

O'NEILL PUBLIC SCHOOLS BOARD OF EDUCATION

Monday, August 14, 2023
7:30 PM

Administrative Office
410 E Benton
O'Neill, NE 68763

Regular Board Meeting Agenda

Posted Locations:

Holt County Independent (print & website)
KBRX Radio
O'Neill Post Office
O'Neill Public Schools Administrative Office
O'Neill Jr-Sr High School
O'Neill Elementary School
O'Neill Public Schools Website

Posted Date: Thursday, August 3, 2023

{{Name: Agenda Item Name}}

1. **Call to Order**
 - A. Roll Call
 - B. Excused/Unexcused Board Members
2. **Pledge of Allegiance**
3. **Recite Mission Statement**
4. **Approve Meeting Agenda**
5. **Approve Minutes of Previous Meeting(s)**
6. **Reception of Visitors**
7. **Oral and Written Communications**
8. **Old Business**
 - A. Policy Updates
 - i. Policy #4060 - School Vehicle Use
 - B. Review of School Handbooks
 - C. Policy Updates
 - i. Policy #3001 - Budget & Property Tax Request
 - ii. Policy #3003.1 - Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds
 - iii. Policy #3004.1 - Fiscal Management for Purchasing and Procurement Using Federal Funds
 - iv. Policy #3033 - Lending Textbooks to Children Enrolled in Private Schools
 - v. Policy #3036 - Purchasing (Credit) Card Program
 - vi. Policy #3059 - Audio and Video Recording
 - vii. Policy #4003 - Drug Policy Regarding Drivers
 - viii. Policy #4045 - Milk Expression
 - ix. Policy #4059 - Behavioral and Mental Health Training (formerly Suicide Prevention Training)
 - x. Policy #5003 - Admission of Part-Time Students
 - xi. Policy #5004 - Option Enrollment
 - xii. Policy #5035 - Student Discipline
 - xiii. Policy #5045 - Student Fees
 - xiv. Policy #5049 - Firearms and Weapons

- xv. Policy #5052 - School Wellness
- xvi. Policy #5062 - Lice and Nits
- xvii. Policy #5064 - Supplement, Not Supplant
- xviii. Policy #6003 - Instructional Program
- xix. Policy #6004 - Curriculum Development
- xx. Policy #6005.1 - Student Honors & Awards
- xxi. Policy #6025 - Student Cell Phone and Other Electronic Devices
- D. Superintendent Evaluation
- 9. **New Business**
 - A. E3 Safety
 - B. Authorization for Proposals for Copying/Printing Needs
 - C. Board Committee Assignments
 - D. School Audit Engagement
 - E. Staff & Activity Handbooks
 - F. Special Meeting for Final Set of Payables
 - G. Review Rental Fees for School Facilities & Equipment
 - H. Option Enrollment Report
- 10. **Administrative Reports**
- 11. **Bills and Claims and Payroll Report**
- 12. **Adjournment**

The agenda sequence is provided as a courtesy only. The board reserves the right to consider each item in any sequence it deems appropriate. Therefore, we encourage visitors to attend the meeting from the beginning. As a result of a majority vote by the board, certain agenda items may be clearly necessary to discuss in executive session in order to protect the public interest or to prevent needless injury to the reputation of an individual, and if the individual has not requested a public meeting.

O'Neill Public Schools
Board of Education Regular Board Meeting
Monday, July 10, 2023

Board Members

Amy Jo Rowse - President
Coby Welke - Vice President
Michael Hammerlun - Vice President-Elect
Barton Becker - Member
Monica Huber - Member
Aaron Troester - Member

Board Secretary

Kathleen Marvin

Administrators

Michael Rotherham - Superintendent
William Wragge - High School Principal
Jim York - Elementary School Principal
Jill Brodersen - Assistant Principal
Nathan Larsen - Activities Director
DeAnna Clifton - Special Education Director

Board Treasurer

Carol Hammerlun

Attendance Taken at 7:37 PM.

Coby Welke: Absent
Barton Becker: Present
Michael Hammerlun: Present
Monica Huber: Present
Amy Rowse: Present
Aaron Troester: Present

Posted Locations:

- Holt County Independent (print & website)
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- O'Neill Public Schools Website

Posted: Thursday, June 29, 2023

1. Call to Order

The **regular board meeting** of the O'Neill Public School Board of Education was called to order by President **Amy Jo Rowse** at 7:37 pm, on **Monday, July 10, 2023** at the Administrative Offices at 410 East Benton, O'Neill, Nebraska.

1.A. Roll Call

Superintendent Mike Rotherham was present.

1.B. Excused/Unexcused Board Members

A motion to excuse Coby Welke's absence, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea
Yea: 5, Nay: 0, Absent: 1

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Recite Mission Statement

The Mission Statement was recited.

4. Approve Meeting Agenda

A motion to approve the meeting agenda, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea
Yea: 5, Nay: 0, Absent: 1

5. Approve Minutes of Previous Meeting(s)

A motion to approve the minutes of the June 12, 2023, regular meeting, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea

Yea: 5, Nay: 0, Absent: 1 A motion to approve the minutes of the June 26, 2023, special board meeting, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea

Yea: 5, Nay: 0, Absent: 1

6. Reception of Visitors

Visitors were welcomed and informed that this meeting was in compliance with the Nebraska Open Meetings Act which is posted on the south wall of the boardroom.

7. Oral and Written Communications

Communications received, either written or oral, were reviewed.

8. Old Business

8.A. Policy Updates

A motion to adopt Policy #4019, #4030, #4037, #4052, #4056, & #4064, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea

Yea: 5, Nay: 0, Absent: 1

8.A.i. Policy #4019 - Workplace Injury Prevention & Safety Committee

8.A.ii. Policy #4030 - Evaluation of Certificated Employees

8.A.iii. Policy #4037 - Reduction in Force

8.A.iv. Policy #4052 - Job References to Prospective Employers

8.A.v. Policy #4056 - Resignation of Certificated Staff

8.A.vi. Policy #4060 - School Vehicle Use

8.A.vii. Policy #4064 - Transporting Students in Employee Vehicles

9. New Business

9.A. 2023-2024 School Calendar

A motion to approve the amended 2023-2024 school calendar, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea

Yea: 5, Nay: 0, Absent: 1

9.B. Safe Return to In-Person Learning and Continuity of Service Plans

A motion to approve the 2023-2024 Safe Return to In-Person Learning and Continuity of Services Plans, passed with a motion made by Michael Hammerlun and seconded by Barton Becker.

Coby Welke: Absent, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea

Yea: 5, Nay: 0, Absent: 1

9.C. Review of School Handbooks

A motion to adopt the student handbooks as presented pending KSB Policy updates, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea

Yea: 5, Nay: 0, Absent: 1

9.D. Policy Updates

A motion to advance the updated policies #3001, #3003.1, #3004.1, #3003, #3036, #3059, #4003, #4045, #4059, #5003, #5004, #5035, #5045, #5049, #5052, #5062, #5064, #6003, #6004, #6005.1, and #6025 to second reading, passed with a motion made by Michael Hammerlun and seconded by Barton Becker.

Coby Welke: Absent, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea

Yea: 5, Nay: 0, Absent: 1

9.D.i. Policy #3001 - Budget & Property Tax Request

9.D.ii. Policy #3003.1 - Bidding for Construction, Remodeling, Repair, or Related Projects Financed with Federal Funds

9.D.iii. Policy #3004.1 - Fiscal Management for Purchasing and Procurement Using Federal Funds

9.D.iv. Policy #3033 - Lending Textbooks to Children Enrolled in Private Schools

9.D.v. Policy #3036 - Purchasing (Credit) Card Program

9.D.vi. Policy #3059 - Audio and Video Recording

9.D.vii. Policy #4003 - Drug Policy Regarding Drivers

9.D.viii. Policy #4045 - Milk Expression

9.D.ix. Policy #4059 - Behavioral and Mental Health Training (formerly Suicide Prevention Training)

9.D.x. Policy #5003 - Admission of Part-Time Students

9.D.xi. Policy #5004 - Option Enrollment

9.D.xii. Policy #5035 - Student Discipline

9.D.xiii. Policy #5045 - Student Fees

9.D.xiv. Policy #5049 - Firearms and Weapons

9.D.xv. Policy #5052 - School Wellness

9.D.xvi. Policy #5062 - Lice and Nits

9.D.xvii. Policy #5064 - Supplement, Not Supplement

9.D.xviii. Policy #6003 - Instructional Program

9.D.xix. Policy #6004 - Curriculum Development

9.D.xx. Policy #6005.1 - Student Honors & Awards

9.D.xxi. Policy #6025 - Student Cell Phone and Other Electronic Devices

9.E. Policy #5018 - Parent & Guardian Involvement in Education Practices

President Amy Jo Rowse opened the hearing at 7:58 pm to discuss, consider, and take any necessary action on Policy #5018 - Parent & Guardian Involvement in Education Practices and Policy #5057 - District Title I Parent & Family Engagement. Hearing no public comment, the hearing was closed at 7:59 pm.

A motion to reaffirm Policy #5018 - Parent and Guardian Involvement in Education Practices, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea

Yea: 5, Nay: 0, Absent: 1

9.F. Policy #5057 - District Title I Parent & Family Engagement

A motion to reaffirm Policy #5057 - District Title I Parent & Family Engagement, passed with a motion made by Michael Hammerlun and seconded by Barton Becker.

Coby Welke: Absent, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea

Yea: 5, Nay: 0, Absent: 1

9.G. Policy #5054 - Student Bullying

A motion to reaffirm Policy #5054 - Student Bullying, passed with a motion made by Michael Hammerlun and seconded by Monica Huber.

Coby Welke: Absent, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea

Yea: 5, Nay: 0, Absent: 1

9.H. Bank Account

A motion to authorize Nathan Larsen full rights to the Activity Fund account at Pinnacle Bank, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Monica Huber: Yea, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea
Yea: 5, Nay: 0, Absent: 1

9.I. Non-Teaching Staff Evaluation Form

The administration will be adopting the Non-Teaching Staff evaluation form. No action is necessary.

9.J. Superintendent Evaluation

The board decided to move this item to the August board meeting when all board members can be present. No action was taken.

9.K. Superintendent's Leave Report

The Superintendent's Leave Report was reviewed. No action is necessary.

9.L. Option Enrollment Report

The Option Enrollment report was reviewed. No action is necessary.

10. Administrative Reports

Administrative reports were presented.

11. Bills and Claims and Payroll Report

A motion to approve the bills and claims, and accept the payroll report, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Amy Rowse: Yea, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Abstain (With Conflict)
Yea: 4, Nay: 0, Absent: 1, Abstain (With Conflict): 1

12. Adjournment

A motion to adjourn at 8:40 pm, passed with a motion made by Barton Becker and seconded by Michael Hammerlun.

Coby Welke: Absent, Aaron Troester: Yea, Barton Becker: Yea, Michael Hammerlun: Yea, Monica Huber: Yea, Amy Rowse: Yea
Yea: 5, Nay: 0, Absent: 1


Kathleen Marvin
School Board Secretary Holt Co. Dist. #7

Pending Approval

<u>Vendor Name</u>		<u>Amount</u>
<u>Checking</u>	1	
Checking	1 Fund: 01 General Fund	
AbeBooks Inc.		958.37
Alfred Media		80.49
Amazon.com		4,078.49
Amplify Education, Inc.		4,775.00
Anson Insurance Services, Inc.		144,022.00
Antholz, Marty		900.00
Appeara		506.58
Avera Medical Group		150.00
Avera St. Anthony's Hospital		572.55
Bartak Glass, Inc		638.40
Black Hills Energy		1,936.49
Blick Art Materials		2,094.63
Blue Sushi Sake Grill		29.40
Bluum USA Inc		22.02
Bomgaars		119.97
BrainPOP LLC		2,340.00
Bright Wheel		100.00
Brown, Steven		305.48
BSN Sports, LLC		68.88
Cafe on the Square		29.86
Candlewood Suites		96.90
Cannon Sports Inc		118.16
Carhart Lumber Co.		46.89
Casey's - Seward		37.79
CenturyLink		75.53
Chambers Public School		1,017.09
City Floor Supply.com		199.44
City of O'Neill Recycling Center		8.38
City of O'Neill		4,858.71
Clearfly		442.80
Cobblestone Hotel & Suites		294.00
Comfort Inn - Kearney		359.85
Connot Tire Service		30.95
Corkle, Bryan		163.10
Corkle, Rebecca		53.19
Cubby's, Inc.		961.31
Culver's 361 - Kearney		5.93
Cunningham's Journal on the Lake		30.96
Dunkin'		9.81
Early Childhood Training Center		40.00
ESTR Publications		47.40
ESU #8		3,260.00
ESU Coordinating Council		1,802.00
French Bleacher Repair, Lee		2,656.00
Gas N Split #72		10.55
Gee Whiz Education		385.90
GoZen!		197.00
Graduate Lincoln		172.00
Hoefer, Bryan		74.00
HOLIDAY INN EXPRESS HOTEL & SUITES		129.95
Holt County Independent		239.87
Holz Lumber & Hardware, Inc.		16.99
Huber, Monica		216.97
HyVee - Kearney		30.42

<u>Vendor Name</u>	<u>Amount</u>
Innovative Office Solutions LLC	31,442.93
J.W. Pepper & Son, Inc.	435.88
KBRX Radio	15.00
Kliment, Zachary	65.06
Kloppenborg, Terry	88.90
KSB School Law	180.00
La Cocina Mexican Restaurant	51.28
La Quinta Inn & Suites Kearney	129.95
Leaf Funding Inc	1,131.64
Little Disciples Child Development Center	1,600.00
McGraw-Hill School Education Holdings, LLC	37,188.83
Nebraska Council of School Administrators	5,010.00
Nebraska Department of Education	375.00
Nebraska State Fire Marshal Agency	288.00
Neu You Physical Therapy, PC,	978.25
Newsela, Inc	9,548.00
NPPD	12,409.85
O'Neill Car Wash LLC	58.08
O'Neill Super Foods	324.82
Ogden Hardware	1,921.07
One Office Solution	997.00
One Source, The Background Check Co.,Inc	86.00
OPS Building Fund	1,457.00
Otte, Ranell	22.05
Pitney Bowes Bank Inc	51.40
Pitney Bowes Global Financial Services, LLC	488.76
Popplers Music, Inc	18.17
PRO-ED	44.00
Procure Software	79.00
Raising Cane's - Kearney	10.13
Reiser Insurance Group LLC	6,544.00
Rochester 100 Inc.	382.80
Rosettastone.com	107.91
Rosie's Downtown	20.00
Rotherham, Michael	23.53
Runza	19.99
S&S Worldwide	291.42
Schaecher Electric LLC	2,350.46
Scooter's Coffee	21.29
Seton Educational Media	153.85
Shad's Electric	10,349.00
Sholes, Blaine	255.00
Sholes, Claire	157.50
Smartboards.com	87.86
Smoke It Up Welding	148.42
Software Unlimited	8,950.00
Sonic #6715	9.05
Starbucks - Kearney	16.50
Starbucks 10692 Lincoln	11.70
Steppco Refrigeration	564.00
Sterling	920.79
Stick It Vinyl Graphics	288.00
STICKERMAKER.COM	306.88
Strope Masonry	1,318.60
Target	234.91
Taylor Made Printing, Inc.	1,050.00

<u>Vendor Name</u>	<u>Amount</u>		
Textbooks.com	23.32		
Three River	480.59		
Thriftbooks.com	726.57		
Torpin's Rodeo Market	908.18		
UNK Academic Advising & Career Development	100.00		
UPS CENTER	31.23		
Viaero Wireless	157.36		
Voyager Sopris Learning	5,317.30		
Walmart.com	23.96		
		Fund Total:	331,273.57
Checking	1	Fund: 06	NUTRITION FUND
Lunchtime Solutions, Inc..	5,583.36		
Midwest Restaurant Supply LLC	1,708.44		
O'Neill, Pat	4,572.00		
Pitney Bowes Bank Inc	70.80		
Schaecher Electric LLC	1,052.50		
Steppco Refrigeration	425.98		
		Fund Total:	13,413.08
		Checking Account Total:	344,686.65

Pending Approval

Board Calendar

August

- Policy Committee Meeting (as needed)
- Pass Resolution for Re-Adoption of all Existing Policies, Regulations and Handbooks
- Direct Superintendent to sign Extra Duty Contracts
- Board Committee Assignments
- Special Meeting for 2nd Set of Payables
- Hold Budget Hearing

September

- Budget Committee Meeting (as needed)
- Distribute Superintendent Evaluations
- Advertise for Snow Removal Bids (yearly)
- Authorize for Copier/Printing Bids (every 5 years, approved 2018)
- Approve Budget

October

- Negotiations Committee Meeting (as needed)
- Superintendent Evaluation - Board Members Only
- Approve for Copier/Printing Contract (every 5 years, approved 2018)
- Accept Snow Removal Bids
- Review Superintendent's Leave Report

November

- Budget Committee Meeting (as needed)
- Review Superintendent's Evaluation w/ Superintendent
- Negotiations Committee Meeting (as needed)
- Review the Nebraska Educational Profile
- Title I Review w/ St. Mary's

December

- Approve Superintendent's Contract
- Negotiations Committee Meeting (as needed)
- Committee on American Civics Meeting (public comment will be received)
- Review Audit
- Review Superintendent's Leave Report

January

- Budget Committee Meeting (as needed)
- Negotiations Committee Meeting (as needed)
- Board Retreat
- Potential Conflict of Interest Statement Exhibit 202.02E1
- Appoint District Non-Discrimination Compliance Coordinator

- Employment of Immediate Family Members Disclosure Statement Exhibit 202.02E2
- Post Superintendent's Contract per Requirements of the Superintendent's Transparency Act
- Set Administrator's Salaries

February

- Policy Committee Meeting (as needed)
- Approve School Calendar
- Review Student Achievement Data
- Review Tenured Staff
- Set Other Non-teaching Staff Salaries
- Advertise for Lawn Care Bids (every two years, approved in 2021)
- Advertise for Audit Services (every three years, approved in June 2018)

March

- Budget Committee Meeting
- Set Classified Staff Salaries
- Review Policy #502.02 – Nonresident Students - Option Enrollment
- Accept Lawn Care Bids
- Accept Audit Services Bid
- Review Superintendent's Leave Report

April

- Legislative Committee Meeting (as needed)
- Compensation for Substitutes, Developing Eagles, Interpreters, Accompanist, and Off Contract Certified Staff
- RFP for lunch
- Audit Contract (every three years, beginning 2022, approved for 2021-2022 Audit)

May

- Budget Committee Meeting
- Approve Lunch Contract (yearly)
- Set Lunch Prices for Upcoming School Year
- Student Fee Policy #5045 - Advertise Hearing

June

- Board Retreat
- Review Student Fee Policy #5045
- Authorize Superintendent to Apply for Federal Funds
- Transportation Contract (every three years, approved Aug 2020)
- Activity Assignments
- Parent & Family Involvement in the Schools Policy #1005.03 - Advertise Hearing
- Committee on American Civics Meeting (public comment will be received)
- Review Superintendent's Leave Report

July

- Budget Committee Meeting
- Approve Audit Engagement
- Review Parent & Family Involvement in the Schools Policy #1005.03
- Review Bullying Prevention Policy #504.20

Board Meeting Dates

- July 10, 2023
- August 14, 2023
- September 11, 2023
- October 9, 2023
- November 13, 2023
- December 11, 2023
- January 15, 2024
- February 12, 2024
- March 11, 2024
- April 15, 2024
- May 13, 2024
- June 10, 2024
- July 15, 2024

NEBRASKA OPEN MEETINGS ACT

84-1407. Act, how cited. Sections 84-1407 to 84-1414 shall be known and may be cited as the Open Meetings Act.

84-1408. Declaration of intent; meetings open to public. It is hereby declared to be the policy of this state that the formation of public policy is public business and may not be conducted in secret. Every meeting of a public body shall be open to the public in order that citizens may exercise their democratic privilege of attending and speaking at meetings of public bodies, except as otherwise provided by the Constitution of Nebraska, federal statutes, and the Open Meetings Act.

