	0.00	0.00	5,000.00	9,856.00	(97.12)	
05 2900 531 0 000 111	CHEERLEADING/SPIRIT SQUAD-POSTAGE	0.00	0.00	0.00	0.00	0.00	
05 2900 531 0 000 502	ACTIVITIES - POSTAGE	0.00	0.00	0.00	289.30	0.00	
05 2900 531 0 000 903	CONCESSION STAND - POSTAGE	0.00	0.00	0.00	21.45	0.00	
05 2900 580 0 000 100	MHS VOLLEYBALL - Travel Expense and Mileage	0.00	0.00	0.00	749.90	0.00	
05 2900 580 0 000 101	MHS FOOTBALL - Travel Expense and Mileage	0.00	0.00	0.00	151.73	0.00	
05 2900 580 0 000 102	MHS BOYS BASKETBALL - Travel Expense and Mileage	0.00	0.00	0.00	859.88	0.00	
05 2900 580 0 000 105	MORRILL ONE ACTS - Travel Expense and Mileage	0.00	160.00	300.00	503.00	(67.67)	
05 2900 580 0 000 106	MHS CROSS COUNTRY- Travel Expense and Mileage	0.00	526.15	0.00	0.00	0.00	
05 2900 580 0 000 110	MHS WRESTLING - Travel Expense and Mileage	0.00	3,379.24	3,500.00	3,671.12	(4.89)	
05 2900 580 0 000 111	CHEERLEADING/SPIRIT SQUAD - Travel Expense and Mileage	0.00	602.45	1,500.00	0.00	100.00	
05 2900 580 0 000 120	GATE - Travel Expense and Mileage	0.00	997.55	1,000.00	225.40	77.46	
05 2900 580 0 000 502	ACTIVITIES - TRAVEL EXPENSE AND MILEAGE	0.00	6,014.43	20,000.00	9,314.26	53.43	
05 2900 580 0 000 508	MHS MUSIC - Travel Expense and Mileage	0.00	82.69	200.00	415.37	(107.69)	
05 2900 580 0 000 525	FFA - Travel Expense and Mileage	0.00	7,089.49	8,000.00	519.80	93.50	
05 2900 610 0 000 051	ELEMENTARY CLOSET DONATIONS - Expenditures	0.00	845.67	2,000.00	1,034.60	48.27	
05 2900 610 0 000 052	PLATTE VALLEY BANK DONATIONS	0.00	2,670.23	2,500.00	3,796.04	(51.84)	
05 2900 610 0 000 053	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Supplies	0.00	5,559.13	6,000.00	2,980.00	(17.17)	
05 2900 610 0 000 062	PEPSI DONATIONS - Expenditures	0.00	0.00	0.00	395.00	0.00	
05 2900 610 0 000 100	MHS VOLLEYBALL - Supplies	0.00	10,214.38	400.00	1,625.68	(347.91)	
05 2900 610 0 000 101	MHS FOOTBALL - Supplies	0.00	4,975.94	1,710.00	5,365.73	(213.79)	
05 2900 610 0 000 102	MHS BOYS BASKETBALL - Supplies	0.00	7,212.34	10,000.00	10,312.76	(3.13)	
05 2900 610 0 000 103	MHS GIRLS BASKETBALL	0.00	18,243.52	19,565.00	2,205.51	88.73	
05 2900 610 0 000 104	LIONS OF THE QUARTER -- MHS	0.00	(7.05)	100.00	0.00	100.00	
05 2900 610 0	MORRILL ONE ACTS - Supplies	0.00	1,063.68	1,500.00	1,187.11	20.86	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 29
000 105							
05 2900 610 0 000 106	MHS CROSS COUNTRY - Supplies	0.00	2,350.37	650.00	617.94	4.93	
05 2900 610 0 000 107	MHS GOLF - Supplies	0.00	(10.00)	500.00	348.74	30.25	
05 2900 610 0 000 109	SPEECH - Supplies	0.00	0.00	1,000.00	1,472.72	(47.27)	
05 2900 610 0 000 110	MHS WRESTLING - Supplies	0.00	1,178.00	2,000.00	3,213.01	(60.65)	
05 2900 610 0 000 111	CHEERLEADING/SPIRIT SQUAD - Supplies	0.00	4,106.95	5,000.00	3,409.43	28.87	
05 2900 610 0 000 116	MHS TRACK - Supplies	0.00	1,155.58	1,500.00	2,844.31	(89.62)	
05 2900 610 0 000 120	GATE - Supplies	0.00	24,269.64	35,000.00	4,070.82	88.37	
05 2900 610 0 000 217	GRAD CLASS 2017	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 220	Grad Class 2018	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 301	ELEMENTARY GENERAL ACTIVITIES - Supplies	0.00	0.00	0.00	16,385.09	0.00	
05 2900 610 0 000 416	JR HIGH GATE - Supplies	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 417	JR HIGH VOLLEYBALL - Supplies	0.00	0.00	0.00	376.00	0.00	
05 2900 610 0 000 418	JR HIGH GIRLS BASKETBALL - Supplies	0.00	382.00	500.00	101.00	79.80	
05 2900 610 0 000 426	LIONS COMMITTED - Supplies	0.00	232.50	1,000.00	98.99	90.10	
05 2900 610 0 000 502	ACTIVITIES - Supplies and Materials	0.00	57,171.31	55,000.00	41,072.10	24.22	
05 2900 610 0 000 503	LION CUB FOOTBALL - Supplies	0.00	41.50	100.00	0.00	100.00	
05 2900 610 0 000 504	LION CUB BASKETBALL -Supplies	0.00	1,934.40	2,000.00	0.00	100.00	
05 2900 610 0 000 505	LION CUB VOLLEYBALL - Supplies	0.00	0.00	0.00	296.61	0.00	
05 2900 610 0 000 506	LIBRARY/BOOK FAIRS - Supplies	0.00	2,271.07	3,000.00	1,607.13	46.43	
05 2900 610 0 000 508	MHS MUSIC - Supplies	0.00	1,750.00	3,000.00	3,273.27	(9.11)	
05 2900 610 0 000 510	NATIONAL HONOR SOCIETY - Supplies	0.00	413.03	500.00	95.54	80.89	
05 2900 610 0 000 511	SPANISH CLUB - Supplies	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 512	Elementary Leadership Team - Supplies	0.00	4,034.23	5,000.00	497.69	90.05	
05 2900 610 0 000 513	MHS STUDENT COUNCIL - Supplies	0.00	1,283.37	1,500.00	1,136.20	24.25	
05 2900 610 0 000 520	FBLA - Supplies	0.00	1,142.23	2,500.00	761.77	69.53	
05 2900 610 0 000 523	GAMERS CLUB - Supplies	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 524	AG DEPARTMENT - Supplies	0.00	8,343.97	10,000.00	554.30	94.46	
05 2900 610 0 000 525	FFA - Supplies	0.00	11,381.85	15,000.00	6,964.50	53.57	
05 2900 610 0 000 611	QUIZBOWL - Supplies	0.00	0.00	0.00	0.00	0.00	
05 2900 610 0 000 612	INDUSTRIAL ARTS - Supplies	0.00	280.67	1,000.00	1,429.83	(42.98)	
05 2900 610 0	YEARBOOK -- ALL YEARS	0.00	1,501.49	2,000.00	1,092.50	45.38	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	
000 614							
05 2900 610 0 000 615	CLASS OF 2026 - Supplies	0.00	0.00	0.00	405.48	0.00	
05 2900 610 0 000 616	CLASS OF 2025 - Supplies	0.00	500.00	2,000.00	1,489.29	25.54	
05 2900 610 0 000 617	CLASS OF 2024 - Supplies	0.00	1,999.37	5,000.00	3,290.19	34.20	
05 2900 610 0 000 618	CLASS OF 2023 - Supplies	0.00	2,980.05	0.00	0.00	0.00	
05 2900 610 0 000 903	CONCESSION STAND - Supplies	0.00	23,986.28	35,000.00	19,166.17	45.24	
05 2900 610 1 003 050	Cooking Club	0.00	0.00	0.00	0.00	0.00	
05 2900 643 0 000 502	ACTIVITIES - Web/Cloud based software	0.00	12,974.02	20,000.00	10,565.35	47.17	
05 2900 650 0 000 502	ACTIVITIES - Supplies-Technology Related	0.00	0.00	15,000.00	6,758.62	54.94	
05 2900 739 0 000 502	ACTIVITIES - Equipment >5000	0.00	16,800.00	30,000.00	0.00	100.00	
05 2900 810 0 000 101	MHS FOOTBALL- Dues and Fees	0.00	2,970.00	0.00	585.00	0.00	
05 2900 810 0 000 102	MHS BOYS BASKETBALL - Dues and Fees	0.00	0.00	0.00	557.00	0.00	
05 2900 810 0 000 103	MHS GIRLS BASKETBALL - Dues and Fees	0.00	2,299.00	2,500.00	1,000.00	60.00	
05 2900 810 0 000 106	MHS CROSS COUNTRY - Dues and Fees	0.00	50.00	0.00	0.00	0.00	
05 2900 810 0 000 109	SPEECH - Dues and Fees	0.00	0.00	0.00	194.00	0.00	
05 2900 810 0 000 110	MHS WRESTLING - Dues and Fees	0.00	0.00	0.00	1,185.00	0.00	
05 2900 810 0 000 111	CHEERLEADING/SPIRIT SQUAD - Dues and Fees	0.00	325.00	500.00	1,214.00	(142.80)	
05 2900 810 0 000 120	GATE - Dues and Fees	0.00	5,375.00	8,000.00	5,235.65	34.55	
05 2900 810 0 000 502	ACTIVITIES - DUES AND FEES	0.00	0.00	10,000.00	4,153.17	58.47	
05 2900 810 0 000 504	LION CUB BASKETBALL - Dues and Fees	0.00	650.00	700.00	520.00	25.71	
05 2900 810 0 000 508	MHS MUSIC - Dues and Fees	0.00	120.00	300.00	270.00	10.00	
05 2900 810 0 000 510	NATIONAL HONOR SOCIETY - Dues and Fees	0.00	0.00	0.00	385.00	0.00	
05 2900 810 0 000 525	FFA - Dues and Fees	0.00	670.00	1,000.00	729.00	17.50	
05 2900 810 0 000 611	QUIZBOWL - Dues and Fees	0.00	0.00	0.00	88.00	0.00	
05 2900 890 0 000 502	ACTIVITIES - OTHER MISC EXPENSES	0.00	0.00	0.00	0.00	0.00	
2900	OTHER SUPPORT SERVICES	Total	0.00	288,502.72	401,025.00	239,430.18	38.98
05	Activity Fund		0.00	288,502.72	401,025.00	239,430.18	38.98

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 31
06	Lunch Fund						
3100	Food Service Operations						
06 3100 110 000	Cafeteria Salaries	80,000.00	99,170.87	99,830.00	90,511.92	9.33	
06 3100 130 000	Cafeteria Overtime	0.00	7,734.05	5,535.00	601.79	89.13	
06 3100 150 000	OTHER --WAGES	0.00	0.00	0.00	0.00	0.00	
06 3100 210 000	Cafeteria - Health Insurance	25,000.00	8,257.11	8,455.00	8,731.12	(3.27)	
06 3100 220 000	Cafeteria - FICA	0.00	8,072.54	8,060.00	6,448.82	19.99	
06 3100 230 000	Cafeteria - Retirement	0.00	10,486.82	10,405.00	8,763.39	15.78	
06 3100 330 000	Staff Development	0.00	0.00	0.00	58.00	0.00	
06 3100 431 000	PURCHASED SERVICES	200.00	0.00	0.00	0.00	0.00	
06 3100 580 000	HOT LUNCH MILEAGE	0.00	58.57	0.00	0.00	0.00	
06 3100 610 000	OTHER SUPPLIES AND MATERIALS	15,000.00	21,108.57	5,000.00	9,084.25	(82.91)	
06 3100 610 3005	CACFP Supplies	0.00	0.00	0.00	0.00	0.00	
06 3100 610 6000	FFV Supplies	0.00	250.25	0.00	0.00	0.00	
06 3100 630 000	HOT LUNCH FOOD	130,000.00	149,053.58	100,000.00	133,097.09	(33.11)	
06 3100 630 6000	FOOD FFV	0.00	0.00	0.00	0.00	0.00	
06 3100 733 000	HOT LUNCH EQUIPMENT	5,000.00	7,397.93	0.00	0.00	0.00	
06 3100 890 000	HOT LUNCH OTHER	38,726.00	0.00	0.00	107.39	0.00	
3100	Food Service Operations	Total	293,926.00	311,590.29	237,285.00	257,403.77	(11.56)
6800	Federal Nutrition Programs						
06 6800 630 000	FOOD - Federal Nutrition Programs	0.00	0.00	82,412.00	0.00	100.00	
06 6800 630 3005	FOOD - CACFP	0.00	0.00	5,000.00	0.00	100.00	
06 6800 630 6000	FOOD - FFFV	0.00	0.00	5,000.00	0.00	100.00	
6800	Federal Nutrition Programs	Total	0.00	0.00	92,412.00	0.00	100.00
9005	Interfund Loan to General from School Nutrition						
06 9005 001 000	Interfund Loans	0.00	0.00	0.00	15,000.00	0.00	
9005	Interfund Loan to General from School Nutrition	Total	0.00	0.00	0.00	15,000.00	0.00
06	Lunch Fund	293,926.00	311,590.29	329,697.00	272,403.77	15.16	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 32
08	Special Building Fund						
2610	OPERATION OF BUILDINGS						
08 2610 720 000	BUILDING, ACQUISITION, AND IMPROVEMENTS	0.00	69,369.33	0.00	0.00	0.00	
2610	OPERATION OF BUILDINGS	Total	69,369.33	0.00	0.00	0.00	
2620	MAINTENANCE OF BUILDINGS						
08 2620 340 000	Other Professional Services	335,583.00	1,942.50	0.00	0.00	0.00	
2620	MAINTENANCE OF BUILDINGS	Total	1,942.50	0.00	0.00	0.00	
4100	LAND ACQUISITION/IMPROVEMENT						
08 4100 710 000	Land Aquisition and Improvement	0.00	0.00	0.00	0.00	0.00	
4100	LAND ACQUISITION/IMPROVEMENT	Total	0.00	0.00	0.00	0.00	
4600	Site Improvements						
08 4600 710 000	Site Improvements	0.00	0.00	350,000.00	0.00	100.00	
4600	Site Improvements	Total	0.00	350,000.00	0.00	100.00	
4700	BUILDING IMPROVEMENTS						
08 4700 720 000	Building Acquisition & Improvements	0.00	0.00	50,000.00	16,248.12	67.50	
4700	BUILDING IMPROVEMENTS	Total	0.00	50,000.00	16,248.12	67.50	
5000	DEBT SERVICES						
08 5000 831 000	REDEMPTION OF PRINCIPAL	610,000.00	344,101.57	395,232.00	379,818.78	3.90	
08 5000 832 000	DEBT SERVICE INTEREST	0.00	39,290.04	40,000.00	3,513.32	91.22	
5000	DEBT SERVICES	Total	383,391.61	435,232.00	383,332.10	11.92	
9001	Interfund Loan - General Fund						
08 9001 001 000	Interfund Loans	0.00	300,000.00	0.00	0.00	0.00	
9001	Interfund Loan - General Fund	Total	300,000.00	0.00	0.00	0.00	
08	Special Building Fund	945,583.00	754,703.44	835,232.00	399,580.22	52.16	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 33
09	Qualified Purpose Capital						
4700	BUILDING IMPROVEMENTS						
09 4700 720 000	BUILDING IMPROVEMENTS	302,794.00	0.00	211,878.00	0.00	100.00	
4700	BUILDING IMPROVEMENTS	Total	302,794.00	0.00	211,878.00	0.00	100.00
5000	DEBT SERVICES						
09 5000 830 000	Other Debt Related Expenditures	0.00	0.00	0.00	0.00	0.00	
09 5000 831 000	REDEMPTION OF PRINCIPAL	261,769.00	127,000.00	130,000.00	128,000.00	1.54	
09 5000 832 000	DEBT SERVICE INTEREST	12,500.00	10,914.02	13,000.00	9,291.96	28.52	
09 5000 833 000	Bond-Issuance & Other Debt Related Costs	0.00	1,100.00	0.00	1,100.00	0.00	
5000	DEBT SERVICES	Total	274,269.00	139,014.02	143,000.00	138,391.96	3.22
9004	Interfund Loan from QCPUF						
09 9004 001 000	Interfund Loan from QCPUF	0.00	140,000.00	140,000.00	200,000.00	(42.86)	
9004	Interfund Loan from QCPUF	Total	0.00	140,000.00	140,000.00	200,000.00	(42.86)
09	Qualified Purpose Capital	577,063.00	279,014.02	494,878.00	338,391.96	31.62	

Account Number	Account Description	2022-2023 Budget	2022-2023 Actual YTD	2023-2024 Budget	2023-2024 Actual YTD	% Remaining	Page: 34
Grand Total:		10,905,387.00	9,573,363.96	10,855,324.00	9,065,964.23	15.35	

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Local District Taxes	4,470,000.00	27,989.36	3,815,243.16	85.35	654,756.84
01 1115	Carline Tax	25,000.00	0.00	29,982.16	119.93	(4,982.16)
01 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	46.82	0.00	(46.82)
01 1125	Motor Vehicle	50,000.00	12,035.39	163,560.54	327.12	(113,560.54)
01 1140	Penalties & Interest on Taxes	0.00	1,132.85	10,986.75	0.00	(10,986.75)
01 1370	PRE-K TUITION & FEES	40,000.00	6,085.03	65,217.96	163.04	(25,217.96)
01 1421	Trans-rec Frpm Other Dis	0.00	0.00	300.00	0.00	(300.00)
01 1510	Interest On Local Revenue	9,000.00	3,279.49	16,819.95	186.89	(7,819.95)
01 1800	Community Service Activities	15,000.00	3,140.20	48,547.23	323.65	(33,547.23)
01 1911	Local License Fees	0.00	0.00	600.00	0.00	(600.00)
01 1920	CONTRIBUTIONS & DONATIONS	0.00	0.00	971.00	0.00	(971.00)
01 1925	Categorical Grants/non Governmental	0.00	0.00	5,000.00	0.00	(5,000.00)
01 1980	Refund of Prior Year's Expenditures	0.00	0.00	11,888.20	0.00	(11,888.20)
01 1990	Other Revenue from Local sources	2,000.00	85.00	800.21	40.01	1,199.79
	Subtotal: LOCAL RECIEPTS	4,611,000.00	53,747.32	4,169,963.98	90.44	441,036.02
01 2110	County Fines & License	10,000.00	1,716.78	19,674.73	196.75	(9,674.73)
01 2130	Other County Sources	0.00	0.00	1,566.17	0.00	(1,566.17)
	Subtotal: COUNTY AND ESU RECEIPTS	10,000.00	1,716.78	21,240.90	212.41	(11,240.90)
01 3110	State Aid	2,011,847.00	0.00	2,011,841.00	100.00	6.00
01 3120	State Sped (5-21 Years)	0.00	0.00	542,957.00	0.00	(542,957.00)
01 3130	Homestead Exemption	0.00	16,814.43	83,673.43	0.00	(83,673.43)
01 3131	Relief to Prop Tax Payers	0.00	0.00	280,325.50	0.00	(280,325.50)
01 3180	Pro Rata Motor Vehicle	9,000.00	3,318.55	13,194.34	146.60	(4,194.34)
01 3400	State Apportionment	45,000.00	0.00	62,850.03	139.67	(17,850.03)
01 3512	DISTANCE ED INCENTIVE PMTS	6,000.00	0.00	5,000.00	83.33	1,000.00
01 3551	Career Education	0.00	0.00	7,500.00	0.00	(7,500.00)
01 3599	Other State Categorical Programs	0.00	0.00	16,000.00	0.00	(16,000.00)
	Subtotal: STATE RECEIPTS	2,071,847.00	20,132.98	3,023,341.30	145.92	(951,494.30)
01 4309	HEADSTART	55,000.00	3,804.00	34,236.00	62.25	20,764.00
01 4310	REAP Grant	50,000.00	18,450.00	41,575.00	83.15	8,425.00
01 4505	Fed Chapt I Title 1	35,000.00	0.00	87,505.00	250.01	(52,505.00)
01 4509	TITLE II Part A	15,000.00	11,833.00	24,432.00	162.88	(9,432.00)
01 4516	IDEA B PREK -- REVENUES	0.00	0.00	3,598.00	0.00	(3,598.00)
01 4518	IDEA Part B Base & Enrollment Poverty	60,000.00	0.00	64,882.00	108.14	(4,882.00)
01 4530	Other Federal Categorical Receipts	0.00	3,731.80	5,073.46	0.00	(5,073.46)
01 4708	Medicaid in Public Schools	10,000.00	0.00	41,763.76	417.64	(31,763.76)
01 4709	Medicaid Admin	10,000.00	0.00	8,058.38	80.58	1,941.62
01 4969	Title IV, Part A	10,000.00	0.00	13,058.00	130.58	(3,058.00)
	Subtotal: FEDERAL RECEIPTS	245,000.00	37,818.80	324,181.60	132.32	(79,181.60)
01 5200	Fund Transfer	0.00	0.00	270,000.00	0.00	(270,000.00)
01 5301	Insurance Adjustments	0.00	5,522.50	21,338.83	0.00	(21,338.83)
01 5690	Other Non Revenue Recpts	0.00	0.00	2,934.50	0.00	(2,934.50)
	Subtotal: NON-REVENUE RECEIPTS	0.00	5,522.50	294,273.33	0.00	(294,273.33)
01 9004	Transfer from QCPUF	0.00	0.00	200,000.00	0.00	(200,000.00)
01 9005	Interfund Loan - GF/Cafe	0.00	0.00	15,000.00	0.00	(15,000.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	215,000.00	0.00	(215,000.00)
	Fund Total:	6,937,847.00	118,938.38	8,048,001.11	116.00	(1,110,154.11)

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	Interest Income	500.00	11.55	1,551.32	310.26	(1,051.32)
	Subtotal: LOCAL RECIEPTS	500.00	11.55	1,551.32	310.26	(1,051.32)
02 5200	TRANSFER FROM OTHER FUNDS	100,000.00	0.00	0.00	0.00	100,000.00
	Subtotal: NON-REVENUE RECEIPTS	100,000.00	0.00	0.00	0.00	100,000.00
	Fund Total:	100,500.00	11.55	1,551.32	1.54	98,948.68

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 03 Employee Benefit Fund

<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 1510	Interest on Local	75.00	9.07	100.09	133.45	(25.09)
	Subtotal: LOCAL RECIEPTS	75.00	9.07	100.09	133.45	(25.09)
03 5690	Employee Contributions	40,000.00	3,446.87	44,393.07	110.98	(4,393.07)
	Subtotal: NON-REVENUE RECEIPTS	40,000.00	3,446.87	44,393.07	110.98	(4,393.07)
	Fund Total:	40,075.00	3,455.94	44,493.16	111.02	(4,418.16)

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 05	Activity Fund					
<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1510	INTEREST	300.00	67.58	814.28	271.43	(514.28)
05 1710	ACTIVITIES RECEIPTS	0.00	0.00	52.40	0.00	(52.40)
05 1710 0000	SPIRITWEAR- Admission Receipts	200.00	0.00	0.00	0.00	200.00
05 1710 0105	MORRILL ONE ACTS - Admission Receipts	200.00	0.00	1,162.00	581.00	(962.00)
05 1710 0107	MHS GOLF - Admission Receipts	200.00	0.00	0.00	0.00	200.00
05 1710 0120	GATE - Admission Receipts	50,000.00	0.00	29,865.80	59.73	20,134.20
05 1710 0416	JH OFFICIALS/GATE FEES - Admission Receipts	0.00	0.00	370.00	0.00	(370.00)
05 1710 0508	MHS MUSIC - Admission Receipts	0.00	0.00	871.00	0.00	(871.00)
05 1710 0524	AG - Admission Receipts	3,500.00	0.00	0.00	0.00	3,500.00
05 1710 0525	FFA - Admission Receipts	1,000.00	0.00	1,023.00	102.30	(23.00)
05 1710 0611	QUIZBOWL - Receipts	100.00	0.00	0.00	0.00	100.00
05 1710 1052	PLATTE VALLEY BANK DONATIONS - Revenue	5,000.00	0.00	0.00	0.00	5,000.00
05 1730 0525	FFA Dues & Fees Receipts	500.00	0.00	250.00	50.00	250.00
05 1741 0504	LION CUB BASKETBALL - Activity Fees	900.00	0.00	975.00	108.33	(75.00)
05 1750 0101	MHS FOOTBALL - Revenue from Enterprise Activities	3,500.00	0.00	0.00	0.00	3,500.00
05 1750 0102	MHS BOYS BASKETBALL - Revenue from Enterprise Activities	500.00	0.00	0.00	0.00	500.00
05 1750 0105	MORRILL ONE ACTS-Revenue from Enterprise Activities	500.00	0.00	1,854.35	370.87	(1,354.35)
05 1750 0106	MHS CROSS COUNTRY - Revenue from Enterprise Activities	500.00	0.00	282.65	56.53	217.35
05 1750 0109	SPEECH - Revenue from Enterprise Activities	0.00	0.00	309.00	0.00	(309.00)
05 1750 0110	MHS WRESTLING-Revenue from Enterprise Activities	2,000.00	0.00	996.55	49.83	1,003.45
05 1750 0111	CHEERLEADING - Revenue from Enterprise Activities	0.00	0.00	3,643.61	0.00	(3,643.61)
05 1750 0116	MHS TRACK - Revenue from Enterprise Activities	0.00	0.00	887.25	0.00	(887.25)
05 1750 0301	ELEMENTARY GEN ACT - Revenue from Enterprise Activities	0.00	0.00	260.50	0.00	(260.50)
05 1750 0503	LION CUB FOOTBALL - Revenue from Enterprise Activities	0.00	0.00	272.00	0.00	(272.00)
05 1750 0504	LION CUB BASKETBALL-Revenue from Enterprise Activities	0.00	0.00	185.85	0.00	(185.85)
05 1750 0508	MHS MUSIC - Revenue from Enterprise Activities	0.00	0.00	495.75	0.00	(495.75)
05 1750 0512	Elementary Leadership Team-Revenue from Enterprise Activities	500.00	0.00	27.50	5.50	472.50
05 1750 0513	MHS STUDENT COUNCIL - Revenue from Enterprise Activities	500.00	0.00	769.57	153.91	(269.57)
05 1750 0520	FBLA - Revenue from Enterprise Activities	0.00	0.00	361.10	0.00	(361.10)
05 1750 0524	AG - Revenue from Enterprise Activities	4,500.00	225.00	2,248.38	49.96	2,251.62
05 1750 0525	FFA - Revenue from Enterprise Activities	500.00	0.00	2,773.15	554.63	(2,273.15)
05 1750 0614	YEARBOOK - Revenue from Enterprise Activities	300.00	0.00	0.00	0.00	300.00
05 1750 0903	CONCESSIONS - Revenue from Enterprise Activities	18,000.00	0.00	16,950.75	94.17	1,049.25
05 1750 1054	INDUSTRIAL ARTS - Revenue from Enterprise Activities	500.00	0.00	2,036.06	407.21	(1,536.06)
05 1750 1056	CLASS OF 2026 - Revenue from Enterprise Activities	1,000.00	0.00	1,572.18	157.22	(572.18)
05 1750 1057	CLASS OF 2025 - Revenue from Enterprise Activities	1,000.00	0.00	4,144.88	414.49	(3,144.88)
05 1750 1058	CLASS OF 2024 - Revenue from Enterprise Activities	2,000.00	0.00	0.00	0.00	2,000.00
05 1750 1060	CLASS OF 2027 - Revenue from Enterprise Activities	500.00	0.00	0.00	0.00	500.00
05 1750 1061	CLASS OF 2028 - Revenue from Enterprise Activities	500.00	0.00	15.75	3.15	484.25
05 1750 1063	CLASS OF 2029 - Revenue from Enterprise Activities	500.00	0.00	447.51	89.50	52.49
05 1790 0001	SPIRITWEAR - Other Activity Income	500.00	0.00	246.45	49.29	253.55
05 1790 0100	MHS VOLLEYBALL - Other Activity Income	5,000.00	0.00	6,040.00	120.80	(1,040.00)

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 05	Activity Fund					
<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
	(fundraising/sports hosting)					
05 1790 0101	MHS FOOTBALL-Other Activity Income (fundraising/sports hosting)	5,000.00	0.00	360.00	7.20	4,640.00
05 1790 0102	MHS BOYS BASKETBALL-Other Activity Income (fundraising/sports hosting)	15,000.00	0.00	8,676.00	57.84	6,324.00
05 1790 0103	MHS GIRLS BASKETBALL-Other Activity Income (fundraising/sports hosting)	10,000.00	0.00	2,590.00	25.90	7,410.00
05 1790 0105	MORRILL ONE ACTS-Other Activity Income (fundraising/sports hosting)	500.00	0.00	440.00	88.00	60.00
05 1790 0106	MHS CROSS COUNTRY-Other Activity Income (fundraising/sports hosting)	500.00	0.00	233.00	46.60	267.00
05 1790 0109	SPEECH-Other Activity Income (fundraising/sports hosting)	500.00	0.00	1,181.00	236.20	(681.00)
05 1790 0110	MHS WRESTLING-Other Activity Income (fundraising/sports hosting)	500.00	0.00	2,722.40	544.48	(2,222.40)
05 1790 0111	CHEERLEADING - Other Activity Income (fundraising/sports hosting)	0.00	270.00	2,175.00	0.00	(2,175.00)
05 1790 0116	MHS TRACK-Other Activity Income (fundraising/sports hosting)	1,000.00	0.00	0.00	0.00	1,000.00
05 1790 0120	GATE-Other Activity Income(fundraising/sports hosting)	500.00	0.00	20,434.25	4,086.85	(19,934.25)
05 1790 0130	WTC SCHOLARSHIPS - Other Activity Income	500.00	0.00	500.00	100.00	0.00
05 1790 0301	ELEMENTARY GEN ACT - Other Activity Income (fundraising)	5,000.00	0.00	24,025.90	480.52	(19,025.90)
05 1790 0417	JH VOLLEYBALL - Other Activity Income (fundraising/sports hosting)	0.00	0.00	57.00	0.00	(57.00)
05 1790 0426	LIONS COMMITTED - Other Activity Income (fundraising/sports hosting)	500.00	0.00	232.50	46.50	267.50
05 1790 0502	ACTIVITIES - Other Activity Income (fundraising/sports hosting)	0.00	0.00	350.04	0.00	(350.04)
05 1790 0503	LION CUB FOOTBALL-Other Activity Income (fundraising/sports hosting)	1,500.00	0.00	41.50	2.77	1,458.50
05 1790 0504	LION CUB BASKETBALL-Other Activity Income (fundraising/sports hosting)	1,000.00	0.00	0.00	0.00	1,000.00
05 1790 0505	LION CUB VOLLEYBALL-Other Activity Income (fundraising/sports hosting)	0.00	0.00	540.00	0.00	(540.00)
05 1790 0506	LIBRARY/BOOK FAIRS - Other Activity Income (fundraising/sports hosting)	1,100.00	0.00	2,607.37	237.03	(1,507.37)
05 1790 0508	MHS MUSIC-Other Activity Income (fundraising/sports hosting)	3,000.00	0.00	3,425.01	114.17	(425.01)
05 1790 0512	Elementary Leadership Team-Other Activity Income (fundraising/sports hosting)	500.00	0.00	0.00	0.00	500.00
05 1790 0513	MHS STUDENT COUNCIL-Other Activity Income (fundraising/sports hosting)	500.00	0.00	380.00	76.00	120.00
05 1790 0520	FBLA - Other Activity Income (fundraising/sports hosting)	500.00	0.00	271.50	54.30	228.50
05 1790 0524	AG - Other Activity Income (fundraising/sports hosting)	500.00	0.00	0.00	0.00	500.00
05 1790 0525	FFA-Other Activity Income (fundraising/sports hosting)	3,000.00	0.00	9,767.60	325.59	(6,767.60)
05 1790 0903	CONCESSIONS-Other Activity Income (fundraising/sports hosting)	0.00	0.00	7,036.68	0.00	(7,036.68)
05 1790 1053	Early Childhood Fundraiser-Other Activity Income (fundraising/sports hosting)	7,000.00	150.00	4,308.00	61.54	2,692.00
05 1790 1054	INDUSTRIAL ARTS - Other Activity Income (fundraising/sports hosting)	500.00	0.00	25.00	5.00	475.00
05 1790 1056	CLASS OF 2026-Other Activity Income (fundraising/sports hosting)	500.00	0.00	155.00	31.00	345.00
05 1790 1057	CLASS OF 2025-Other Activity Income (fundraising/sports hosting)	500.00	0.00	484.27	96.85	15.73
05 1790 1058	CLASS OF 2024-Other Activity Income (fundraising/sports hosting)	1,000.00	0.00	0.00	0.00	1,000.00
05 1790 1060	CLASS OF 2027 - Other Activity Income (fundraising/sports hosting)	500.00	0.00	301.25	60.25	198.75
05 1790 1061	CLASS OF 2028 - Other Activity Income (fundraising/sports hosting)	500.00	0.00	0.00	0.00	500.00

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 05		Activity Fund				
<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1790 1062	PEPSI DONATIONS - Other Activity Income	1,000.00	0.00	1,000.00	100.00	0.00
05 1790 1063	CLASS OF 2029 - Other Activity Income (fundraising/sports hosting)	500.00	0.00	0.00	0.00	500.00
05 1920 1051	ELEMENTARY CLOSET DONATIONS	0.00	0.00	1,500.00	0.00	(1,500.00)
	Subtotal: LOCAL RECIEPTS	167,800.00	712.58	178,024.54	106.09	(10,224.54)
05 5200 0502	ACTIVITIES - Incoming Transfers	112,500.00	6,520.26	72,367.30	64.33	40,132.70
	Subtotal: NON-REVENUE RECEIPTS	112,500.00	6,520.26	72,367.30	64.33	40,132.70
	Fund Total:	280,300.00	7,232.84	250,391.84	89.33	29,908.16

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 06 Lunch Fund						
<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	Interest on Local Revenue	120.00	5.71	106.86	89.05	13.14
06 1611	CHILDREN'S LUNCHES	19,500.00	0.00	32,846.65	168.44	(13,346.65)
06 1620	ADULT LUNCHES	5,500.00	747.50	7,535.70	137.01	(2,035.70)
06 1920	CONTRIBUTIONS & DONATIONS	14,000.00	0.00	0.00	0.00	14,000.00
	Subtotal: LOCAL RECIEPTS	39,120.00	753.21	40,489.21	103.50	(1,369.21)
06 3150	STATE REIMB. -- LUNCH	5,000.00	0.00	1,553.47	31.07	3,446.53
	Subtotal: STATE RECEIPTS	5,000.00	0.00	1,553.47	31.07	3,446.53
06 4210	Federal Reimb-HOT LUNCH	170,000.00	4,490.50	81,851.68	48.15	88,148.32
06 4210 1	Federal Reimb-BREAKFAST	0.00	0.00	23,969.18	0.00	(23,969.18)
06 4210 3	DNU-FEDERAL REIMBURSEMENT-CACFP	0.00	0.00	0.00	0.00	0.00
06 4210 6	FEDERAL REIMBURSEMENT-FFV	0.00	0.00	8,713.08	0.00	(8,713.08)
06 4211	Federal Reimb-CACFP	0.00	174.26	4,155.11	0.00	(4,155.11)
	Subtotal: FEDERAL RECEIPTS	170,000.00	4,664.76	118,689.05	69.82	51,310.95
06 5200	Trans from Gen Fund	100,000.00	20,000.00	87,000.00	87.00	13,000.00
	Subtotal: NON-REVENUE RECEIPTS	100,000.00	20,000.00	87,000.00	87.00	13,000.00
06 9005	Interfund Loan - GF/Cafe	0.00	0.00	15,000.00	0.00	(15,000.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	15,000.00	0.00	(15,000.00)
	Fund Total:	314,120.00	25,417.97	262,731.73	83.64	51,388.27

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 08 Special Building Fund

<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	Local Taxes	225,000.00	1,431.11	195,802.63	87.02	29,197.37
08 1115	Carline Tax	1,500.00	0.00	1,525.60	101.71	(25.60)
08 1140	Penalties & Interest on Taxes	0.00	64.54	590.88	0.00	(590.88)
08 1510	Interest	5,000.00	410.67	2,499.97	50.00	2,500.03
08 1920	CONTRIBUTIONS & DONATIONS	25,000.00	0.00	35,000.00	140.00	(10,000.00)
	Subtotal: LOCAL RECIEPTS	256,500.00	1,906.32	235,419.08	91.78	21,080.92
08 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	0.00	0.00	0.00	0.00
08 3130	Homestead Exemption	0.00	846.37	4,289.34	0.00	(4,289.34)
08 3131	PROPERTY TAX CREDIT	0.00	0.00	14,111.08	0.00	(14,111.08)
08 3180	Pro-rate Motor Vehicle	600.00	167.04	677.69	112.95	(77.69)
	Subtotal: STATE RECEIPTS	600.00	1,013.41	19,078.11	3,179.69	(18,478.11)
	Fund Total:	257,100.00	2,919.73	254,497.19	98.99	2,602.81

Regular; Processing Month 07/2024; Accounts to Include Accounts with Activity

Fund: 09 Qualified Purpose Capital

<u>Account Number</u>	<u>Description</u>	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	Local District Taxes	200,000.00	1,272.72	176,719.14	88.36	23,280.86
09 1115	Carline Tax	1,300.00	0.00	1,367.85	105.22	(67.85)
09 1140	Penalties & Interest on Taxes	0.00	56.96	545.34	0.00	(545.34)
09 1510	Interest	3,500.00	474.33	3,526.11	100.75	(26.11)
	Subtotal: LOCAL RECIEPTS	204,800.00	1,804.01	182,158.44	88.94	22,641.56
09 2130	OTHER COUNTY RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	0.00	0.00	0.00	0.00
09 3130	Homestead Exemption	0.00	752.32	3,812.69	0.00	(3,812.69)
09 3131	Property Tax Credit	0.00	0.00	12,543.04	0.00	(12,543.04)
09 3180	Pro Rate Motor Vehicle	500.00	148.48	612.12	122.42	(112.12)
	Subtotal: STATE RECEIPTS	500.00	900.80	16,967.85	3,393.57	(16,467.85)
09 9004	Interfund Loan	0.00	0.00	140,000.00	0.00	(140,000.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	0.00	140,000.00	0.00	(140,000.00)
	Fund Total:	205,300.00	2,704.81	339,126.29	165.19	(133,826.29)

Revenue Summary Report

Processing Month: 07/2024

User ID: JPRAGNELL

Regular; Processing Month 07/2024; Accounts to Include Accounts with
Activity

	<u>2023-2024 Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	8,135,242.00	160,681.22	9,200,792.64	113.10	(1,065,550.64)

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2024 - 08/2024

Regular; Beginning Month 08/2024; Processing Month 08/2024; 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				38,960.58
		*Ending Balance:	0.00	0.00	0.00	38,960.58
05 704 0000	IN/OUT - Balance	*Previous Balance				0.00
		*Ending Balance:	0.00	0.00	0.00	0.00
05 704 0001	Spirit Wear - Balance	*Previous Balance				246.45
		*Ending Balance:	0.00	0.00	0.00	246.45
05 704 0100	MHS VOLLEYBALL - Balance	*Previous Balance				6,067.58
05 704 0100	MHS VOLLEYBALL - Balance		0.00	0.00	0.00	
05 2900 580 0 000 100	MHS VOLLEYBALL - Travel Expense and Mileage		749.90	0.00	0.00	
05 2900 610 0 000 100	MHS VOLLEYBALL - Supplies		706.00	0.00	0.00	
05 704 0100	MHS VOLLEYBALL - Balance	*Current Activity				(1,455.90)
		*Ending Balance:	1,455.90	0.00	0.00	4,611.68
05 704 0101	MHS FOOTBALL - Balance	*Previous Balance				110.36
		*Ending Balance:	0.00	0.00	0.00	110.36
05 704 0102	MHS BOYS BASKETBALL - Balance	*Previous Balance				8,772.53
		*Ending Balance:	0.00	0.00	0.00	8,772.53
05 704 0103	MHS GIRLS BASKETBALL - Balance	*Previous Balance				(465.26)
		*Ending Balance:	0.00	0.00	0.00	(465.26)
05 704 0105	MORRILL ONE ACTS - Balance	*Previous Balance				2,123.49
		*Ending Balance:	0.00	0.00	0.00	2,123.49
05 704 0106	MHS CROSS COUNTRY - Balance	*Previous Balance				561.57
		*Ending Balance:	0.00	0.00	0.00	561.57
05 704 0107	MHS GOLF - Balance	*Previous Balance				(288.74)
		*Ending Balance:	0.00	0.00	0.00	(288.74)
05 704 0109	SPEECH - Balance	*Previous Balance				208.85
		*Ending Balance:	0.00	0.00	0.00	208.85
05 704 0110	MHS WRESTLING - Balance	*Previous Balance				(6,009.58)
		*Ending Balance:	0.00	0.00	0.00	(6,009.58)
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance	*Previous Balance				3,576.95
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance		0.00	0.00	0.00	
05 2900 610 0 000 111	CHEERLEADING/SPIRIT SQUAD - Supplies		222.21	0.00	0.00	
05 704 0111	CHEERLEADING/SPIRIT SQUAD - Balance	*Current Activity				(222.21)
		*Ending Balance:	222.21	0.00	0.00	3,354.74

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2024 - 08/2024

Regular; Beginning Month 08/2024; Processing Month 08/2024; 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 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				2.61
		*Ending Balance:	0.00	0.00	0.00	2.61
05 704 0120	HIGH SCHOOL OFFICIALS/GATE FEES - Balance	*Previous Balance				(7,048.56)
		*Ending Balance:	0.00	0.00	0.00	(7,048.56)
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				1,000.00
		*Ending Balance:	0.00	0.00	0.00	1,000.00
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 0301	ELEMENTARY GENERAL ACTIVITIES - Balance	*Previous Balance				12,853.91
		*Ending Balance:	0.00	0.00	0.00	12,853.91
05 704 0416	JR HIGH GATE - Balance	*Previous Balance				(2,250.00)
		*Ending Balance:	0.00	0.00	0.00	(2,250.00)
05 704 0417	JR HIGH VOLLEYBALL - Balance	*Previous Balance				349.00
		*Ending Balance:	0.00	0.00	0.00	349.00
05 704 0418	JR HIGH GIRLS BASKETBALL - Balance	*Previous Balance				523.00
		*Ending Balance:	0.00	0.00	0.00	523.00
05 704 0426	LIONS COMMITTED - Balance	*Previous Balance				(98.99)
		*Ending Balance:	0.00	0.00	0.00	(98.99)
05 704 0502	Activities Balance	*Previous Balance				(10,225.20)
05 704 0502	Activities Balance		0.00	0.00	0.00	
05 2900 531 0 000 502	ACTIVITIES - POSTAGE		136.00	0.00	0.00	
05 2900 610 0 000 502	ACTIVITIES - Supplies and Materials		1,263.26	0.00	0.00	
05 2900 810 0 000 502	ACTIVITIES - DUES AND FEES		110.00	0.00	0.00	
05 704 0502	Activities Balance	*Current Activity				(1,509.26)
		*Ending Balance:	1,509.26	0.00	0.00	(11,734.46)

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2024 - 08/2024

Regular; Beginning Month 08/2024; Processing Month 08/2024; 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 0503	LION CUB FOOTBALL - Balance	*Previous Balance				272.00
		*Ending Balance:	0.00	0.00	0.00	272.00
05 704 0504	LION CUB BASKETBALL - Balance	*Previous Balance				1,494.70
		*Ending Balance:	0.00	0.00	0.00	1,494.70
05 704 0505	LION CUB VOLLEYBALL - Balance	*Previous Balance				2,182.64
		*Ending Balance:	0.00	0.00	0.00	2,182.64
05 704 0506	LIBRARY/BOOK FAIRS - Balance	*Previous Balance				2,121.99
		*Ending Balance:	0.00	0.00	0.00	2,121.99
05 704 0508	MHS MUSIC - Balance	*Previous Balance				4,526.03
		*Ending Balance:	0.00	0.00	0.00	4,526.03
05 704 0510	NATIONAL HONOR SOCIETY - Balance	*Previous Balance				(115.15)
		*Ending Balance:	0.00	0.00	0.00	(115.15)
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				1,529.81
		*Ending Balance:	0.00	0.00	0.00	1,529.81
05 704 0513	MHS STUDENT COUNCIL - Balance	*Previous Balance				5,611.15
		*Ending Balance:	0.00	0.00	0.00	5,611.15
05 704 0520	FBLA - Balance	*Previous Balance				2,095.16
		*Ending Balance:	0.00	0.00	0.00	2,095.16
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				1,046.19
		*Ending Balance:	0.00	0.00	0.00	1,046.19
05 704 0525	FFA - Balance	*Previous Balance				7,796.52
		*Ending Balance:	0.00	0.00	0.00	7,796.52
05 704 0526	ELEMENTARY CLOSET DONATIONS - Balance	*Previous Balance				641.37
		*Ending Balance:	0.00	0.00	0.00	641.37
05 704 0527	Platte Valley Bank Donations - Balance	*Previous Balance				10,594.39

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2024 - 08/2024

Regular; Beginning Month 08/2024; Processing Month 08/2024; 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 0527	Platte Valley Bank Donations - Balance	0.00	0.00	0.00	
05 2900 610 0 000 052	PLATTE VALLEY BANK DONATIONS	2,598.06	0.00	0.00	
05 704 0527	Platte Valley Bank Donations - Balance				(2,598.06)
	*Current Activity				
	*Ending Balance:	2,598.06	0.00	0.00	7,996.33
05 704 0528	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Balance				6,562.07
	*Previous Balance				
05 704 0528	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Balance	0.00	0.00	0.00	
05 2900 610 0 000 053	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Supplies	135.00	0.00	0.00	
05 704 0528	EARLY CHILDHOOD FUNDRAISER/DONATIONS - Balance				(135.00)
	*Current Activity				
	*Ending Balance:	135.00	0.00	0.00	6,427.07
05 704 0611	QUIZBOWL - Balance				(88.00)
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	(88.00)
05 704 0614	YEARBOOK -- ALL YEARS - Balance				2,097.14
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	2,097.14
05 704 0903	CONCESSION STAND - Balance				(1,492.21)
	*Previous Balance				
05 704 0903	CONCESSION STAND - Balance	0.00	0.00	0.00	
05 2900 610 0 000 903	CONCESSION STAND - Supplies	744.66	0.00	0.00	
05 704 0903	CONCESSION STAND - Balance				(744.66)
	*Current Activity				
	*Ending Balance:	744.66	0.00	0.00	(2,236.87)
05 704 0904	KEY DEPOSITS -- WEIGHT ROOM - Balance				460.78
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	460.78
05 704 1050	COOKING CLUB - Balance				220.00
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	220.00
05 704 1054	INDUSTRIAL ARTS - Balance				1,140.56
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	1,140.56
05 704 1056	CLASS OF 2026 - Balance				3,698.26
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	3,698.26
05 704 1057	CLASS OF 2025 - Balance				4,949.56
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	4,949.56
05 704 1058	CLASS OF 2024 - Balance				155.41
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	155.41
05 704 1059	CLASS OF 2023 - Balance				772.05
	*Previous Balance				
	*Ending Balance:	0.00	0.00	0.00	772.05