84-1409. Terms, defined. For purposes of the Open Meetings Act, unless the context otherwise requires:

(1)(a) Public body means (i) governing bodies of all political subdivisions of the State of Nebraska, (ii) governing bodies of all agencies, created by the Constitution of Nebraska, statute, or otherwise pursuant to law, of the executive department of the State of Nebraska, (iii) all independent boards, commissions, bureaus, committees, councils, subunits, or any other bodies created by the Constitution of Nebraska, statute, or otherwise pursuant to law, (iv) all study or advisory committees of the executive department of the State of Nebraska whether having continuing existence or appointed as special committees with limited existence, (v) advisory committees of the bodies referred to in subdivisions (i), (ii), and (iii) of this subdivision, and (vi) instrumentalities exercising essentially public functions; and

(b) Public body does not include (i) subcommittees of such bodies unless a quorum of the public body attends a subcommittee meeting or unless such subcommittees are holding hearings, making policy, or taking formal action on behalf of their parent body, except that all meetings of any subcommittee established under section 81-15,175 are subject to the Open Meetings Act, (ii) entities conducting judicial proceedings unless a court or other judicial body is exercising rulemaking authority, deliberating, or deciding upon the issuance of administrative orders, and (iii) the Judicial Resources Commission or subcommittees or subgroups of the commission;

(2) Meeting means all regular, special, or called meetings, formal or informal, of any public body for the purposes of briefing, discussion of public business, formation of tentative policy, or the taking of any action of the public body; and

(3) Virtual conferencing means conducting or participating in a meeting electronically or telephonically with interaction among the participants subject to subsection (2) of section 84-1412.

84-1410. Closed session; when; purpose; reasons listed; procedure; right to challenge; prohibited acts; chance meetings, conventions, or workshops.

(1) Any public body may hold a closed session by the affirmative vote of a majority of its voting members if a closed session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual and if such individual has not requested a public meeting. The subject matter and the reason necessitating the closed session shall be identified in the motion to close. Closed sessions may be held for, but shall not be limited to, such reasons as: (a) Strategy sessions with respect to collective bargaining, real estate purchases, pending litigation, or litigation which is imminent as evidenced by communication of a claim or threat of litigation to or by the public body; (b) Discussion regarding deployment of security personnel or devices; (c) Investigative proceedings regarding allegations of criminal misconduct; (d) Evaluation of the job performance of a person when necessary to prevent needless injury to the reputation of a person and if such person has not requested a public meeting; (e) For the Community Trust created under section 81-1801.02, discussion regarding the amounts to be paid to individuals who have suffered from a tragedy of violence or natural disaster; or (f) For public hospitals, governing board peer review activities, professional review activities, review and discussion of medical staff investigations or disciplinary actions, and any strategy session concerning transactional negotiations with any referral source that is required by federal law to be conducted at arms length. Nothing in this section shall permit a closed meeting for discussion of the appointment or election of a new member to any public body.

(2) The vote to hold a closed session shall be taken in open session. The entire motion, the vote of each member on the question of holding a closed session, and the time when the closed session commenced and concluded shall be recorded in the minutes. If the motion to close passes, then the presiding officer immediately prior to the closed session shall restate on the record the limitation of the subject matter of the closed session. The public body holding such a closed session shall restrict its consideration of matters during the closed portions to only those purposes set forth in the motion to close as the reason for the closed session. The meeting shall be reconvened in open session before any formal action may be taken. For purposes of this section, formal action shall mean a collective decision or a collective commitment or promise to make a decision on any question, motion, proposal, resolution, order, or ordinance or formation of a position or policy but shall not include negotiating guidance given by members of the public body to legal counsel or other negotiators in closed sessions authorized under subdivision (1)(a) of this section.

(3) Any member of any public body shall have the right to challenge the continuation of a closed session if the member determines that the session has exceeded the reason stated in the original motion to hold a closed session or if the member contends that the closed session is neither clearly necessary for (a) the protection of the public interest or (b) the prevention of needless injury to the reputation of an individual. Such challenge shall be overruled only by a majority vote of the members of the public body. Such challenge and its disposition shall be recorded in the minutes.

(4) Nothing in this section shall be construed to require that any meeting be closed to the public. No person or public body shall fail to invite a portion of its members to a meeting, and no public body shall designate itself a subcommittee of the whole body for the purpose of circumventing the Open Meetings Act. No closed session, informal meeting, chance meeting, social gathering, email, fax, or other electronic communication shall be used for the purpose of circumventing the requirements of the act.

(5) The act does not apply to chance meetings or to attendance at or travel to conventions or workshops of members of a public body at which there is no meeting of the body then intentionally convened, if there is no vote or other action taken regarding any matter over which the public body has supervision, control, jurisdiction, or advisory power.

84-1411. Meetings of public body; notice; method; contents; when available; right to modify; duties concerning notice; virtual conferencing authorized; requirements; emergency meeting without notice; appearance before public body.

(1)(a) Each public body shall give reasonable advance publicized notice of the time and place of each meeting as provided in this subsection. Such notice shall be transmitted to all members of the public body and to the public. (b) (i) Except as provided in subdivision (1)(b)(ii) of this section, in the case of a public body described in subdivision (1)(a)(i) of section 84-1409 or such body's advisory committee, such notice shall be published in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website. (ii) In the case of the governing body of a city of the second class or village or such body's advisory committee, such notice shall be published by: (A) Publication in a newspaper of general circulation within the public body's jurisdiction and, if available, on such newspaper's website; or (B) Posting written notice in three conspicuous public places in such city or village. Such notice shall be posted in the same three places for each meeting. (iii) In the case of a public body not described in subdivision (1)(b)(i) or (ii) of this section, such notice shall be given by a method designated by the public

body.(c) In addition to a method of notice required by subdivision (1)(b)(i) or (ii) of this section, such notice may also be provided by any other appropriate method designated by such public body or such advisory committee. (d) Each public body shall record the methods and dates of such notice in its minutes. (e) Such notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda, which shall be kept continually current, shall be readily available for public inspection at the principal office of the public body during normal business hours. Agenda items shall be sufficiently descriptive to give the public reasonable notice of the matters to be considered at the meeting. Except for items of an emergency nature, the agenda shall not be altered later than (i) twenty-four hours before the scheduled commencement of the meeting or (ii) forty-eight hours before the scheduled commencement of a meeting of a city council or village board scheduled outside the corporate limits of the municipality. The public body shall have the right to modify the agenda to include items of an emergency nature only at such public meeting.

(2)(a) The following entities may hold a meeting by means of virtual conferencing if the requirements of subdivision (2)(b) of this section are met: (i) A state agency, state board, state commission, state council, or state committee, or an advisory committee of any such state entity; (ii) An organization, including the governing body, created under the Interlocal Cooperation Act, the Joint Public Agency Act, or the Municipal Cooperative Financing Act; (iii) The governing body of a public power district having a chartered territory of more than one county in this state; (iv) The governing body of a public power and irrigation district having a chartered territory of more than one county in this state; (v) An educational service unit; (vi) The Educational Service Unit Coordinating Council; (vii) An organization, including the governing body, of a risk management pool or its advisory committees organized in accordance with the Intergovernmental Risk Management Act; (viii) A community college board of governors; (ix) The Nebraska Brand Committee; (x) A local public health department; (xi) A metropolitan utilities district; (xii) A regional metropolitan transit authority; and (xiii) A natural resources district. (b) The requirements for holding a meeting by means of virtual conferencing are as follows: (i) Reasonable advance publicized notice is given as provided in subsection (1) of this section, including providing access to a dial-in number or link to the virtual conference; (ii) In addition to the public's right to participate by virtual conferencing, reasonable arrangements are made to accommodate the public's right to attend at a physical site and participate as provided in section 84-1412, including reasonable seating, in at least one designated site in a building open to the public and identified in the notice, with: At least one member of the entity holding such meeting, or his or her designee, present at each site; a recording of the hearing by audio or visual recording devices; and a reasonable opportunity for input, such as public comment or questions, is provided to at least the same extent as would be provided if virtual conferencing was not used; (iii) At least one copy of all documents being considered at the meeting is available at any physical site open to the public where individuals may attend the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act; and (iv) Except as otherwise provided in this subdivision or subsection (4) of section 79-2204, no more than one-half of the meetings of the state entities, advisory committees, boards, councils, organizations, or governing bodies are held by virtual conferencing in a calendar year. In the case of an organization created under the Interlocal Cooperation Act that sells electricity or natural gas at wholesale on a multistate basis or an organization created under the Municipal Cooperative Financing Act, the organization may hold more than one-half of its meetings by virtual conferencing if such organization holds at least one meeting each calendar year that is not by virtual conferencing. The governing body of a risk management pool that meets at least quarterly and the advisory committees of the governing body may each hold more than one-half of its meetings by virtual conferencing if the governing body's quarterly meetings are not held by virtual conferencing.

(3) Virtual conferencing, emails, faxes, or other electronic communication shall not be used to circumvent any of the public government purposes established in the Open Meetings Act.

(4) The secretary or other designee of each public body shall maintain a list of the news media requesting notification of meetings and shall make reasonable efforts to provide advance notification to them of the time and place of each meeting and the subjects to be discussed at that meeting.

(5) When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes and any formal action taken in such meeting shall pertain only to the emergency. Such emergency meetings may be held by virtual conferencing. The provisions of subsection (4) of this section shall be complied with in conducting emergency meetings. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public by no later than the end of the next regular business day.

(6) A public body may allow a member of the public or any other witness to appear before the public body by means of virtual conferencing.

(7)(a) Notwithstanding subsections (2) and (5) of this section, if an emergency is declared by the Governor pursuant to the Emergency Management Act as defined in section 81-829.39, a public body the territorial jurisdiction of which is included in the emergency declaration, in whole or in part, may hold a meeting by virtual conferencing during such emergency if the public body gives reasonable advance publicized notice as described in subsection (1) of this section. The notice shall include information regarding access for the public and news media. In addition to any formal action taken pertaining to the emergency, the public body may hold such meeting for the purpose of briefing, discussion of public business, formation of tentative policy, or the taking of any action by the public body. (b) The public body shall provide access by providing a dial-in number or a link to the virtual conference. The public body shall also provide links to an electronic copy of the agenda, all documents being considered at the meeting, and the current version of the Open Meetings Act. Reasonable arrangements shall be made to accommodate the public's right to hear and speak at the meeting and record the meeting. Subsection (4) of this section shall be complied with in conducting such meetings. (c) The nature of the emergency shall be stated in the minutes. Complete minutes of such meeting specifying the nature of the emergency and any formal action taken at the meeting shall be made available for inspection as provided in subsection (5) of section 84-1413. (8) In addition to any other statutory authorization for virtual conferencing, any public body not listed in subdivision (2)(a) of this section may hold a meeting by virtual conferencing if: (a) The purpose of the virtual meeting is to discuss items that are scheduled to be discussed or acted upon at a subsequent non-virtual open meeting of the public body; (b) No action is taken by the public body at the virtual meeting; and (c) The public body complies with subdivisions (2)(b)(i) and (2)(b)(ii) of this section.

84-1412. Meetings of public body; rights of public; public body; powers and duties.

(1) Subject to the Open Meetings Act, the public has the right to attend and the right to speak at meetings of public bodies, and all or any part of a meeting of a public body, except for closed sessions called pursuant to section 84-1410, may be videotaped, televised, photographed, broadcast, or recorded by any person in attendance by means of a tape recorder, a camera, video equipment, or any other means of pictorial or sonic reproduction or in writing.

(2) It shall not be a violation of subsection (1) of this section for any public body to make and enforce reasonable rules and regulations regarding the conduct of persons attending, speaking at, videotaping, televising, photographing, broadcasting, or recording its meetings, including meetings held by virtual conferencing. A body may not be required to allow citizens to speak at each

meeting, but it may not forbid public participation at all meetings.

(3) No public body shall require members of the public to identify themselves as a condition for admission to the meeting nor shall such body require that the name of any member of the public be placed on the agenda prior to such meeting in order to speak about items on the agenda. The body shall require any member of the public desiring to address the body to identify himself or herself, including an address and the name of any organization represented by such person unless the address requirement is waived to protect the security of the individual.

(4) No public body shall, for the purpose of circumventing the Open Meetings Act, hold a meeting in a place known by the body to be too small to accommodate the anticipated audience.

(5) No public body shall be deemed in violation of this section if it holds its meeting in its traditional meeting place which is located in this state.

(6) No public body shall be deemed in violation of this section if it holds a meeting outside of this state if, but only if: (a) A member entity of the public body is located outside of this state and the meeting is in that member's jurisdiction; (b) All out-of-state locations identified in the notice are located within public buildings used by members of the entity or at a place which will accommodate the anticipated audience; (c) Reasonable arrangements are made to accommodate the public's right to attend, hear, and speak at the meeting, including making virtual conferencing available at an in-state location to members, the public, or the press, if requested twenty-four hours in advance; (d) No more than twenty-five percent of the public body's meetings in a calendar year are held out-of-state; (e) Out-of-state meetings are not used to circumvent any of the public government purposes established in the Open Meetings Act; and (f) The public body publishes notice of the out-of-state meeting at least twenty-one days before the date of the meeting in a legal newspaper of statewide circulation.

(7) Each public body shall, upon request, make a reasonable effort to accommodate the public's right to hear the discussion and testimony presented at a meeting.

(8) Public bodies shall make available at the meeting or the in-state location for virtual conferencing as required by subdivision (6)(c) of this section, for examination and copying by members of the public, at least one copy of all reproducible written material to be discussed at an open meeting, either in paper or electronic form. Public bodies shall make available at least one current copy of the Open Meetings Act posted in the meeting room at a location accessible to members of the public. At the beginning of the meeting, the public shall be informed about the location of the posted information.

84-1413. Meetings; minutes; roll call vote; secret ballot; when; agenda and minutes; required on website; when.

(1) Each public body shall keep minutes of all meetings showing the time, place, members present and absent, and the substance of all matters discussed.

(2) Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting. The requirements of a roll call or viva voce vote shall be satisfied by a public body which utilizes an electronic voting device which allows the yeas and nays of each member of such public body to be readily seen by the public.

(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.

(4) The minutes of all meetings and evidence and documentation received or disclosed in open session shall be public records and open to public inspection during normal business hours.

(5) Minutes shall be written or kept as an electronic record and shall be available for inspection within ten working days or prior to the next convened meeting, whichever occurs earlier, except that cities of the second class and villages may have an additional ten working days if the employee responsible for writing or keeping the minutes is absent due to a serious illness or emergency.

(6) Beginning July 31, 2022, the governing body of a natural resources district, the city council of a city of the metropolitan class, the city council of a city of the primary class, the city council of a city of the first class, the county board of a county with a population greater than twenty-five thousand inhabitants, and the school board of a school district shall make available on such entity's public website the agenda and minutes of any meeting of the governing body. The agenda shall be placed on the website at least twenty-four hours before the meeting of the governing body. Minutes shall be placed on the website at such time as the minutes are available for inspection as provided in subsection (5) of this section. This information shall be available on the public website for at least six months.

84-1414. Unlawful action by public body; declared void or voidable by district court; when; duty to enforce open meeting laws; citizen's suit; procedure; violations; penalties.

(1) Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in violation of the Open Meetings Act shall be declared void by the district court if the suit is commenced within one hundred twenty days of the meeting of the public body at which the alleged violation occurred. Any motion, resolution, rule, regulation, ordinance, or formal action of a public body made or taken in substantial violation of the Open Meetings Act shall be voidable by the district court if the suit is commenced more than one hundred twenty days after but within one year of the meeting of the public body in which the alleged violation occurred. A suit to void any final action shall be commenced within one year of the action.

(2) The Attorney General and the county attorney of the county in which the public body ordinarily meets shall enforce the Open Meetings Act.

(3) Any citizen of this state may commence a suit in the district court of the county in which the public body ordinarily meets or in which the plaintiff resides for the purpose of requiring compliance with or preventing violations of the Open Meetings Act, for the purpose of declaring an action of a public body void, or for the purpose of determining the applicability of the act to discussions or decisions of the public body. It shall not be a defense that the citizen attended the meeting and failed to object at such time. The court may order payment of reasonable attorney's fees and court costs to a successful plaintiff in a suit brought under this section.

(4) Any member of a public body who knowingly violates or conspires to violate or who attends or remains at a meeting knowing that the public body is in violation of any provision of the Open Meetings Act shall be guilty of a Class IV misdemeanor for a first offense and a Class III misdemeanor for a second or subsequent offense.

84-1415. Open Meetings Act; requirements; waiver; validity of action. No motion, resolution, rule, regulation, ordinance, or formal action made, adopted, passed, or taken at a meeting as defined in section 84-1409 of a public body as defined in such section shall be invalidated because such motion, resolution, rule, regulation, ordinance, or formal action was made, adopted, passed, or taken at a meeting or meetings on or after March 17, 2020, and on or before April 30, 2021, pursuant to a Governor's Executive Order which waived certain requirements of the Open Meetings Act.

Revised
4-2022



PERRY, GUTHERY, HAASE & GESSFORD, P.C., L.L.O.
233 South 13th Street, Suite 1400,
Lincoln, NE 68508
(402) 476-9200
perrylawfirm.com



Nebraska Council
of School Administrators

455 South 11th Street, Suite A
Lincoln, NE 68508
(402) 476-8055
ncsa.org



July 28, 2023

Dear Mr. Rotherham:

I would like to take this opportunity to thank you and the O'Neill Board of Education on behalf of Annie Corkle, Mollie Corkle, Tate Diediker, Winnie Huber, Hana Miller, Alex Nelson, Tara Osborne, and myself for the support you provided us to attend the FCCLA National Leadership Conference in Denver. It was a great opportunity for us to gain ideas and updated information for our chapter. There were nearly 8,000 FCCLA members, advisors, and guests attending the conference from across the United States.

As you know, four of the students competed in STAR. Winnie, Tate, and Alex all finished in the top ten in the nation! Winnie was 5th with a 97% and a gold medal for her Chapter Service Project Display Level 3. Tate and Alex were 7th and also received a gold medal for their Sports Nutrition Level 1 project. Mollie was 15th and received a silver medal with her Interpersonal Communication Level 2 project. We can all be very proud of them.

Also attending were Nebraska State Officers Annie Corkle and Winnie Huber. Annie is serving as the State Secretary while Winnie is the State Vice President of Competitive Events. They will be very involved at the state level this year. In addition, Mollie Corkle is the Chair of the Family Leader State Peer Officer Team, she also serves as Vice Chair of the SPOT Council. All three will present sessions to various FCCLA Chapters and Districts throughout the upcoming school year as well as assist in planning their respective state conferences. They would be very happy to come to a board meeting and discuss their responsibilities and accomplishments.

Hana Miller, immediate past State Vice President of Membership presented a session at nationals with her past state officer team entitled "FCCLA, a Place for Everyone". This was very well attended. Hana, Annie, Mrs. Osborne, and I served as STAR events evaluators.

We appreciate the support and encouragement given to our chapter by you, Mr. Wragge, Mr. Hostert, Mrs. Brodersen, and the School Board. FCCLA gives students many opportunities to expand their horizons. It is amazing to watch them grow and develop during their years of membership. Over the past 44 years, I have seen so many students gain a variety of skills, which will aid them in their futures no matter where life leads. It is gratifying to know that the O'Neill Public School System recognizes the importance of such experiences and encourages participation by providing both financial and emotional support. The members and advisors look forward to working with you in the coming years. Again thank you for your support.

Sincerely,
Ann Mann



Attending the FCCLA National Leadership Conference 2023

Alex Nelson, Mollie Corkle, Annie Corkle, Winnie Huber, Tate Diediker,
and Hana Miller

Pupil Transportation Vehicles. 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. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles ("Rule 91") Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles ("Rule 92"), available on NDE's website (www.education.ne.gov). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

School Vehicles Other Than Those Transporting Students. School district employees, board members, and other elected or appointed school district officials (collectively "school personnel") 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. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

Driver Qualifications. School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been ~~denied coverage by O'Neill Public Schools current insurance agency will not be allowed to drive a school district vehicle. convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:~~

- ~~• If the citation or conviction occurred at any time – Motor vehicle homicide or driving under the influence – 3rd or subsequent offense; §~~
- ~~• If the citation or conviction occurred within the last years – Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or §~~

- Have accumulated points or more under an operator's license point system within the last years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest ~~for the above offenses~~ or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

Electronic Communication While Driving. Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, 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. This prohibition includes but is not limited to answering or making telephone calls, engaging in telephone conversations, and reading or responding to e-mails, instant messages, text messages or other visual media.