Activity Fund Balance Report - Account - Exclude Encumbrances

08/2024 - 08/2024

Regular; Beginning Month 08/2024; Processing Month 08/2024; 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 1060	CLASS OF 2027 - Balance	*Previous Balance				301.25
		*Ending Balance:	0.00	0.00	0.00	301.25
05 704 1061	CLASS OF 2028 - Balance	*Previous Balance				162.20
		*Ending Balance:	0.00	0.00	0.00	162.20
05 704 1062	PEPSI DONATIONS - Balance	*Previous Balance				1,605.00
		*Ending Balance:	0.00	0.00	0.00	1,605.00
05 704 1063	CLASS OF 2029	*Previous Balance				447.51
		*Ending Balance:	0.00	0.00	0.00	447.51
		Fund Total: 05	6,665.09	0.00	0.00	109,940.92

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6111 MORRILL SD 11 GENERAL
July 31, 2024

Account		July	Year-To-Date
185-00	DISBURSEMENTS		
304-23	MOTOR VEHICLE TAX	-52,585.66	-52,585.66
305-18	LEVIED TAX 2018	11,635.39	11,635.39
305-19	LEVIED TAX 2019	14.42	14.42
305-20	LEVIED TAX 2020	7.14	7.14
305-21	LEVIED TAX 2021	7.14	7.14
305-22	LEVIED TAX 2022	7.12	7.12
305-23	REAL & PP TAX	368.08	368.08
306-18	RE & PP INTEREST 2018	30,748.80	30,748.80
306-19	RE & PP INTEREST 2019	10.85	10.85
306-20	RE & PP INTEREST 2020	3.87	3.87
306-21	RE & PP INTEREST 2021	2.88	2.88
306-22	RE & PP INTEREST 2022	1.87	1.87
306-23	INTEREST ON TAXES	51.19	51.19
344-01	HOMESTEAD EXEMPTION ALLOCATION	184.57	184.57
361-01	HOMESTEAD EXEMPT COMMISSION	16,362.34	16,362.34
363-01	RE & PP TAX COMMISSION	-163.62	-163.62
470-05	COUNTY COURT FINES	-314.08	-314.08
		1,564.03	1,564.03
	Month Total	7,906.33	7,906.33
	Previous Fund Balance	52,585.66	52,585.66
	Current Fund Balance	60,491.99	60,491.99

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6311 MORRILL SD 11 SINKING
July 31, 2024

Account	July	Year-To-Date
185-00 DISBURSEMENTS	-1,991.25	-1,991.25
305-18 LEVIED TAX 2018	0.88	0.88
305-19 LEVIED TAX 2019	0.43	0.43
305-20 LEVIED TAX 2020	0.43	0.43
305-21 LEVIED TAX 2021	0.43	0.43
305-22 LEVIED TAX 2022	19.67	19.67
305-23 REAL & PP TAX	1,547.76	1,547.76
306-18 RE & PP INTEREST 2018	0.66	0.66
306-19 RE & PP INTEREST 2019	0.23	0.23
306-20 RE & PP INTEREST 2020	0.17	0.17
306-21 RE & PP INTEREST 2021	0.11	0.11
306-22 RE & PP INTEREST 2022	2.74	2.74
306-23 INTEREST ON TAXES	9.29	9.29
344-01 HOMESTEAD EXEMPTION ALLOCATION	823.62	823.62
361-01 HOMESTEAD EXEMPT COMMISSION	-8.24	-8.24
363-01 RE & PP TAX COMMISSION	-15.83	-15.83
	Month Total	391.10
	Previous Fund Balance	1,991.25
	Current Fund Balance	2,382.35

Scotts Bluff
MONTHLY COLLECTION REPORT
Fund # 6811 MORRILL SD 11 HAZ/HANDI
July 31, 2024

Account		July	Year-To-Date
185-00	DISBURSEMENTS	-1,770.37	-1,770.37
305-18	LEVIED TAX 2018	0.76	0.76
305-19	LEVIED TAX 2019	0.37	0.37
305-20	LEVIED TAX 2020	0.38	0.38
305-21	LEVIED TAX 2021	0.37	0.37
305-22	LEVIED TAX 2022	18.29	18.29
305-23	REAL & PP TAX	1,375.77	1,375.77
306-18	RE & PP INTEREST 2018	0.57	0.57
306-19	RE & PP INTEREST 2019	0.20	0.20
306-20	RE & PP INTEREST 2020	0.15	0.15
306-21	RE & PP INTEREST 2021	0.10	0.10
306-22	RE & PP INTEREST 2022	2.54	2.54
306-23	INTEREST ON TAXES	8.24	8.24
344-01	HOMESTEAD EXEMPTION ALLOCATION	732.09	732.09
361-01	HOMESTEAD EXEMPT COMMISSION	-7.32	-7.32
363-01	RE & PP TAX COMMISSION	-14.08	-14.08
	Month Total	348.06	348.06
	Previous Fund Balance	1,770.37	1,770.37
	Current Fund Balance	2,118.43	2,118.43

Sioux
MONTHLY COLLECTION REPORT
Fund # 6111 SCH DIST 11S MORRILL
July 31, 2024

Account		July	Year-To-Date
185-00	DISBURSEMENTS SD 11S GENERAL	-10,334.58	-10,334.58
304-23	MOTOR VEHICLE TAXES	1,519.41	1,519.41
305-23	Real Estate & Personal Property Tax	1,812.63	1,812.63
306-23	INTEREST ON TAXES	24.35	24.35
344-01	HOMESTEAD	776.48	776.48
361-01	HOMESTEAD EXEMP COMMISSION	-7.76	-7.76
363-01	TAX COMMISSION	-18.37	-18.37
470-05	COUNTY COURT FINES AND LICENSE	871.45	871.45
	Month Total	-5,356.39	-5,356.39
	Previous Fund Balance	10,334.58	10,334.58
	Current Fund Balance	4,978.19	4,978.19

Sioux
MONTHLY COLLECTION REPORT
Fund # 6311 SCH DIST 11S SINK
July 31, 2024

Account		July	Year-To-Date
185-00	DISBURSEMENTS SD 11S SINK	-517.81	-517.81
305-23	Real Estate & Personal Property Tax	91.23	91.23
306-23	INTEREST ON TAXES	1.22	1.22
344-01	HOMESTEAD	39.08	39.08
361-01	HOMESTEAD EXEMP COMMISSION	-0.39	-0.39
363-01	TAX COMMISSION	-0.92	-0.92
	Month Total	-387.59	-387.59
	Previous Fund Balance	517.81	517.81
	Current Fund Balance	130.22	130.22

Sioux
MONTHLY COLLECTION REPORT
Fund # 6411 MORRILL 11S - hdcp
July 31, 2024

Account		July	Year-To-Date
185-00	Disbursements 11S HDCP	-460.11	-460.11
305-23	Real Estate & Personal Property Tax	81.10	81.10
306-23	INTEREST ON TAXES	1.09	1.09
344-01	HOMESTEAD	34.74	34.74
361-01	HOMESTEAD EXEMO COMMISSION	-0.35	-0.35
363-01	TAX COMMISSION	-0.82	-0.82
	Month Total	-344.35	-344.35
	Previous Fund Balance	460.11	460.11
	Current Fund Balance	115.76	115.76

FINANCE COMMITTEE MEETING

8/13/24

24-25 Projections (to be shared at August 19, 2024 BOE meeting)

Slideshow Presentation led by Jenny Pragnell Todd, Bailee, Shaun, Art F., & Courtney all present starting right around 6 AM Shaun arrived around 6:30 AM

Jenny started with 900k based on August (current) estimates Payroll divided over 12 months (summer is lighter, fall/spring heavy months) Broke down different monthly expenditures, SPED doesn't pay until December 2024 Estimate of \$606k expenditures monthly, give or take

March or April 2025 projecting to be **-16k** at least Big Final QCPUF payment to hit in May 2025 (200k) Taxes have increased around 100k each year only collected 84% of tax 23-24 ask, 94% collected in previous year 10% different in tax ask collected over past few years Courtney mentioned corn growers may not be able to keep up with increased property taxes, especially

Fiscal Balance Options: Mr. Chessmore stated there are two options to deal with the projected deficit spending:

1-consolidation

2-reduction in staff

A question was asked why projections were as high as they are with the staff reductions that took place last year. Mr. Chessmore stated that even though there were staff reductions, the reductions didn't have as significant an impact due to the increase in teacher salaries, (movement on the salary schedule) and an increase of base pay and the need to figure in inflation.

Mr. Chessmore discussed how he would like the school board to make a decision on the direction of the district by the December board meeting.

Shaun, Art & Courtney all agreed for projections to be presented at August BOE meeting

August 14, 2024 @ 6:30 PM-District Office 508 Jefferson Ave

Members Present: Four Mitchell representatives, Shaun Hess, Dan Long, Courtney Schuler & Todd Chessmore from Morrill

Purpose of Meeting: Whether two separate districts (Morrill, Mitchell) want to start a formal conversation regarding consolidation

Hire Jerry McCall (Lincoln, NE) 15k per district, Mitchell has already met with and discussed previously with him spring 2024

- Mitchell feels he offered a very community focused POV on how he will conduct his research, felt it worthwhile as he would be looking at the entire Scottsbluff CO.
- Would provide valuable information for the future regardless of consolidation decision
 - Very involved in discussion at board meetings, he would be willing to take the distribution of his findings to the next level versus other options
- Shaun mentioned he is a neutral party to both districts, Todd included he wants blueprints to go over facilities within each district
- Dan mentioned deep rooted community members that may not be interested in hearing consolidation
- Jerry will present at Morrill BOE August 19, 2024 meeting
 - Todd asking for BOE approval at August 19 meeting to vote for him to get started
 - Decisions can be made as early as January 2025, Todd to push/pressure board for early decision
 - Todd mentioned MPS staff values being included in the conversation and being made aware of new information coming forward
 - Morrill to hold staff briefings after regular monthly board meetings
 - 2 Mitchell BOE members will attend MPS meeting
 - Gym or regular district office? Where to hold meeting
 - Shaun mentioned lawyers don't favor moving meetings if they get too large
- Mitchell to hold Special Meeting to get BOE approval of Jerry coming before their next regular meeting & wants their community to be aware of their plans as well
- 615-640 students (Mitchell) 215-240 students (Morrill)
- Reorganization committee connection-Jerry already has contact and can get in touch with member of the reorganization committee when needed.

Meeting ended @ 6:53 PM

Early Childhood Board Report

August 19, 2024

- I. Professional Development
 - a. Staff have taken mandatory trainings over the summer, and are participating in district and building specific training on August 15, 19 and 20.
- II. Nebraska Department of Education (NDE)
 - a. NDE encouraged me to have our “waivered staff” apply for local sub certificates as they have enough credit hours to do so. This will allow the school to bypass the waiver paperwork this year.
- III. District Level
 - a. The district Administration team have met several times to plan the beginning of the school year, and address business as needed.
- IV. Early Development Network (EDN)
 - a. 1 new referral in process
 - b. We are currently serving 2 EDN children
 - i. With one graduating from services later this month!
- V. Educational Services Unit #13
 - a. Nothing new to report
- VI. Head Start
 - a. We currently have 14 students receiving scholarships with 20 scholarships available we continue to work with families to get students enrolled.
- VII. Department of Health and Human Services (DHHS)
 - a. Stacie Lira is continuing to work on her license application.
- VIII. PRT #13
- IX. Step Up to Quality
 - a. We have not utilized our grant funding at this time.
- X. ARP Grant
 - a. The deck playground has been completed at this time. We do plan to add additional features to the deck over time.
 - b. I will confirm grant money balances with Jenny later.
- XI. Farm to School Harvest of the Month Grant
 - a. August is Melon month
 - i. All the classrooms are planning a taste testing activity and another classroom activity to meet the guidelines of the grant
 - ii. Our Preschool garden has several melons that we will harvest and taste later in the month.
- XII. Parent Engagement

- a. We hosted a playground work night, and had parents come and assist us with playground clean up. We accomplished a lot, and it was a lot of fun! We plan to make this an annual back to school activity.
- XIII. Enrollment
- a. Infant- 4
 - b. Toddler – 11
 - c. Preschool- 30
 - i. We have three Preschoolers who will start a week or two later as we are required by NDE to make sure the child is three before they attend Preschool.
 - ii. We also have three Toddlers who will transition to Preschool in October.
 - iii. This will create the total number of Preschool students to be 33, our capacity is 36.
- XIV. Special Education Services
- a. Becky Jo is nearing her completion of her Early Childhood Special Education Master’s program.
- XV. Community for Kids Grant
- a. Rachel with C4K was on location in July and a small group of staff and parents created a work plan and budget for the grant funding.
 - b. Stacie Lira and I plan to attend the Thriving and C4K conference in Kearney in September. We believe it will be a fabulous opportunity for us to network with other C4K programs across the state.
 - i. We are using C4K grant funding to attend the conference.
- XVI. New Business
- a. We will be serving all meals in the Early Learning Center this year, instead of going to the cafeteria.
 - i. We have the steam table from the High School and I have been problem solving how we this process will look for the school year.
 - ii. Megan and I met with Julia and Donna from the cafeteria and we were able to problem solve and create a plan we believe will work for everyone.
 - iii. I have removed all the PK chairs and materials from the cafeteria and we are utilizing them in classrooms at this time.
 - 1. The eight PK tables were still at the cafeteria, these tables were paid for with grant funding and are in great condition and were a large expense. We hope to find a place to use them in the district.
 - b. With staffing the Infant and Toddler rooms until Stacie receives her license we will be asking staff to pull down overtime hours, as there is not enough staff to cover the building at this time.
 - c. The Early Childhood staff is ready to welcome kids and families on Aug 21, and we believe this is going to be a phenomenal year of school for the district!

Morrill Public Schools Elementary Principal's Report August 2024

- Attended Administrator days in Kearney with Todd Chessmore and Jenny Pragnell on July 24-25, 2024.
- Attended a Title III Training through ESU13 on July 31, 2024.
- Attended weekly administrator meetings with Todd, Sunny, and Jenny.
- Finished the reorganization of the office, work room and teacher's lounge.
- Continued to monitor summer facility projects. The west student bathroom project is almost finished. Toby and Jessi are finishing up the remainder of the cleaning projects.
- Finalized the master schedule and duty schedule.
- Attended the August PTO meeting and election of officers.
- Finalized the plans for Back to School Night.
- Developed tentative plans for August inservice days.
- Completed paperwork to act as District Assessment Coordinator.
- Completed several reviews of NSCAS Assessment data as required by NDE
- Current student enrollment is 119 with one student attending Meridian.
 - Kindergarten - 16
 - First Grade- 17
 - Second Grade - 19
 - Third Grade - 19
 - Fourth Grade - 15
 - Fifth Grade - 15
 - Sixth Grade - 18

Secondary Principal Report

August Board Meeting

Excited as we get ready to start the new year, following are some beginning of the year activities that will be happening:

- First day for staff will be on Monday, August 19th. We will be having a few meetings, starting with breakfast at the elementary at 8:00 am, and all staff meeting at 9:00 am, and we will then have a secondary staff meeting at 1:00 PM.
- Tuesday, the secondary staff will have a workday to prepare for students on Wednesday. We will be having a lunch for all the staff on Tuesday out at the football field I believe. Board members are welcome to attend.
- Tuesday evening we will be having an open house for parents from 5-6 PM. I will have a parents meeting from 5:30 to 6:00 PM. Some of the items I will be discussing will be:
 - Cell phone policy
 - Mandatory Drug testing policy
 - Tardies/absences
 - Answering any questions
- Wednesday is the first day for students: A significant amount of the day will be used for orientation, to help students understand the expectations of the year. There will be a few things I will emphasize with our students:
 - Cell phone policy. Which is the policy the board is being asked to adopt at the board meeting on Monday.
 - Mandatory drug testing policy.
 - Tardies/absences
 - Open campus
 - Open campus is only for 9-12 grade students
 - Junior High will be expected to go over to the elementary to eat lunch and will be walked over as a group.
 - Lunch expectation
 - Use of the student lounge we are creating so students bringing their lunch will have a place to eat.
 - Answer any questions
 - At this time I plan to meet with each class individually, however that may change before Wednesday gets here.

I am looking forward to having a great year. I think the secret to that is going to be having high expectations for staff and students and being consistent, throughout the year with our expectations.

Superintendent Report

August 19, 2024

It appears as we approach the beginning of the year that student enrollment is continuing to drop. I will get numbers for you after the first week of school as students show up and numbers stabilize.

I have had the opportunity to attend Rotary Meetings for the past two weeks, and will continue to attempt to attend as often as possible. Having responsibility for the high school will make that a little more difficult but my goal will be to attend at least once a month.

One of the goals I have set for myself, in the district, is to insure better communication within the district and community. One of the ways I am working to accomplish this is by having weekly administrator meetings, (6:00 – 6:30 am Tuesday mornings) and having a staff meeting the Tuesday after the board meeting to inform the staff on what happened at the board meeting and to answer any questions the staff may have. Because preschool staff start earlier I will be meeting with them at 6:30 am on that Tuesday and meeting with the rest of the staff at 7:00 AM.

We had two committee meetings this week, finance committee and the AD HOC committee meeting. I felt both meetings went well, I will have the minutes of both meetings posted on the board agenda.

You will see some changes on the board agenda going forward. The first is, I hope to put a rationale on most of the agenda items, on why we even have them on the agenda. Second, I will have on the agenda a recommended motion. That doesn't mean that is the motion that needs to be made, it is more the motion I am recommending to the board. I am hoping this will make the agenda more meaningful to you as board members and to the community and will help board members as they make the motions. (And hopefully help Jenny as she keeps the minutes of the board meeting)

On Wednesday, August 21, is the NASB area meetings in Gering.

I have continued to meet with staff members and as we approach the beginning of the year I think I have met with most of our staff. There are probably a couple I have not had the opportunity to sit down and talk with.

Todd Chessmore

5058
Extracurricular Drug Testing Program

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 9-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

1. Purpose of Random Drug Testing

- a. The school district has recognized that observed and suspected drug and alcohol use and abuse has increased among the student population, including students participating in extracurricular activities.
- b. The school district seeks to provide safe, drug-free schools.
- c. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- d. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- e. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

2. Notice. Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

Commented [SW1]: The board may want to give consideration to adding an orientation provision and then hold a session for students and parents at the beginning of the school year to talk about the drug policy, procedures, privacy, etc.

3. Drug Testing Coordinator. The Drug Testing Coordinator shall be the C. Todd Chessmore, or his or her designee unless otherwise indicated.

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4. Extracurricular Activities. This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

Basketball	Jazz Band	Student Senate
School Dances	Homecoming	
Cheerleading	Mock Trial	Swim Team
Cross Country	Musicals	Tennis
DECA	One Act Plays	Track
Drill Team	Show Choir	Volleyball
FFA	Soccer	Wrestling
Football	Softball	Prom
Golf	Speech/Debate	

5. Students Who Are Required to Submit to Drug Testing

- a. **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- b. **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.
- c. **Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.
- d. **Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the school year or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the school year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test but before submitting to the test or after testing positive shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

Commented [SW2]: There appear to be several common approaches. 1) Year round eligibility for testing. 2) Year round eligibility for testing with option to withdraw, but a penalty for withdrawal (i.e. no participation for one year after withdrawal). 3) Testing only "in-season." 4) Testing any time during the school year.

Commented [SW3]: Effect of withdrawal is often dependent upon the testing period (year round, only during activity season, etc.). Withdrawal can mean ineligibility for extracurriculars for the rest of the school year, for one calendar year, etc. or no impact on eligibility.

6. **Drugs.** Students participating in extracurricular activities are

prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. "Drugs" means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 *et seq.*
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

7. Testing Procedures

a. Student Selection. All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

b. Reasonable Suspicion Testing. In addition to random drug testing, a student is subject to drug testing at any time when the Drug Testing Coordinator determines there is individualized reasonable suspicion based upon articulable facts to believe that the student has used a drug. The Drug Testing Coordinator will notify the student and take the necessary steps to schedule a test as soon as practicable.

c. Parental Request. Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Parent(s)/guardians may also request that their student be subject to non-random drug screening. The school will arrange for the test as soon as practicable. The parent(s)/guardian(s) making a request under this subparagraph must submit a signed consent form and indicate which type of test is being requested. Any cost associated with tests administered as a result of parental request must be paid by the parent(s)/guardian(s) in advance of the test.

d. Type of Test. The school district reserves the right to utilize breath, saliva, hair or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS. Positive saliva or breath alcohol tests will be confirmed by EBT (Evidential Breath Tester).

Commented [SW4]: Optional. I don't see this provision in many high school policies.

Commented [SW5]: Make sure that the drug testing company is aware of this provision if it is retained in the final policy. An alternative to providing non-random testing upon request, you may be able to make a deal with the drug testing company so that the school doesn't have to be the middle man.

- e. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens. The collection site may be off the premises of the school district.
- f. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- g. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, alcohol, and any prescription drug that was obtained without proper authorization.
- h. **Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by an MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- i. **Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive

alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

8. Negative Tests. Students and their parents will receive verbal or written notice when the student's test result is negative.

9. Consequences for Testing Positive. Whenever the test results indicate the presence of drugs, Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. The consequences shall be as follows (**All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12**):

a. First Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 14 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 14 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. The student shall attend 3 hours of drug and alcohol counseling or educational program at the student's expense as arranged or approved by the Drug Program Coordinator.
- iv. The student must submit to a district administered test and test negative before returning to the activity. The student

Commented [SW6]: The consequences provided here are just an example. Consequences can be as lenient or as harsh as you desire. Some policies do not require the student to miss any practice or games for a 1st offense if they participate in D&A education or counseling. Others require a 30 day exclusion for a 1st offense -- period. Others say X days but ½ times X if the student takes the D&A class, gets an evaluation, etc. Some have a 3 strikes and you're out policy. Others never throw you out of the activity and require continued testing, counseling, etc. Let me know the consequences that the board prefers, and we'll draft it.

Deleted: The student shall miss ___ days of practice. **OR**

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will be subject to follow-up drug tests at least one time per month for the next 3 months or end upon graduation.]

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b. Second Offense

i. The student shall be required to attend practice.

Deleted: The student shall miss ____ days of practice. **OR**

ii. The student will be ineligible to publicly perform in any extracurricular activity for 28 calendar days. The day of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 28 days, the remaining days will carry over to the next activity so the student completes the required number of days.

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iii. The student shall obtain a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. The student shall provide written proof of obtaining the assessment to the Drug Program Coordinator. The student is strongly encouraged to comply with the assessment recommendations.

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iv. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

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c. Third Offense

i. The student will be ineligible to practice or publicly perform in any extracurricular activity for one year from the date of the third positive test or end upon graduation. The day of the positive test result shall be the first day for counting purposes.

ii. The student must submit to a district administered test and test negative before returning to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 9 months or end upon graduation.

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d. Fourth Offense

- i. The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

10. Refusal to Test

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

OR

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

Commented [SW7]: What about one calendar year? If a kid plays a spring sport and refuses the last test of the year, there isn't any real punishment.

11. Tampering

Tampering is the use of any agent or technique which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. [If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.]

Deleted: OR If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for the remainder of the school year.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

12. Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's

permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

13. Appeal.

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

14. Severability

If any portion of this policy is deemed to be contrary to the law of the state of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

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[OPTION 1] A student participating in extracurricular activities who has been determined by school district officials to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). The request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be final in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.¶

Deleted: **[OPTION 2]**

**[PRINT ON SCHOOL DISTRICT LETTERHEAD]
CONSENT TO PERFORM RANDOM DRUG TESTING
2024-2025**

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Student Name _____ Grade _____

As a student and parent:

- < We understand and agree that participation in extracurricular activities is a privilege that may be withdrawn for violations of the Extracurricular Drug Testing Policy.
- < We have read the Extracurricular Drug Testing Policy and understand the responsibilities and consequences as an activity participant if the student violates the policy.
- < We understand that when students participate in any extracurricular activity, they will be subjected to random drug testing, and if they refuse, will not be allowed to practice or participate in any extracurricular activity. We have read this consent statement and agree to its terms.
- < We understand this is binding while a student is enrolled in _____ School District.

CONSENT TO PERFORM DRUG TESTING

We hereby consent to allow the student named on this form to undergo drug testing for the presence of drugs and alcohol in accordance with the Extracurricular Drug Testing Program adopted by the Board of Education. We understand that any samples will be sent only to a qualified laboratory for actual testing. We hereby give our consent to the medical vendor selected by the school board, their Medical Review Office (MRO), laboratory, doctors, employees, or agents, together with any clinic, hospital, or laboratory designated by the selected medical vendor to perform testing for the detection of drugs and to release the results of those tests as provided in the policy. We understand these results will be forwarded to school district officials and will also be made available to us. We agree to sign any necessary releases if requested to do so.

We understand that consent pursuant to this Consent to Perform Random Drug Testing will be effective for all extracurricular activities in which this student might participate during the current school year.

We hereby release the Morrill, Board of Education and its employees from any legal responsibility or liability for the release of such information and records, pursuant to the policy.

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Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

[PLACE FORM ON SCHOOL DISTRICT LETTERHEAD]

WITHDRAWAL OF STUDENT FROM ACTIVITY

20__ - __ SCHOOL YEAR

I understand that by signing this form I am rescinding my permission for random drug screening and no longer wish to participate in any extracurricular activity. I further understand that I am forfeiting my privilege to participate in athletics and/or extracurricular activities for the remainder of this school year.

I hereby rescind my consent to the administration of the drug screening and forfeit all participation in extracurricular activities for the remainder of the school year at the school district.

Student's Printed Name: _____

Signature: _____ Date: _____

Parent/Guardian's Printed Name: _____

Signature: _____ Date: _____

6025

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy or as deemed appropriate by a student's education team.

Students are required to keep phones put away and secure during the school day, between the hours of 8:00 AM to 3:37 PM.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when the staff determines that such a search is reasonable or necessary.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms, or restrooms. During school hours student cell phones or electronic devices must remain in lockers, backpacks, or be locked in a personal vehicle. Students may use cell phones or other technology in classrooms only with the express permission of the classroom teacher.

Students are strictly prohibited from sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device while at school. Students who possess prohibited material on their cell phone or other electronic device while at school shall be subject to disciplinary consequences as articulated by the student handbook.

Students may not use any devices to bully, harass, threaten, or intimidate any other person.

Students may not use cell phones or electronic communication devices while riding in school vehicles, including listening to music, unless they have permission to do so from the driver or other adult responsible for their supervision.

Students shall be personally and solely responsible for the security of their cell phones and electronic communication devices. The district is not responsible for theft, loss or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy or other school rules will have their cell phones or electronic devices confiscated immediately. The administration will return confiscated devices to the parent or guardian of the offending student, after discussing the rule violation with the student and parent or guardian. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

Adopted on: May 10, 2023

Revised on: May 29, 2023 (KSB Update)

Reviewed on: May 10, 2023

Deleted: especially during class instructional time.

Students may use cell phones or other electronic devices on school sidewalks and in the common areas of the school before and after school, and during lunch so long as they do not create a distraction or a disruption and comply with all other policies and handbook provisions.

Deleted: When school begins, students must put away and secure their phone. At lunchtime, students may retrieve and use their phones consistent with this policy and all applicable school rules. Students must once again put away and secure their phone after lunch has ended and classes begin.¶

Morrill PUBLIC SCHOOL

STUDENT HANDBOOK

2024-25 Edition

411 East Hamilton
Morrill, NE 69358

Phone: (308) 247-2149
Fax: (308) 247-2094

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Table of Contents

WELCOME

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Dear Students and Parents:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.

There are several forms at the end of this handbook that you must read, sign, and return no later than September 26, 2024.

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This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,

C. Todd Chessmore,
Superintendent

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Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the rules contained in it. The use of the word "parents" refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: [C. Todd Chessmore](#)
Title: [Superintendent](#)
Address: 411 East Hamilton Morrill NE 69358
Telephone: 308-247-2149
E-mail: todd.chessmore@mpslions.org

Deleted: Josh Guerue

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Deleted: josh.guerue@mpslions.org

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Policy Title 9 Nondiscrimination.

OUR VISION:

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

Our Mission:

At MPS, every student matters and every moment counts!

SECTION ONE

BASIC SCHOOL RULES AND GENERAL PRACTICES

Attendance

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.

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

Discontinuing Enrollment – 5 Year Old Students

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

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using

the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Attendance Officer

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

Expectations for Regular Attendance:

1. Students are expected to attend every class, every day.
2. The only "excused" absences shall be:
 - a. absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible;
 - b. absences when the Nebraska State Patrol confirms in writing that weather conditions have made the roads impassable so that the student's attendance impracticable or impossible;
 - c. student attendance at a school-sponsored activity;
 - d. student has been suspended or expelled from school by the school district; and
 - e. absences required by law enforcement, child protective services or a court of competent jurisdiction, confirmed in writing to the school district.
3. All other absences, including absences for minor physical or mental illnesses, family events, routine medical appointments are simply "absences."
4. Upon return from every absence or partial-day absence, students must remain after school for 30 minutes to meet with teachers, work on missed assignments or simply to study. The location and supervision of

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the student will be determined by the building principal in consultation with the student's classroom teacher(s).

5. Students must not be absent from any course more than seven days in any given quarter in order to earn academic credit for that course for that quarter. Students who lose credit in any given course due to absences may appeal that loss of credit to his/her building principal.

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

¶ Physical or mental illness of the student or of a child whom the student is parenting (a physician's verification is required after four (4) consecutive days of absence for illness) ¶

¶ Severe weather¶

¶ Medical appointments for the student or for a child whom the student is parenting. ¶

¶ Death or serious illness of the student's family member ¶

¶ Attending a funeral, wedding or graduation ¶

¶ Appearance at court or for other legal matters¶

¶ Observance of religious holidays of the student's own faith¶

¶ College planning visits¶

¶ Personal or family vacations

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Excessive Absenteeism

When a student receives 5/10/15 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

When a student is absent more than 20 days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 15 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

Absences due to illness

The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

Planned absences

Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

Students are obligated to:

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or prearranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

Parents are obligated to:

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

Pregnant and Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Bills

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school bookkeeper's office. Any check for these payments should be made out to Morrill Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty of \$30 for any check returned from the bank for insufficient funds.

When students purchase items of significant value, such as class rings and letter jackets, they must make payment at the time of purchase or when the order is placed.

Books and Supplies

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Deleted: Band¶

Students may participate in the elementary band and begin taking band lessons in the 5th grade. Students in grades 7-8 may participate in the middle school band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school as provided by school policy. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.¶

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each school day. A written copy of daily announcements will be posted on the main bulletin board by the offices.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying

Students are prohibited from engaging in any form of bullying. The Centers for Disease Control and Prevention defines bullying as "any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated." Nebraska statute defines bullying as "an ongoing pattern of physical, verbal or electronic abuse." The District's administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

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The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Bullying Investigations

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray on to the correct container. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed.
7. Parents who wish their child to eat lunch away from school must provide a written authorization to the student's building principal.
8. Students must treat lunch personnel with respect.
9. Students who violate the above rules will be disciplined.

Candy and Gum

Students may not bring candy or gum to school unless they have prior permission from their classroom teacher or the administration.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other personal electronic devices while at school, from the hours of 8:00 AM to 3:37 PM.

- From 8:00 AM – 3:37 PM all cell phones and personal electronic devices must be in backpacks or pockets, out of sight.

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- IF a student receives a hall pass to leave the room they must leave their electronic device in the classroom in the cell phone caddy.
- Teachers and Staff will model the same protocols and will monitor expectations among students in a fair and equitable manner.
- Personal electronic devices will be confiscated by MHS Administration if seen in violation of expectations. Parents or guardians will be able to pick-up confiscated technology after school.
- Accommodations will be made for students that require a personal electronic device for medical assistance or for Individualized Education Programs (IEP).

Hallways

- If an administrator sees an electronic device outside of the classroom the electronic device will be confiscated. If any other staff member sees an electronic device they will remind the student to put the device away. If the student does not put the device away an administrator will be notified.

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Consequences

First and Second Offense

- Students who have their cell phone visible in class will be given a warning and required to put the cellphone in the cell phone caddy to pick-up at the end of the class period.
 - If the cell phone is not deposited in the caddy an administrator will be contacted and the cell phone will be confiscated, which may be picked up after school by parent/guardian.

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Third and Fourth Offense

- Parent must conference with administrator before picking up confiscated electronic device.
- **Fifth and subsequent offenses**
 - One day of out of school suspension.

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Students may not use cell phones or other electronic devices while riding in a school vehicle unless they have express permission to do so from the vehicle's driver.

Deleted: Students may use cell phones or other electronic devices on the school sidewalks and in the common areas of the school before and after school, so long as they do not create a distraction or a disruption. Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms. Students must comply with each teacher's classroom rules regarding cell phone use in class. ¶

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Deleted: Students who violate this policy will have their cell phones or other electronic devices confiscated immediately. The administration will return confiscated devices to the offending student's parent or guardian after meeting with the parent or guardian to discuss the violation. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion. ¶

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data

transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in any academic dishonesty in any form. Prohibited behavior includes:

- Obtaining, attempting to obtain, or aiding another person to obtain credit for work by any dishonest or deceptive means.
- Lying.
- Copying another person's work or answers.
- Discussing the answers or questions on a test or assignment unless specifically authorized by the teacher.
- Taking or receiving copies of a test without the permission of the teacher.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Submitting work or any portion of work completed by another person or AI.
- Failing to give credit for ideas, statements, facts, or conclusions which rightfully belong to another person.
- Failing to use quotation marks or other appropriate means of attribution when quoting directly from another person or source.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty is subject to discipline, up to and including expulsion.

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through

sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Chromebooks
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Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher.

Classroom Behavior

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

- arrive to class on time;
- prepare for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

Teachers will establish classroom conduct rules that students must obey.

Closed Campus for Elementary and Junior High

Students may not to leave the building without permission from the administration. Students may leave campus to go home for lunch if they have secured their parents' written permission and submitted it to the office.

Coats and Boots

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear overshoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

Communicable Diseases

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a

"best practice" guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child's health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call Sierra Frickey at 308-247-2176.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.

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2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:

- 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
 - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
 - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.
- a) This appeal must be in writing.
 - b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

- c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.
 - e) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
- a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities.

Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings.

The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computer Network Use by Students

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Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. **Student Expectations in the Use of the Internet**

A. **Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. **Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow

- students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
 11. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
 12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
 13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
 14. Students shall not falsify electronic mail messages or web pages.

II. **Enforcement**

A. Methods of Enforcement

1. The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet

is a privilege, not a right. Any violation of school policy and rules may result in:

- a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate On-Line Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. Appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. Cyberbullying awareness and response.
3. The School District's technology coordinator shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy

Conferences

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences at the end of the first quarter and during the third quarter.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

Copyright and Fair Use

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

Dating Violence See Board Policy 5030

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student's school performance, or (3) otherwise adversely affects a student's school opportunities. Students who believe that they have been the subject of

unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator [Sarah McCabe](#) at 308-247-2149 by email sarah.mccabe@mpslions.org, or in person at the school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: [Jenny Pragnell](#) at 308-247-2149, by email jenny.pragnell@mpslions.org, by mail 411 East Hamilton, Morrill NE, 69358, or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Superintendent [C. Todd Chessmore](#) at 308-247-2149, by e-mail todd.chessmore@mpslions.org or in person at the District Office. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

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Deleted: Josh Guerue

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Deleted: Barry Schaeffer

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Dress Code

Students must come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

- Clothing displaying indecent, suggestive or profane writing, pictures or slogans
- Clothing that advertises or displays alcohol, tobacco or any illegal substance
- Hoods, bandanas, durags, etc are not approved.
- Bare feet (some type of footwear must be worn)
- Costumes and/or those clothes intended only for leisure, entertaining or special occasions
- Chains hanging or attached to pants or shorts
- Any apparel which may create a safety hazard to the student wearing it or to others.

For all students, mid-thigh to top of chest are to be covered while also concealing all undergarments.

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Any clothing that could cause damage to others or school property¶
Clothing that is torn, ripped, or cut¶
Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened¶

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Pants and shorts worn below the waist so as to expose undergarments¶
Pants that drag on the floor¶

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<#>Clothing with tears or holes that expose flesh or underclothes

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Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Students will also receive zeros for any class time they miss while correcting the violation. Repeated dress code violations may result in more severe consequences.

Driving and Parking Personal Vehicles

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians. Students may not drive carelessly or with excessive speed.
3. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

Drug Free Schools

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the Activities Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

Evacuations

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

Eye Exams

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external

eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

Food Service Program

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

Breakfast

The school will serve breakfast daily from 7:30 a.m. until 7:50 a.m. Students who qualify for free or reduced-price lunch also qualify for free or reduced-price breakfast. The school district charges preschool students \$2.00, Elementary students \$2.75 and high school students \$3.25, and adults \$3.25 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for preschool is \$3.00, K-6 is \$3.90, 7-12, is \$4.40, and \$5.00 for adults.

Payment for Meals

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the bookkeeper in the office.

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.

School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

Collection of Delinquent Meal Charge Debt

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

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The school will offer a milk program to students in grades K-2. All milk served to a student (except the initial carton served with lunch) will cost \$.50 per half pint. The price for milk may change during the school year. Milk will be served at the morning recess. Teachers will record the number of cartons of milk each child consumes and give the information to the office at the end of the month where it will be added to the family account.

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If a student has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.¶

¶

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. ¶

¶

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.¶

Collection efforts may continue into a new school year.

Notice of Non-discrimination

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: program.intake@usda.gov

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

First-Aid

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

Head Lice

Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

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Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

Health Problems Limiting Activities

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Homeless Children and Youth

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

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It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Barry Schaeffer who may be contacted at 308-247-3414.

Illness or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

Immunizations

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubella; diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

Provisional Enrollment. Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.

Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Initiations and Hazing

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

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

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

Lockers and Other School Property

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Lost and Found

All lost and found articles are to be taken to High School Office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Medications

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will

comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Prescription medication. (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.

Non-prescription medication. (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication

The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

Media Center

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. A fine of five cents per day per book may be charged for overdue books. Each student is responsible for any fine that accumulated on a book charged to him/her. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

Memorials

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals, such as a foundation, will be allowed.

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Opting Out of Assessments

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools at 308-247-3414 or todd.chessmore@mpslions.org

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Parental Involvement

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in

the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

Personal Items

The school provides the necessary equipment for classroom and school day activities. **Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. The school is not responsible for damaged or lost personal items or equipment.**

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

Physical Exam

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they

have had a physical examination within six months prior to the date of entering school.

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
3. Students must play away from the school windows.
4. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on grassy areas.
5. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing.
6. Students must use the playground equipment properly and in a safe manner.
7. Students may not leave the playground after they have arrived at school for the day.

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school

district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. The approximate dates during the school year when a survey requesting personal information as defined in the Protection of Pupil Rights policy is scheduled are as follows: See Board policy 5015. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Public Displays of Affection

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

Reasonable Suspicion Testing

Students may be required to submit to drug or alcohol testing if there is a reasonable suspicion that the student is under the influence of drugs or alcohol.

Rights of Custodial and Non-Custodial Parents

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

Secret Organizations

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:37 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 30 minutes before the school day begins and 15 minutes after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

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Self Management of Diabetes or Asthma/Anaphylaxis

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact Sierra Frickey at 308-247-2094.

Smoking and Tobacco

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

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Standardized Testing

State Tests grades 3-8 three times per year. Fall, Winter, and Spring. 11th grade State Test is the ACT test in the Spring.

Student Assistance

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the Student Assistance Team (SAT). The SAT can explore possibilities and strategies that will best meet the educational needs of the student.

Student Fee Policy

[See Attachment](#)

Voluntary Contributions to Defray Costs.

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

Fund-Raising Activities

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

¶ Definitions. ¶

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

¶ Listing of Fees Charged by this District. ¶

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

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

¶ Personal or Consumable Items. The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, ¶

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

Student Illness

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Student Government

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

Student Records

The Family Education Rights and Privacy Act ("FERPA") provides parents certain rights with respect to their student's education records. These rights include the right to inspect and review the student's education records within 45 days of the date the school receives a request for access; and the right to

request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their student's records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

name and grade, name of parent and/or guardian, address, telephone number, including the student's cell phone number, e-mail address, date and place of birth, dates of attendance, the image or likeness of students in pictures, videotape, film or other medium, major field of study, participation in activities and sports, degrees and awards received, social media usernames and handles, weight and height of members of athletic teams, most recent previous school attended, certain class work which may be published onto the Internet, classroom assignment and/or home room teacher, student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems (but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user). Directory information does not include a student's social security number.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone

listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1, 2023.

Non-Directory Information

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third- year high school

students take a college entrance exam. Any disclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

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Transfer of Records Upon Student Enrollment

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

Complaints

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Student Schedule Changes

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully

complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After four tardies to school, the student and parents will be required to meet with the principal to discuss the situation.

Telephone Calls

The school's telephone may be used only with permission of staff.

Threat Assessment and Response

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

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1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student’s educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of C. Todd Chessmore, DeLinda Lackey, Sunny Edwards, Lauren Armstrong, and Traci Patterson. Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student’s family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be

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familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

4. Threat Assessment Investigation and Response

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

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

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

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Transportation Services

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

Transportation to School

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact their bus driver if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

Non-resident or option enrollment students may ride the buses, but they will be charged a fee to be established by the board of education. The Superintendent will schedule bus routes, and questions concerning them should be directed to that office.

Bus Regulations

Riding school vehicles is a privilege, not a right. The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

a) **Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

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- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

b) **Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) **Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will not be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

Transportation to Activities

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

Video Surveillance, Recordings, and Photographs

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Recordings Made by Parents/Guardians and Patrons.

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property,

loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

Recordings Made by Students. This policy applies to students during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

Weather-Related School Closing

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, or ice. School closings will be announced on KNEB radio station, Infinite Campus (All Call) and Thrill Share. Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

Withdrawal From School

Students who are moving from the district must notify the school office.

Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

SECTION TWO

ACADEMIC INFORMATION

Academic Lettering

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status any three of the four quarters in a year.

Class Rank

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each core curriculum class in which he/she was enrolled. For the purposes of this policy, core curriculum shall include all courses in the areas of language arts, mathematics, science, and social studies.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

Credit for Non-Academic Work

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

Grades

Students will receive letter grades for their academic core classes.

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The middle and high school grading system is as follows:

A	Superior	100% - 90%
B	Above Average	89% - 80%
C	Average	79% - 70%
D	Unsatisfactory	69% - 60%
F	Failing (no credit)	59% - 0%
I	Incomplete	

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A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 7-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

Graduation Awards

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

The valedictorian and salutatorian of the graduating class shall be the students with the highest and second highest cumulative percentage grade point averages respectively in core curriculum course work completed in grades nine through twelve. These students will receive their awards during commencement exercises.

Students whose cumulative grade point average in core curriculum course work completed in grades nine through twelve ranks them in the top twenty-

five percent of their class and will be recognized during commencement exercises.

Graduation Requirements

Students must earn total (250) credit hours in order to graduate from high school.

Required courses and credit hours that students must complete in order to qualify for the 250 High School Diploma are:

COURSE REQUIREMENTS CREDIT HOURS

Transfer students must meet the minimum hour requirement for graduation both in terms of total number and specific subject areas. Substitutions may be made for deficiencies in required courses, provided that it was not possible to include the courses on the student's schedule while enrolled at this school district.

Students who receive special education services are mainstreamed into the regular education curriculum when appropriate. The curriculum content of regular education classes may be modified to accommodate the individual needs and abilities of verified special education students. Each curriculum modification will be included on the student's Individual Education Plan by the Multi-Disciplinary Team and/or school staffing teams composed of special and regular education staff. Hours in special education will be counted toward a high school diploma.

Parents of students who may not qualify for their high school diploma because of academic deficiencies will be notified of this possibility by the beginning of the second semester of the student's senior year.

Homework

Classroom teachers will often assign homework. Parents who have questions about homework or concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

Each student is expected to spend some time preparing for studies outside of school hours. The amount of time that is needed will depend upon each

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student. Normally, at least an hour a day should be spent in preparing for an average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of their teachers and consult with the principal and/or the guidance counselor.

Honor Roll

To qualify for the honor roll, students must be enrolled in a minimum of seven (7) classes, four of which must be from the core curriculum of English, mathematics, science, social studies, business education, foreign language, and computer science. Students who earn a quarter or semester academic average of 94% or better with no grade in any class lower than 90% will qualify for the honor roll.

Mid-Term Graduation

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant mid-term exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted mid-term exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

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Report Cards

Report cards are sent home the week following the end of the nine-week reporting period. Mid-quarter reports are also sent to parents of students who are having difficulty in an academic subject.

SECTION THREE

STUDENT DISCIPLINE

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General Discipline Philosophy

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Student Activity Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school

after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

In this section, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who

has a conflict with an after-school session is responsible for working it out with the teacher.

- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Saturday School

The building administrator may require a student to attend Saturday School for four hours on Saturday morning. Saturday School is held from 8:30 AM to 12:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

In-School Suspension

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to six hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Short-Term Suspension

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to

further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions:
 - Work must be completed while student is suspended, if work has been assigned by the teacher.
 - If no work was assigned, student will have two (2) days after returning from the suspension to complete any outstanding work.
 - All examinations/assessments must be completed before or after regular school hours.

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Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student brings a deadly weapon as defined in section

28-109 on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action,

the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment:

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath*

or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass

another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

Reporting Requirement to Law Enforcement

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or

5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that if the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing

concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's parent or guardian may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's parent or guardian must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.
 6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's parent or guardian of the time and place for the hearing.
 7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed

by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's parent or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.
9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

SECTION FOUR

Title IX Policy

Commented [17]: 3057 — there should not be anything modified in policy that you'd need to update here, but wanted to point it out just in case.

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

1. Title IX Coordinator

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

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

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection. Above, and by any additional method designated by the district. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections. And 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

- 2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;
- 2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;
- 2.6.3. **Sexual assault**, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:
 - 2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.
 - 2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
 - 2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
 - 2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

- 2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity
- 2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.
 - 2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - 2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent
- 2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a), which means violence committed by a person—
 - 2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - 2.6.4.2.1. The length of the relationship.
 - 2.6.4.2.2. The type of relationship.
 - 2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.
- 2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a), which includes felony or misdemeanor crimes committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, in the case of victim services, includes the use or attempted use of physical abuse or

sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who—

2.6.5.1. is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;

2.6.5.2. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;

2.6.5.3. shares a child in common with the victim; or

2.6.5.4. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.

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

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that

maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

3. Discrimination Not Involving Sexual Harassment.

3.1. General Prohibition. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. Specific Prohibitions. Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

- 3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;
- 3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;
- 3.2.3. Deny any person any such aid, benefit, or service;
- 3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;
- 3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;
- 3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;
- 3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection above—shall be addressed pursuant to the district’s general complaint procedure, Board Policy 2006.

4. **Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection above to a complainant, and by following the grievance process described in section below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district

undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section.