Tobacco, Alcohol, and Controlled Substances. The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

Traffic Accidents, Infractions, Violations, or Citations. School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

O'NEILL JR-SR HIGH SCHOOL

STUDENT HANDBOOK



2023-24 Edition

To access school board policies please go to www.oneillpublicschools.org

540 E. Hynes Ave.
O'Neill, NE 68763

Phone: (402) 336-1544
Fax: (402) 336-1105

"THE O'NEILL WAY" - 8 Character Pillars
DEDICATION – HONOR – DIGNITY – CLASS
COURAGE – EXCELLENCE – RESPECT – PRIDE

2023-2024 O'NEILL HIGH SCHOOL

FACULTY & STAFF

(E)/(S) = Elementary/Sixpence Staff Assigned Jr. - Sr. High Activity Duties

Alspaugh, Mack	Math	Kraft, Roxanne	Paraeducator
Barnes, Karen	Choir	Kraniewski, Lenny	Custodian
Belmer, Ashley (E)	Head Girls Golf	Krysl, Lisa	Paraeducator
Boyle, Erin	Math	Kruse, Shane	Art
Brodersen, Jill	Junior High Principal	Kruse, Tasha	Special Education
Brown, Steve	English/Business Education	Langan, Jill	CTL
Brown, Teri	Spanish/NHS	Larsen, Nate	Activities Director
Buller, Greg	Technology Coordinator	Luer, Grant	Asst. Football & Track
Burival, Joyce	Paraeducator	Miles, Tom	Custodian
Erbst, Tate	Vocational Technology	Miller, Alex	ELL
Camp, Derek	Asst Boys Golf	Morrow, Emily	Business/Tech. & EEB
Chohon, Duke	Assistant Wrestling	Morrow, Kevin	Science/Technology
Classen, Lance	Assistant HS FB & HS BBB	Mudloff, Kay	School Psychologist
Clifton, DeAnna	Special Education Administrator	Myers, Tammy	Head Concessions
Corkle, Becky	Guidance	Nordby, Mary Jo	Special Education
Corkle, Bryan	Science	Oberle, Katie	English
Dean, Becky	Special Education	Osborne, Tara	JH FCCLA (E)
Dean, Chad	Instrumental Music	Petersen, Casey	Special Education
Dougherty, Bailee	AG/FFA	Pongratz, Teresa	English
Ehlers, Angie	Family Consumer Science	Price, Chuck	Social Science
Ehlers, Seth	Science	Price, Kelley	Admin Assistant
Eichelberger, Brock	Health/Physical Education	Prouty, Stephanie	School Nurse
Everett, Lisa	Paraeducator	Reiman, Michelle	Math
Fenske, Guy	Asst. Track	Reinhardt-Sigler, Danielle	English
Frank, Shelly (E)	Asst. Volleyball Coach	Rodriguez, Lizeth	ELL Paraeducator
Gartner, Jennifer	Activity & Guid. Secretary	Schueth, Rita	Math & Science
Hajek, Allison	Social Science	Rotherham, Mike	Superintendent
Harbison, Dale	Custodian	Shoemaker, Tiffani	Flag Corps/Asst. One-Acts/Co-Musical
Heese, Gary	Custodian	Sholes, Molly	Paraeducator
Higgins, Hannah (E)	Asst Volleyball Coach	Simonson, Nic	Science
Hilker, Cole	Guidance & Career Academy	Spader, Ken (E)	Asst. JH FB
Hilker, Lynae (E)	Head Volleyball Coach	Spangler, Allen	Vocational Technology
Hoefer, Bryan	Asst. JH/HS Wrestling Coach	Tibbetts, Doreen	Custodian
Huber, Monica	Co-Musical	Vanderbeek, Alyssa	Dance Team/Asst Speech
Kallhoff, Seth	Health/Physical Education	Vanderbeek, Kendra	English
Kelly, Brienne	English	Waller, Jamie (E)	Asst. FFA
Kaiser, Nick	Library	Weber, Bob	Custodian
Klein, Carre	Deaf Educator	Wiseman, Tricia (E)	11 th Grade Sponsor
Kliment, Zac	History	Wragge, William	Senior High Principal
Kloppenborg, Terry	Vocal Music Accompanist		

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WELCOME TO O'NEILL HIGH SCHOOL

Home of the Eagles

Dear Students and Parents:

On behalf of the faculty, administration and Board of Education, I welcome you to O'Neill Public Schools. Our staff looks forward to helping you reach your learning potential and achieve your educational goals in the upcoming year.

Please read this handbook carefully. Students and parents are responsible for knowing the rules, regulations, and procedures covered in this handbook.

There are several forms that you will be expected to read and sign. These forms are located on the district website and can also be obtained in paper form by contacting the high school office. 402-336-1544.

This handbook contains information of value for every student and parent. It contains explanations of school regulations and procedures necessary for our school to run safely and efficiently. It would be impossible for a school to publish a handbook that includes a rule or regulation to cover every conceivable situation that a school might encounter. Please contact the building principal or the superintendent of schools if you ever have any questions about the handbook or about how a particular matter or incident should be addressed.

Sincerely,

William Wragge

Principal

MISSION STATEMENT

The Mission of the O'Neill Public Schools is to provide equitable, engaging, learning experiences in a safe and inclusive environment where EVERY student develops relevant skills and knowledge necessary to be independent, collaborative, respectful, and productive citizens in their local, national, and global community.

BELIEF STATEMENTS

Dream ~ Believe ~ Achieve

Empowering today's students to be tomorrow's leaders.

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: Nate Larsen
Title: Activities Director
Address: 540 E. Hynes St.
Telephone: (402) 340-1544
E-mail: natelarsen@oneillschools.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 3053 – Nondiscrimination.

SCHOOL SONG

(Sung to the tune of Illinois Loyalty)

We're loyal to you O'Neill High
We're white and blue O'Neill High
We'll back you to stand
'Gainst the best in the land
For we know you will stand O'Neill High
Rah! Rah!
So crack out that ball O'Neill High
We're backing you O'Neill High
Our team is the famed protector
On! Team, for we expect a victory from you O'Neill High!

PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

FIRST DAY SCHEDULE

8:00 a.m.	HS Students	Class Meetings
8:00 a.m.	JH Students	Orientation (Old Gym)
8:50 a.m.	HS Students	Orientation (Old Gym)
8:50 a.m.	JH Students	Class Meetings

CLASS SPONSORS & MEETING LOCATIONS

Seniors (Library).....	Katie Oberle, Rita Schueth
Juniors (Activity Commons).....	Teri Brown, Bri Kelly, Tricia Wiseman
Sophomores (MP Room).....	Angie Ehlers, Jenny Gartner
Freshman (SH Commons).....	Joele Petersen, Casey Petersen
8th Grade (JH Commons).....	Alex Miller, Mary Jo Nordby
7th Grade (Lecture Hall).....	Michelle Reiman

*Class schedules, activity schedules, calendars, and other materials/activities may be distributed/conducted during class meetings. Officers may also be elected.

1ST DAY PERIOD SCHEDULE

1 st period:	9:30 – 9:52
2 nd period:	9:55 – 10:17
3 rd period:	10:20 – 10:42
4 th period:	10:45 – 11:07
5 th period:	(7-9 Lunch: 11:10 - 11:40 / Class: 11:45 - 12:17) Band 11:45-12:00 Choir 12:02-12:17
5 th period:	(10 th – 12 th gr.) (Class: 11:10 - 11:45 /10-12 Lunch: 11:50 - 12:17)
6 th period:	12:20 – 12:42
7 th period:	12:45 – 1:07
8 th period:	1:10 – 1:25

Laptop Checkout Following 8th Period -- If not checked out prior to the start of school.

BELL SCHEDULES

Junior/Senior High School Regular	
Teachers on Duty	7:45-3:45
Early Bird Class	7:00 – 7:50
1 st Period	8:00 – 8:50
2 nd Period	8:53 – 9:43
3 rd Period	9:46 – 10:36
4 th Period	10:39 – 11:29
Lunch (10 th – 12 th)	11:32 – 12:02
Lunch (7 th – 9 th)	12:25 – 12:55
5 th Period (7 th – 9 th)	11:32 – 12:22
5 th Period (10 th – 12 th)	12:05 – 12:55
6 th Period	12:58 – 1:48
7 th Period	1:51 – 2:41
8 th Period	2:44 – 3:30

10:00 AM Late Start	
Teachers on Duty	TBA
Early Bird Class	-----
1 st Period	10:00 – 10:34
2 nd Period	10:37 – 11:11
Lunch – 10 th – 12 th	11:14 – 11:44
Lunch – 7 th – 9 th	11:55 – 12:25
3 rd Period – 7 th – 9 th	11:14 – 11:52
3 rd Period – 10 th – 12 th	11:47 – 12:25
4 th Period	12:28 – 1:02
5 th Period	1:05 – 1:39
6 th Period	1:42 – 2:16
7 th Period	2:19 – 2:53
8 th Period	2:56 – 3:30

O'NEILL PUBLIC SCHOOLS CALENDAR

Approved - 02-13-2023 Updated 07-10-2023

			August							February									
Staff Flex Day	1-11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	School Board Meeting	12	
Fall Practices Begin	7				1	2	3	4	5					1	2	3	No School	16	
Staff Development	14,15,16		6	7	8	9	10	11	12	4	5	6	7	8	9	10	No School - Students	26	
School Board Meeting	14									11	12	13	14	15	16	17	- 8-10 Staff Development		
First Day of School	17		13	14	15	16	17	18	19	18	19	20	21	22	23	24	- 10-4 K-12 P/T Conferences		
- 1:30 Dismissal			20	21	22	23	24	25	26	25	26	27	28	29			No School	29	
T - 15	H - 11	E - 11	27	28	29	30	31										T - 19	H - 18	E - 18
			September							March									
No School - Labor Day	4		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
School Board Meeting	11							1	2						1	2	School Board Meeting	11	
No School - Students	29		3	4	5	6	7	8	9	3	4	5	6	7	8	9	End of 3rd Quarter	15	
- Staff Development			10	11	12	13	14	15	16	10	11	12	13	14	15	16	No School - Students	18	
T - 20	H - 19	E - 19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	- Staff Development		
			24	25	26	27	28	29	30	24	25	26	27	28	29	30	No School	29-31	
										31							- Easter Break		
																	T - 19	H - 18	E - 18
			October							April									
School Board Meeting	9		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
End of 1st Quarter	18		1	2	3	4	5	6	7		1	2	3	4	5	6	- Easter Break		
No School 7-12 - FCCLA	18		8	9	10	11	12	13	14	7	8	9	10	11	12	13	Optional Student	1	
No School - Students	19		15	16	17	18	19	20	21	14	15	16	17	18	19	20	Make Up Day		
- 8-10 Staff Development			22	23	24	25	26	27	28	21	22	23	24	25	26	27	School Board Meeting	15	
- 10-6 K-12 P/T Conferences			29	30	31					28	29	30							
No School - Fall Break	20																T - 21	H - 21	E - 21
T - 21	H - 19	E - 20																	
			November							May									
School Board Meeting	13		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Senior's Last Day	8	
1:30 Dismissal	22					1	2	3	4				1	2	3	4	Graduation	11	
No School - Thanksgiving	23,24		5	6	7	8	9	10	11	5	6	7	8	9	10	11	School Board Meeting	13	
T - 20	H - 20	E - 20	12	13	14	15	16	17	18	12	13	14	15	16	17	18	Student's Last Day	16	
			19	20	21	22	23	24	25	19	20	21	22	23	24	25	1:30 pm Dismissal		
			26	27	28	29	30			26	27	28	29	30	31		Staff Development	17	
																	Optional Student	17	
																	Make Up Day		
																	Memorial Day	27	
																	T - 13	H - 12	E - 12
			December							June									
School Board Meeting	11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	School Board Meeting	10	
No School - Students	15							1	2						1				
- Staff Development			3	4	5	6	7	8	9	2	3	4	5	6	7	8			
Elementary Program	21		10	11	12	13	14	15	16	9	10	11	12	13	14	15			
No School - Winter Break	23-31		17	18	19	20	21	22	23	16	17	18	19	20	21	22			
T - 16	H - 15	E - 15	24	25	26	27	28	29	30	23	24	25	26	27	28	29			
			31							30									
			January							July									
No School - Winter Break	1-2		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Independence Day	4	
No School - Students	3			1	2	3	4	5	6		1	2	3	4	5	6	School Board Meeting	15	
- Staff Development			7	8	9	10	11	12	13	7	8	9	10	11	12	13			
Students Return	4		14	15	16	17	18	19	20	14	15	16	17	18	19	20			
School Board Meeting	15		21	22	23	24	25	26	27	21	22	23	24	25	26	27			
T - 21	H - 20	E - 20	28	29	30	31				28	29	30	31						

			Teacher Contract Days			185			
			Jr-Sr High School Student Days			173			
			Elementary Student Days			174			
			1st Semester				2nd Semester		
T - 92	H - 84	E - 85					T - 93	H - 89	E - 89

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.

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.

Excused Absences

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

1. **Excused:** Field trips, athletic/academic contests, in-school suspension, alternative placement, documented illnesses, and absences approved by the principal.
2. **Unexcused:** Any undocumented and/or unapproved absence.

Excessive Absenteeism

When a student receives five (5) 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 twenty (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 twenty (20) 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.

Loss of Credit

Once a student has reached 10 absences in a given semester and it is deemed that the student has excessive or unexcused absences the following may go into effect:

1. Loss of credit: 11-13 days: 1 credit per class
14-16 days: 2 credits per class
17-19 days: 3 credits per class
19+: No credit per class
2. When a student has exceeded the 10 absences per semester and earns a loss of credit, the student may be given the opportunity to recover the lost credit(s) as scheduled by the guidance counselor or principal. APEX Online courses may be used to recover credit but may not be offered until the summer after the student's senior year. Once the student loses credit, the administration will determine credit recovery opportunities. Parents will be regularly informed of excessive absences as per Compulsory Attendance expectations and up-to-date attendance information is available for parents on PowerSchool.

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.

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.

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 O'Neill 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.

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.

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 can use the district’s anonymous platform Safe2Help (833-980-7233) to make this report. You can also access the **Safe2Help** link on the O’Neill Public Schools website <http://www.oneillpublicschools.org/>. Click on the **Safe2Help** icon on the main page of the school website to anonymously report any incident or concern for safety. 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 into 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 electronic devices while at school, except as permitted in this handbook.

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. Cell phones may be used before school, after school, during lunch if they do not interfere with classes in session and during passing time between classes. Students may be required to place phones/mobile devices in a designated area in the classroom as determined by the teacher.

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.

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.

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.
- 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.

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

Students may not 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.

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 the school office at 402-336-1544.

Communicating with Parents

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. Parents and students are also expected to use PowerSchool to remain up to date on student progress. 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 the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

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)
 - 1) 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 the 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 the 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 to 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

Students are expected to use computers and the Internet as 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 online auctions, online 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 building principal 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 Compliance* found at [School Board Policies](#). 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.

Dances

School dances are events held by the school district. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High School Dances

Junior high school (grades 7-8) dances are restricted to full-time students currently enrolled in the junior high school and will be sponsored by junior high teachers and administration. Any organization wishing to sponsor a junior high dance must obtain permission from the principal

regarding date and times. Each dance must be sponsored by at least two faculty members and one administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to O'Neill High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances. Dances are for students in grades 9-12. Students may bring an out of town date but they must be at least a freshman in high school to a maximum of 19 years of age. Students must sign up their date/complete an out of town date form.

Homecoming, Frolics, and Prom

The Homecoming Dance is open to students and guests of O'Neill High School. The Homecoming Dance is for students of O'Neill High School or students who participate in O'Neill High School Fall activities. Non-O'Neill High School students must sign up at the office and cannot bring an outside date.

Frolics is open to students and guests of O'Neill High School. Frolics Dance is for full-time students of O'Neill High School.

Junior/Senior Prom is open to full-time students and guests of O'Neill High School Junior and Senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dances.

Dating Violence

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: DeAnna Clifton at 402-336-1544, deannaclifton@oneillschools.org or in person at 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: Nick Hostert at 402-336-1544, nickolashostert@oneillschools.org, 540 E. Hynes or in person at school. Students who believe

that they have been the subject of any other unlawful discrimination or harassment should contact the building principal (Will Wragge) at 402-336-1544, willwragge@oneillschools.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.

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:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats, hoods, or bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

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 students \$1.55 and adults \$2.50 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for 7-12 lunch is \$2.75 for students and \$4.15 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.

If a student has no funds available to pay for a meal, the student will be permitted to charge a meal and no seconds 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 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.

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.

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 doctor's note 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 the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

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.

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 Mike Rotherham, who may be contacted at 402-336-3775.

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 the cafeteria. 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.

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 <https://www.oneillpublicschools.org/vnews/display.v/SEC/Board%20of%20Education%7CPolicies>.

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. 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.
5. 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.
6. 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.

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.

Police Questioning and Apprehension

Police or other law enforcement officers may be called to the school at the request of the 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. 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 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 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.

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 Steph Prouty.

Smoking and Tobacco

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.

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

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 are supervised or administered 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.

1. **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 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 school 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 either 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. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. Students will be issued laptop computers. It will be the responsibility of the student to take proper care and use the computer responsibly at home and school. Each student will be required to sign a more detailed form on appropriate use prior to laptop checkout. Poor academic performance, inappropriate, or misuse of the student laptop will result in a probationary period that includes computer restrictions or complete loss of the laptop. The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property.
6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.
7. **Post-Secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
8. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.
9. **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.

10.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.

11.Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)	
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None -- necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teacher.	
Copies	Use of school copiers (except for one copy of a student's file, which you will be provided without charge.)	Black & White	\$0.05
		Black & White (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
School Meals	School meals and after-school snack program	\$1.55 – Breakfast	\$1.25 – Extra Breakfast Entrée
		\$0.75 – Cereal Bars	\$1.00 – Pop Tarts
		\$1.00 – Fruit Shapes	\$0.50 – Extra Milk
		\$0.50 – 4 oz. Juice	\$1.00 – 8 oz. Juice
		\$1.75 – 10 oz. Juice	\$0.95 – Snacks
		\$2.75 – Lunch	\$2.25 – Extra Lunch Entrée
		\$1.00 – Muffins	\$1.50 – Izze Juices/Envy
		\$2.25 – Extra Slice of Name Brand Pizza	

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
		\$3.00 – Fruit/Vegetable Bar ----- \$2.25 – Chef's Meal \$1.00 – Baked Chips ----- \$1.00 – Side Salad \$0.75 – Extra Potatoes ----- \$1.00 – Water \$0.75 – 1 Cookie ----- \$1.00 – Premium Ice Cream \$0.75 – Medium Ice Cream ----- \$1.25 – Beef Stick \$0.75 – Fruit Rollup
Field Trips	Transportation & admission costs of field trips	None -- Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. Occasionally school sack lunches will be offered; the cost of these sack lunches will be consistent with typical lunch rates.
Night School	Classes Offered	\$50.00 per student ----- \$15.00 per student per class when supplies fee is applicable
Technological Equipment	iPads	Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage - Full Cost of Replacement -----
	Laptop Repairs	Not to exceed \$1,500.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage - Full Cost of Replacement

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. Students are not required to participate in the free or reduced-price lunch program 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. Application forms are available in each school building office.

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

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 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 August 31.

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 redisclosure 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.

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. Students arriving late to any class must have a pass prior to attending class. Teachers will address and record tardiness to all classes during the school day. The office may also document a tardy if at the start of the day.

1. Students arriving late to any class without being excused will be considered tardy.
2. For every 3rd UNEXCUSED tardy to any given class, the student will earn an UNEXCUSED absence. That absence will be included in the student's overall attendance record.

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.

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 reports 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 building principals, superintendent, guidance counselors, assistant principal, OPD, technology coordinator, school psychologist, LMHP, and special education director. Not every team member needs to 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.

Transportation Services

If a family resides in District 7 and that residence is located more than 4 miles from the school their student is attending they are eligible to receive reimbursement for mileage to transport their student(s). Transportation Claim Forms should be submitted monthly. Forms are available at O'Neill Public Schools Administrative Office or online. (Nebraska Revised Statute 79-611)

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.
- 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) Students 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) 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, 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 the 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 administrator and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

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 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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

At various times during the school year there will be days when school dismisses earlier than the regular time or begins later than the regular time. Snow storms or teacher workshops are just a few of the possible reasons for early dismissal or late start.

If the school officials know in advance that school will dismiss early, we will notify parents in advance of the schedule change on our calendar, by a note sent home with your child, a telephone call or other means of communication.

In the case of an emergency dismissal, we will have the information on the radio. During the winter months the decision to call off school is usually made by 6:30 a.m. and the radio station, **KBRX**, is notified immediately. The school also uses an automatic dialer to deliver messages to each family's telephone. If you are not on the automatic dialer-list contact the O'Neill Public Schools Central Office to be added at 402-336-3775.

Please plan accordingly as a family to ensure that your child is picked up promptly.