5. **Grievance Process for Formal Complaints of Sexual Harassment.**

5.1. **General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

5.1.2. **Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility

determinations may not be based on a person's status as a complainant, respondent, or witness.

- 5.1.3. **Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- 5.1.4. **Training.** The district will ensure that all individuals or entities described in this Training section receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.
 - 5.1.4.1. **All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.
 - 5.1.4.2. **Title IX Coordinators, Investigators, Decision-Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:
 - 5.1.4.2.1. The definition of sexual harassment in subsection.
 - 5.1.4.2.2. The scope of the district's education program or activity;
 - 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

- 5.1.4.3. **Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection.
- 5.1.4.4. **Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection **Error! Reference source not found..**
- 5.1.5. **Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- 5.1.6. **Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 5.1.7. **Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection and may inspect and review evidence under subsection. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the

complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

5.3. Dismissal of Formal Complaint.

- 5.3.1. The district will investigate the allegations in a formal complaint.
- 5.3.2. **Mandatory Dismissals.** The district **must** dismiss a formal complaint if the conduct alleged in the formal complaint:
 - 5.3.2.1. Would not constitute sexual harassment as defined in subsection even if proved;
 - 5.3.2.2. Did not occur in the district's education program or activity; or
 - 5.3.2.3. Did not occur against a person in the United States.
- 5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:
 - 5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
 - 5.3.3.2. The respondent is no longer enrolled in or employed by the district; or
 - 5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- 5.3.4. Upon a dismissal required or permitted pursuant to subsections above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

- 5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. Consolidation of Formal Complaints. The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

5.5. Investigation of Formal Complaint. When investigating a formal complaint and throughout the grievance process, the district will:

- 5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district's investigation of a formal complaint;
- 5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3);
- 5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

- 5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- 5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- 5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- 5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and
- 5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report

in an electronic format or a hard copy, for their review and written response.

5.6. Determination Regarding Responsibility

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

5.6.3. **Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection. **2.6**

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site

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visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.4. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.5. The Title IX Coordinator is responsible for effective implementation of any remedies.

5.7. **Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

5.7.1. **Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a

concise statement of the specific grounds (from subsection below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

5.7.2. **Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

5.8. Informal Resolution. The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

5.9. Recordkeeping.

- 5.9.1. The district will maintain for a period of seven years records of:
- 5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;
 - 5.9.1.2. Any appeal and the result therefrom;
 - 5.9.1.3. Any informal resolution and the result therefrom; and
 - 5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.
- 5.9.2. For each response required under section the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

6. **Superintendent Authorized to Contract.** The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

7. **Access to Classes and Schools.**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide nonvocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

8. **Athletics.** It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated

against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

9. **Certain Different Treatment on the Basis of Sex Permitted.**

Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

10. **Retaliation Prohibited.** Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

10.1. **Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

11. **Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

12. **Publication of Policy.** The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

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

14. **Scope of Policy.** Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.
- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards
 - ii. USDA Smart Snacks in School nutrition standards.
- b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits,

vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

- a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.
- b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.
- c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, Fundraisers or in Competition with the National School Lunch and Breakfast Programs)

- a. Except as otherwise allowed by the Nebraska Department of Education (NDE), all foods and beverages sold during the school day as part of a fundraiser or for any other purpose in competition with the National School Lunch and Breakfast Programs must meet the nutrition standards of those programs.
- b. Fundraiser food or beverages are NOT exempt from the USDA Smart Snacks in School nutrition standards. Therefore, if food is sold as a fundraiser:
 - (1) It shall not be sold in competition with school meals in the food service area during the meal service.
 - (2) It shall not be sold or otherwise made available to students anywhere on school premises during the period beginning one half hour prior to the serving period for breakfast and/or lunch and lasting until one half hour after the serving of breakfast and/or lunch.
 - (3) The sale of food items during the school day shall meet the USDA Smart Snacks in School nutrition requirements
 - (4) This restriction does not apply to food sold during non-school hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;

- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

SECTION FIVE

FORMS

This section contains forms that students and their parents must complete and return to the school office **NO LATER THAN**

_____.

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STAFF DIRECTORY ¶
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Members of the Board of Education: ¶
..... President ¶
..... Vice-President ¶
..... Secretary ¶
..... Treasurer ¶
..... Member ¶
..... Member ¶
Administrative Staff: ¶
..... Superintendent ¶
..... High School Principal ¶
..... Elementary Principal ¶
Teaching Staff: ¶
Support Staff: ¶
Upper Elementary Aide ¶
..... Lower Elementary Aide ¶
..... Study Hall Supervisor ¶
Special Education Aide ¶
Office Staff: ¶
Bookkeeper/Superintendent's Secretary ¶
..... Principal's Secretary ¶
..... Office Aide ¶
Child Nutrition Program ¶
..... Cafeteria Manager ¶
..... Assistant Cook ¶
..... Assistant Cook ¶
..... Assistant Cook ¶
Custodians ¶
Maintenance/Custodian ¶
..... Secondary Custodian ¶
..... Elementary Custodian ¶
Transportation Department ¶
..... Route Driver ¶
..... Route Driver ¶

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RECEIPT

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

Parents (or guardians) and students are required to sign & return the receipt form below before _____.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the _____ School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the _____ Public Schools, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

The rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Student's Signature Date Parent/Guardian's Signature Date

Cell Phone Number (Optional) Cell Phone Number (Optional)

Parent's Email Address (Optional) Parent's Email Address (Optional)

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF NON- PRESCRIPTION DRUGS TO STUDENTS**

While the administration of medications to students should be scheduled outside of school hours whenever possible, occasionally it may be necessary for school personnel to administer nonprescription drugs to a student as authorized by the student's parents, guardians, or medical professionals and state law. School personnel will only dispense those nonprescription drugs which have been approved by state and federal law for use as a drug and meet the definition of nonprescription drugs in Nebraska's Medication Aide law which states:

Nonprescription drugs means nonnarcotic medicines or drugs which may be sold without a medical order and which are prepackaged for use by the consumer and labeled in accordance with the requirements of the laws and regulations of this state and the federal government.

In order for students to be administered nonprescription medication by school personnel, a parent or guardian must:

- Complete and return this authorization form.
- Provide the district with any nonprescription drugs you wish to be administered in its original container from the manufacturer, which must include legible, unadulterated manufacturer instructions. The container must be labeled with the student's name.
- Provide the district with specific written instructions regarding the requested nonprescription drug's administration, including the date(s) the student is to be administered the drug, the dosage to be administered, the frequency of administration, and any other details or conditions relevant to administration.

School personnel will not administer nonprescription drugs in a manner inconsistent with the manufacturer instructions or state law. School personnel will not administer non-prescription drugs that is expired.

The undersigned are the parent(s), guardian(s), or person(s) in charge of

_____.
(name of the student)

I authorize and request school personnel to administer nonprescription drugs to my student. I release the school district, its officials, and employees from any and all liability concerning the administration of nonprescription drugs to my student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**PARENTAL AUTHORIZATION AND RELEASE FORM
ADMINISTRATION OF PRESCRIPTION DRUGS TO STUDENTS**

The undersigned are the parent(s), guardian(s), or person(s) in charge of

(name of the student)

It is necessary that the student receive (name of drug) _____, a physician-prescribed drug, during school intervals beginning on (date) _____ and continuing through _____ (date)

I hereby request that the School District, or its authorized representative, administer the drug named above to my child named above, in accordance with the prescribing physician's instructions, and agree to:

1. Submit this request to the teacher.
2. Make certain the Physician's Request for the Administration of Prescription Medication by School Personnel is submitted to the teacher.
3. Make sure personally that the drug is received by the teacher and/or county nursing service administering it, in the container in which it was dispensed by the prescribing physician or licensed pharmacist.
4. Make sure personally that the container in which the drug is dispensed is marked with the drug name, dosage, interval dosage, and date after which no administration should be given.
5. Submit a REVISED STATEMENT signed by the physician prescribing the drug to the teacher IF ANY OF THE INFORMATION PROVIDED BY THE PHYSICIAN CHANGES.
6. Release the School District and the Board of Education of the School District and all employees, agents, and the representatives of the School District from any liability concerning the giving or non-giving of the drug to the student.

DATED this ____ day of _____, 20__.

Parent/Guardian

**ADMINISTRATION OF MEDICATION TO STUDENTS
PHYSICIAN'S REQUEST FOR ADMINISTRATION OF PRESCRIPTION
MEDICATIONS BY SCHOOL PERSONNEL**

DATE _____

CHILD'S FULL NAME _____ is under my care and must take medication which I have prescribed during the school day.

Name of medication (as it appears on container in which the drug is stored) _____

Dosage and time _____
Date administration of drug is to begin _____

Possible adverse reactions to be reported to physician _____

Special instructions for the administration and storage of the drug _____

I or my designee(s) have trained school personnel or approved alternative training as adequate to administer the medication, have evaluated the situation, the general administration plan and if applicable, the self administration plan or emergency care plan, and deemed each to be safe and appropriate, and if applicable authorize the use of hypodermic syringes and needles or similar medical terms.

Name of Physician and Designee _____

Print or Type _____

Primary Phone Number _____

Secondary Phone Number _____

Signature of Physician _____

RECORD OF SELF-ADMINISTRATED MEDICINE

Parent's Phone _____

Student Name _____ Grade _____

Date to Begin _____ Date to End _____

Name of Medication _____

Dosage of Medication _____ Time _____

Doctor _____ Phone #1 _____

Phone # _____

Possible Adverse Reaction: _____

_____ gives permission for _____ our son/daughter to self-administer specific medications at school. This medication cannot be taken at any other non-school time.

DATED this _____ day of _____, 20____.

Students who are able to self-administer specific medication may do so provided:

1. The physician provides written authorization allowing self-administration of said medication.
2. The parent provides written authorization allowing self-administration of said medication.
3. Such medication is transported to the school and maintained under the student's control in the original, properly labeled package and (a) is not opened except when self-administering the medication, (b) is not self-administered during instructional time or in the presence of other students unless medically necessary, and (c) is not shown or exhibited to other students.
4. The student's physician or physicians' designee has (1) evaluated the situation and deemed it to be safe and appropriate; (2) documented this on the physician's authorization for the student's cumulative health record, and (3) approved the general administration plan.
5. The student and the student's physician or physician's designee have developed a plan for reporting and supervising self-administration.
6. The principal and appropriate teacher are informed that the student is self-administering prescribed medication.

Doctor's Signature

ATTACHMENT 1
CHROMEBOOK HANDBOOK
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Distribution of Chromebooks

Students will be issued a Chromebook at the beginning of each school year. Before a student is issued a Chromebook the following steps must occur:

- New students and incoming 7th graders ~~Students and a parent/guardian~~ as well as a parent/guardian are required to attend a scheduled Chromebook orientation.
- Students and parents must read and agree to all policies and procedures for use, care and maintenance of the Chromebook.
- Students and parents must have a current signed Acceptable Use Agreement on file.
- Students with outstanding balances for Chromebook issues from the previous school year will not be issued a Chromebook in the fall until the outstanding balance is paid in full.

Equipment, Operating System, and Software

Equipment

Students in grades 7-12 will be issued the following equipment:

- Chromebook
- Charger

Operating System

The Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district.

Software

Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of tools. This suite includes Google Docs, Sheets, Slides, Forms, Sites, etc.
- Work within these apps is stored via Google Drive in the cloud.
- Student accounts are issued and maintained through Morrill Public School's Google domain.

Additional Apps and Extensions

Students in grades 7-12 are unable to install additional apps and extensions on their Chromebooks other than what has been approved by Morrill Public Schools.

Privacy, Legalities, Security, and Filters

No Expectation of Privacy

Use of the district's electronic resources, including email, is not private. The District reserves the right to log, monitor, examine, evaluate, and disclose solely at its discretion, the contents of all files, communications, or other usage on or conducted through these resources despite any designation of privacy by either the sender or the recipient.

No Warranties

The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

Monitoring Software

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

Passwords

Passwords are provided by Morrill Public Schools and should not be changed. Do not share password with anyone, ever. All password issues are handled through the Morrill Public Schools Technology Department. If a password needs to be reset, the student should contact the Library or the Technology Department.

Staff Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material contained on the device.

Operating System

As previously noted, the Chromebook operating system, Chrome OS, updates itself automatically and is managed by the district. Students should never change or tamper with the settings or operating system. Students found to be inappropriately using their Chromebook will face disciplinary consequences up to a loss of device privileges.

Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

No Personal Devices

Students are NOT allowed to bring personal laptops, Chromebooks, tablets, Kindles, etc. to use during the regular school day or to connect to the school provided internet, except in certain extenuating circumstances (such as for college courses) approved by school staff.

Discipline Consequences

Network use, email, internet, and computer use at Morrill Public Schools is a privilege, not a right. Any problems which arise from the use of an account are the liability or responsibility of the user. The building principal & school librarian will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time. Any violation of policies may result in the loss of access by the student involved and will be dealt with according to the discipline policies of Morrill High School and/or civil authorities in accordance with applicable state and federal laws. By using the computers or network system, participants agree to indemnify and hold Morrill Public Schools harmless from any claims or damages arising from such use. Morrill Public School District makes no warranties for the information or the services provided.

Device Use

Educational Use

School issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Agreement at all times.

Ownership

Chromebooks are issued to individual students for educational purposes and should be used only by the student to whom it is issued. The Chromebooks are property of Morrill Public Schools, not the student to whom it is issued.

Charging Device

Students are expected to bring a fully charged Chromebook to school every day. Failure to do so may result in the student's inability to participate in classroom learning activities and/or be assigned a non-digital assignment. A non-charged Chromebook or lack of a Chromebook will NEVER exempt a student from coursework responsibilities. Chromebook chargers should be left at home. Morrill Public Schools will not be responsible for theft or loss of Chromebook chargers.

Chromebook Battery

The Chromebook should be charged using the provided charger. Fully charged Chromebook batteries will typically last 6-8 hours of use. Waiting to charge the Chromebook until the charge is low (less than 20%) will extend the battery life.

Personalizing the Chromebooks

Chromebooks must remain free of any writing, drawing, paint, tape, adhesives and labels. Students may add appropriate music, photos and videos to their Chromebook via their Google Drive if they would like. Personalized media is subject to inspection and must follow the Morrill Public Schools' Acceptable Use Agreement. School appropriate stickers are allowed on Chromebooks, but students MUST remove all stickers (except barcode and name label) if/when they will be giving up their Chromebook.

Use Outside of School

Students are encouraged to use their Chromebooks at home and other locations for educational purposes. However, most functions of the Chromebook will only be accessible with a WiFi connection. Students are required to abide by the Acceptable Use Agreement, school policies, ~~and Student Code of Conduct~~, local, state and federal laws.

Sound

Sound should be muted at all times unless permission is obtained from a teacher. Student provided headphones may be used at the discretion of the teachers. Headphones are also available for checkout from the Library.

Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Morrill Public Schools Acceptable Use Agreement and all of its corresponding administrative procedures at all times.

Network use, email, internet, and computer use at Morrill Public Schools is a privilege, not a right. Any violation of policies may result in the loss of access by the student involved. We believe that access to the Internet is an important educational resource for our students. We understand that although there are many valuable educational resources available, there are

also unacceptable and offensive materials available on the Internet. We require efficient, ethical, courteous and legal utilization of the equipment, computers, and network resources.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself - I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language or images. I will act with integrity.

2. Protect Yourself - I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. I will act with integrity.

3. Respect Others - I will show respect to others and be polite. I will not use electronics to antagonize, annoy, bully, harass, or stalk people through language, images, or threats. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not vandalize or "hack" any device or software. I will not destroy, modify, or abuse hardware or software. I will not access, accept, create or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language or images. I will act with integrity.

4. Protect Others - I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not publish others' personal details, contact details, or a schedule of their activities. I will act with integrity.

5. Respect Intellectual Property - I must request permission to use copyrighted or otherwise protected materials. I must suitably cite all use of websites, books, media, etc. I must acknowledge all primary sources and validate information. I must use and abide by the fair use rules. I will act with integrity.

6. Protect Intellectual Property - I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Privacy and Safety

- Students should not go into any chat rooms other than those set up by the teacher or mandated in other distance education courses.

- Students should not open, use, or change computer files that do not belong to them.
- Students should not reveal their full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Agreement.
- If a student inadvertently accesses a website that contains obscene, pornographic, or otherwise offensive material, they should notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

Legal Propriety

- Students are required to follow all copyright laws around all media including text, images, programs, music, and video and material obtained through artificial intelligence. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Agreement.
- Plagiarism is a violation of the Morrill Public Schools Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text, and material obtained through artificial intelligence.

Email

Students are provided an email account for academic reasons. This email access will be through a Google Gmail system managed by the Morrill Public Schools. This email system is monitored by the Morrill Public Schools Technology Department and all messages sent or received through this system are archived and subject to filtering of inappropriate content.

- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass email, chain letters, or spam.
- No private chatting during class is allowed without permission.
- Email is subject to inspection at any time by school administration.

Compliance with the Law and Use of Computers / Internet

Students, using the Internet, will follow all laws, policies, and rules governing computers. This includes (but is not limited to) copyright laws, software publishers' rights, license agreements, acts of terrorism, cyber bullying, assault, threats, and student right of privacy.

Child Pornography

In Nebraska, teenagers who send or receive sexually explicit photographs by cell phone or computer are at risk of felony child pornography charges. Child pornography includes depiction of someone under the age of 18 engaged in sexually explicit conduct – such as actions, poses or nudity. Even if the student was not there to capture the photo or video, it is against the law to be in possession of such photographs – or to share such photographs with other students. Possession and distribution of child pornography carry serious penalties that will affect the future of our students. In addition, there are real risks that sexually explicit pictures, meant to be shared with a friend or partner, will make their way into wider publication on the Internet. Students who come into possession of child pornography should immediately contact a trusted adult and notify police. Students should not delete the image or video, because that would destroy potential evidence. They should save the images to share with the police.

Access to the Internet by Minors (students under the age of 18) or Adults (over age 18)

Minors or adults shall:

- Not access material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for education.
- Not use Morrill Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Not engage in any illegal activities on the Internet.
- Only use electronic mail, chat rooms, social networking sites, and other forms of direct electronic communications for the purposes related to education within the context of a Morrill Public Schools-related assignment or activity.
- Not attempt to override or bypass any protection measure that has been put in place by Morrill Public Schools to block and/or filter access to Internet Sites that are not in accordance with policies of Morrill Public Schools.
- Minors shall not disclose personal identification information on the Internet.

Chromebook Care, Maintenance & Repair

Students are responsible for the general care of the Chromebook they have been issued by the school.

General Precautions

- Chromebooks should always be transported with the lid closed.
- Students should always keep their Chromebook secured in their hallway locker or backpack when unattended.
- No food or drink should be consumed or open near the Chromebook.
- Cords, cables, and removable storage devices should be plugged in carefully to the

Chromebook.

- Heavy objects should never be placed on top of a Chromebook.
- Don't lean on or use a Chromebook as a writing surface.
- Never leave the device in extreme temperatures, direct sunlight, or in a vehicle overnight.
- Always bring the Chromebook to room temperature prior to turning it on.
- Barcode tags & name labels should not be removed.
- Students are encouraged to ~~have~~ purchase a Chromebook case, a small Chromebook sleeve, or a fitted protective bag for their Chromebook.

Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens or papers!)
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Vandalism

Vandalism will result in cancellation of privileges and can be reported to the legal authorities for possible prosecution. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, the network, or hardware.

Tech Support & Missing or Forgotten Chromebooks

All Chromebooks in need of repair must be brought to the Library as soon as possible during a non-FCS class period when the librarian is present. All repair work or replacement must be provided by Morrill Public Schools. A loaner Chromebook may or may not be available for students while repairs or replacements are being made.

If a student comes to school without a charged Chromebook ~~forgets their Chromebook at~~

home or can't find it, they will be allowed to check out a CB from the library before school or during 1st hour ONLY, if one is available.

- Only 3 Loaner CB opportunities will be allowed per year can be limited at staff discretion
- Loaner chargers will be limited at staff discretion
- Loaner Chromebooks MUST be returned to the office by 3:35 on the day of checkout
- Office will do an All Call at the end of the day for loaner Chromebooks
- Consequences for NOT returning a loaner CB by ~~3:30~~ 3:35 will be implemented

Repair & Replacement Costs

- Students will be held responsible for ALL damage to their Chromebooks resulting from misuse, neglect, or accidental damage. Payment plans may will be accepted.
- Costs are effective as of August 2023 2024 and are subject to change without notice. The list below contains includes common replacement parts, but others can be billed at staff discretion.
 - Screen- \$75
 - Keyboard- \$75
 - Broken Hinge Set- \$25
 - Charger- \$25
 - Top Cover- \$40
 - Bottom Cover- \$25
 - Bezel- \$25
 - Missing Barcode- \$5 ~~\$15~~
 - Total Replacement- \$250

Collection of Chromebooks

At the end of the school year, students will turn in their Chromebooks and chargers. The same device will be returned to students the following year, unless the student is being issued a newer device.

Students who transfer out of or withdraw from Morrill Public Schools must turn in the Chromebook and charger to the office on their last day of attendance. Failure to return these items will result in the student/family being charged the full replacement cost.

*Board Policy: 5037 Student Internet and Computer Access
606.06 Acceptable Use of Computers, Technology and the Internet

Acceptable Use Agreement **Including Chromebook Loan**

Student Use of Computers, Technology, and the Internet

Student

I understand and will abide by the regulations for student use of computers, technology, and internet. I further understand that a violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access to privileges may be revoked, and school disciplinary action or appropriate legal action may be taken.

Your signature on this Acceptable Use Agreement is legally binding and indicates that you have read the Chromebook Handbook carefully and understand the significance.

Student Printed Name:

Student Signature: _____ Date:

Parent/Guardian

As the parent or guardian of this student, I have read the regulations for student use of computers, technology, and the internet. I understand that this access is designed for educational purposes and that the school district has taken precautions to eliminate controversial material. I also recognize, however, that it is impossible for the school district to restrict access to all controversial materials and I will not hold the district responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Your signature on this Acceptable Use Agreement is legally binding and indicates that you have read the Chromebook Handbook carefully and understand the significance.

Parent/Guardian Printed Name:

Parent/Guardian Signature: _____ Date:

ATTACHMENT 2
POLICY 5045
STUDENT FEES

5045
Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

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5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

Students in grades 7 -12 will be provided with chrome books, the following fees may be charged for lost or damaged devices:

- Screen \$160
- Keyboard \$75
- Broken Hinge \$12/each
- Charger \$60
- Top Cover \$60
- Bottom Cover \$50
- Bezel \$30
- Missing Barcode \$5
- Battery \$99
- Total Replacement \$250

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

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$462/month.

7. Participation in Summer School or Night School.

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

Preschool summer camp \$100.

8. Charges for Food Consumed by Students.

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that

students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

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

- **Breakfast Program – Grades Preschool**
 - Regular Price \$2.00
 - Reduced Price \$.30
- **Breakfast Program – Grades K-6**
 - Regular Price \$2.75
 - Reduced Price \$.30
- **Breakfast Program – Grades 7-12**
 - Regular Price \$.30
 - Reduced Price \$3.25
- **Lunch Program – Grades Preschool**
 - Regular Price \$3.00
 - Reduced Price \$.40
- **Lunch Program – Grades K-6**
 - Regular Price \$3.90
 - Reduced Price \$.40
- **Lunch Program – Grades 9-12**
 - Regular Price \$4.40
 - Reduced Price \$.40

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

Deleted: 14. Contributions for Junior and Senior Class Extracurricular Activities. ¶

¶
Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$____.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

_____ Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

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STUDENT HANDBOOK
SUMMARY OF CHANGES
2024/25

Page 7 Expectations for Regular Attendance:

- This language is taken directly from board policy, Policy 5001 Compulsory Attendance and Excessive Absenteeism. I like the wording of this policy in that we have excused absences or absences. It will make the job of our secretaries much easier as they won't have to make the judgement call if an absence should be excused or not. It will make it much more difficult to abuse the policy.
- I also like section 4 of this policy in that it makes students accountable for their absences.

Page 9 Deleted the section on Band as we don't offered it.

Page 11-12 Cell phone policy

- I borrowed this policy from Grand Island Public Schools. We were going to implement a cell phone ban of some kind regardless this year. This is a policy that has been very successful in Grand Island with a high school of 2700 students. They said negative behaviors dropped significantly, grades went up, as did the ACT scores. It seems like a win-win to me. This will allow us to give students the skills to be able to put their cell phones down. As you read this policy you will see the majority of the enforcement of the policy is on the shoulders of the administrator.
- I think the consequences for not complying with the policy is far and progressive.

Page 24 Dress Code

- Some changes to the dress code, tried to simplify it and update it. The big change is in headgear bans as I have removed caps as being prohibited attire. Men wearing caps inside has become an accepted practice in our society, and I feel it is a change we don't need to fight. I also like the very last statement in that it eliminates a lot of the discussion of midriff clothes and spaghetti straps.

Page 26 Payment for Meals

- I struggle a lot with the concept that we are going to deny or give an alternate meal to any child. Which is why I am recommending the removal of that language. We want to make the school day as positive for students as we can, and I do not want to punish a child by withholding food because of the lack of parental responsibility.

Page 45 Threat Assessment

- There were three different versions of the threat assessment I deleted two of them.

Page 50 Grades

- The formatting looks a little funky and there was one grade wrong, however I think when put in read mode it looks right.

Page 56 Short term suspension

- There was nothing in this section so I felt this was reasonable

Page 99 Attachment 1 Chromebook Handbook

- Most of the items in this handbook is the procedure we have been following. I am not for sure it has ever been board approved so just adding it to the Student Handbook.

Page 110 Attachment 2 Policy 5045 Student Fees

- We are required to have this as part of the handbook

Morrill Public Schools

Certificated Staff Handbook

2024-2025

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OUR VISION:

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

Our Mission:

At MPS, every student matters and every moment counts!

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INTRODUCTION

This handbook provides information to persons who are employed by the school district and are referred to in this handbook as employees, staff, or staff members. It is designed to provide practical information about the daily operation of the schools in the district and contains building and district directories, safety and emergency information, as well as district policies and procedures. Each staff member should carefully review this handbook. The administration and the board of education continually review policies and procedures, so staff members should discuss comments, concerns, or suggestions about this handbook with their building principal or another member of the administrative staff.

This handbook does not create a "contract" of employment. Staff positions and assignments that do not require a teaching certificate or are not otherwise governed by the teacher tenure laws may be ended or changed on an at-will basis notwithstanding anything in this handbook or any other publication or statement, except a contract approved by the board of education.

Many situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern.

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

Your suggestions about ways to improve the school are welcome and will always be considered.

NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their disability, or that have other related concerns or questions, should contact the ADA/Title II Coordinator: C. Todd Chessmore at 308-247-2149, todd.chessmore@mpslions.org, or in person at school.

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their sex, or that have other related concerns or questions, should contact the Title IX Coordinator: Jenny Pragnell, at 308-247-2149, Jenny Pragnell, 508 Jefferson Ave, Morrill, NE 69358, (mailing address) or in person at school. The School District's specific Notice of Nondiscrimination on the Basis of Sex may be accessed at the following link: [Insert Link to Notice of Nondiscrimination]

Individuals who believe that they have been the subject of unlawful discrimination or harassment due to their race, color, or national origin, or that have other related concerns or questions, should contact the Title VI Coordinator: C. Todd Chessmore, at 308-247-2149, todd.chessmore@mpslions.org, 411 E. Hamilton Street, Morrill, NE 69358, or in person at school.

Individuals who believe that they have been the subject of any other unlawful discrimination or harassment should contact the C. Todd Chessmore at 308-247-2149, todd.chessmore@mpslions.org, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district Policy 3053, – Nondiscrimination.

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Deleted: The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:¶
¶
Name: Clarence Todd Chessmore¶
Title: . Superintendent ¶
Address: . 508 Jefferson Avenue, Morrill, NE 69358¶
Telephone: (308) 247-3414¶
E-mail: . todd.chessmore@mpslions.org¶
¶
For further information on notice of nondiscrimination, visit
<http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm>
for the address and phone number of the office that serves your area or call 1-800-421-3481. ¶
¶
For additional prohibited discrimination and related information, please review school district Policy **3053** – Nondiscrimination

DRUG-FREE WORKPLACE REQUIREMENTS

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.

POLICIES AND PROCEDURES REGARDING ALL STAFF

Accidents and Injuries

Staff must inform the building office immediately of all accidents and/or injuries to students or staff, and complete the appropriate accident form that is available from the office secretary. The accident form must be returned to the office within twenty-four hours.

Activity Accounts and Fundraising

Activity accounts are handled through the Activities Director's office. No student or sponsor may make any purchase without a purchase request that has been approved by the Activities Director and superintendent. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The Activities Director or the Superintendent is responsible for authorizing any fundraising on the part of student activities. **No fundraising may occur without express administrative permission.**

Activity Tickets

All staff, spouses, and their school-age children will be admitted to home games free of charge. This does not include Tournaments or Playoff Events, however.

Agents, Salesmen and Other Business Representatives

All business representatives calling on school matters must obtain permission from the superintendent or building principal before conferring with staff. Staff must determine whether the business representative has been granted permission before discussing business matters. Classroom teachers may not interrupt class work to confer with such representatives.

Staff may not use school time or school facilities for any personal activity for personal financial gain or confer with any business representative for personal business during school time.

Announcements and Circulars

No announcements shall be made before any school group without authorization of the principal or superintendent.

Any circulars or advertising displayed within the school shall have the approval of the building principal or superintendent before posting.

JH/HS Bell Schedule

	Begin	End
First Period	8:00	8:50
Second Period	8:54	9:44
Third Period	9:48	10:38
Fourth Period	10:42	11:32
Fifth Period	11:36	12:26
Lunch	12:26	12:56
Sixth Period	12:59	1:49
Seventh Period	1:53	2:43
Eighth Period	2:47	3:37

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Board Policies, Rules, and Directives

The board of education has adopted policies that govern the operation of the school district. A complete policy manual is available on the district’s website or in the district office. These manuals will be updated as the board adopts new policies or modifies existing policies. In particular, the 4000 series deals with policies that affect personnel. Additionally, the Board has authorized the Superintendent and his or her designee to adopt rules and directives regarding the conduct of students, staff, and other persons. Many of these rules and directives are published in the Student Handbook, Certified Staff Handbook, Classified Staff Handbook and Activity Handbook, respectively. Each of these handbooks are available on the district’s website and in the main administrative office. **By signing below, you agree that you have read and understood these policies, handbooks, rules, and directives, their application to you, and that you have had an opportunity to discuss any questions with the administration.**

Child Abuse

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

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

Complaint Procedure

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to complaints unless the complaint is subject to a different procedure required by law, policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems at the lowest level of the chain of command. When those efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth in any specific policy addressing those areas or the procedures set forth below. Allegations of sex discrimination covered by Title IX will be addressed through the board's Title IX policy.

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

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant reasonably believes speaking directly to the person would subject complainant or complainant's student to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, coordinator, superintendent of schools, or president of the board of education, as set forth below. Anyone with questions about the appropriate person to speak with may request clarification from the superintendent.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
 - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the applicable coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or coordinator, the administrator or coordinator shall first determine whether another applicable procedure is required by policy or law and if so, direct the complaint to the appropriate person to follow that procedure. If not, the administrator or coordinator will promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the respondent.
 - 1) If the complainant has not, urge the complainant to discuss the matter directly with the respondent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the respondent, the administrator or coordinator shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant and, if necessary, the respondent against whom the complaint is filed, to determine:
 - 1) All relevant details of the complaint;
 - 2) All witnesses and documents which the complainant believes support the complaint;
 - 3) The action or solution which the complainant seeks.
 - d) Respond to the complainant. If the complaint involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or coordinator receives the complaint.
4. If either the complainant or the respondent is not satisfied with the decision he or she may appeal the decision to the superintendent. The superintendent may assign a qualified designee to hear any appeal. This provision applies to appeals under the board's policies governing complaints of discrimination or harassment, including Title IX and any other policy with a separate grievance or complaint procedure, unless that other procedure includes its own appeal process. All requirements

for appeals within any other policy apply, and in addition to those requirements, the following also apply.

- a) The appeal must be in writing.
- b) This appeal must be received by the superintendent no later than three (3) calendar days from the date of the decision.
- c) For complaints addressed through other applicable procedures that do not include a separate investigatory process, the superintendent will investigate as he or she deems appropriate..
- d) The superintendent will prepare a written decision and provide it to the complainant and any other person entitled by law to receive the appeal decision. For complaints involving discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received complainant's written appeal. Appeals to the superintendent from complaints involving discrimination or harassment are final once the superintendent delivers the written decision, as are all other appeals/complaints to the superintendent unless the complaint can be appealed on the limited grounds to appeal to the board below.

5. The board's role is to set policy, establish and implement a budget, and evaluate the superintendent. The board does not manage the daily operations of the school district entrusted to its administration unless required by law or policy. Because of the board's statutory roles, it does not hear complaints or appeals that may involve oversight or discipline of students, staff, or others, unless those involve the superintendent as discussed below. The board does not hear complaints or appeals based on allegations of discrimination or harassment unless otherwise required by law. The board will hear appeals only in the following circumstances:

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

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

- d) This appeal must be in writing.
 - e) This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.
 - f) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment allegations against the superintendent shall be promptly and thoroughly investigated by the board president or a designee.
 - g) The board president will notify the complainant and any other person legally required to receive the decision in writing of its decision. If the complaint involves discrimination or harassment allegations against the Superintendent, the board president shall submit the decision within 180 calendar days after receiving the written appeal.
 - h) There is no appeal from any decision of the board unless authorized by law.
6. Formal complaints about the superintendent shall be filed with the president of the board. However, complaints about the superintendent do not include disagreement with the superintendent's decision on appeal based on a complaint of discrimination, harassment, or action of any other employee who is not the superintendent. Upon receipt of a complaint, the board president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:
- a) Coordinate with school district staff, other than the superintendent, to determine if another procedure in policy or law requires the complaint against the superintendent to follow another procedure. If so, the board president will coordinate handling the complaint through that procedure. If another procedure applies, such as in the case of allegations of sex discrimination against the superintendent, the board president or, at his or her discretion, the full board will serve only to hear any appeal by a party to the complaint.
 - b) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president or designee will urge or require the complainant to discuss the matter directly with the superintendent, if appropriate or required.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should or must be pursued further.
- c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting by the full board.
 - d) Respond to the complainant or appeal. If the complaint or appeal involves discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.
 - e) Appoint or contract with other individuals qualified to assist the board through this process or any other applicable procedure used to address allegations against the superintendent.

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Special Rules Regarding Educational Services and Related Services to Students with Disabilities. Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems

appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.

Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings. The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Individuals who file complaints (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (c) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Computers and the Internet: Acceptable Use by Staff

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. Staff members must refer to and comply with the board policy regarding Staff Internet and Computer Use – Policy 4012. A copy of this policy is attached below. Staff should also refer to and comply with the board policy regarding Staff and District Social Media Use – Policy 4051.

Conflict of Interest

All staff members are subject to the board's policy governing conflict of interest. That policy provides, in part, that 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.

Deleted: Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students, and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.¶

¶ A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.¶

Complaint and Appeal Process. ¶

¶ The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment. ¶

¶ The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.¶

¶ Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.¶

¶ Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.¶

¶ Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.¶

¶ Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599. ¶

¶ When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:¶

¶ Determine whether the complainant has discussed the matter with the staff member involved.¶

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the building secretary to report a change.

Copyright and Fair Use

The school district complies with federal copyright laws. Staff members must comply with copyright laws when using school equipment or working on behalf of the district. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Staff who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their building principal, review the school district's copyright compliance policy, and review *Reproduction of Copyrighted Works by Educators and Librarians* from the U.S. Copyright Office found at <https://www.copyright.gov/circs/circ21.pdf> and *Copyright for Students* found at <https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site: <http://www.loc.gov/teachers/usingprimarysources/copyright.html>.

Corporal Punishment

Corporal punishment is the infliction of bodily pain as a penalty for disapproved behavior, and is prohibited by law. Some physical contact is inevitable, and most of it is appropriate. Corporal punishment does not include the use of physical force that is reasonable and necessary to (1) protect school employees; (2) protect students or property; or (3) remove a student from a situation that endangers the student, persons, or property. Staff members should promptly report any event that required the use of physical force to their building principal.

Crisis Response Team

Any staff member appointed by the district administration will serve on the Crisis Response Team as outlined in the board policies. The Crisis Response Team serves a vital role in supporting the district's staff and students. It is the responsibility of the appointed staff member to discuss with the district administration any circumstances that may affect the staff member's ability to perform the tasks required by board policy.

Disability Leave (Short-Term)

Short-term disability leave will be treated in the manner required by state and federal law and consistent with the negotiated agreement with the school district's local education association. Short-Term Disability leave will run concurrently with FMLA leave.

Discrimination and Harassment

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with an employee's school performance, or (3) otherwise adversely affects an employee's employment opportunities.

Employees who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Elementary - Lauren Armstrong (lauren.armstrong@mpslions.org), School Counselor or at the High School - Chauncey Pederson Counselor (chauncey.pederson@msplions.org) may be reached in person at school.

Employees who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Jenny Pragnell, jenny.pragnell@mpslions.org, or in person at school.

Deleted: Josh Guerue (josh.guerue@mplions.org),

Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact Superintendent C. Todd Chessmore or Business Manager Jenny Pragnell (308) 247-3414 or in person at school. Employees may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or

Deleted: Barry Schaeffer

administrator. The staff member will follow school district policies to respond to the report.

Driving (both school and personal vehicles)

Staff members who drive school vehicles must have a valid driver's license. Staff members will be provided a Driver's Certification form to verify this information. Staff members who drive school vehicles are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Staff members are not to use cell phones while driving a school vehicle or while transporting students. Please see the school district's policy on school vehicle use for further information.

Drivers for the school district must be free from drug and alcohol use or abuse. The school district will test drivers as permitted under state and federal law and in accordance with board policy.

School employees shall not use their personal vehicle to transport students, except those students who reside in the employee's own household or if an emergency exists. If an emergency occurs, the employee will contact the administration and parents whenever practicable before providing emergency transportation.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education.

1. Certified staff, para-educators, and office staff should generally dress in business casual attire that is clean and professional.
 - a. Jeans, blue or any color are not generally recommended but may be allowed for certain teaching assignments or activities. Provided they are worn in conjunction with appropriate shirts or tops. That accent a professional appearance.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

A. Unacceptable Forms of Dress and Appearance

1. The following are examples of attire which should not be worn by classroom staff during the traditional school day or official duty hours, when students or visitors are in attendance, or during events hosted at the school or when the employee is supervising, directing, or coaching students when the public is in attendance:
 - For men: shirts without collars such as t-shirts, unless the shirt can be deemed professional by other standards.
 - Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
 - Shorts or athletic shorts, except when teaching physical education class or coaching at athletic or other activity practices.
 - Shorts of any style not appropriate for current weather conditions, unless excused by a note from a physician or medical professional.
 - Jeans, Blue or any color, with holes or excessively worn places, so as not to be considered in professional taste and not appropriate for teaching activities.
 - Hats or caps, except when worn outside for sun coverage or cold weather.
 - Rubber soled 'flip flop' thong sandals.
 - Any attire, which is excessively wrinkled or torn, so that it is no longer neat and professional.
 - Any attire which is tight fitting or immodest or may distract other employees or students in the learning environment.

I. Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special "casual days" or field days). Any violation of school policy and rules may result in disciplinary action

Drug and Alcohol Testing

School district administrators who suspect that drugs or alcohol may be present in a staff member's system may require the staff member to provide a body fluid or breath sample as provided in Nebraska law. Staff members who refuse a lawful directive to provide a body fluid or breath sample may be subject to disciplinary or administrative action by the employer, including denial of continued employment.

Duty to Report

School personnel shall self-report any of the following to the District's Superintendent within 24 hours of its occurrence or at the beginning of the next school day, whichever is earlier:

- Any criminal citation if the alleged offense is a misdemeanor or felony under federal or Nebraska law or in the state in which the alleged offense occurred;
- Any arrest for any reason;
- Any criminal conviction;
- Any sentence of incarceration;
- Any criminal or civil filing or Department of Health and Human Services or law enforcement investigation for child abuse and/or neglect;
- Any complaint or other administrative that could impact any certificate or professional license held by the employee;
- Any action or threat of action by any entity against the employee's driver's license or ability or authority to operate a motor vehicle if the employee's job duties may require the operation of a motor vehicle.

The failure to make a report required by this section may result in disciplinary action up to and including cancellation, termination, and non-renewal.

Electronic Communication While Driving

Except as provided below, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle or while using a school-issued electronic communication device while operating a private vehicle. This prohibition includes but is not limited to answering or making telephone calls not related to the transportation and reading or responding to e-mails, instant messages, or text messages.

The superintendent or building principal may grant exceptions and allow verbal communication on an as needed basis for specific district-related work based upon employees' duties and responsibilities.

Expenses for travel to Events or workshops

The District will pay for expenses associated with attending workshops or events approved by the Superintendent. Rooms, registration fees, and meals, a vehicle if available will be provided.

To be reimbursed for an item or for personal vehicle use, staff members must complete a reimbursement claim form, attach receipts and submit it to the Superintendent for approval.

All claims for reimbursement must be approved the superintendent and will approved by the board for payment at the monthly meeting some delay is probable. Mileage reimbursement will be denied if a school vehicle was available.

Family and Medical Leave (FMLA)

Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy. [The school district utilizes the "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.](#)

In-School Communication

Every staff member will be assigned a mailbox in the building where he or she works. Staff members are expected to check their mailboxes for messages in the morning upon arrival at school, at lunch time, and at the end of the day before departing.

A great deal of information is distributed to staff via the school's e-mail system. Each staff member must check his or her e-mail account frequently throughout the school day. Staff members are allowed to use their school e-mail accounts for a moderate amount of personal e-mail correspondence. However, sending or receiving personal e-mail during class time is prohibited, regardless of whether that personal e-mail is received on the staff member's school e-mail account or a personal account.

Intellectual Property

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district. The district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Jury and Witness Duty Leave

An employee who has been called to serve as a juror will be granted paid leave. Employees must sign over to the district the compensation they receive for jury duty, but not compensation for expenses.

An employee who has been subpoenaed to testify as a witness in a court proceeding shall be entitled to one day of paid leave. To receive paid leave, the employee must sign over to the district his or her witness fee.

Keys

Staff will not lend or have any duplicate keys made of any school key. Staff will make sure all doors are locked when they enter or leave the building other than regular school hours and are responsible for setting the security system after hours.

Staff members are responsible at all times for all keys issued to them and must keep their keys in a secure location or on the employee's person. Each classroom teacher must check that the doors and windows in his or her room are closed and locked at the end of the school day. Staff must report lost or stolen keys to the building principal immediately.

Locker Room Supervision

Staff members must review and comply with the board's policy regarding locker room supervision. Policy 4062

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. This form is available in a google doc available through your building principal and will be sent to building custodian, the building Principal, the Director of Maintenance and the Superintendent.

Meals Program

Staff may take advantage of meals offered through the district's foods program. Staff may purchase breakfast for \$3.00 and lunches for \$5.00 from the school cafeteria. The lunch price includes one carton of milk. Extra cartons cost .50 fifty cents. Staff may establish a lunch account and deposit money for meals. Staff members must deposit funds in their lunch accounts or pay cash before purchasing meals. Staff members may be allowed to have a payroll deduction made for their lunch bills. All lunch bills need to be paid to check out for the year.

Military Leaves of Absence

Leaves of absence without pay for military or Reserve duty are granted to all employees as required by law. An employee who is called to active military duty or to Reserve or National Guard training or who volunteers for the same should submit copies of the military orders to the Superintendent as soon as is practicable. An administrator, at his or her discretion, may require an employee who requests leave under the Nebraska Family Military Leave Act to provide certification from the proper military authority to verify the employee's eligibility for the leave requested.

Military Leave under the Federal Family and Medical Leave Act (FMLA) and the Nebraska Family Military Leave Act will be governed by the board's policies.

Milk Expression

Except as otherwise provided by law, the district will provide reasonable break time for an employee who wishes to breastfeed or express breast milk for her nursing child each time such employee has the need to do so. The district will provide a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public. These accommodations will be provided for one year after the child's birth, unless otherwise required by law.

News and Press Releases

Only individuals who have prior administrative approval may issue press releases or other official communications regarding school activities and events in furtherance of the individual's official responsibilities. The

superintendent may delegate responsibility for communicating with the media to building principals, the activities director, event sponsors, and other staff on an ad hoc basis.

Activity sponsors and other staff who are involved in newsworthy activity should submit typed press releases to the office for distribution to the media when noteworthy events have occurred. Coaches must communicate with local TV, radio, and print media promptly after matches or games to disseminate the results.

Deleted: Positive media coverage of the school district and its activities is good for the school, its staff, and its students. Staff should endeavor to establish and maintain cordial relationships with local media outlets.

Newsletters

The district secretary will inform staff of the relevant deadlines for each newsletter. Staff members are encouraged to submit articles for the newsletter that reports recent classroom activities and emphasizes positive aspects of the district's mission.

Deleted: Communicating with the public, keeping the public informed, and public relations with the community are important tasks. The newspapers usually welcome news of important and/or interesting events and activities. ¶

Obligations Related to American Civics Instruction

All staff members shall be familiar with, and comply with, the requirements of state law, board policy, and district curriculum to properly instruct students regarding American Civics, Social Studies, American History, and appropriate patriotic exercises on particular days of the year. Neglect of any such responsibilities by any employee may be considered just cause for dismissal.

Outside Employment

No full-time staff member may accept any other employment or carry on any business or activity for profit that interferes with the complete and competent discharge of his or her responsibilities to the school district.

Political Activities

District employees retain all rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may participate in the political process, including seeking an elective office, provided that the staff member does not campaign on school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

While the District supports its employees by allowing them to exercise their rights, any impact on the employee's ability to perform his or her functions as

required by the district is grounds for discipline. For further guidance regarding political conduct on school grounds, contact the superintendent and consult the board policies.

Pregnant or Parenting Students

The school district encourages students who are pregnant or parenting are encouraged to continue to participate in the district's educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting have been told to notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student and appropriate district staff to develop a plan to assist the student in participating in district curriculum and extra-curricular activities. Such a plan may include:

1. If the student cannot regularly attend classes, the provision of online courses;
2. The arrangement of meeting times with teachers;
3. If the student has not identified appropriate childcare, the identification of child care providers that meet statutory requirements for quality and care; and
4. All other curricular adjustments, modifications, and means of supplementing classroom attendance deemed appropriate by the school administrators including, but not limited to, modification of attendance policies.

Professional Boundaries Between Staff and Students

All district employees must follow board policy when interacting with students in any way. 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. District employees must be aware of professional boundaries between students and staff, and they must never blur the boundaries. These standards of behavior apply to social networking sites, such as Facebook, Twitter, Instagram, etc., along with communications and interactions of any kind between staff and students.

Examples of unprofessional misconduct include: inappropriate sexual communications or interactions with students, meeting with students in private outside of school, and intruding on a student's personal space. These are a few examples of inappropriate behavior, not an exhaustive list. For further guidance, refer to the district's policies regarding professionalism and staff-student interactions.