Withdrawal From School

Students who are moving from the district must notify the school office. Any student leaving school, either during the year or at the end of the school year, must check out. The proper clearance from the office must be obtained and completed before leaving school. Failure to check out in the proper manner will result in student records being held.

Work Permits

The Central Office 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 in any three of the four quarters in a year.

ACADEMIC PERFORMANCE STANDARDS

Each participant in extracurricular activities must meet the eligibility requirements on a weekly basis. A student is ineligible if:

- He/she is failing two classes or more

A student deemed academically ineligible by the criteria above will not be eligible to participate in or miss class to attend extracurricular activities for one week. Student grades will be pulled from PowerSchool on Monday mornings by 9:00 am, starting on the Monday following Labor Day for the first semester and the last Monday in January for the second semester. The ineligibility period will begin on Monday at 4:00 pm and will extend through Sunday evening. This list will be shared with all staff members and will be the basis for academic eligibility. The principal, or their designee, will notify parents of students on the “Academic ineligibility” by phone, mail, or email on Mondays. Students have until 3:59 pm each Monday to improve their grades or they will be deemed ineligible.

- Junior High students involved in sports activities during the eighth period will still be allowed to practice.
- The above rules are minimum standards to be followed by all co-curricular participants of O'Neill Jr/Sr High Schools. Co-curricular activities include, but are not limited to, the following: athletics, drama, speech contests, cheerleading, flag corps, FCCLA, FFA, music programs, etc.

Note: NSAA Activities require students to receive 20 credit hours the preceding semester. This may also be found in the Activities Handbook.

Certificate of Attendance

To qualify for a Certificate of Attendance, which will be awarded at a time other than the commencement exercises, a student must: 1) attend four complete years of high school; and 2) accumulate 250 hours of classroom credit hours. Students may not participate in commencement exercises to receive a Certificate of Attendance except as provided by law.

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 the 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.

Grades

The following system of grading is used at O'Neill Junior-Senior High School. All grades are entered on report cards and other records by using the letter grade rather than percent.

A+	100% - 97.5%	C+	85.4% - 82.5%	F Below 69.4%
A	97.4% - 95.5%	C	82.4% - 79.5%	
A-	95.4% - 93.5%	C-	79.4% - 77.5%	
B+	93.4% - 90.5%	D+	77.4% - 74.5%	
B	90.4% - 87.5%	D	74.4% - 71.5%	
B-	87.4% - 85.5%	D-	71.4% - 69.5%	

The guidance department will compute grades using a 4.0 system. + and - are to be recorded as an indicator of the student's success at the end of each quarter and semester. Semester grades are cumulative percentage grades for the entire semester. Incomplete grades addressed on an individual basis.

Graduation Awards

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 coursework 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

The following credits are required for graduation:

Activity	5 credits
Computer Science	5 credits
Electives	90 credits
English	40 credits
Mathematics	30 credits
Personal Finance	5 credits
Physical Education	10 credits
Science	30 credits
Speech	5 credits
Social Science*	30 credits

*which must include: World History; 19th Century U.S History;
20th Century U.S. History/Am. Gov't.

School Board Policy requires every student to accumulate five (5) activity credits for graduation. These credits will not be waived. Following is a list of school activities and the number of credits that can be earned through participation. The earning of activity credits begins with the 9th grade.

<u>ACTIVITY</u>	<u>SPONSOR</u>	<u>CREDITS PER YEAR</u>
Athletics	N/A	2 ½ per sport/max 5 credits
Choir	Karen Barnes	2 ½ credits
Drill Team	Alyssa Vanderbeek	2 ½ credits
Eagle Eye Broadcasting	Emily Morrow	2 ½ credits

FCCLA	Angie Ehlers	2 ½ credits
FFA	Bailee Dougherty	2 ½ credits
Fine Arts Club	Langan/Vanderbeek	2 ½ credits
Flag Corps	T. Shoemaker	2 ½ credits
Musical	M.Huber & T. Shoemaker	2 ½ credits
National Honor Society	T. Brown/B. Kelly	2 ½ credits
"O" Club	Nate Larsen	2 ½ credits
One-Act Play	Kendra Vanderbeek	2 ½ credits
Pep Band	Chad Dean	2 ½ credits
Robotics	Simonson/Kruse	2 ½ credits
Speech Team	Kendra Vanderbeek	2 ½ credits
Student Council	Reinhardt-Sigler	2 ½ credits
Yearbook	Katie Oberle	2 ½ credits

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 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

Honor Roll students must have no grade lower than a "B" in a subject that carries 5 hours of credit per semester.

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.

Report Cards

Report cards are sent home the week following the end of the semester. Parents and students can access individual student grade progress information by logging into PowerSchool.

SECTION THREE

STUDENT DISCIPLINE

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, 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 turned in within one day of returning to school and will receive a maximum grade of 70%.

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.

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 a 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function 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 hearing stage.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
7. 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). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

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 1.1 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 1.1 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 5.1.3–5.1.4 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 2.6 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 2.7 above to a complainant, and by following the grievance process described in section 5 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 5 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 4.

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 5 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 2.7 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 5.1.4 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 2.6;
 - 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 5.6.
- 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 5.5.8.
- 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 2.7.

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 2.6, 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 5.5.5, and may inspect and review evidence under subsection 5.5.5. 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 2.6 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 5.3.2 or 5.3.3 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 5.5.8, 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 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 5.8.2 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 5.1.3–5.1.4.

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 4, 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.

SECTION FIVE

WELLNESS & NUTRITION

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 scoreboard 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 9/2016 to Reflect the USDA Final Rule) found at <https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy-environment/local-school-wellness-policy>.

Adopted on: August 8, 2023

Revised on: _____

Reviewed on: _____

SECTION SIX

FORMS

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 August 31.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the O'Neill School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the O'Neill 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

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, 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 have 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

O'NEILL ELEMENTARY SCHOOL



STUDENT HANDBOOK

2023-24 Edition

To access school board policies please go to www.oneillpublicschools.org

1700 N 4th Street
O'Neill, NE 68763

Phone: (402) 336-1400
Fax: (402) 336-2651

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WELCOME

Dear Students, Parents & Guardians;

Welcome to O'Neill Elementary School. It is my goal to work with parents, guardians, students, and staff to make the 2023-24 school year the best school year ever! In order to attain that goal, there must be communication and collaboration. I encourage you to stay aware of the events at school and participate whenever possible, as involvement leads to student success. The teachers and I will communicate through newsletters, notes home, the school website, the Facebook page, or SeeSaw announcements, and meetings to keep you informed of the activities coming up. If at any time you have questions, please call. Working together, as a team, we can help each child reach their full educational potential.

This handbook contains information that is valuable to parents and students and we encourage parents to review the handbook with their student. The rules in this handbook can be connected to our school motto, "The Eagle Way," which is to 'be safe, be respectful, be responsible.'" Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise. With this realization the administration is responsible for interpreting the rules contained in the handbook and will make decisions based on all applicable school district policy, as well as state and federal statutes and regulations.

I would like to encourage all our parents to find a way to get involved in their students' education, whether that be by joining the Junior Eagles Boosters, our parent/teacher organization, volunteering in the classroom, or helping with a school or class project. We are excited to see the students again this year and thank you for partnering with us to help your child's year be successful. If you have any questions, please feel free to call the school office at 336-1400 or email me at jimyork@oneillschools.org.

Thank you,

Mr. Jim York
Elementary Principal

O'NEILL PUBLIC SCHOOLS CALENDAR

Approved - 02-13-2023

			August							February									
Staff Flex Day	1-11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	School Board Meeting	12	
Fall Practices Begin	7				1	2	3	4	5					1	2	3	No School	16	
Staff Development	14,15,16		6	7	8	9	10	11	12	4	5	6	7	8	9	10	No School - Students	26	
School Board Meeting	14		13	14	15	16	17	18	19	11	12	13	14	15	16	17	- 8-10 Staff Development		
First Day of School	17		20	21	22	23	24	25	26	18	19	20	21	22	23	24	- 10-4 K-12 P/T Conferences		
- 1:30 Dismissal			27	28	29	30	31			25	26	27	28	29			No School	29	
T - 15	H - 11	E - 11															T - 19	H - 18	E - 18
			September							March									
No School - Labor Day	4		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
School Board Meeting	11							1	2						1	2	School Board Meeting	11	
No School - Students	29		3	4	5	6	7	8	9	3	4	5	6	7	8	9	End of 3rd Quarter	15	
- Staff Development			10	11	12	13	14	15	16	10	11	12	13	14	15	16	No School	29-31	
			17	18	19	20	21	22	23	17	18	19	20	21	22	23	- Easter Break		
T - 20	H - 19	E - 19	24	25	26	27	28	29	30	24	25	26	27	28	29	30	T - 19	H - 19	E - 19
										31									
			October							April									
School Board Meeting	9		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
End of 1st Quarter	18		1	2	3	4	5	6	7		1	2	3	4	5	6	- Easter Break		
No School 7-12 - FCCLA	18		8	9	10	11	12	13	14	7	8	9	10	11	12	13	Optional Student	1	
No School - Students	19		15	16	17	18	19	20	21	14	15	16	17	18	19	20	Make Up Day		
- 8-10 Staff Development			22	23	24	25	26	27	28	21	22	23	24	25	26	27	No School - Students	12	
- 10-6 K-12 P/T Conferences			29	30	31					28	29	30					- Staff Development	15	
No School - Fall Break	20																School Board Meeting		
T - 21	H - 19	E - 20															T - 21	H - 20	E - 20
			November							May									
School Board Meeting	13		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Senior's Last Day	8	
1:30 Dismissal	22					1	2	3	4				1	2	3	4	Graduation	11	
No School - Thanksgiving	23,24		5	6	7	8	9	10	11	5	6	7	8	9	10	11	School Board Meeting	13	
			12	13	14	15	16	17	18	12	13	14	15	16	17	18	Student's Last Day	16	
T - 20	H - 20	E - 20	19	20	21	22	23	24	25	19	20	21	22	23	24	25	1:30 pm Dismissal		
			26	27	28	29	30			26	27	28	29	30	31		Staff Development	17	
																	Optional Student	17	
			December							June									
School Board Meeting	11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Make Up Day	27	
No School - Students	15							1	2						1		Memorial Day		
- Staff Development			3	4	5	6	7	8	9	2	3	4	5	6	7	8			
Elementary Program	18		10	11	12	13	14	15	16	9	10	11	12	13	14	15	School Board Meeting	10	
No School - Winter Break	23-31		17	18	19	20	21	22	23	16	17	18	19	20	21	22			
			24	25	26	27	28	29	30	23	24	25	26	27	28	29			
T - 16	H - 15	E - 15	31							30									
			January							July									
No School - Winter Break	1-2		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Independence Day	4	
No School - Students	3			1	2	3	4	5	6		1	2	3	4	5	6	School Board Meeting	15	
- Staff Development			7	8	9	10	11	12	13	7	8	9	10	11	12	13			
Students Return	4		14	15	16	17	18	19	20	14	15	16	17	18	19	20			
School Board Meeting	15		21	22	23	24	25	26	27	21	22	23	24	25	26	27			
T - 21	H - 20	E - 20	28	29	30	31				28	29	30	31						

PEOPLE WHO CARE... O'NEILL ELEMENTARY STAFF AND THEIR DUTIES

SCHOOL BOARD MEMBERS

Bart Becker
Coby Welke
Monica Huber

Mike Hammerlun
Amy Rowse
Aaron Troester

ADMINISTRATION

Mike Rotherham
Jim York
Jill Brodersen
Will Wragge
Nate Larsen
DeAnna Clifton

Superintendent of Schools
Elementary School Principal
Junior High Principal
High School Principal
Activity/Athletic Director
Special Education Director

CLASSROOM TEACHERS

Preschool – Ashley York

KA – Claire Morrow
KB – Briaunna Loberg
KC – Johannah Boyle

1A – Sarah Kelly
1B – Heidi Froman
1C – Brandi Eiler

2A – Michelle Tomjack
2B – Maureen Pischel
2C – Kristi Langan

3A – Natilee Payne
3B – Rebecca Wohler
3C – Kristina Hobbs

4A – Julie Pistulka
4B – Jamie Waller
4C – Derek Camp

5A – Morgan Hampton
5B – Abby Heberlee
5C – Crystal Shoemaker

6A – Tara Osborne
6B – Kara Dusatko
6C – Hannah Higgins

SPECIALIZED TEACHERS

Special Education
Special Education
Special Education
Special Education
Special Education
Special Education
Title I Teacher
Title I Teacher
Title I Teacher
English-Language Learner Teacher
English-Language Learner Teacher
High Ability Learners/Technology
School Guidance Counselor
School Guidance Counselor
Vocal Music
Band 5th & 6th Grades
Elementary Media Specialist
Art & Technology
Physical Education
Speech Therapist
Speech Therapist
School Nurse
Secretary
School Psychologist
Developing Eagles Directors
Head Custodian

Sabrina Donley
Becky Kohtz
Ken Spader
Heather Larsen
Blair Langan
Jill Langan
Amy Kaup
Janene Reynolds
Melanie Stepp
Tricia Wiseman
Katy Rowan
Lynae Hilker
Mindee Hilker
Becky Corkle
Molly Jennings
Chad Dean
Rachelle Scheinost
Mo Utter
Ashley Belmer
Mary Jo Benson
Katie Owens
Stephanie Prouty
Melanie Ehmen
Kay Mudloff
Deb Sawyer/Alexis Stevenson
Brandon Jackson

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:	Mr. Nate Larsen
Title:	Title IX Coordinator
Address:	540 E Hynes Street, O'Neill, NE 68763
Telephone:	402-336-1544
E-mail:	natelarsen@oneillschools.org

For further information on notice of nondiscrimination, visit <https://www.oneillpublicschools.org/vnews/display.v/SEC/District%20Info%7CTitle%20IX> for the address and phone number of the office that serves your area or call 402-336-3775.

For additional prohibited discrimination and related information, please review school district Policy 3053 – Nondiscrimination.

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 to the superintendent. 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.

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.

Excused Absences

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

1. **Excused:** Field trips, athletic/academic contests, in-school suspension, alternative placement, documented illnesses, and absences approved by the principal.
2. **Unexcused:** Any undocumented and/or unapproved absence.

Excessive Absenteeism

When a student receives 5 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 20 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 Elementary School 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.

Band

Students may participate in the elementary band and begin taking band lessons in the 5th grade. 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.

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 O'Neill 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.

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.

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.

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 can use the district's anonymous platform Speak Up! to make this report. 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 electronic devices while at school, except as permitted in this handbook.

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 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.

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.

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.
- 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.

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.

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 the Elementary School Office at 402-336-1400.

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. Parents and students are also expected to utilize PowerSchool to remain up-to-date on student progress.

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.

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)
 - 1) 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 to 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

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 building principal 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 Compliance* found at www.oneillpublicschools.org. 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

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: DeAnna Clifton at 402-336-1400 (phone number), deannaclifton@oneillschools.org (e-mail address) or in person at 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: Nate Larsen at 402-336-1544 (phone number), natelarsen@oneillschools.org (e-mail address), 540 E Hynes (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal, Jim York at 402-336-1400 (phone number), jimyork@oneillschools.org (e-mail address) 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.

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:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal substance
3. Caps, hats and bandannas during the school day or at school-sponsored events
4. Bare feet (some type of footwear must be worn)
5. Short-shorts, biker shorts, or cutoffs
6. Hairstyles which distract from the learning process or the health and safety for either the student or others
7. Any clothing that could cause damage to others or school property
8. Clothing that is torn, ripped, or cut
9. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened
10. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
11. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
12. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
13. Pants and shorts worn below the waist so as to expose undergarments
14. Pants that drag on the floor
15. Chains hanging or attached to pants or shorts
16. Coats during school hours unless the student has permission from a faculty member
17. Clothing with tears or holes that expose flesh or underclothes

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.

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 students \$1.55 and adults \$2.50 for breakfast.

Lunch

Lunch prices depend on the federal funding that the program receives. Lunch for K-6 is \$2.75 and \$4.15 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.

If a student has no funds available to pay for a meal, the student will be permitted to charge a meal. There will be no seconds 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 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. 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, audiotope, 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.

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 doctor's note to school.

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

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.

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 Mike Rotherham, who may be contacted at 402-336-3775.

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 the school cafeteria. 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.

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 mikerotherham@oneillschools.org.

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 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. 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.

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.

School Day

The school day typically begins at 8:00 a.m. and ends at 3:30 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 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.

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 Steph Prouty at 402-336-1400.

Smoking and Tobacco

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

NWEA MAP is administered twice a year in grades K-6 to determine the students' achievement probability for individual success. Tests are administered once a semester, and the results are sent home.

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

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.

1. **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 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 school 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 either 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. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$75.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$75.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Soundsational Singers: Cost of polo (depends on the year)
7. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.
8. **Participation in Before-School, After-School or Pre-Kindergarten Services.** The district will charge reasonable fees for participation in before-school, after-school or pre-kindergarten services offered by the district pursuant to statute.
9. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
- Band students must provide their own instruments.
 - Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

Elementary School

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
Developing Eagles	After-School Program	Free for children who qualify for free or reduced priced meals.

		\$5.00 per day per child for those not qualified for free or reduced priced meals.

		\$12.00 per day for 'out of school days' (i.e.: Winter Break, Spring Break, etc.)

Elementary School

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
	Summer School Program	Free for children who qualify for free or reduced priced meals. ----- \$12.00 per day per child not to exceed \$24.00 per day per family for those not qualified for free or reduced priced meals.
Grades 4-6	Planner	\$5.00 replacement fee
Soundsational Singers	Costumes	Maximum fee of \$50.00
Summer School	Classes Offered	\$50.00 per student ----- \$15.00 per student per class when supplies fee is applicable

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)	
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None -- necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teacher.	
Copies	Use of school copiers (except for one copy of a student's file, which you will be provided without charge.)	Black & White	\$0.05
		Black & White (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
School Meals	School meals and after-school snack program	\$1.55 – Breakfast	\$1.25 – Extra Breakfast Entrée
		\$0.75 – Cereal Bars	\$1.00 – Pop Tarts
		\$1.00 – Fruit Shapes	\$0.50 – Extra Milk
		\$0.50 – 4 oz. Juice	\$1.00 – 8 oz. Juice
		\$1.75 – 10 oz. Juice	\$0.95 – Snacks
		\$2.75 – Lunch	\$2.25 – Extra Lunch Entrée

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)	
		\$1.00 – Muffins	\$1.50 – Izze Juices/Envy
		\$2.25 – Extra Slice of Name Brand Pizza	
		\$3.00 – Fruit/Vegetable Bar	
		\$2.25 – Chef's Meal	\$1.00 – Baked Chips
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$1.00 – Water	\$0.75 – 1 Cookie
		\$1.00 – Premium Ice Cream	\$0.75 – Medium Ice Cream
		\$1.25 – Beef Stick	\$0.75 – Fruit Rollup
Field Trips	Transportation & admission costs of field trips	None -- Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. Occasionally school sack lunches will be offered; the cost of these sack lunches will be consistent with typical lunch rates.	
Night School	Classes Offered	\$50.00 per student	
		\$15.00 per student per class when supplies fee is applicable	
Technological Equipment	iPads	Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage - Full Cost of Replacement	
	Laptop Repairs	Not to exceed \$1,500.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident – ½ of repair costs 3 rd Incident – Full cost of replacement or repair Intentional Damage - Full Cost of Replacement	

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. Students are not required to participate in the free or reduced-price lunch program 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. Application forms are available in each school building office.

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

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 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 August 31st.

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 redisclosure 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.

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

Tardiness

A student who does not have a valid excuse for being tardy to any class may be required to serve detention. After five tardies to school, and additional absence will be added to the students record.

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.

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 reports 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 building principals, superintendent, guidance counselors, assistant principal, OPD, technology coordinator, school psychologist, LMHP, and special education director. Not every team member needs to 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.

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.

Reimbursement

If a family resides in District 7 and that residence is located more than 4 miles from the school their student is attending they are eligible to receive reimbursement for mileage to transport their student(s). Transportation Claim Forms should be submitted monthly. Forms are available at O'Neill Public Schools Administrative Office or online. (Nebraska Revised Statute 79-611)

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.
- 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) Students 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) 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, 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 administrator and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

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 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.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings 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, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart-speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video 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

At various times during the school year there will be days when school dismisses earlier than the regular time or begins later than the regular time. Snow storms or teacher workshops are just a few of the possible reasons for early dismissal or late start.

If the school officials know in advance that school will dismiss early, we will notify parents in advance of the schedule change on our calendar, by a note sent home with your child, a telephone call or other means of communication.