Any teacher or student who witnesses or knows information about a district employee violating board policy should report the violation to the district administration *immediately*. Minor violations and questionable violations should be reported as soon as possible, but always within 24 hours.

A violation of board policies for professionalism will form the basis for employee discipline up to and including termination or cancellation of employment, filing a report with law enforcement officials, and filing a report with the Commissioner of Education.

Professional Growth

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

In addition to this requirement, the superintendent and principals will select in-service programming to provide additional professional growth activities for certified and classified staff. These activities may also count toward professional growth hours.

Purchasing

All requisitions for books and school supplies must be filed with the building principal. The requisition must include the name of the article being requested, where it may be purchased, how many articles are required and their cost. Requisition forms are available from the office. Orders should not be placed until the district office has approved the requisition. Once an order has been received, the staff member must notify the building secretary so payment can be processed. Failure to follow the procedure for requisitions may prevent the staff member from receiving the items requisitioned. All orders or supplies must be authorized by the administration. Staff may be personally liable for any orders placed without such authorization.

When routine supplies are needed for immediate use, staff should contact the building secretary. When it is necessary to make a special or emergency requisition for supplies or equipment, staff should contact the principal for the necessary forms. The superintendent will either approve or disapprove the request through the principal.

Records and Reports

Staff members must refer to and comply with Board Policy No. 5016 regarding the management and maintenance of student records.

All staff members shall promptly furnish the administration with any information relating to their professional training, experience, activities or work required for reports to county, state or federal officials or for official school records. Personal information will be treated confidentially by school officials.

Recordings of Students and Classrooms

Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator. Staff should refer to Board Policy 3059 for information on recording by students.

School Calendar

The official school calendar is maintained in each building office. All activities and events must be scheduled and approved by the building principal. To avoid conflict, a sponsor should not call a meeting of any activity until the schedule has been checked and the meeting approved by the office.

School Property

School property is not to be lent to individuals except by permission of the superintendent.

Staff or groups who wish to use school facilities should make requests to the building principal as early as possible so that they may be placed on the school calendar.

Staff must inform the building principal of any school property that needs repair or that is lost, stolen, or damaged beyond repair. Matters regarding custodial service in the building should be handled through the principal's office.

School Vehicle Use

The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. School district employees, board members, and other elected or appointed school district officials who are not transporting children are authorized to use a school district vehicle to travel to a designated location or to their home when the primary purpose of

the travel serves a school district purpose. Staff should refer to the board policy regarding the use of school vehicles.

Security

Each staff member is responsible for the security of his/her own classroom or work area. Staff must lock the doors and windows of their classrooms and/or other work areas each night.

Staff members who use the building after it has been locked by the custodian or on weekends are responsible for turning off all lights and locking all windows and doors that they or students under their supervision may have used.

Under no circumstances are pupils to be allowed in the building after school hours without faculty supervision. Keys to any school areas are not to be loaned to students under any circumstances.

Smoking on School Premises or at School Activities

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, by students is not permitted on school property at any time.

Use of these products by adults who are not students and of legal age to possess such products, is permitted only in specifically designated areas.

Sniffer (Drug) Dogs

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Sniffer dogs may sniff vehicles parked on school property at any time.
3. Sniffer dogs at any time may sniff classrooms and other common areas where students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

Social Media Usage by Staff

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. All staff members must refer to and comply with the board's policies regarding Staff Internet and Computer Use and Staff and District Social Media Use. Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.

Solicitation and Distribution of Merchandise

In the interest of maintaining a proper school environment and preventing interference school purposes, employees may not sell merchandise, solicit financial contributions, solicit, or distribute literature or printed material for any non-school related cause during working time or on school grounds, except as approved by the administration.

Staff Room

The staff room is maintained for the exclusive use and convenience of the staff. It is not for student use and staff members should not hold student conferences there. Each staff member will assume responsibility in keeping the staff room in an orderly and presentable condition.

Student Interviews

Employees shall refer any police officer, child protective service worker, or other similar individual seeking to speak to or interview a student to an administrator.

Telephones

School telephones are maintained for the primary purpose of conducting school business. Staff members should limit their use of school phones to brief conversations. Teachers will not be called to the telephone during class time except in the case of an emergency.

Staff members may not use personal cell phones to make or receive calls or to send or receive text messages during instructional time or other duty time.

Threat Assessment and Response

The board of education is committed to providing a safe environment for

members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

1. Definitions

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
 - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
 - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
 - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.
 - i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
 - ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

2. Obligation to Report Threatening Statements or Behaviors.

All staff and students must report **substantive threats** to a member of the

administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS, WHICH REQUIRE IMMEDIATE INTERVENTION, SHOULD BE REPORTED TO THE POLICE AT 911.

3. Threat Assessment Team

The threat assessment team (team) shall consist of The threat assessment team (team) shall consist of the Superintendent of Schools, Building Principals, School Level Counselors, the District Mental Health Provider, and the Activities Director. The team may also include Building Coordinators or Secretaries.

Not every team member need participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

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

4. Threat Assessment Investigation and Response

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

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

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

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

5. Communication with the Public about Reported Threats

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

6. Coordination with the Crisis Team After Resolution of Threat

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

Ticket Taking

Ticket Takers are scheduled through the Activities Director's Office. Those who wish to take tickets should complete the google form from the Activity Director's office to schedule a time.

Transportation Request Forms

Staff members must complete transportation request forms as soon as they know they need school-provided transportation to allow the transportation director adequate time to schedule drivers if needed and reserve needed vehicles. School Sponsored activities needs should be scheduled through the Activities Director to the Transportation Director.

Visitors

Staff should welcome members of the public who wish to visit school, but should ensure that visitors follow the district's requirements.

All visitors must report to the building office before visiting any classroom or other areas of the building.

Visitors must comply with the following guidelines:

- if a visitor wishes to observe a specific skill or subject, he or she will be asked to observe during a specified time period
- children under the age of 10 years must be accompanied by a parent or guardian
- all visitors must have the prior approval of the principal or superintendent
- salespeople and other such agents will not be allowed to solicit staff members during school hours
- visitors must wear the visitor's badge supplied by the building office

Wage and Salary Payments

Staff members are paid on the 20th of each month. The district provides direct deposit of paychecks to designated financial institutions. Otherwise, paychecks will be delivered personally at school or mailed to the address on file in the district office. Staff who wish to activate or modify their direct deposits or who wish to have paychecks mailed to a different address must contact the district office. The school district will mail staff paychecks to the last address on file for each employee during months when school is not in session. Employees shall not be paid in advance under any circumstances.

All required deductions, such as for federal, state, and local taxes, retirement contributions, and all authorized voluntary deductions, such as for insurance or union dues, will be withheld automatically from your paychecks. Garnishments are legal proceedings imposed by a court of law upon the school district requiring payment to a third party of monies earned by district employees. The school district will accept all legal garnishments and tax levies against wages in compliance with state and federal law. An employee's pay will be held upon receipt of a garnishment until a court order is issued indicating satisfaction of the indebtedness or until ordered to surrender the monies to the court or its agent. The school district prohibits improper pay deductions, and employees shall be reimbursed for any improper pay deductions. If you believe that an improper deduction has been made to your pay, you should immediately report this information to your direct supervisor, payroll personnel, or the Superintendent.

Staff members, by their signature on the acknowledgement page of this handbook, authorize the school district to withhold such sums from their paychecks as necessary to cover property damage, cash shortages or other amounts owed to the school district by the employee.

Weather-Related Closings

If school is called, off because of bad weather or for any other reason, it will be announced through our one call system, rooms, our website news feed and KNEB radio partners.

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. Staff members should treat the absence 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 (except in case of a tornado) at any time during

the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Workplace Searches

To safeguard the property and interests of our students, employees, and patrons; to help prevent the possession, sale, and use of illegal drugs on school grounds, and in keeping with the spirit and intent of the district’s drug-free workplace policy and other policies, the school district reserves the right to question employees and all other persons entering and leaving our premises, and to inspect any packages, parcels, purses, handbags, briefcases, lunch boxes, or any other possessions or articles carried to and from school when it has reasonable grounds to do so.

The school also reserves the right to search any employee's office, desk, files, locker, or any other area or article on school grounds. All offices, desks, files, lockers, and so forth, are school district property and are issued or provided for the use of employees only during their employment with the district. Inspections may be conducted at any time at the discretion of the administration. Employees who refuse to cooperate with this provision will be subject to disciplinary action up to and including discharge.

POLICIES AND PROCEDURES REGARDING CERTIFIED STAFF

Absences

The accumulation of leave for teaching staff is governed by the Negotiated Agreement between the Board of Education and the Education Association. This handbook sets forth the process for using that leave

1. **Illness**

Certified staff members who need to utilize a sick day due to illness or the need to provide care for their sick child must contact their building principal by at least 6:00 a.m. on the day of need for to use, sooner if possible.

2. **Personal reasons**

Certified staff who wish to take personal leave must submit a leave request to their building principal at least three days in advance of the proposed leave. Building principals may deny personal leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave. Staff members generally may not take personal leave adjacent to a school break. For example, if school is not in session on a Monday, certified staff may not take personal leave the preceding Friday or following Tuesday. Unless there has been prior administrative approval.

3. **Professional Leave**

The board and administration recognize the value of continuing education and encourage certified staff to participate in seminars, workshops and other activities which will continue their professional growth. Certified staff members who wish to take professional leave must submit a leave request to their building principal, along with a description of the proposed event and any written materials about the event. Building principals may deny requests for professional leave if they are unable to secure the services of a qualified substitute or if the principal determines that the activity will not enhance the certified staff member's effectiveness as an employee of the district. Certified staff members who feel they have been unfairly denied professional leave may grieve the principal's decision, pursuant to the grievance procedure contained in the district's Negotiated Agreement.

4. **Substitute Folders**

Each teacher must prepare a substitute folder and keep the completed folder in the upper right-hand drawer of his/her desk. The folder must contain:

- a.) the current seating chart for each class;
- b.) the daily routine followed by each class;
- c.) all schedules (fire drill procedures, lunch schedule, etc.);
- d.) a copy of this handbook; and
- e.) plans for the day if the teacher's absence was anticipated. (These plans are in addition to the teacher's regular lesson plan book.)

Certified staff members may not make arrangements for their own substitute.

Assemblies

Classroom teachers must attend assemblies and pep rallies and sit with students to help maintain order.

All certified staff members should attend school assemblies and should try to attend as many of the school functions as possible regardless of whether they have specific assigned duties or not.

Assignment Notebooks

Assignment Notebooks function as students' make-up slips, as well as a pass out of class or to see another instructor. They can also be used as a communication tool home to parents. Students may not be in the hallways during class time without his/her assignment notebook signed by the instructor. Every time a student leaves class during class time, it should be signed. This way, other staff can ascertain where the student has permission to be.

Students may not go to another classroom without a signed pass obtained from that teacher. No student may be in the halls during class or study time without a signed pass for a specific destination. If a teacher retains a student after the period ends, staff must write a note in the student's assignment book stating why the student was late, rather than sending the student to the office for a tardy slip.

Assignment of Teachers

The administration will assign certified staff to individual duties. Certified staff will also be assigned for various forms of hall, extracurricular, recess, traffic, lunch period and other noontime duties, and athletic events.

Certificates, Teacher Contracts, Salary Information

Teaching certificates must be registered with the Superintendent before they may legally be paid. It is the certified staff member's responsibility to make sure this is done.

Each certified staff member must provide the superintendent's office with the following information:

- a. social security number,
- b. retirement number,
- c. withholding form W-4, and
- d. authorization to withhold for insurance benefits.

Each new certified staff member must fill out forms for retirement benefits before the first pay day as well as the family coverage of the district hospital/medical insurance program.

It is the sole responsibility of the certified staff member to inform the superintendent of any changes, including but not limited to changes in certification, endorsements, benefits plans, and salary payment information.

Cheating

Students caught cheating (including plagiarizing) must be sent to the building principal for administrative discipline. The classroom teacher may also give the cheating student a zero grade for the test or assignment.

Check-out Forms

All certified staff must complete a check-out form and obtain the building principal's signature on the form prior to departing for the summer. Classrooms must be tidy to allow the custodial staff to clean classrooms and work areas. Certified staff members who do not clean their work area before departing for the summer will not receive their paychecks until the work is completed.

Class Record Books

A class record book is the school's official record of matters relating to each student in each teacher's class. It may be maintained in paper or electronic form and must be complete in scope and accurately maintained. All classroom teachers are required to keep class record books which list students in each class in alphabetical order and show the attendance and all grades earned by each student. At the end of each school year, classroom teachers must turn

their record books into the building office. Record books are subject to examination by the building principal or superintendent at any time.

Classroom Management and Student Discipline

Classroom discipline is first and foremost the responsibility of the classroom teacher. Individual teachers are expected to assume responsibility for good discipline throughout the school system. However, if a certified staff member needs assistance with student discipline, they should seek the advice and counsel of the principal or superintendent.

Classroom teachers may not leave their classrooms unless the students are supervised by a competent adult.

Classroom teachers may not close the door to their rooms until they have left the building or unless they are sponsoring some other group in other areas.

Classroom teachers should have a well-defined discipline plan that is known to the students. Rules and consequences should be stated clearly and posted where appropriate.

Each building has its own specific procedures concerning student discipline. Classroom teachers should consult with their building principal for more information.

Teachers may remove a student from the classroom for failure to comply with established rules of conduct. Only an administrator can suspend or expel students from class or school and due process must be followed.

Students may be kept after school for matters relating to discipline or to assist in their academic progress. Certified staff should allow all elementary students and junior/senior high students who ride the bus to arrange parental transportation for the next day with their parents. Students who do not have transportation concerns may be kept without delay. Students may not avoid being kept after school because they have an after school practice or other school activity.

Both elementary and secondary certified staff are responsible for assisting with hallway discipline between classes and in the school lunchroom.

Classes should begin on time and end promptly. Work should continue throughout the period assigned for it. Classroom teachers have no right to waste the pupils' time. Classroom teachers may not dismiss classes early except by permission of the building principal.

Staff members may never send a student off school grounds without the authorization of the building principal.

Classroom teachers may not admit tardy students to class without an admit slip from the principal or the student's teacher from the previous period.

Classroom Sanitation

1. Handling of Body Fluids

All body fluids of all persons should be considered to potentially contain infectious agents (germs). Hand washing after contact with a school child is recommended if physical contact has been made with any child's blood or body fluids. The term "body fluids" includes: blood, semen, drainage from scrapes and cuts, tears, feces, urine, vomit, respiratory secretions, and saliva.

2. Infectious Diseases

Certified staff should promptly report any indication of an infectious or contagious disease to the school nurse or building principal. Certified staff should report to the school nurse or the student's parents any pupil whom they suspect of having been exposed to any infectious or contagious disease.

Coaching Supplies

Coaching supplies will be distributed by the athletic director. Such items include tape, prewrap, heel pads, band aids, ankle braces, game balls, etc. Coaches should request additional supplies from the activities director only when they have run out of supplies.

Coaches must fill out and submit inventory forms to the activities director immediately after the season is complete.

Collection of Student Money

Staff members must comply with the school district's student fee policy before collecting any funds from students.

Money collected from students should be turned into the office on the day it is collected for deposit in the proper activity or school district fund. Any checks written by students or parents for various payments should be made out to Morrill Public Schools unless otherwise instructed. Certified staff must submit a financial accountability form when they turn funds into the office.

When students purchase items such as coats, rings, etc., through the school district, they must pay for these and other major items before the order is

sent. The sponsor of any school organization is not to give merchandise to students; items will be distributed by the office after proper payment.

Community Involvement 1st

Certified staff are encouraged to take part in civic affairs in the community and must do so when required by state law and board policy.

Chromebook and Computer Use

Students and staff who use a Chromebook and computers owned by the district must abide by the district's acceptable use policies.

Display of Classroom Work in the School and the Community

Classroom teachers are encouraged to display student work for public viewing. Students and parents enjoy viewing the display and may be even more supportive of their school because the display shows them many of the things the students do. Classroom teachers may use the window area of the central office or the commons area to display student work or they may use during a night activity. Certified staff must contact the principal before displaying student work at an evening activity.

Duties of Certified Staff

The duties of certified staff include, but are not limited to, the following:

- a) Becoming acquainted with board policies, district rules and regulations, and the state laws concerning teachers and pupils.
- b) Attending such education conferences as are required by law or administrative directives.
- c) Attending school assemblies unless excused by the principal.
- d) Instructing pupils in the proper use of equipment and instructional supplies.
- e) Reporting in writing to the principal any injury to any child while under the jurisdiction of the school, including athletic injuries.
- f) Complying with the Teachers Professional Code of Ethics which has been promulgated by the Nebraska Department of Education (92 Neb. Admin. Code § 27) and adopted by the Board of Education of the district.
- g) Discussing a student only with the child's parents and the superintendent, principal, guidance counselor or classroom teachers who may know the circumstances and have a need to

- know. It is unprofessional and inappropriate to discuss student or other staff members in the staff lounge.
- h) Being responsible for students whom they keep in school at times other than during regular school time. Certified staff will be responsible for any special work done by their students, including field trips, joint assemblies, school programs, etc.
 - i) Refraining from joining book clubs or film clubs using the school name.
 - j) Turning in all monies collected to the main office by the end of the school day.
 - k) Clearing all class meetings or trips through the principal's office.
 - l) Participating in Student Assistance Teams pursuant to board policy.
 - m) Assisting with the administration of standardized testing as assigned by the administration.
 - n) Provide homebound instruction as assigned by the administration.
 - o) Performing additional duties as assigned by the administration.

Eligibility Grades 7-12

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 Friday at 12 PM. Beginning the 4th week, any student(s) failing one or more classes (60% or below) will be put on eligibility probation for one week. If the student(s) are still failing one or more classes the following week, the student will be ineligible for the following week, and will continue to be ineligible until passing all classes. Ineligibility will run from 8 am Monday morning of the week a student is ineligible, until Monday morning of the following week. (Example: If student A is failing one or more classes on Friday September 13th they will be put on probation until Monday September 16th at 8:00 AM. If student A on September 20th is still failing one or more classes they will be ineligible for all activities starting Monday September 16th at 8:00 AM and will continue to be ineligible until Monday September 23rd at 8:00 AM and every succeeding Monday until 8:00 AM until they

get a grade report on the Friday progress report that they are passing all classes.) If a student is failing a class and the teacher fails to record any grades during the failing week the student's grade for that week will be treated as a passing grade and will start the eligibility process over.

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.

1. All interscholastic contests, including but not limited to, athletics, FFA, FBLA, speech contests, and similar organizations or events.
2. Cheerleading.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

Eligibility Grades Due

Grades are due by 12:00 PM Friday morning to be included in the eligibility list

Extracurricular Activities

Staff must coordinate all events and other extracurricular activities with the activity director's office to avoid conflicts. Activities must be scheduled and listed on the school activities calendar kept updated by the activities director.

Staff should avoid or shorten practices and activities on Wednesday evenings and Sundays, in order to give students sufficient time away from school for family-related activities.

Certain activities require time be scheduled outside regular school hours. Any school-sponsored activity involving students must have approval of the Activities Director or principal prior to the activity, including all fund raising activities.

Instructional time and regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extra-curricular activities without first clearing early departure time with the building principal. Students are responsible for making up work missed due to absences for activities. Sponsors are

Deleted: Student academic eligibility for participation in extra-curricular activities will be determined on a weekly basis. Eligibility lists will be determined beginning the fourth Monday of Each Semester, (1st quarter and 3rd quarter), and the second Monday of the 2nd quarter and the 4th quarter. A student will become ineligible by maintaining an average of less than sixty percent (60%) in two or more classes weekly or by having less than sixty percent (60%) in the same class two weeks in a row. The grading period will end 7:59 AM Monday morning. ¶

¶ Students will be ineligible to participate in competition but may, at the discretion of the sponsor, be allowed to participate in practice. Activities affected by the eligibility rule are:¶

Deleted: 7:59 AM

Deleted: Monday

responsible for ensuring students understand and fulfill their academic responsibilities. All evening activities, except practices, must have no less than two school sponsors.

Non-school sponsors must be approved by the administration. If vehicles are used for transportation, the drivers must be adults who have been approved by the school.

Deleted: Non school

The activities director has the responsibility for all extracurricular activities. Therefore, any ruling or handbook decision he/she makes regarding activities will be school regulation in lieu of further board action.

Field Trips will be cleared and scheduled through the building principal. The principal will also check with the activities director to avoid any conflicts with other activities and transportation needs. The principal will then contact the transportation director to secure transportation. No student may participate in a field trip off school property without written permission of his or her parent or guardian.

Evacuations

Early in the semester, classroom teachers should review instructions for leaving the classroom with all of their students. Classroom teachers should also periodically review with each class what to do in case of fire, tornado or other emergency.

1. Fire Drills

Fire drills will be held on a regular basis. Certified staff may or may not be notified in advance. These drills are important exercises that help ensure the safety of students in case of an emergency.

When the fire alarm is sounded, all students and staff immediately must cease the activity in which they are engaged and leave the building at once, following these regulations:

- a) Students nearest the windows will close them before leaving.
- b) The classroom teacher will be the last to leave the room. He or she will turn out all lights and close the door as he or she leaves.
- c) Classroom teachers will take their fire drill packets and class grade books with them when they leave their classrooms.
- d) The first two students reaching the exit doors will hold the doors wide open until everyone has filed out.
- e) Staff and students will move far enough away from the building to avoid possible injury from fire and falling embers, and also, to remain clear of emergency vehicle traffic.
- f) Once outside, each teacher must account for every student in the class. Classroom teachers will take roll for their class and;
 - 1) hold up a Green Card (all students accounted for)
 - 2) hold up a Red Card (missing student (s) listed)
 - 3) hold up a White Card (extra students listed)

The signal to return to the school building will be the short bell. It will be sounded upon completion of the drill. Students will return in an orderly manner.

2. Tornado Drills

When a tornado warning has been issued, the school will evacuate classrooms and move students to the designated tornado shelters. Tornado alerts will be given via the intercom system. When a tornado alert is given, all students and staff immediately must cease the activity in which they are engaged immediately and seek shelter, following these regulations:

- a) All students and staff should proceed to the designated tornado shelter.
- b) Once in the basement, each teacher must account for every student in the class.
- c) Classroom teachers should be sure that each student is sitting with his or her back to the wall, their knees up and their heads should be between their legs.

3. **Protocol for all Evacuations**

Upon evacuation signals, all students and staff must exit each building. Classroom teachers should do the following:

- 1) Take the class roster;
- 2) Lock the classroom door after all occupants have exited the room;
- 3) Keep the class together and move promptly in an orderly fashion; and
- 4) Upon arriving at the evacuation point, take roll, maintain order, and supervise students.

Evaluations

The appropriate district administrator will evaluate tenured and probationary teachers as required by law and district policy. Policy 4030 Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Your building principal will share the District evaluation Handbook

Examinations

Students or student aides are not to type or grade tests.

Faculty Meetings

The superintendent and principals will call meetings as needed. Certified staff are required to be present at all faculty meetings unless excused by the administration.

Field Trip Request Forms

Certified staff who wish to take students off school property must submit a request to the building principal or superintendent at least ten calendar days prior to the date of the requested activity.

Elementary grades will be limited to one field trip per year. Additional requests

may be granted on a case by case basis.

Grading Policy

JH/HS Students who are "about to fail" and "failing" must be reported to the office on or each Friday. Parents will be notified by the office if a student is about to "about to fail" or is "failing".

Deleted: Monday

Grades are reported as letter or percentage as requested by the building principal. No incompletes or condition grades will be given, but grades may be changed by request of the classroom teacher to the principal. If a student fails the first semester and passes the second semester, a classroom teacher may pass a student for the full year.

A student is to be graded on academic performance. **A student's grade is not to be reduced for discipline.** Prejudice or favoritism has no place in grading a student. All grading should be explained in simple, understandable terms to the student.