In the case of an emergency dismissal we will have the information on the radio. During the winter months the decision to call off school is usually made by 6:30 a.m. and the radio station, **KBRX**, is notified immediately. The school also uses an automatic dialer to deliver messages to each family's telephone. If you are not on the automatic dialer list contact the O'Neill Public Schools Central Office to be added at 402-336-3775.

Please plan accordingly as a family to ensure that your child is picked up promptly or is attending the Developing Eagles After School Program

Withdrawal From School

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

SECTION TWO

ACADEMIC INFORMATION

Grades

All students in 3rd-6th Grade will receive letter grades aligned to the grading scale in core subject areas. The following system of grading is used at O'Neill Elementary School. All grades are entered on report cards and other records by using the letter grade rather than percent.

A 100% - 93.5%
B 93.4% - 85.5%

C 85.4% - 77.5%
D 77.4% - 69.5%

F Below 69.4%

Homework

Homework and daily assignments are important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and seeing that assignments are completed. For students that fall behind with their homework, teachers may refer students to a homework catch up group (after school 3:30pm-4:00pm). Attendance is not taken and it is not mandatory to attend, this group is offered as an opportunity to help students succeed. If a child chooses to not utilize their time in this room, they will be asked to leave. Teachers will work in partnership with families to keep parents informed if a student is behind on their homework. Assignments that have not been turned in to the teacher by the end of a given unit or chapter of study may result in a 0% awarded for those assignments.

Honor Roll

Students in grades 3-6 can earn Honor Roll by receiving all A's for the recorded quarter or semester. This is an honor and will be posted in the school, on the school Facebook page, and in the Holt County Independent.

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

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.

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, 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.

- 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.

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, 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.

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.

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 a 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 with regard to any long-term suspension, expulsion, or mandatory reassignment.

- 1. 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 for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - 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.
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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function 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 hearing stage.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 6. 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 officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. 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). The school district will provide parents with copies of the relevant statutes upon request.

SECTION FOUR

Title IX Policy

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 1.1 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 1.1 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 5.1.3–5.1.4 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 2.6 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 2.7 above to a complainant, and by following the grievance process described in section 5 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 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 5 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 4.

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 5 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 2.7 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 5.1.4 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 2.6;
 - 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 5.6.
- 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 5.5.8.
- 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 2.7.

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 2.6, 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 5.5.5, and may inspect and review evidence under subsection 5.5.5. 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 2.6 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 5.3.2 or 5.3.3 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 5.5.8, 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 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 5.8.2 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 5.1.3–5.1.4.

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 4, 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.

SECTION FIVE

Wellness & Nutrition

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 scoreboard 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 9/2016 to Reflect the USDA Final Rule) found at <https://www.healthiergeneration.org/take-action/schools/wellness-topics/policy-environment/local-school-wellness-policy>.

Adopted on: August 8, 2022

Revised on: _____

Reviewed on: _____

SECTION SIX

FORMS

This section contains forms that students and their parents must complete and return to the school office **AS SOON AS POSSIBLE**.

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 as soon as possible.

PARENT/STUDENT AGREEMENT

I have received and read the Student Handbook that describes the O'Neill Public School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in the O'Neill 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

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, 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 have 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

Title I Parent and Family Member Engagement Policy
District 7
2023-24

The district commits to meeting all requirements of the No Child Left Behind Act of 2001 including Every Student Succeeds Act (ESSA) amendments as they apply to all Title 1 programs conducted within the District. For the purpose of this policy "parents and family members" means "parents and persons in a parental relation to the student." This Policy will be distributed to all parents annually, in a language that parents can understand. The District recognizes the unique needs of students who are being served through the Title 1 Program and stresses the importance of parent and family member involvement in the academic success of their children. Opportunities will be provided for parent and family member involvement in their child's education in the following manner:

1. Parents and family members will be involved in the planning, review, development and approval of the Parent and Family Member Engagement Policy through at least one annual meeting held at a convenient time during the first semester.
2. The District will strive to build the capacity for strong engagement of the school, parents and family members by developing School/Parent Compacts to strengthen communication between the home and school:
 - By providing annual meetings in Title 1 buildings to explain Title 1 to parents and family members;
 - By training parents and family members in how to help their children at home;
 - By sharing district standards, benchmarks, and assessments to parents and family members and explaining to them how to help monitor the progress of their children; and
 - By providing parent and family member resource centers at each site.
3. Parents and family members will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through the student handbook, parent/teacher conferences, report cards and progress reports along with other communications opportunities.
4. Parents and family members will be provided opportunities to participate, as appropriate, in decisions relating to the education of their children regarding such matters as curriculum, assessments and student performance standards through the School Improvement Plan, Title 1 reviews and plans, and other means as available.
5. The District will coordinate and integrate parent and family member engagement programs and activities with other community programs such as Head Start, Reading First, Title III and Migrant programs, public libraries, public preschools, instructional support services and other federal, state and local programs.time.
6. Parents and family members will be provided assistance, opportunities, and/or materials to build their capacity for strong parent and family member engagement and help them understand the topics relating to their child's academic achievement. This will be done in a language they can understand including participation of parents and family members with limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children.
7. The District will conduct an annual evaluation by written survey, telephone survey, or in person, of the content and effectiveness of the Title 1 Parent and Family Member Engagement Policy and its procedural elements. The survey will be used by the District to guide implementation of the Title 1 program, to determine if needs are being met, and reduce barriers to participation

Adopted: September 2017

PARENT-STUDENT-SCHOOL LEARNING COMPACT

Schoolwide Title I Program for O'Neill Elementary School

Parent/Caring Adult:

I understand that my participation in my child's education will help his/her achievement and attitude. I agree to carry out the following responsibilities:

- provide a quiet space and the time to do schoolwork and encourage my child to complete schoolwork.
- make sure my child gets adequate sleep and has a healthy diet.
- make sure my child is at school on time.
- spend at least 15 minutes each day reading with my child.
- communicate and work with teachers and school staff to support and challenge my child.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

- return completed schoolwork on time.
- be at school on time unless I am sick.
- help to keep my school safe.
- respect and cooperate with other students and adults.

O'Neill Elementary School:

- is responsible for providing a high-quality curriculum and instruction.
- will hold parent-teacher conferences twice yearly during which this compact will be discussed as it relates to the individual child's academic achievement.
- will provide parents with reports (minimum of 4 reports) on their child's progress.
- will provide parents reasonable access to staff.
- will provide parents opportunities to volunteer in their child's school and to participate in their child's class and observe classroom activities.
- provide a safe, positive, and healthy learning environment for their child.
- respect cultural differences of students and their families.

I have read and approve of the Parent-Student-School Learning Compact in place at O'Neill Elementary School.

Parent/Guardian Signature _____ **Date** _____

Student Signature _____ **Date** _____

Classroom Teacher Signature _____ **Date** _____

Title I Teachers' Signatures _____ **Date** _____

Updated: January 6, 2022

The board of education shall adopt a budget each year to support the school district's programs and services for the ensuing fiscal year. The superintendent of schools shall be responsible for developing the budget subject to the direction and decisions of the board. The budget document shall be under continuous development, based upon the requirements of the adopted educational program.

BUDGET PROCEDURES

Proposed Budget. The superintendent shall prepare the proposed budget in accordance with board policies and goals, state statutes, and regulations. As the district's spending plan, the budget will be based on up-to-date revenue estimates, and will reflect the assessed needs and programs approved by the board.

Budget Hearing Notice. Notice of place and time of the hearing, together with a summary of the proposed budget statement, must be published at least four calendar days prior to the date set for hearing in a newspaper of general circulation within the school district. The four calendar days shall include the day of publication but not the day of hearing. The notice shall include the following statement:

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to:
<https://nep.education.ne.gov/>

In addition, the district must electronically publish this statement on the school district website. Such electronic publication must be prominently displayed with an active link to the Internet address for the website established by the Nebraska Budget Act to allow the public access to the information.

Budget Hearing. The board must conduct a hearing prior to adopting the budget. The hearing must be held separately from any regularly scheduled meeting and may not be limited by time. The board must make a presentation outlining key provisions of the proposed budget statement, including, but not limited to, a comparison with the prior year's budget. Any member of the public desiring to speak on the proposed budget statement shall be allowed to address the board at the hearing and must be given a reasonable amount of time to do so. Five minutes shall generally be considered a reasonable amount of time.

Budget Hearing Documents. The board must make at least three copies of the proposed budget statement and at least one copy of all other reproducible written material to be discussed at the hearing available to the public at the hearing.

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from

that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

Certification and Filing. The amount to be received from personal and real property taxation shall be certified to the appropriate levying board as provided by law. The budget shall also be filed with the state auditor.

Purchase Authorization. Except for bids required under the section "Bid Letting and Contracts," the board's adoption of the budget shall authorize the purchases without further board action.

Monthly Report. At each monthly board meeting, the superintendent will provide a report on the current status of the major sections of the budget.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS EQUAL TO OR LOWER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a special public hearing called for the purpose of passing a property tax request resolution.

Property Tax Request Hearing Notice. The district must publish a hearing notice in a newspaper of general circulation in the school district at least four calendar days prior to the hearing. The four calendar days shall include the day of publication but not the day of hearing. The hearing notice must contain the following information: The certified taxable valuation under section 13-509 for the prior year, the certified taxable valuation under section 13-509 for the current year, and the percentage increase or decrease in such valuations from the prior year to the current year; the dollar amount of the prior year's tax request and the property tax rate that was necessary to fund that tax request; the property tax rate that would be necessary to fund last year's tax request if applied to the current year's valuation; the proposed dollar amount of the tax request for the current year and the property tax rate that will be necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

Increase in Total Property Taxes Levied. If the annual assessment of property would result in an increase in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be decreased accordingly when such rate is set by the county board of equalization.

Decrease or No Change in Total Property Taxes Levied. If the annual assessment of property would result in no change or a decrease in the total property taxes levied as determined using the previous year's rate of levy, the district's property tax request for the current year shall be no more than its property tax request in the prior year, and the district's rate of levy for the current year shall be adjusted accordingly when such rate is set by the county board of equalization.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request shall include, but not be limited to, the information required by section ~~77-1601.02(4)~~ 77-1632 (4).

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

PROPERTY TAX REQUEST PROCEDURES – PROPERTY TAX REQUEST IS GREATER THAN THE ALLOWABLE GROWTH PERCENTAGE

Property Tax Request Hearing. The board must hold a public hearing called for the purpose of passing a property tax request resolution. If another political subdivision within the county also seeks to exceed the allowable growth percentage, the hearing will be a joint hearing. In the event of a joint hearing, each political subdivision must designate one representative to attend the joint public hearing on behalf of the political subdivision. If a political subdivision includes area in more than one county, the political subdivision shall be deemed to be within the county in which the political subdivision's principal headquarters are located. The hearing agenda will only include discussion on each political subdivision's intent to increase its property tax request by more than the allowable growth percentage **to the extent allowed by law.**

The hearing must be held after 6 p.m. on or after September 17th and before September 28th and before the district files its adopted budget statement. Any member of the public must be allowed a reasonable amount of time to speak at the hearing.

At the joint public hearing, the representative of each political subdivision must give a brief presentation on the political subdivision's intent to increase its property tax request by more than the allowable growth percentage **to the extent allowed by law** and the effect of such request on the political subdivision's budget. The presentation must include, at a minimum, all information and statements required by law.

Property Tax Request Hearing Notice. Notice of the joint public hearing must be provided by:

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;

- Posting notice of the hearing with all required information on the homepage of the relevant county's website, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; **and**
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

Provide Information to the County Clerk. Each political subdivision that participates in the joint public hearing shall provide the following information to the county clerk by September 5th: the date, time, and location for the joint public hearing; a listing of and telephone number for each political subdivision that will be participating in the joint public hearing; and the amount of each participating political subdivision's property tax request.

Resolution. The board shall pass a resolution to set the amount of its property tax request only after holding the public hearing. The resolution setting the district's property tax request at an amount that exceeds the prior year's property tax request, including any increase in excess of the allowable growth percentage shall include, but not be limited to, the information required by law.

Certification. The resolution setting the property tax request shall be certified and forwarded to the county clerk on or before October 15th of the year for which the tax request is to apply.

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.326 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$250,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of

which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$10,000 and \$250,000 (Small Purchase Procedures)

For construction projects subject to this policy, small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$109,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$109,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$109,000 and \$250,000.

IV. Construction Projects with an Anticipated Cost Over \$250,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$250,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible

bidder.

- a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
 6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.
2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
 6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.
 7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.
 8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a “Buy American” provision that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including by not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all sub awards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase

domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The

District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Construction Records for Projects Financed with Federal Funds

- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Contracts covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must

contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The

Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-731 and §§ 75.730-731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the

retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$10,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is

reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$10,000 and \$250,000 (Small Purchase Procedures)

Small purchases are purchases that, in the aggregate amount, is more than \$10,000 and less than \$250,000 annually. For small purchases, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

For purchases over \$250,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
- 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

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- 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:
- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

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- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be

applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

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Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;
4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that original or replacement equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current FMV of \$5,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency.

I. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

J. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations,

obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part. The

Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;

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- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local funds but is used to meet a required "match" in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee's salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave,

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family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

~~To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.~~

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 201.21(d).

The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.
- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

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- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Through June 30, 2024 The school district shall make textbooks available to private school children who reside within the district or are otherwise entitled to borrow them pursuant to statute and 92 Nebraska Administrative Code, section 4. The district is obligated to purchase and lend textbooks only to the extent that the Legislature appropriates funds to the Nebraska Department of Education to be distributed for this purpose. As used in this policy, "textbooks" shall have the definition adopted by the Nebraska State Board of Education in Rule 4.

The district shall make a request for funds by filing an application on the form prescribed by the Department of Education no later than February 15th prior to the school year for which the application is made. The application shall include: the number of applications received; the number of textbooks requested; the number of textbooks needed to be purchased to fill the requests; the purchase price of the textbooks needed to be purchased which may include up to 5% of the cost to defray administrative expense; the title, purchase price, and number requested of each textbook including any shipping or handling charges; and if applicable the amount of carryover funds remaining from the previous year, amount of funds on hand from sale of unused textbooks, and amount of funds on hand from reimbursements for damaged textbook.

Textbooks which have not been requested for three consecutive years may be classified as unused and disposed of by sale or otherwise.

On or before November 15th, the district shall prepare a list of textbooks that are designated for use in the district during the current year and a list of new textbooks designated for use the following school year. The lists shall be kept current and in a place where they may be viewed during regular business hours. The district shall maintain a separate inventory of textbooks purchased for the use of private school children residing in the district.

Any parent or legal guardian who wishes to borrow textbooks shall submit an application on the form prescribed by the Department of Education to the district's administration offices on or before January 15th prior to the school year for which the application is made. The district shall maintain a supply of blank application forms and receipt forms. It shall keep the forms that have been signed by parents and guardians in a separate file for at least 5 years. It shall notify the parents and guardians at least 10 days prior to the start of school when and where the textbooks will be available. It shall make textbooks available to parents or guardians on or before August 15th. If the number of textbooks for a particular subject or grade level is insufficient to fill all of the requests, the textbooks shall be distributed to parents and guardians based on a random drawing.

Parents and guardians shall sign a receipt on the form prescribed by the Department of Education when they pick up the textbooks and shall return the textbooks that can be returned no later than 15 days after the district's last day of class. The district shall assess the returned textbooks for damage beyond normal wear and tear. The parent or guardian who signed the

receipt is responsible for paying the reasonable cost of the repair or replacement of any book that is damaged, lost, stolen, or not returned.

The school district shall limit the loan each year to ten textbooks per student for students in grades K-6 and to eight textbooks per student for students in grades 7-12.

This policy shall terminate July 1, 2024.

The board approves the use of a purchasing card (credit card) program for the purchase of goods and services for and on behalf of the school district. The board ~~will shall~~ determine the type of purchasing card or cards to be used in the program and ~~may shall~~ contract with a third-party provider as provided by law.

Authorized Purchases. Authorized users have standing authority to use the purchasing card to charge actual, necessary, and reasonable travel expenses. Otherwise, the purchasing card may only be used to purchase goods and services approved by the board or the superintendent or designee. The maximum amount that may be charged in a single day is \$1,000.

Unauthorized Purchases. In no event shall the purchasing card be used for personal purchases, purchases that are not school related, alcohol purchases, or purchases that are not allowed by law. Such unauthorized use shall result in discipline, up to and including the end of employment. Individuals who make unauthorized purchases shall reimburse the district for the expense within ten days of the purchase or the discovery of the unauthorized purchase, whichever occurs first.

Authorized Users. Individuals holding the following titles may be assigned an individual purchasing card: Superintendent, Principals, Activities Director Purchasing Agent, and District Secretary. The board may take action at any meeting to authorize additional users or to revoke or suspend user privileges. Such action shall be recorded in the minutes. The school ~~may shall~~ also maintain a purchasing card in the name of the school district. School district employees may purchase school related goods and services with the school district credit card only with authorization from the superintendent.

Documentation. Employees seeking reimbursement for a purchasing card purchase ~~must shall~~ submit an itemized receipt and a purchasing card receipt to the school district. The itemized receipt ~~must shall~~ include the name of the business, contact information, the date, a description of each item sufficient to give the board reasonable notice of the item purchased, and the price.

A non-itemized credit card receipt alone is not sufficient. Designated school personnel shall maintain the documentation for at least ~~7-10~~ years or as otherwise required by ~~Schedule 10 - Local School Districts~~ or Schedule 24 – Local Agencies (General Records) maintained by the Nebraska Records Management Division. Employees ~~must shall~~ maintain copies of any documentation submitted to the school district.

Suspension or Termination of Privileges. The board or the superintendent (or his or her designee) (1) shall temporarily or permanently suspend the purchasing card privileges of any individual that does not submit an itemized receipt for each purchasing card purchase, and (2) may temporarily or permanently suspend the purchasing card privileges of any individual for any other reason. The individual's purchasing card account ~~must shall~~ be immediately closed and he or she ~~must shall~~ return the purchasing card to the superintendent or board. Purchases that are not accompanied by the required documentation shall be considered unauthorized, and the

individual making the purchase ~~must shall~~ reimburse the district within 10 days of the purchase or the discovery of the non-itemized purchase, whichever occurs first.

Reward Points or Rebates. Any reward points, rebates, or other benefits received from the third-party purchasing card company are and shall remain the property of the school district.

Purchase Review Procedures. The superintendent, or his or her designee, and Purchasing Agent ~~will shall~~ conduct independent reviews of credit card expenses, or a sample thereof, on a monthly basis. Any unlawful or unauthorized expenditure or other discrepancy ~~will shall~~ be brought to the attention of the offending employee, if any, and the board. The superintendent or his or her designee ~~will shall~~ provide the board at each regular meeting with the documentation submitted pursuant to this policy or a summary of that documentation with a description of each item sufficient to give the board reasonable notice of the items purchased. Any unlawful or unauthorized purchase ~~must shall~~ be addressed as provided in this policy or as otherwise allowed by law.

Students, staff, and their parents/~~or guardians, and patrons~~ should assume that any class in ~~which students are enrolled or activity in the school~~ may be recorded by the school district ~~or other students~~ for legitimate educational purposes. There is no reasonable expectation of privacy within classrooms, common areas of the school building or on school grounds outside of the building. Recordings permitted pursuant to this policy may only be used for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy "recording" includes still photographs, video, audio, and other similar data captured in any medium.

Secret Recordings. No person is permitted to make surreptitious recordings on school grounds unless authorized by the superintendent.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings ~~without a specific purpose or for a specific purpose~~ when such recordings are deemed necessary or appropriate by ~~an authorized representative of the district the administration.~~ The district will not maintain ~~the~~ recordings unless the recording is purposefully copied and saved. ~~Any recording not copied and maintained separately, and the~~ ~~may recordings will~~ only be ~~available~~ accessible by the authorized representative for review for a limited time. ~~based on the district's then current recording capacity. The district administrators estimate that this is approximately 10 days but may change at any time.~~

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.

Classroom Recordings Made by Staff. Staff members may make ~~audio and video~~ recordings of classroom instruction, Student behavior or performance, and school activities ~~upon authorization of~~ without prior administrative approval only for legitimate educational purposes. ~~the superintendent or supervising administrator.~~ Staff members may not make secret recordings while on duty, even if those recordings do not violate state or federal criminal or privacy laws. Staff members who violate this provision may be subject to consequences up to termination for classified staff and cancellation of contract for certificated staff.

Prohibited Recordings Made by Students. This policy applies to students ~~Unless otherwise~~ authorized by this policy or law, students are prohibited from making audio or video recordings 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.; unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the sStudents remain subject to the district's appropriate use and student discipline 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.

For example, this policy does not prohibit students from making recordings of an athletic event for their personal use similar to a parent or other patron, subject to other applicable board policy. However, this policy generally prohibits students from using smart speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

Permitted Classroom Recordings by Students. Students may make audio or video recordings of classroom lectures or discussions:¶

¶

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;¶
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;¶
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.¶

¶

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability. ¶

¶

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Policy Statement. Drivers for the school district must be free from drug and alcohol abuse, and the use of illegal drugs or improper use of alcohol is prohibited. The overall goal of drug and alcohol testing is to ensure a drug-free and alcohol-free transportation environment, and to reduce accidents, injuries and fatalities.

Designated Contact. The school district has designated the superintendent of schools as the individual any driver may contact with questions about this policy or the school district's drug testing program and procedures for drivers. This individual further maintains and will provide drivers informational materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.

The superintendent of schools may be contacted at the Administrative Office, 410 East Benton Street, O'Neill, by phone at 402-336-3775 or by email.

Covered Drivers. Any person who operates a commercial motor vehicle on behalf of the school district is covered by this policy and the school district's drug testing program and procedures for drivers. All covered drivers must provide the school district a signed statement certifying that he or she has received a copy of this policy and related materials.

Covered Workday. A driver is required to comply with this policy and the terms of the school district's drug testing program and procedures for drivers at all times they are assigned, or may be assigned, to perform safety-sensitive functions. This includes all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work. Safety-sensitive functions include: (1) all time at a school district facility or property, contractor facility or property, or on any public property, waiting to be dispatched, unless the driver has been relieved from duty by the school district; (2) all time inspecting equipment as required by state or federal law or regulation and any and all other time inspecting, servicing, or conditioning any commercial motor vehicle; (3) all time spent at the driving controls of a commercial motor vehicle in operation; (4) all time, other than driving time, in or upon any commercial motor vehicle; (5) all time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded; and (6) all time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

Prohibited Conduct. No driver shall: (1) report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater; (2) use alcohol while performing safety-sensitive functions; (3) perform safety-sensitive functions within four hours after using alcohol; or (4) refuse to submit to a pre-employment

controlled substance, a post-accident alcohol or controlled substance test, a random alcohol or controlled substances test, a reasonable suspicion alcohol or controlled substance test, a return-to-duty alcohol or controlled substances test, or a follow-up alcohol or controlled substance test required under state or federal law or this policy. No driver required to take a post-accident alcohol test shall use alcohol for eight hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.

No driver shall: (1) report for duty or remain on duty requiring the performance of safety sensitive functions when the driver uses any drug or substance identified in 31 CFR 1308.11 Schedule 1; (2) report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any non-Schedule I drug or substance that is identified in the other Schedules in 21 CFR part 1308 except when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a commercial motor vehicle; or (3) report for duty, remain on duty or perform a safety-sensitive function, if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Types of Testing. Pursuant to regulations promulgated by the Department of Transportation (DOT), the district has implemented four types of testing: (1) pre-employment testing, (2) reasonable cause testing, (3) post-accident testing and (4) random testing.

Refusal to Submit to Testing. A driver shall not refuse to submit to testing. A driver will be considered to have refused to submit to testing if the driver fails to provide a sample or specimen necessary for testing upon a lawful request, consistent with the required testing protocols. The refusal to submit to the testing used by the district will be grounds for refusal to hire driver applicants and to terminate the employment of existing drivers.

Consequences for Violations. Any driver who becomes unqualified on the basis of violation of the terms of this policy will be subject to disciplinary action which may include termination of the driver's employment, and shall include the immediate removal from safety-sensitive functions in compliance with federal law. No driver tested pursuant to this policy and the school district's drug testing program and procedures who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions until the start of the driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.

Return to Duty Process. A driver who has violated this policy or the school district drug testing program and procedures cannot again perform any safety-sensitive functions until and unless the employee completes the return-to-duty process, including the substance-abuse professional's (SAP) evaluation, referral, and recommended education or treatment. The school district will provide employees the relevant contact information for available and acceptable SAPs as necessary, but the school district is not required under the law to provide a SAP evaluation or any subsequent recommended education or treatment for a driver. Any driver completing the return-to-duty process must complete a return-to-duty test and test negatively.

Disqualification. Any applicant who tests positive for the presence of the following drugs is medically unqualified to drive and will not be considered for the position of driver: (1) marijuana, (2) cocaine, (3) opiates, (4) amphetamines, or (5) phencyclidine (PCP). Any district driver who tests positive shall be medically unqualified and removed from service immediately.

Pre-employment Testing. All applicants for employment must submit to drug and alcohol tests as a condition of being considered for employment.

Reasonable Cause Testing. The district shall have reasonable cause to require a driver to submit to drug testing when a driver manifests physical or physiological symptoms or reactions commonly attributed to the use of controlled substances or alcohol.

Post-Accident Testing. A driver who has been involved in a reportable accident must submit to drug and alcohol testing as soon as possible. A reportable accident includes any accident in which there is a fatality, a person is injured and must be treated away from the accident site, the driver receives a citation for a moving violation, or a vehicle is towed from the scene. The driver must notify the district immediately regarding any reportable accident.

Serious Injury to the Driver. If a driver is so seriously injured that he or she cannot submit to testing at or immediately after the time of the accident, the driver must provide the necessary authorization for the district to obtain hospital reports or other documents that would indicate whether there were controlled substances or alcohol in the driver's system.

Random Testing. All drivers will be subject to unannounced random testing for drugs and alcohol. The district or its agents will periodically select drivers at random for testing. A district official will notify a driver when his or her name has been selected and will instruct the driver to report immediately for testing. By its very nature, random selection may result in one driver being tested more than once in a 12-month period, while another driver may not be selected at all during the same 12 months.

Frequency of Random Testing. Under DOT regulations, the district must test at least 50 percent of its average number of driver positions for drugs and 25 percent of its average number of driver positions for alcohol each year. The tests must be unannounced and spread evenly throughout the year. DOT regulations also require that every driver selected at random must have his or her name placed back in the random pool for the next selection period.

Testing Procedure. All urine and blood specimens collected under the policy will be submitted to an approved laboratory for testing. Specimens that initially test positive for drugs will be subjected to a subsequent confirmation test before being reported by the laboratory as positive. All such specimens collected and submitted will be maintained securely to safeguard the validity of the test results and maintain the integrity of the testing process while ensuring the results are attributed to the correct driver.

Medical Review Resource Officer. All laboratory test results will be reported by the laboratory to a medical review officer (MRO) designated by the district. Negative test results will be reported as such by the MRO to the district. Before reporting a positive test result to the district, the MRO will attempt to contact the driver to discuss the test result. If the MRO is unable to contact the driver directly, the MRO will contact a district official designated in advance by the district, who shall in turn contact the driver and direct the driver to contact the MRO. Upon being so directed, the driver shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If required by DOT regulations, personal information collected and maintained pursuant to this policy shall be reported to the Clearinghouse by the MRO in the event of: (1) a verified positive, adulterated, or substituted drug test result; (2) an alcohol confirmation test with a concentration of 0.04 or higher; (3) a refusal to submit to any test required by this policy and the school district's drug testing program and procedures; (4) an employer's report of actual knowledge that a driver has used alcohol or controlled substances based on the employer's direct observation of the employee, information provided by the driver's previous employer(s), a traffic citation for driving a CMV while under the influence of alcohol or controlled substances or an employee's admission of alcohol or controlled substance use; (5) on duty alcohol use as prohibited above; (6) pre-duty alcohol use as prohibited above; (7) alcohol use following an accident as prohibited above; (8) controlled substance use as prohibited above; (9) a substance abuse professional report of the successful completion of the return-to-duty process; (10) a negative return-to-duty test; and (11) an employer's report of completion of follow-up testing.

Confidentiality. Pursuant to DOT regulations, individual test results for applicants and drivers will be released to the district and will be kept confidential unless the tested individual consents to their release or release is required by law (such as the release of information to the Clearinghouse.) Any person who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

Retesting. An individual who tested positive for the presence of drugs may request that the original sample be retested. The request for a retest must be submitted in writing on a form provided by the district within 3 working days of the district's notification to the individual that he or she has a positive test result. The individual making the request must pay all costs associated with the retest and transfer of the sample to another laboratory before the retest will be performed.

Except as otherwise provided by law, ~~the~~ 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 in 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. ~~for one year after the child's birth.~~

All public school employees who interact with students and any other appropriate personnel ~~The following employees~~ are required to complete at least one hour of behavioral and mental health training with a focus on suicide awareness and prevention training every year. The superintendent will determine the appropriate personnel required to receive the training. The training materials for this training must be included in the Nebraska Department of Education's list of approved training materials.†

- ~~school nurses††~~
- ~~teachers††~~
- ~~counselors††~~
- ~~school psychologists††~~
- ~~administrators††~~
- ~~school social workers††~~
- ~~community coaches††~~
- ~~paraeducators††~~
- ~~custodians††~~
- ~~secretarial and clerical staff††~~
- ~~any other appropriate personnel, as deemed necessary~~

These employees must complete the ~~online training designated by the school district or superintendent provided by the Nebraska Department of Education~~ no later than October 31 of each school year or within 30 days of their initial employment, ~~whichever is later.~~ Failure to complete this training ~~shall constitute just cause for the termination or nonrenewal of an~~ may subject the employee to employment-related discipline. ~~employee's contract.~~

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, ~~resides in~~ is a resident of the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

Limitations Based on Resources. The enrollment of exempt school students is subject to limitations established by the district for grades, classes, courses, and programs based on the limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Exempt school students shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Exempt school students shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements for such including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Exempt school students are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and teaching personnel. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course or course-related activity unless the course or course-activity requires their presence or the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in at least 20 credit hours per semester, with at least 5 credit hours of enrollment in the public school district. ~~two or more classes offered and taught by O'Neill High School staff. Exempt school students who are not enrolled in at least two or more classes offered and taught by O'Neill High School staff, may not participate in extracurricular sports and activities.~~ All part-time students must also meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity.

~~Exempt school students who transfer into the district will be considered a transfer student and shall be ineligible for varsity competition for ninety school days unless the home school is located in the same school district as the high school to which the student is transferring. ¶¶~~

~~The school district will determine whether credits awarded to exempt transfer students will be accepted for the purpose of eligibility for extracurricular sports and activities pursuant to the board's policy on Grade Placement and Academic Credits of Transfer Students. ¶¶~~

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. ~~by virtue of their status as part-time students.~~ Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. Option Student Defined.** Option student shall mean a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. Resident School District Defined.** Resident school district shall mean the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. Option School District Defined.** Option school district shall mean the school district that a student chooses to attend other than his or her resident school district.

2. Persons Entitled to Apply for Option Enrollment of Students.

Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.

3. Duties, Entitlements and Rights of Option Students.

Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.

4. Standards for Acceptance or Rejection of Option Students.

- a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicate that the student has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been diagnosed with a disability as defined in section 79-1118.01, the application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide the applicant the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements, ~~and availability of appropriate special education programs.~~ Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution. (The capacity for each grade level for the entire school district are as follows. Each grade level below Kindergarten: 38 students; Each grade level Kindergarten through third grade: 66 students; Each grade level 4 through 12: 75 students)
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15th of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution. (The capacity for each program for the entire school district are as follows. Students in special education programs requiring specific academic and behavioral support 115 students)
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept an option student when acceptance of the student:
- i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to the student;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;
 - iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.

~~The school district shall accept an option student with a disability only to the extent that the school district's then current staff and facilities are sufficient to~~

~~accommodate the student's needs without significantly increasing the operating costs of the school district, such as by requiring the hiring of new staff.~~

- e. **Prohibited Standards.** The school district shall not base the decision to accept or reject an option student on the student's previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. **Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted in the following order:
 - i. students with brothers or sisters attending the school district, either as resident students or as option students, shall be granted first priority;
 - ii. thereafter, option students shall be accepted into such program, class, grade level or school building in the order in which written applications were received by the school district.
- g. **Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.

5. False or Misleading Option Applications.

If, prior to the student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information, the option application will be rejected.

6. Academic Credits and Graduation.

The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.

7. Information Regarding Schools, Programs, Policies and Procedures.

The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.

8. Procedure for Students Optioning Into or Out of the School District.

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1st, the school district shall notify the parent or legal guardian of any student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

9. Late Applications and Requests for Release

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student;
 - ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

10. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district under the following circumstances:

- i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.
- b. Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, 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 policy 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 policy 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.

Pre-Kindergarten through Second Grade Students

Notwithstanding any other provision of this policy, 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.

Makeup Work for Suspended Students

Any student who is suspended must be given an opportunity to complete any classwork and homework missed during the period of suspension, including, but not limited to, examinations ("makeup work"). Any makeup work must be completed and turned in within 2 school days after completion of the suspension. This makeup guideline shall be provided to the student and a parent or guardian at the time of suspension. Suspended

students may not be required to attend the school's alternative program for expelled students in order to complete classwork or homework.

Short-Term Suspension

The Principal may exclude students 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, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

The following process applies to short-term suspension:

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 or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary, **not to exceed an additional 48 hours**, following the suspension, 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 **and shall document such effort in writing**. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended **must ~~will~~ be given the opportunity to complete classwork and homework missed during the period of suspension, including but not limited to examinations, as provided herein:**

Emergency Exclusion

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

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 ~~then~~ 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.

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 either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

- 5. Conclusion of Expulsion.** At the conclusion of an expulsion, the school district will reinstate the student and accept non duplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one of the six regional accrediting bodies in the United States.-

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 which 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 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, gender, 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 hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. Bullying which shall include cyberbullying, 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;
 - j. Violations of the district's ~~computer acceptable computer use policy are subject to discipline, up to and including expulsion;~~
 - k. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
 - l. Using any object to simulate possession of a weapon;
 - m. 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~~
 - n. Violation of the school's audio and video recording policy; and
 - o. Any other violation of any board policy, handbook provision, ~~or~~ rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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 ~~for disciplinary purposes~~ 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 on the specified charges;~~
 - 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 no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent,~~ if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function 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~~ ~~hearing stage.~~

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall ~~appoint~~ recommend appointment of a hearing ~~officer~~ examiner within two school days after the receipt of the hearing request. ~~who shall follow the "hearing procedures" outlined below.~~ 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 ~~officer~~ examiner. ~~who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy.~~ 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). ~~The school district will provide parents with copies of the relevant statutes upon request.~~

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 solely 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;
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes;
6. The report is required or requested by law enforcement or the county attorney.

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

- a. "Students" means students, their parents, guardians or other legal representatives.
- b. "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.
- c. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

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 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. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$15.

As with all school property, students may be charged for damage to such devices. To protect against such potential losses, students and parents may, but are not required, to purchase insurance coverage for the devices. The maximum dollar amount of this insurance coverage facilitated by the district will be \$75. The district may also charge a damage deposit which will be returned or may be rolled to cover the damage deposit for the next year if it is not needed to cover the costs of any damage to the device. The maximum dollar amount of this damage deposit will be \$1,000.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices through a single, or series of, payments.

6. Extracurricular Activities

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. ~~Included in~~ ~~Attached to~~ this policy is a list of the fees charged for particular activities. The coach or sponsor will provide

students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- **National Honor Society**
- **Cheerleading, Drill Team, Flag Corps**
 - Students must purchase uniforms and shoes selected by the sponsor and/or student group. ~~The maximum dollar amount charged by the school district for these items will be:~~
- **Football**
 - Students must provide their own football shoes, undergarments, and mouthguards
- **Golf**
 - Students must provide their own golf shoes, undergarments, and clubs
- **Softball**
 - Students must provide their own shoes, gloves, and undergarments
- **Basketball, Track, Volleyball, and Wrestling**
 - Students must provide their own shoes and undergarments
- **FFA**
 - Students must purchase their own jackets and pay dues
- **FCCLA**

7. Post-Secondary Education Costs

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution. ~~The costs of these items will naturally vary, but the maximum dollar amount of the fee is anticipated to be \$125 per credit.~~

8. Copies of Student Files or Records

~~The district may charge a fee for making copies of a student's files or records for the parents or guardians of such student. The Superintendent or the~~

Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

9. Participation in Before-and-After-School Services

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

10. 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.

11. Charges for Musical Extracurricular Activities

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- Band students must provide their own instruments.
- Swing choir students must purchase outfits and shoes selected by the sponsor and/or student group.

12. 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.

13. Distribution of Policy

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

14. 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.

15. 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.

16. ~~Student Fee Fund~~

~~The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.~~

Elementary School

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
Developing Eagles	After-School Program	Free for children who qualify for free or reduced priced meals.
		\$5.00 per day per child for those not qualified for free or reduced priced meals.
		\$12.00 per day for 'out of school days' (i.e.: Winter Break, Spring Break, etc.)
	Summer School Program	Free for children who qualify for free or reduced priced meals.
		\$12.00 per day per child not to exceed \$24.00 per day per family for those not qualified for free or reduced priced meals.
Grades 4-6	Planner	\$5.00 replacement fee
Soundsational Singers	Costumes	Maximum fee of \$50.00
Summer School	Classes Offered	\$50.00 per student
		\$15.00 per student per class when supplies fee is applicable

Junior-Senior High School

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
Admission	Spectator fees for admission to events	\$6.00 per event maximum For District & Conference events hosted by the school, cost to be set by the NSAA, not to exceed \$20.00 per event.
Advanced Math or Science Classes	Specialized calculators	Not to exceed \$200.00 replacement fee for lost or damaged calculators.
Art Classes	Appropriate clothing, non-specialized	Old shirt for painting, other clothing which may get paint on it or otherwise be damaged.
Athletic participation fees	Fee to participate in athletic programs	In the event a fee is charged, the fee will be \$50.00 per year maximum.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to the student's physician or clinic.
Class Dues		Not to exceed \$30.00
College Entrance Tests	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparations, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved. School Sponsored ACT Prep not to exceed \$250.00
Extra-Curricular	Uniform Deposit	Not to exceed \$150.00
FCCLA	Membership Dues	Not to exceed \$25.00
FFA	Membership Dues	Not to exceed \$50.00
Industrial & Automotive	Protective eyewear, gloves	Not to exceed \$150.00
Music (optional classes)	Musical Instruments	Musical instruments and accessories (reeds, valve oil, etc.) Limited instruments available for use by students. Damage fee for school owned instruments not to exceed \$1,500.00.
Music Classes	Uniforms and Equipment	Not to exceed \$150.00
PE Classes	Appropriate Clothing & Physical	Gym shoes, shorts, shirts, socks, etc. Physical - cost varies; payable directly to student's physician or clinic.

Junior-Senior High School

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
Post-Secondary Classes	Tuition and fees for college courses	~~None~~ — Any post-secondary education costs are to be paid directly by the student to the college.
Summer School	Classes Offered	\$100.00 per resident student
		\$150.00 Per non-resident student
		\$15.00 per student per class when supplies fee is applicable
Technological Equipment	Electronic Power Cords	\$50.00 replacement fee
	1:1 MacBook Computer Fee	Not to exceed \$25.00
Yearbook		Not to exceed \$60.00

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)	
Classroom Supplies	General Supplies; such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None -- necessary items supplied by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teacher.	
Copies	Use of school copiers (except for one copy of a student's file, which you will be provided without charge.)	Black & White	\$0.05
		Black & White (two sided)	\$0.07
		Color Copies	\$0.10
		Color Copies (two sided)	\$0.15
		Above prices are per page when charges apply.	
School Meals	School meals and after-school snack program	\$1.55 – Breakfast	\$1.25 – Extra Breakfast Entrée
		\$0.75 – Cereal Bars	\$1.00 – Pop Tarts
		\$1.00 – Fruit Shapes	\$0.50 – Extra Milk
		\$0.50 – 4 oz. Juice	\$1.00 – 8 oz. Juice
		\$1.75 – 10 oz. Juice	\$0.95 – Snacks
		\$2.75 – Lunch	\$2.25 – Extra Lunch Entrée
		\$1.00 – Muffins	\$1.50 – Izze Juices/Envy
		\$2.25 – Extra Slice of Name Brand Pizza	
		\$3.00 – Fruit/Vegetable Bar	
		\$2.25 – Chef's Meal	\$1.00 – Baked Chips
		\$1.00 – Side Salad	\$0.75 – Extra Potatoes
		\$1.00 – Water	\$0.75 – 1 Cookie
		\$1.00 – Premium Ice Cream	\$0.75 – Medium Ice Cream
		\$1.25 – Beef Stick	\$0.75 – Fruit Rollup

District

Program	General Description of Fee or Material	Amount of Fee (Anticipated or Maximum of Specified Materials Required)
Field Trips	Transportation & admission costs of field trips	None - - Cost of school-sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs up to \$5.00 to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. Occasionally school sack lunches will be offered; the cost of these sack lunches will be consistent with typical lunch rates.
Night School	Classes Offered	\$50.00 per student ----- \$15.00 per student per class when supplies fee is applicable
Technological Equipment	iPads	Not to exceed \$1,000.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident - ½ of repair costs 3 rd Incident - Full cost of replacement or repair Intentional Damage - Full Cost of Replacement -----
	Laptop Repairs	Not to exceed \$1,500.00 replacement fee Broken Screen - \$100.00 Any other accidental damage 1 st Incident - \$75.00 or cost of repair 2 nd Incident - ½ of repair costs 3 rd Incident - Full cost of replacement or repair Intentional Damage - Full Cost of Replacement

Weapons. No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The prohibition against firearms does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor;
3. Firearms which may lawfully be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard;
4. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle; or
5. A handgun carried as a concealed handgun by a nonstudent adult ~~who holds a valid permit issued under the Concealed Handgun Permit Act~~ in a vehicle or on his or her person while riding in or on a vehicle into or onto any parking area, which is open to the public and used by the school if, prior to exiting the vehicle, the handgun is locked inside the glove box, trunk, or other compartment of the vehicle, a storage box securely attached to the vehicle, or, if the vehicle is a motorcycle, a hardened compartment securely attached to the motorcycle while the vehicle is in or on such parking area, except as prohibited by federal law.