Classroom teachers should provide students and parents with frequent updates regarding the student's progress during the quarter. At the conclusion of each quarter, students will receive an end-of-quarter report card. Classroom teachers should use the scales for grades at each grade level and subject area.

The Following Scale will be used in Grades 7-12

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

Elementary Report Cards

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.

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

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

The following System is used for Grades 3-6

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

Guest Lecturers

Guest lecturers must be approved by the administration before they are asked to address a class. The guest lecturer must have a specific, relatable objective in his/her lecture.

Hall Duty

Every classroom teacher is on hall duty before school in the morning and between classes. Classroom teachers are responsible especially for the part of the hall adjacent to their classrooms.

Homework Policy

Homework is an important part of student learning. When parents, teachers, and students work together, out-of-class assignments are a valuable part of the instructional program. Homework should provide opportunities for students to practice acquired skills, develop initiative, form independent study habits, and use community resources.

Instructional Materials

Instructional materials are made available through the Education Service Unit. A catalog and order forms will be made available to all members. Films should be used as instructional materials. All media must be previewed for suitability by the classroom teacher before being shown to students.

Lesson Plans

Each teacher will prepare and complete a proper lesson plan on Friday for the following week. These plans must be written so that they are clear to any substitute teacher and readily available to any teacher. An up-to-date seating chart of the class or classes shall be part of the lesson plan book. Other regulations relative to lesson plans will be made by individual building principals. The lesson plans of all classroom teachers are subject to review of

the building principal or other members of the school district's administration at any time.

Lesson plans must **identify major instructional objectives and show page assignments and general direction that might be followed by anyone who might be called upon to teach the classes.**

Lesson plans for the upcoming week must be submitted by 7:30 AM. Monday Morning of each week.

Media Center

The media center is set up to serve the needs of certified staff and students. Certified staff who need assistance with textbooks, literature sets, magazines and other reference materials should consult with the media specialist assigned to their building.

Students may use the media center during study halls, at lunch, after school and in the evenings provided they have proper supervision. Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending any students during class. The media staff may send disruptive students back to class or study hall, or may exclude unruly students from the media center for a specified period of time. Classroom teachers who send their entire class to the media center must accompany and supervise the students, unless prior arrangements have been made with the media specialist.

Para-educators

Para-educators provide valuable role of assistance in the educational process. Helping teachers to carry out their responsibilities in a more efficient and effective manner.

When working directly in partnership with a classroom teacher, the classroom teacher must maintain the role of leadership and responsibility for the students. The para-educator acts in a supportive role. Para-educators may be used to assist the classroom teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculating and recording grades.

There may be instances where a para-educator may be in charge or responsible for the delivery of lessons in what is considered a special or non-

core area. These types of activities will be conducted under the direction and supervision of the building principal. Para-educators will consult the principal regarding lessons and materials needed, and expectations regarding the special.

Para-educators are to work only on and within their assigned work days. If the classroom teacher or the para-educator requests to work hours other than the assigned work hours or assigned work day, he or she must have approval from the administration.

Parent-Teacher Communication

Students' academic success has been closely linked to parental involvement in school. Certified staff should strive to develop open and supportive relationships with parents and guardians. Each classroom teacher is responsible for keeping a student's parents informed about the student's progress. This may be done by letter, telephone, e-mail, or through the Rooms app with our current Morrill public schools app, or, personal conference. Certified staff must attend parent teacher conferences, promptly return phone calls, participate in teacher events for students and parents, and where necessary utilize a planner as a communication tool. Certified staff who need additional support in communicating with parents should contact their building principal or guidance counselor.

Parking

Staff members should park on the west side of the Elementary school, and in the North parking lot at the High School. Do not park in areas designated as no parking. Handicapped parking may be used only by those with proper credentials to park in the designated handicapped spaces.

Students are not to park their cars in the staff areas. Staff members may not allow students to park in the staff areas when groups leave early in the morning on a school day for field trips or athletic events.

Parties

1. No activities or picnics shall be held by an organization of the school without the presence of the sponsor or sponsors.
2. The number of activities and the closing hour for activities will be determined by the building principal and organization sponsor.
3. In making arrangements for activities and picnics, staff must avoid disturbing the routine of the school.
4. Cleaning up after the activity is the responsibility of the sponsor.

Planning Time

Each classroom teacher is provided with duty-free time for planning, preparation of school-related materials, and a brief respite from the duties of the day.

The Board defines planning time as time for educational planning and other task-related functions that cannot normally be accomplished during instructional periods. Planning time should not be confused with personal time. **Planning time is not to be used for running personal errands, conducting personal business, or pursuing non-school hobbies and/or interests.**

Private Tutoring

Classroom teachers must provide individual assistance to students as a part of their duties. Any certified staff member who engages in private tutoring for pay (compensation of any kind from a source other than the District) is subject to the following rules:

- Certified staff may not arrange to provide private tutoring for any child enrolled in the staff member's class.
- Certified staff are not to provide private tutoring in a school building.
- Certified staff are not to provide private tutoring during duty time.
- Certified staff are prohibited from advertising or promoting the private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Projection Maps

The school district will only use the Gall-Peters projection map or a similar cylindrical equal-area projection map or the AuthaGraph projection map for display or use in the classroom. Use of the Mercator projection map is prohibited unless:

1. The Mercator projection map is used in conjunction with other projection maps in a teaching exercise to demonstrate that all maps are flawed in some way and different map projections serve different functions and may affect how individuals view the world; or
2. The Mercator projection map is part of any:
 - a. book or material obtained prior to July 19, 2024; or geographic information system; or computer program that renders a three-dimensional representation of Earth based primarily on satellite imagery, such as Google Earth or similar software; and

a Gall-Peters projection map or similar cylindrical equal-area projection map or an AuthaGraph projection map is displayed in the classroom or shown to students during the lesson in which a Mercator projection map is used.

Pupils' Records

1. Each classroom teacher must keep a set of records in the daily class record book of the class recitations, tests, exams, daily work, notebook, etc. This serves as a justification of the final grade in case of dispute between teacher and pupil, or teacher and parent, and assists in making out the final grades. This book must be turned into the principal at the end of each school year.
2. Report cards will be issued within one week following the end of the quarter unless otherwise announced.
 - a) Reports should be conscientiously and accurately made because they are a serious estimate of the degree of success of the pupil.
 - b) Each classroom teacher should be adequately prepared to defend all decisions given on the report card.
 - c) Each classroom teacher is responsible for distribution of class cards on time.
 - d) Classroom teachers must confer with the principal before recording any incomplete, failing, or conditional grades on report cards.

Rights of Certified and Probationary Teachers

Certified and probationary teachers are entitled to the legal and procedural rights outlined in the board policies and state and federal law with regard to the amendment, cancellation, or termination of the teacher's employment contract. For specific questions relating to those procedural or legal rights, please refer to the district's board policies.

School Day

Duty hours for all certified staff will be determined by the building principal, and between the hours of 7:00 a.m. and 5:00 p.m., Monday through Thursday. Fridays the duty hours will end at 3:30 pm. On some Fridays and days, preceding certain holidays or vacation periods, certified staff are permitted to leave after the students are dismissed.

Under special circumstances, certified staff may seek permission from their building principal to vary these duty hours. In addition, certified staff may be assigned responsibilities at other hours by the principal or superintendent for supervising or directing school activities or affairs or for participation in affairs under the direct sponsorship of the school.

Each teacher will be in his or her classroom and ready to teach at 8:00 a.m. each day. Classroom teachers will stand at their doors when class is dismissed and must be outside their classroom doors before each class period. Classroom teachers must be physically present in their classrooms at all times during class periods and conference periods.

Personal work may not be done on school time.

Sponsors

Certified staff members are assigned by the superintendent, based on the recommendation of the building principal, as class and academic club sponsors. Coaches and activities assignments are made based upon the recommendations of the Activities Director. Sponsors must be present at all meetings and activities of the sponsored group. The procedure for activity accounts and meetings can be found in the student manual. Purchasing of supplies must be approved through the chain of command.

Student Activities

Staff members who sponsor extracurricular activities such as athletics, class plays, and class activities may leave the school building only after making sure that all students and other individuals have left the building. No student is to be left unattended in the school building at any time.

School-owned clothing or equipment that is checked out to students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for its intended use. Each piece of equipment or clothing is to be returned to the instructor or coach when the season or the use for such clothing or equipment is over. Certified staff will be held responsible for ensuring that all clothing and equipment are returned and accounted for.

Student Aides

Student aide positions are reserved for current seniors. Student aides are to be directly supervised by the staff member and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the staff member by helping supervise another student, grade tests or class work, calculate student grades, or record grades. Keys are NEVER to be given to students, whether they are student aides or not. Student Aides are to be utilized only during school hours and their scheduled period.

Student Attendance

Students are expected to arrive at each class, be seated and ready for instruction prior to the beginning of the class day or class period, as appropriate. Student tardiness is the classroom teacher's professional responsibility. Classroom teachers must insist that students be on time.

Each teacher must maintain an accurate record of student attendance each day. Classroom teachers must carefully check and record attendance information at the beginning of each school day and, in upper grades, at the beginning of each period. Students and student assistants are not permitted to check attendance. Excessive absenteeism should be reported to the building principal or guidance counselor.

Students returning from an absence must report to the office prior to going to class. A returning absentee must show each classroom teacher the admittance pass that was issued by the school office. No student should be accepted back into class after an absence without this pass.

A student who departs school during the school day must report to the office and sign out before leaving the building. A student who returns during the school day must sign in at the building office before returning to class.

Student Attire

The responsibility for proper daily grooming and dress is primarily the responsibility of students and parents/guardians. However, certified staff members must insist that students do not remain in school while wearing attire that violates the dress code set forth in the Student Handbook.

Classroom teachers must report students who are not in compliance with the dress code to the building principal. The final decision on what is considered proper grooming and appearance is the responsibility of the building principal.

Student Illness

In the event of student illness or injury, classroom teachers should notify the building principal or superintendent immediately. Staff should never send a pupil home without notifying school officials and checking to see if his/her parents are home.

Student Medication

Student medications should not be dispensed by staff members unless they follow the following procedures.

No staff members other than the school nurse may dispense medications (prescription or over-the-counter) to students at any time. Students may, with written parental or guardian permission, self-administer medications such as aspirin and cough syrup or cough drops.

Staff members are not authorized to dispense prescription medicine without an agreement with a parent or guardian to provide a prescription container for the medicine that includes a pharmaceutical label, the physician's name, a child guard cap and directions for administering the medication.

After receiving the medication, the school employee should lock the medication in a cabinet or place it in an area where access is restricted to school employees only.

Student Searches

Certified staff members may not search students or their belongings. If a staff member suspects that a student is in possession of contraband, he/she should immediately contact a member of the administration and supervise the student until the administrator arrives. Students who are suspected of having an item in violation of school rules may be directed to wait with a staff member.

Substitute Coverage

Certified staff may be required to substitute during their planning period. See negotiated agreement regarding payment for sub Coverage.

Teaching Controversial Issues

Teachers may teach or lead discussions about controversial issues if they comply with the following criteria:

- The issues discussed must be relevant to the curriculum and be part of a planned educational program.
- Students must have free access to appropriate materials and information for analysis and evaluation of the issues.
- The teacher must encourage students to consider and discuss a variety of viewpoints.
- The topic and materials used must be within the range, knowledge, maturity, and competence of the students.

- The teacher must inform parents and the building principal before discussing sensitive or controversial issues.
- The teacher must keep detailed, documentary evidence to prove that both sides and/or all facts available were presented.
- Teachers must refrain from advocating partisan causes, sectarian religious views, or selfish propaganda through any classroom or a school device; however, a teacher shall not be prohibited from expressing a personal opinion as long as the student is encouraged to reach his/her own decision independently.

Textbooks

Classroom teachers will issue textbooks to the pupils, keeping a record of the number and condition of the book assigned to each pupil. If the books are new, classroom teachers must make sure the books are stamped and numbered before distribution.

Textbooks are to be stored in the classroom or storeroom. Textbooks are to be checked out to the students with teachers keeping an accurate record of each book by number in the place provided in grade books. Pupils are to pay for lost or damaged books. Student textbooks must be covered with a book cover.

Workbooks do not become the property of the students and in most cases should be retained by the school.

School District Directory

Members of the Board of Education:

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

Deleted: Art Frerichs

Deleted: Bill Watson

Administrative Staff:

Certificated Administrative Staff

Todd Chessmore Superintendent
Todd Chessmore High School Principal
 DeLinda Lackey Elementary Principal
 Sunny Edwards Early Childhood Principal

Deleted: Barry Schaeffer

Deleted: Jessica Stec

Classified Administrative Staff:

Jodi Craig/Terry Lofink Activities Director
 Jenny Pragnell Business Manager
 Brad Derr Transportation and Maintenance Director

Deleted: Josh Guerue

Office Staff:

Elva Lutz Assistant Business Manger
 Bailee Steiner High School Office
 Kristen Stauffer Elementary Office
Megan Ruzicka Morrill Early Learning Center

Deleted: r

Deleted: District Office ¶
 Karey Johnson . High School Office

Deleted: Brooklyn Clynecke

Counselors:

Traci Patterson High School Counselor
 Lauren Armstrong Elementary School Counselor

Deleted: Chauncey Pedersen

Deleted: ¶
 Kristen Skavdahl Licensed Mental Health Provider

Health Services

Sierra Frickey School Nurse

Nutrition Program:

Julia Cullen Cafeteria Manager/Head Cook
Donna Dinges Assistant Cook
 Shanna Brown Assistant

Deleted: Sydney Steiner

Custodial and Maintenance Staff:

Ashley Rider High School

Toby Black Elementary
 Tori Moorehouse Early Childhood/Ag Building
 Justin Rider Bus Maintenance
 Ryan Stec..... Ag Property Manager

Deleted: Shane Barnes High School ¶

Deleted: Shad Barnes Elementary ¶

Transportation Department:

Silvia Banta Route Driver
 Marvel Cole Route Driver
 Route Driver
 Kelly Jackson Route Driver

Deleted: Jill Brown

Early Learning Center Staff

Name	Position	Email address
Janelle Anderson	After school Teacher	janell.anderson@mpslions.org
Nikita Anderson	Preschool Teacher	nikita.anderson@mpslions.org
Elisha Barron	Preschool Para/Co teacher	elisha.barron@mpslions.org
Kyla Boardman	Preschool Para	kyla.boardman@mpslions.org
Ashley Kessler	Preschool Teacher	ashley.kessler@mpslions.org
Kyla Odermann	Preschool Teacher	kyla.odermann@mpslions.org
Becky Jo Wylie	Early Childhood Resource Teacher	becky.wylie@mpslions.org

Deleted: Infant Teacher

Deleted: /Co-teacher

Deleted: Toddler

Teaching Staff Elementary

Name	Position	Email Address
Jamie Martin	Kindergarten Teacher	jamie.martin@mpslions.org
Lauren Haag	3rd Grade Teacher	lauren.haag@mpslions.org
Erica Croft	1st Grade Teacher	erica.croft@mpslions.org
Candace Muhr	2nd Grade Teacher	candace.muhr@mpslions.org
Amanda Smith	2nd Grade Teacher	amanda.smith@mpslions.org
Sarah Walker	Title 1 Teacher	sarah.walker@mpslions.org

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 Whitne Lofink 3rd Grade Teacher
whitne.lofink@mpslions.org

Luanna Soto	3rd Grade Teacher	luanna.soto@mpslions.org
Juliana Carlson	4th Grade Teacher	juliana.carlson@mpslions.org
Sarah McCabe	5th Grade Teacher	sarah.mccabe@mpslions.org
Robin Hoff	6th 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

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Whitney Peachey 4th Grade Teacher
whitney.peachey@mpslions.org
Holly Marker 5th Grade Teacher
holly.marker@mpslions.org

Teaching Staff Junior High and High School

Name	Department	Grades
Chris Baltz	Science	7 th -8 th , 11 th
Jodi Craig	Business/Computers	7 th -12 th
Nicole Fredrickson	Social Sciences	7 th -12 th
Jeremiah Gardner	Industrial Tech/Welding	7 th -12 th
Jamie Mehling	District Librarian/Family Consumer Science	7 th -12 th
Tom Milstead	English Language Arts/Digital Media	7 th -12 th
Andrew Hultquist	Math	7 th -12 th
Cody Peachey	Physical Education	7 th -12 th
Becky Peacock	Art	7 th -12 th
Traci Patterson	Guidance Counselor	7 th -12 th
Cameron Magee	Ag Education	7 th -12 th
Cheyanna Stumpff	Choir/Instrumental Music	7 th -12 th
Gregg Waters	Social Sciences	8 th -12 th
Corey Weitzel	Science	9 th -12 th

Deleted: Traci Patterson

Deleted: Chauncey Pedersen

Deleted: Emily Santero

Para-educators Elementary and High School Buildings

Lacey Berhardt..... Elementary
Kayla Christensen..... Elementary
Bonnie Graham..... Elementary
Jessi McLamb..... Elementary
Ashley Morgheim..... Elementary
Tara Wynne..... Elementary
Alissa Hill..... Elementary

Deleted: Vanessa Chapman Elementary ¶

Deleted: Belinda Ingersoll . Elementary¶

Deleted: Alyssa Stone Elementary ¶

Kelli Jackson..... High School
Esmerelda Rodriguez..... High School
Lucienne Keller..... High School
Alyssa Stone..... High School
Chelsea Vogelgesang..... High School

Deleted: Stephanie Steiner

Staff Internet and Computer Use

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district's faculty and staff. Staff should also refer to the district's policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes

with the staff member's ability to perform their assigned duties.

4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

III. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a

proxy server-based filter that screens for non-curriculum related pages.

2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

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.

IV. 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.

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

C. 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.

D. 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.

E. 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.

V. 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.

Deleted: Title IX Policy and Grievance Procedures¶

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It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.¶

Title IX Coordinator¶

¶
Designation. The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the "**Title IX Coordinator.**" The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).¶

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

¶
Actual knowledge means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.¶

¶
Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.¶

¶
Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the ...

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the Morrill Public School District Certified Staff Handbook which includes the district's drug-free workplace policy statement. I understand that, as a condition of my employment, I am required to read and abide by the provisions of the handbook and by all board policies governing my employment. Further, if I have any questions about any provision of this handbook or any board policy, I should confer with my supervisor or building principal or the superintendent.

Signature

Date

Educational Consulting Services

315 S. 9th Street . Suite 125 . Lincoln, Nebraska 68508
Phone (402) 475-2205 . edconserv@neb.rr.com

Da: August 2024

To: Mr. Todd Chessmore, Supt.
Morrill Public Schools
508 Jefferson Avenue
Morrill, NE 69358

Fr: Jerry McCall, Consultant
Educational Consulting Services
315 S. 9th Street Ste. 125
Lincoln, NE 68508

Re: Mitchell-Morrill School District Planning Project

This letter will serve as a Letter of Agreement on the above-referenced project. A description of the scope of the project, the planning activities, the input process, future educational planning considerations and fees is attached.

The Consultant agrees to start the project immediately and it shall be completed by March 31, 2025, or as soon as reasonably possible thereafter.

Mr. Todd Chessmore, Supt.
Morrill Public Schools

Date

Mr. Bill Watson, Board President
Morrill Public Schools

Date

Jerry McCall, Consultant, ECS

Date

Educational Consulting Services

315 S. 9th Street . Suite 125 . Lincoln, Nebraska 68508

MORRILL PUBLIC SCHOOLS

Educational Program and Facility Planning Project

I. SCOPE OF THE PROJECT

- A. Development of an educational program and facility long range plan for the Mitchell and Morrill School Districts.
- B. Development of multi-district internal organization concepts for efficiently and effectively utilizing facilities, human capital, and other district resources.

II. PLANNING ACTIVITIES

- A. Demographic Considerations
 - 1. Review of area, state, regional, county and community population data
 - 2. A review of school district enrollment data, population patterns, and their geographic distribution
 - 3. Analysis of area and regional development and employment data
- B. School Buildings, Facilities and Sites
 - 1. Review of the school sites and features
 - 2. General building condition and systems assessment
 - 3. Observation of facility safety and security issues
 - 4. Analysis of building space usage
- C. Educational Programs and Services
 - 1. Review of school district studies, reports, and surveys
 - 2. On-site observation of educational programs and services
 - 3. Delineation of educational program space utilization
 - 4. Input sessions with administration and staff
- D. School District Central Services
 - 1. Administrative offices – analysis of building and space utilization
 - 2. Support services – consideration of existing programs
 - 3. Maintenance, storage, and transportation – assessment of existing operations
- E. School/Community Relationships
 - 1. Review of city/county comprehensive plan
 - 2. Assessment of community economic development data
 - 3. Visitation of selected community service facilities

4. Input sessions with community leaders

III. THE INPUT PROCESS

- A. Planning meetings and conferences shall be scheduled as directed with the following:
 1. School district administration, faculty, and support staff
 2. Local government officials
 3. Community organization representatives
 4. Community leaders, district patrons and parents
- B. Work sessions shall be scheduled and coordinated with the following:
 1. School Superintendents
 2. Boards of Education and/or Planning Committee

IV. FUTURE EDUCATIONAL PLANNING CONSIDERATIONS

- A. Development of a comprehensive long range educational program and facility plan to include the following:
 1. Educational program and service recommendations
 2. Building, facility, site, and attendance center recommendations
 3. Proposed future educational planning alternatives
 4. Recommended project implementation

V. FEES

- A. The total project fee for services on a time-and-expense basis shall not exceed \$30,000 (thirty thousand dollars). The total fee per district shall not exceed \$15,000 (fifteen thousand dollars), to be paid as work progresses upon receipt of a statement based upon the following rates:

Principal Consultant	\$150/hr
Resource Consultants	\$100/hr
Supporting Staff	\$75/hr

- B. It is expressly understood that all expenses incurred by ECS in conducting the planning project are included in the aforesaid costs and will not be in addition thereto.

5045 Student Fees

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

A. Definitions.

1. "Students" means students, their parents, guardians or other legal representatives.

B. Listing of Fees Charged by this District.

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

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

2. Safety Equipment and Attire.

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

3. Personal or Consumable Items.

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

4. Materials Required for Course Projects.

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

5. Technological Devices

The district will provide students with the technological devices necessary to complete all basic curricular projects.

Students in grades 7 -12 will be provided with chrome books, the following fees may be charged for lost or damaged devices:

- Screen \$160
- Keyboard \$75
- Broken Hinge \$12/each
- Charger \$60
- Top Cover \$60
- Bottom Cover \$50

- Bezel \$30
- Missing Barcode \$5
- Battery \$99
- Total Replacement \$250

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

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute.

The maximum dollar amount charged by the district for these services shall be \$462/month.

7. Participation in Summer School or Night School.

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

Preschool summer camp \$100.

8. Charges for Food Consumed by Students.

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

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

- Breakfast Program – Grades Preschool
 - Regular Price \$2.00
 - Reduced Price \$.30
- Breakfast Program – Grades K-6
 - Regular Price \$2.75
 - Reduced Price \$.30
- Breakfast Program – Grades 7-12

- Regular Price \$.30
- Reduced Price \$3.25
- Lunch Program – Grades Preschool
 - Regular Price \$3.00
 - Reduced Price \$.40
- Lunch Program – Grades K-6
 - Regular Price \$3.90
 - Reduced Price \$.40
- Lunch Program – Grades 9-12
 - Regular Price \$4.40
 - Reduced Price \$.40

C. Waiver Policy.

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

D. Distribution of Policy.

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

E. Voluntary Contributions to Defray Costs.

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

F. Fund-Raising Activities

Deleted: 14. Contributions for Junior and Senior Class Extracurricular Activities. ¶
 ¶
 Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$_____.

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

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