Definition of Encased. The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

Exceptions for Students. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose;
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so; and
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

Consequences – Weapon. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a weapon, other than a firearm, on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be suspended on a long-term basis, mandatorily reassigned, or expelled for the remainder of the school year in which the expulsion takes effect (if the misconduct occurs during the first semester) or the remainder of the second semester, summer school, and the first semester of the following school year (if the misconduct occurs during the second semester).

Confiscation of Firearms. Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

Report to Law Enforcement Authorities. All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

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 scoreboard 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 ~~9/2016~~ June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

~~Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of live lice or, louse eggs, or nits, the school will notify 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.~~ The student will be isolated from contact with other students and their belongings, and a parent or guardian must pick the child up from school immediately.

~~Students~~ By Nebraska DHHS regulation, students are ~~will not be permitted to return to school until the student is treated such that the district finds that no live lice or louse , eggs, or nits 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.

The district will use Title I, Title II, Title IV, and any other funds subject to Supplement, Not Supplant requirements as required by law. The district will use said funds to Supplement, Not Supplant, state and local funds that would, in the absence of ~~Title I~~ such funds, be spent on Title ~~I~~ programs. The district will ensure that Title ~~I~~ funds will not be used to provide services which otherwise take the place of public education services that are to be provided to all students.

The district maintains records of the professional development provided at the district level that is funded with Title ~~I~~ funds. The Superintendent will ensure that professional development is aligned with the needs of the district's Title ~~I~~ programs. Title ~~I~~ professional development will not duplicate that which the district provides for non-Title ~~I~~ purposes which, in the absence of Title ~~I~~ funds, would be provided to all staff.

1. The minimum number of instructional hours in the school year will be 1,080 for grades 9 through 12, 1,032 for grades 1 through 8, and 400 for kindergarten, ~~middle school and high school students, 1032 for elementary students, and 596 for kindergarten students,~~ exclusive of lunchtime.
2. The district may establish special programs for individual students that may deviate from these requirements. All special programs must either be adopted pursuant to applicable law or approved by the superintendent in advance. Prior to the district's commencement of a specialized program, the district will provide the student's parents or guardians with notice of the program.
3. The board, acting with the advice of the administration and certificated staff, will adopt a curriculum and procure textbooks and materials to support that curriculum. The administration and certificated staff will design instructional strategies and assessments to implement the curriculum.
4. To the extent possible, practice for, travel to, and participation in activities sponsored by the Nebraska School Activities Association and the Nebraska Department of Education will be scheduled outside of instructional time. Individual student absences because of illness or family-centered activities will be governed by district attendance policies.
5. The board intends to strike a sensible balance between the time spent on academics and time spent on extracurricular activities, acknowledging that both work and play are important in each student's total development and education.

Series 6000 - Curricular & Academic Matters
Curriculum Development

6004

The board of education jealously guards its right, prerogative, and discretion to exercise local control of the curriculum development of the district to the greatest extent permitted by state and federal law, and has no intention of ceding such right, prerogative, or discretion.

The superintendent or his/her designee shall be responsible for providing and directing system-wide planning for curriculum, instruction, assessment and staff development.

The curriculum shall be standards-driven and accountability-based. The district's academic content standards shall be those required by the Nebraska State Board of Education in the subject areas of reading and writing (language arts), mathematics, and science only. The curriculum shall be articulated to include all programs and grade levels offered within the district, K-12 and, if applicable, shall include a preschool program. The curriculum shall reflect the comprehensive plan of the school district. All professional staff members are responsible for implementing the curriculum.

The superintendent or his/her designee will present this curriculum to the board for approval or modification.

The superintendent shall be responsible for establishing curriculum guides to articulate and coordinate the written curriculum, and to provide consistency of the written curriculum from one level of the district to the next. Curriculum guides shall provide for the development of the school district's curriculum and shall set academic standards, identify essential educational outcome criteria, and provide for the implementation, monitoring and evaluation of student learning.

Teachers are responsible for following the curriculum guides and teaching the written curriculum. Principals are responsible for monitoring the curriculum and evaluating teachers to ensure that they are teaching in compliance with the curriculum guides and written curriculum. The superintendent and his/her designee shall ensure that principals monitor the curriculum and evaluate teachers.

Curriculum and Textbook Adoption Schedule

The District will review curriculum and adopt associated textbooks on the following schedule.

SUBJECT AREA	K-12 REVIEW	TEXTBOOK ADOPTION
Foreign Language		
Fine Arts/Music		
K-12 Language Arts		6-12 Language Arts
Math		
Science		
Physical Ed/Health		

Series 6000 - Curricular & Academic Matters
Curriculum Development

6004

Vocational		
Social Studies		
Financial Literacy		
Computer Science and Technology		

The school district shall provide a program that establishes honors and awards including, but not limited to, academic letters, scholarships and good citizenship awards for students to assist them in setting goals. Students shall be made aware of honors and awards and the action necessary on the part of the student to achieve them. Students who have not attended the school district for their entire high school education or have not attended an accredited public or private school will not be eligible for some honors and awards.

Students enrolled on a part-time basis will not be eligible to graduate or receive a diploma from the district or receive academic honor distinctions including: Honor Roll eligibility, Outstanding Student Awards, National Honor Society membership, Academic Athlete Award or Academic Activity Award.

Students enrolled on a part-time basis will be eligible to receive honors awarded for the activity through the school, conference, or state including: Team Captain, awarding of Activity Letters, 3-D Award, All-Conference and All-State awards. Part-time students will not be eligible to receive Athlete of the Year Award or Spirit Award.

It shall be the responsibility of the superintendent to implement this policy.

Students may use cellular phones or other electronic devices while at school, so long as they do so safely, responsibly and respectfully and comply with all other school rules while using these devices.

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school staff when permitted by law.

Students may not have cell phones or electronic devices on while they are in locker rooms, restrooms, or any other area in which others may have a reasonable expectation of privacy.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (including things like texting, sexting, e-mailing, etc.) 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.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy may have their cell phones or electronic devices confiscated immediately. The administration may return confiscated devices to the parent or guardian of the offending student, after meeting with the parent or guardian to discuss the rule 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.

**O'NEILL PUBLIC SCHOOL
BOARD OF EDUCATION COMMITTEES**

08/14/2023

Accreditation _____	Mike Hammerlun Amy Rowse Coby Welke
Committee on American Civics _____	Mike Hammerlun Aaron Troester Coby Welke
Budget _____	Bart Becker Mike Hammerlun Monica Huber
Building and Grounds _____	Monica Huber Amy Rowse Aaron Troester
Legislative Relations Network _____	Bart Becker Monica Huber Amy Rowse
Negotiations _____	Mike Hammerlun Aaron Troester Coby Welke
Policy _____	Bart Becker Amy Rowse Coby Welke



**DANA F. COLE
& COMPANY ^{LLP}**
CERTIFIED PUBLIC ACCOUNTANTS

112 NORTH SIXTH STREET
PO BOX 359
O'NEILL, NEBRASKA 68763
T: 402.336.2030 F: 402.336.3276

DANACOLE.COM

July 18, 2023

To the Members of the School Board
O'Neill Public Schools District No. 7
P.O. Box 230
O'Neill, NE 68763

To Whom It May Concern:

Enclosed please find the engagement letter for the audit of the O'Neill Public Schools for the year ended August 31, 2023. If acceptable, please have a Board member and the Superintendent sign the original letter and return it to us in the enclosed envelope. We have enclosed a copy for your records.

Our professional standards require communication of certain information regarding audit services contained in the enclosed letter to the Board of Education. The Board acknowledges this communication with the signature of a Board member.

Dana F. Cole & Company appreciates the opportunity to be of service to the O'Neill Public Schools.

Please call us if you have questions.

Yours truly,

DONITA POKORNY, CPA
For the Firm

Email: pokorny@danacole.com

Enclosures



**DANA F. COLE
& COMPANY^{LLP}**
CERTIFIED PUBLIC ACCOUNTANTS

112 NORTH SIXTH STREET
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O'NEILL, NEBRASKA 68763
T: 402.336.2030 F: 402.336.3276

DANACOLE.COM

July 17, 2023

Mike Rotherham, Superintendent
O'Neill Public Schools District No. 7
P.O. Box 230
O'Neill, NE 68763

We are pleased to confirm our understanding of the services we are to provide O'Neill Public Schools District No. 7, O'Neill, Nebraska, for the year ended August 31, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of O'Neill Public Schools District No. 7, O'Neill, Nebraska, as of and for the year ended August 31, 2023.

We have also been engaged to report on supplementary information that accompanies O'Neill Public Schools District No. 7, O'Neill, Nebraska's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS), and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditors' report on the financial statements:

1. Schedule of Expenditures of Federal Awards.
2. General Fund Components - Combining Schedule of Receipts, Disbursements, and Changes in Fund Balance - Modified Cash Basis.
3. Schedule of Receipts, Disbursements, and Changes in Fund Balances - Modified Cash Basis - Budget and Actual - All Funds.
4. Nonmajor Funds - Combining Statement of Receipts, Disbursements, and Changes in Fund Balances and Statement of Assets and Fund Balances - Modified Cash Basis.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report:

1. Management's Discussion and Analysis.

2. Activities Fund - Schedule of Changes in Cash Balances.
3. Other supplementary information required or requested.

If applicable, we will also audit the schedule of classifications of payrolls by NCCI codes for the year ended August 31, 2023, to obtain reasonable assurance about whether the classification of payrolls by NCCI codes and payrolls in total is free of material misstatements and we will issue an opinion thereon.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for this inquiry.

We have identified the following significant risk of material misstatement as part of our audit planning:

Management override of controls.

Planning has not been concluded as of the date of this communication, and modifications may be made.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures - Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of O'Neill Public Schools District No. 7, O'Neill, Nebraska's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of O'Neill Public Schools District No. 7, O'Neill, Nebraska's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on O'Neill Public Schools District No. 7, O'Neill, Nebraska's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, the schedule of expenditures of federal awards and related notes of O'Neill Public Schools District No. 7, O'Neill, Nebraska, in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. We will prepare the trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in O'Neill Public Schools District No. 7, O'Neill, Nebraska's general ledger into a working trial balance based on management's chart of accounts. We will also assist the District with the AFR upload process, if requested. This will be limited to assistance with formatting and reclassification of reports from the District's software into the format needed for the AFR system. We will also prepare the Schedule of Classification of Payrolls by NCCI Codes and Payrolls in Total and propose journal entries.

These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to

the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for including all informative disclosures that are appropriate the modified cash basis of accounting. Those disclosures will include (1) a description of the modified cash basis of accounting, including a summary of significant accounting policies, and how the modified cash basis of accounting differs from GAAP, (2) informative disclosures similar to those required by GAAP, and (3) additional disclosures beyond those specifically required that may be necessary for the financial statements to achieve fair presentation.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government

from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review by October 2023.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the *Uniform Guidance*; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the

modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report, or reference to Dana F. Cole & Company, LLP, will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to an exempt offering document with which Dana F. Cole & Company, LLP, is not involved, you agree to clearly indicate in the exempt offering document that Dana F. Cole & Company, LLP, is not involved with the contents of such offering document.

With regard to publishing the financial statements on your website, you understand that websites are a means of distributing information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information on the website with the original document.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing. We will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules, retrieving supporting documents, and preparing confirmations. If, for whatever reason, your personnel are unavailable to provide the

necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

As an attest client, Dana F. Cole & Company, LLP, cannot retain your documents on your behalf. This is in accordance with the ET 1.295.143 of the *AICPA Code of Professional Conduct*. O'Neill Public Schools District No. 7, O'Neill, Nebraska, is responsible for maintaining its own data and records.

ShareFile is used solely to transmit data and is not intended to store O'Neill Public Schools District No. 7, O'Neill, Nebraska's information. O'Neill Public Schools District No. 7, O'Neill, Nebraska, is responsible for downloading any deliverables and other records from the ShareFile that it wishes to retain for its own records at the completion of the engagement.

Upon completion of the engagement, data and other content will either be removed from the ShareFile or become unavailable to O'Neill Public Schools District No. 7, O'Neill, Nebraska, within a reasonable time frame.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the School District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Dana F. Cole & Company, LLP, and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Dana F. Cole & Company, LLP's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education or its designee. The State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State of Nebraska Auditor of Public Accounts and the Nebraska Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Donita D. Pokorny is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. To ensure that Dana F. Cole & Company, LLP's independence is not impaired under the *AICPA Code of Professional Conduct*, you agree to inform

the engagement partner before entering into any substantive employment discussions with any of our personnel. We expect to begin our audit in late September, and to issue our reports no later than November 5, 2023. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

Our fee for these services will be at our standard hourly rates for the individuals involved. We estimate that our fees for these services will not exceed \$16,000 for the financial statement audit. In addition, our fees for the conduct of the Single Audit under the Uniform Guidance will be \$5,500. You will also be billed for travel and other out-of-pocket costs such as report production, word processing, postage, etc. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Bills will be rendered as the work progresses with payment to be made upon presentation. Interest will be charged at the rate of 1% per month on balances in excess of 60 days. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination. Our audit engagement ends on delivery of our audit report. Any follow-up services that might be required will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific engagement letter for that service.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We would expect to continue to perform our services under the arrangements discussed above from year to year unless for some reason you or we find that some change is necessary.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of O'Neill Public Schools District No. 7, O'Neill, Nebraska. Circumstances may arise in which our reports may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

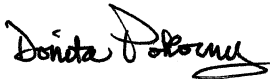
O'Neill Public Schools District No. 7
July 17, 2023
Page ten

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

You have requested that we provide you with our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2020 peer review report accompanies this letter.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the original and return it to us. The copy enclosed is for your records.

Yours truly,



DONITA D. POKORNY
For the Firm

e-mail: pokorny@danacole.com

DDP:mmf

Enclosures

RESPONSE:

This letter correctly sets forth the understanding of O'Neill Public Schools District No. 7, O'Neill, Nebraska.

By: _____

Title: _____



Report on the Firm's System of Quality Control

January 21, 2021

To the Partners of Dana F. Cole & Company, LLP
and the Peer Review Committee of the Nevada Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP (the firm) in effect for the year ended February 29, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Dana F. Cole & Company, LLP in effect for the year ended February 29, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Dana F. Cole & Company, LLP has received a peer review rating of *pass*.

Clark, Schaefer, Hackett & Co.

Certified Public Accountants

NVC PA

NEVADA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS



AICPA

Peer Review
Program

State and AICPA Peer Review Program administered by the NVC PA for the following states: Idaho, Montana, Nebraska, Nevada, Utah, and Wyoming

June 07, 2021

Kent Klute
Dana F. Cole & Company, LLP
1248 O Street Ste 500
LINCOLN, NE 68508

Dear Kent Klute:

It is my pleasure to notify you that on June 02, 2021, the Nevada Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is August 31, 2023. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Kary Arnold".

Kary Arnold
Finance & Peer Review Program Manager
karnold@nevadacpa.org
(775) 826-6800

cc: Daniel Wernke, Ryan Bruns

Firm Number: 900010013136

Review Number: 576005

O'Neill Public School Activities Handbook



**Rules and Regulations
2023-2024**

Introduction

Student participation in extracurricular activities has been linked to improved attendance, higher academic achievement, and greater student self-confidence and self-esteem. O'Neill Public Schools provides students with the opportunity to participate in a comprehensive activities program that includes athletics, fine arts, and select clubs or organizations associated with academic areas.

Although the school district believes strongly in the value of student activities, participation in the activities program is a privilege, not a right. Students must obey the rules set out in this handbook and any additional rules created by their coach or activity sponsor. This handbook is advisory and does not create a "contract" with parents, students, or staff. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students. 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 upon all applicable school district policies, and state and federal statutes and regulations.

Please read this handbook carefully. Students and their parents are responsible for complying with all of the rules and procedures detailed in this booklet.

Parents must sign the acknowledgement and permission to participate form at the end of this handbook before their student will be permitted to participate in the activity programs of the district.

The provisions in this handbook are subject to change at the sole discretion of 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 it is up to date. If you have any questions regarding this handbook, please contact the Superintendent for assistance.

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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 following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Nate Larsen
Title: Activities Director
Address: 540 E. Hynes Street
O'Neill, NE 68763
Telephone: 402-340-1544
E-mail: natelarsen@oneillschools.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 3053 – Nondiscrimination.

SECTION ONE

General Information about the Activities Program

Academic Eligibility

To be eligible to participate in the school's activity programs, each student must (1) meet Nebraska State Activities Association (NSAA) requirements concerning scholastic eligibility ~~(see Section Three of this Handbook)~~, (2) ~~meet the requirements of board policy including all rules applicable to the activity, be registered for 10 credit hours per semester and be in regular attendance~~, and (3) have not less than a 70% grade in two or more classes for a period of one week to remain eligible to participate in any portion of the activities program. Students in grades 9-12 must be passing five classes for each grading period. Junior High students must be passing four classes, three of which must be core classes. Participants must attend practices and participate in all conditioning during any period of ineligibility.

The school district will notify a participant and his or her parents whenever the participant is declared academically ineligible.

Students may not participate in any activity, performance or practice while serving a short-term suspension, long-term suspension, or expulsion from school.

Attendance at Practices and Contests

Participants in the activities program are expected to attend and be on time at all practices and meetings scheduled by the coach or sponsor. Participants may be excused for absences resulting from a participant's illness, a death in the family, a doctor's appointment, a court appearance, or other absences that are arranged in advance. The coach, sponsor, or director of an activity may require a participant who has an excused absence to complete an alternate assignment for missing a practice, meeting, event, performance, or contest. A participant who is unable to attend a scheduled practice, meeting, or game must contact the coach or sponsor in advance. Students who are absent from school due to illness are not required to provide the coach or sponsor with additional notification of the student's absence from practice.

Students who are absent for more than half of the school day will not be permitted to practice or participate in an athletic contest or activity performance unless the student has the building principal's prior permission to participate despite the absence.

If a participant misses a scheduled contest or performance, the coach or sponsor may impose discipline up to and including suspension of the participant from the activity for the remainder of the season or length of the activity.

Closings

Unless the administration determines that it is permissible for the activity to continue as scheduled, all activities will be canceled or postponed in the event that

school has been called off for inclement weather or any other reason as determined by the administration.

Colors

The School colors are royal blue and white.

Complaint Procedure

To reduce conflicts in the school's activities program, students and/or their parents should use the district's formal complaint procedure to manage conflicts about the program. The complaint procedure is printed in the school's student handbook and may be found on the district's web site: <https://www.oneillpublicschools.org/>.

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the "most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed."

The School District will:

- a. Require all coaches and trainers to complete one of the following on-line courses on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury:
 - Heads UP Concussions in Youth Sports
 - Concussion in Sports—What You Need to Know
 - Sports Safety International
 - ConcussionWise
 - ACTIVE™ Athletic Concussion Training for Coaches; and
- b. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 1. The signs and symptoms of a concussion;
 2. The risks posed by sustaining a concussion; and
 3. The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

- a. has been evaluated by a licensed healthcare professional;
- b. has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional; and
- c. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed healthcare professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Corrective Measures

1st Offense: Exclusion from all scheduled interscholastic contests for a period of 21 calendar days. The suspension days shall start at the time that due process is administered and guilt is determined. The student would be allowed to practice during this time. ***Due process is the procedure used in determining the involvement of the student in question. This may involve an interview with the student and possibly interviews with others that have direct knowledge about the situation.

2nd Offense: Exclusion from all scheduled interscholastic contests for a period of 21 calendar days. The suspension days shall start at the time that due process is administered and guilt is determined. The student would be allowed to practice during this time. ~~Dismissal as a member of the squad for the remainder of the season. The student would be allowed to practice for the remainder of the season.~~

If the student self-reports, the above penalty may be reduced to 14 days for the first such violation. Self-reporting must be completed by noon the following school day. Corrective measures for violation of training hours, practice attendance, failure to take part in a scheduled contest, dress code, conduct and academic performance may include one or more of the following:

- Students shall be informed by the coach/sponsor to immediately comply with the regulation.
- Discipline by increased workout.
- Conference with the parents or guardians of the student.
- Students shall not take part in the next scheduled event.
- Will lose any, or all awards earned in the activity.
- Mandatory counseling for the student and/or parent.
- Dismissal as a member of the activity

Note: Suspension time will carry over to the next sport/activity if not in season.

Suspension time will involve students missing a minimum of one event.

It should be noted that a violation of the rules could result in two or more of these corrective measures being applied. However, the gravity of the violation will determine the corrective measure(s) utilized. All proceedings concerning violations of the foregoing rules will be within the laws of the State of Nebraska, and the United States, the Nebraska School Activities Association rules and regulations and the O'Neill Public School Board of Education policies.

Dances

School dances are part of the district's extracurricular activity program. Students who wish to participate in school dances must comply with the activity code. Students may be prohibited from participating in school dances as a consequence for violating school rules or these activity rules.

Junior High School Dances

Junior high school (grades 7-8) dances are restricted to students currently enrolled in the junior high school and will be sponsored by junior high teachers and administration. Any organization wishing to sponsor a junior high dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances.

High School Dances

All high school dances are restricted to O'Neill High School students and their guests. Any organization wishing to sponsor a dance must obtain permission from the principal regarding date and times. Each dance must be sponsored by at least two faculty members and one administrator. Once admitted to the dance, students must remain until the close of the dance. Students who leave the dance will not be readmitted. Students who are academically ineligible will not be allowed to attend school dances. Dances are for students in grades 9-12. Students may bring an out of town date but they must be at least a freshman in high school to a maximum of 19 years of age. Students must sign up their date/complete an out of town date form.

Homecoming, Frolics, and Prom

The Homecoming Dance is open to students and guests of O'Neill High School. The Homecoming Dance is for students of O'Neill High School or students who participate in O'Neill High School Fall activities. Non O'Neill High School students must sign up at the office.

Frolics and Junior/Senior Prom is open to students and guests of the O'Neill High School Junior and Senior classes. Guests must follow all rules that the students must follow. Each student is responsible for his/her guest's conduct. Appropriate attire is required for these dances. No blue jeans, shorts, or T-shirts will be allowed at the banquet or dances.

Electronic Communication

The school board supports the use of technology by coaches, extracurricular sponsors, and other staff members to communicate with students for legitimate educational, extracurricular, and other school-related purposes. However, electronic communication between students and teachers, sponsors, and coaches shall be appropriate at all times and shall not violate any law, district policies, or the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education ("Rule 27"). Please see the Social Media Policy For School District Employees for further explanation.

Equipment

Each participant in the athletic portion of the activities program will be issued a locker to store his/her personal belongings and school equipment that has been checked out. Students should secure their athletic lockers with combination locks.

School-owned clothing or equipment that is checked out to individual students remains the property of the school. The clothing or equipment is not to be used or worn by the student except for the 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. Each participant is responsible for all equipment checked out to him/her. Students will be assessed the replacement cost for school equipment that has been checked out to him/her and is lost or stolen.

Fundraising

All school-sponsored fundraising activities must be approved by a member of the school district administration. Fundraising for any activity must comply with the district's policies, including applicable provisions specifically pertaining to Booster Clubs and PTOs for non-school-sponsored fundraising. Use of the school mascot shall not be permitted unless approved by the superintendent.

Individual Training Rules and Rules of Conduct

Head coaches or sponsors may develop additional training rules or rules of conduct for their activity. Students are responsible for knowing these rules and complying with them.

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.

Injuries

Participants who suffer any type of injury while involved in extracurricular activities must notify the coach or sponsor immediately. The coach or sponsor will then evaluate the injury and, if necessary, notify the participant's parents or seek immediate medical treatment.

If at any time during participation a doctor removes an athlete from participation because of an illness or injury, the athlete must have a written release from a doctor before participating again. The written release must be given to the coach or sponsor of the activity.

Note: The release requirement will be satisfied if the initial doctor's order specifies the duration of the student's restriction from participation and/or competition. Also see Concussion Awareness above.

Insurance

The school district does not provide medical or other insurance coverage for students who participate in athletic contests or other activities. It is the parents' responsibility to provide adequate insurance to cover any medical expenses that may be incurred while the student is participating in athletics or other activities.

The school district makes an accident insurance plan available for purchase by participants and their families through an authorized insurance agent. Information about policies which families may purchase will be available prior to each sports season and at fall registration.

Lettering Requirements

The following guidelines will be used in determining student eligibility for lettering:

Football-

The athlete must participate in 40% of the varsity quarters, complete the season, and/or have the recommendation of the head coach.

Cross Country-

The athlete must meet one of the following criteria:

- 1) medal in three regular season varsity meets.
- 2) compete as a member of the varsity team at the conference meet.
- 3) compete as a member of the varsity team at the district or state meet.
- 4) and/or have the recommendation of the head coach.

Softball-

The athlete must participate in 40% of the varsity quarters, complete the season, and/or have the recommendation of the head coach.

Volleyball-

The athlete must participate in 25% of the total sets, complete the season, and/or have the recommendation of the head coach.

Girls Basketball-

The athlete must participate in 40% of the varsity quarters, complete the season, and/or have the recommendation of the head coach.

Boys Basketball-

The athlete must participate in 25% of the varsity quarters, complete the season in good standing with the team, and/or have the recommendation of the head coach.

Golf-

The athlete must meet one of the five criteria:

- 1) participate in at least $\frac{1}{3}$ of the varsity golf meets/duals.
- 2) be a participant of a team that places 1st, 2nd, or 3rd at a varsity tournament competing against 10 or more teams.
- 3) be a participant of a team that places 1st or 2nd at a varsity tournament competing against 9 or more teams.
- 4) Place as an individual medalist in a tournament.
- 5) Four year participating seniors may letter and all golfers must complete the season, and/or have the recommendation of the head coach.

Track-

The athlete must accumulate a total of 100 points and finish the season. 10 pts per meet for participation in a varsity invite, 20 pts per meet for placing in a varsity invite (an invite involves four or more teams), 10 pts for working at the O'Neill JH Track Invite, 5-15 pts for the season of exhibiting a positive attitude and work ethic. Points may be earned for volunteer work during the season at coaches discretion and/or have the head coach's recommendation.

Wrestling-

The athlete must place in a Varsity tournament in which you have won at least two matches or win at least 15 matches at the varsity level, during the season. Athletes must complete the entire season in "good standing", be a positive influence, and have the recommendation of the head coach.

Student Managers-

The student manager must complete the season and have the recommendation of the head coach of the sport involved.

Vocal Music-

All vocal music students in grades 9-12 have the opportunity to earn a varsity letter by earning 100 points. 20 points for the following: Selected for All-State, & lead role in the Musical. 10 points for participation in the following: fall concert, Mid State Clinic, Veterans Day Concert, Winter Concert, District Music Contest, Spring Concert, small group/solo at District Music, selected for Honor Choir, participate in the Musical. 5 points for the following; Attend an outside concert, sing the national anthem for a sporting event, be selected for a solo in concert. In addition students receive points for grading: A=5 points, B=4 points, C=3 points, D=2 points, F=0 points. Small group/solo ratings: 1=20 points, 2=15 points, 3=10 points, 4 & 5 =5 points. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.

Instrumental Music-

All band students in grades 9-12 have the opportunity to earn a varsity letter by earning 80 points. 10 points for participation in concert band (3 opportunities), 10 points for marching band (3 opportunities), and 10 points for the following: District Music large group, St. Pat's parade, District Music stage band, Stage Band Tour, Honor Bands, Conference Honor Band, Class B Honor Band, Musical Pit Band, NMEA All State Music Audition. 5 points for the following; Graduation, Veterans Day, District Music Solo, District Music Small Group, District Music Recital. 1 point for the following: Pep Band Nights & Summer Band Camp. Participants must demonstrate high quality rehearsal and performance habits, exhibit and encourage a positive attitude toward the music program, and demonstrate strong positive leadership skills. Participants must attend all scheduled rehearsals, performances, and contests unless previously excused by the director.

Speech-

Team members must earn 100 points during the season. Point breakdown is as follows: 2 points per practice attended, 2 points per team meeting, Placing at meets: 6th (1), 5th (2), 4th (4), 3rd (6), 2nd (8), 1st (10). Varsity medals are doubled at the end of the season. 2 points for earning a perfect score of 50, and 2 points for working a concession stand. Members must have the recommendation of the head coach.

One-Act Play-

The team member must attend all competitions, not miss more than two practices, contribute in ways that are productive and meaningful, complete the season, and/or have the recommendation of the head coach.

Mascot

The official emblem for boys' and girls' athletic teams is the eagle. The mascot cannot be used for non-school-sponsored purposes unless approved by the superintendent.

Practices

The individual head coach or sponsor, in cooperation with the high school activities director, will schedule all starting times of practice. All participants are expected to be ready at the time set by the coach or sponsor.

To be eligible to practice, a participant must satisfy the following requirements:

1. Submit to the coach or sponsor a signed physical form and NSAA participation form complete with a parents signature.

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.

Student Manager, Helpers, or Activity Aids

Students wishing to serve as student volunteers for extracurricular activities must gain the permission of the activity coach or sponsor. Student volunteers must comply with all of the rules and procedures contained in this handbook.

Sunday and Wednesday Night Activities

In order to provide students sufficient time away from school for family-related activities, the school will endeavor not to schedule activities on Wednesday evenings or on Sundays. Practices will be organized so that all participants are showered, dressed, and/or leave the facilities by 6:30 p.m. on Wednesday nights. An exception to this guideline would be when a team, group of students, or an individual may be required to participate in an activity sponsored by the conference, district, or state on a Wednesday night.

The school does not allow Sunday practice sessions, except when a varsity team, group of students, or individual is scheduled to compete or perform on a Monday. Practices scheduled for a Sunday must have the prior approval of the activities director or building principal.

Transportation

All participants are expected to ride to and from away activities by means of approved school transportation.

A participant may ride home with his or her parent/guardian only if the parent/guardian personally contacts the sponsor at the activity. A participant may ride home with an adult if the participant's parent/guardian has personally contacted coach/sponsor and completed an Activities Travel Release form prior to the contest. Parents are discouraged from requesting to take their children home after an away contest or performance. Travel to and from an event provides time for the students to further develop a strong team concept.

Weight Room

The weight room has been developed to help each athlete, student, or adult in the community maintain a level of physical fitness. No one may use the weight room or equipment without proper supervision. The school will develop a schedule for use of the weight room by athletes during the school year and during the summer months.

The weight room is a high demand area within the school facilities. The following guidelines will help determine the priorities in reference to use if more than one group desires to use the facility at the same time:

1. Physical education instruction
2. By the team sports, which are in season
3. Conditioning programs for athletes not currently out for a sport
4. Summer conditioning programs
5. Adult education

SECTION TWO

Available Activities

ACTIVITY CREDITS/ORGANIZATIONS/CLUBS

School Board Policy requires every student to accumulate five (5) activity credits for graduation. These credits will not be waived. Following is a list of school activities and the number of credits that can be earned through participation. The earning of activity credits begins with the 9th grade.

<u>ACTIVITY</u>	<u>SPONSOR</u>	<u>CREDITS PER YEAR</u>
Athletics	N/A	2 ½ per sport/max 5 credits
Choir	Karen Barnes	2 ½ credits
Dance Drill Team	Alyssa Vanderbeek	2 ½ credits
Eagle Eye Broadcasting	Emily Morrow/Mike Peterson	2 ½ credits
FCCLA	Angie Ehlers/Ann Mann	2 ½ credits
FFA	Bailee Dougherty	2 ½ credits
Fine Arts Club	Kendra Langan/Vanderbeek	2 ½ credits
Flag Corps	T. Shoemaker	2 ½ credits
Musical	M. Huber & T. Shoemaker	2 ½ credits
National Honor Society	T. Brown/B. Kelly	2 ½ credits
"O" Club	Nate Larsen/Nick Hostert	2 ½ credits
One-Act Play	Kendra Vanderbeek	2 ½ credits
Pep Band	Chad Dean	2 ½ credits
Robotics	Simonson/Kruse	2 ½ credits
Speech Team	Kendra Vanderbeek	2 ½ credits
Student Council	Reinhardt-Sigler	2 ½ credits
Yearbook	Katie Oberle	2 ½ credits

Athletics

Sport

Basketball - Boys
Basketball - Girls
Cross Country
Football
Golf - Boys
Golf - Girls
Softball
Track - Boys
Track - Girls
Volleyball
Wrestling - Boys
Wrestling - Girls

Coach

Seth Kallhoff
Brock Eichelberger
Cole Hilker
Brock Eichelberger
Greg Buller
Ashley Belmer
Chuck Price
Cole Hilker
Tate Erbst/Mike Peterson
Lynae Hilker
Bryan Corkle
Zac Kliment/Bryan Corkle

Basketball (Boys)

Boys basketball is offered to both junior and senior high students at O'Neill Public School. The junior high play approx. 8 regular season games and a

season ending area tournament. The senior high season starts in November and sub-district play begins in late February. Our high school program includes a varsity schedule (18 games), a Holiday Tournament, and a Mid-State Conference Tournament; a Junior Varsity schedule (18 games); and a "C" team schedule (9 games and 1 tournament). O'Neill's basketball team emphasizes the importance of teamwork, discipline and hard work as we strive to attain team and personal goals.

Basketball (Girls)

Girls basketball is offered to both junior and senior high students at O'Neill Public School. (The junior high program begins in mid-October and ends before Christmas break.) The senior high season starts in November and sub-district play begins in late February. Our high school program includes a varsity schedule (18 games), junior varsity schedule (14 games), and a "C" team schedule. O'Neill Eagle basketball emphasizes the importance of teamwork, discipline and hard work as we strive to attain team and personal goals.

Cross Country

The O'Neill High School cross country program consists of boys and girls in grades 7-12. The season starts in mid-August and concludes in mid-October. There are approximately eight (8) scheduled meets with distances of 3.1 miles for both girls and boys. Junior High competitors run a distance of 1.25 miles. Runners are in periodic training throughout the year with the purpose of the program being to develop running and competitive ability.

Football

Football is offered to athletes from the junior high to senior high levels. The objective of the program is to help the athlete develop mentally, physically, and morally. These objectives will be met by placing emphasis on discipline and self-confidence, physical conditioning and skill development, and above all else, sportsmanship, integrity and teamwork.

Golf (Boys)

Golf is a lifetime sport. Emphasis will be placed on preparing students to play competitively although all golfers will be taught the basic skills of golf along with the rules, terms, and proper etiquette. Students will find that golf helps build one's character by placing emphasis on honesty, perseverance, and self-control. All golfers will play qualifying rounds in order to play on varsity and reserve levels. Students should provide their own golf clubs. Golf team members are guests of the O'Neill Golf Course during the golf season. Team meetings will begin the first week of March. Golfers will take a golf test on rules and etiquette before playing on the course. Indoor practices will be held prior to outdoor practice at the country club. All boys 9-12 are eligible to participate.

Golf (Girls)

Girls golf is a fall sport that is offered to all girls in grades 9-12. Golf is truly a sport for a lifetime that affords its participants the opportunity for freedom of expression and teaches self-control and self-discipline. It also provides

each individual the chance to be involved in a competitive team sport as well as competing on an individual basis. Golf is a sport that does not discriminate against an individual because of size or physical capabilities. Students who compete on the girls golf team will be taught the rules of the game and the technique for improving their golf skills. This program will emphasize honesty, integrity, mannerly behavior, and enjoyment of the sport.

Softball

Softball is a fall sport that is offered to all girls in grades 9-12. The team plays approximately 30 varsity games and 8 to 10 JV games. Games begin in late August and District play begins in early October. The girls' softball program gives the student athlete an opportunity to develop self-confidence, practice good sportsmanship and learn about teamwork.

Track (Boys)

Track at O'Neill is a spring sport that offers the individual athlete an opportunity to better himself physically. The most important point of emphasis is to instill the feeling of accomplishment. This is accomplished by allowing all athletes on all levels to work to their ability. The coaching staff strives for self-discipline. That is, if an athlete can discipline himself, no one will have to discipline him. Track will only help the athlete who is willing to help himself. By season's end, our goal is for all athletes to fit this description. Training rules are mandatory. We encourage anyone willing to better himself through hard work and discipline to compete in this spring sport. NOTE: All state track events are offered at O'Neill (running, jumping, throwing, etc....). We offer one of the finest facilities in the area. The coaching staff is dedicated to helping the student athlete make himself a better competitor.

Track (Girls)

Girls track is offered to athletes in grades 7-12. The objective of the program is to help the athlete develop mentally, physically, and morally. These objectives will be met by placing emphasis on discipline and self-confidence, physical conditioning and skill development, and above all else, sportsmanship, integrity, and teamwork. Varsity practice begins in March, while the junior high season begins at the beginning of April.

Volleyball

Volleyball is conducted in the fall. The high school teams start practice approximately one week before school begins. Junior High teams usually begin practice the first day of school.

The varsity team is made up of the best 12-14 players in grades 9-12. The junior varsity and "C" teams will consist of the next best players.

Games are held during the week, usually on Tuesday and Thursday. The varsity also competes in Saturday tournaments.

Wrestling (Girls & Boys)

Varsity wrestling is for grades 9-12. The wrestlers will compete in

tournaments and duals. The weight classifications allow athletes of various sizes to compete effectively. There are 14 weight classes for both varsity and junior varsity so all participants will have many opportunities to compete. Junior High wrestling is designed to teach the athlete basic wrestling moves. Wrestlers will compete in tournaments and duals. The season runs from mid-October to Christmas vacation.

Activities

Band

The school district sponsors marching band, pep band, and jazz band in addition to concert band. Participants must be enrolled in band class in order to be eligible to participate in these groups.

When a student is accepted into the band program, he/she is automatically a member of the concert band, marching band and pep band. Pep band begins during winter sport season. The students perform pop and current music before games and during half time. The marching band performs during programs and half time for all home football games. They also compete in marching contests in the fall.

The Junior High band is primarily a concert band. They present two concerts a year, one during Christmas and the other in the spring. The band performs a wide variety of music as the students prepare themselves for entrance into the high school band.

Dance Team

The Dance Team consists of students in grades 9-12 who are selected during a spring audition. A combination of pom routines and dances are performed during the half-time of the boys' basketball games.

Eagle Eye Broadcasting

Eagle Eye Broadcasting is a student broadcasting activity that covers live events for O'Neill Junior-Senior High School. Students are exposed to current technology related to the broadcasting of live events and the preparation needed to accomplish this successfully.

This activity is open to all students in grades 7-12 who are interested in live broadcasting. Students will gain "real-world" broadcasting skills by covering live events including, but not limited to: sporting events, music programs, fine arts performances and graduation. Most of the events covered will be in O'Neill, but there may be opportunities to cover events in other towns.

Family Career and Community Leadership of America (FCCLA)

Family, Career, and Community Leaders of America is a national student organization. It was developed to help youth assume their roles in society through Family & Consumer Science Education in areas of personal growth, family life, vocational preparation, and community involvement. Membership is open to both boys and girls in grades 7-12 who are taking or have taken a course in family and consumer science.

The O'Neill FCCLA Chapter has monthly meetings, normally the first Monday of each month. They also carry on various projects to aid the membership, the school, and the community. Some of these projects include: Homecoming project to develop and encourage school spirit, Frolics, FCCLA week observances, and attending district, state, and national conferences.

The competition component of FCCLA is STAR--Students Taking Action with Recognition. These events involve district, state, and in some cases, national competition.

All students are encouraged to join the organization. Questions should be addressed to any FCCLA chapter officer, member or advisor.

Future Farmers of America (FFA)

FFA is an integral part of the agricultural education department and all students of that department are urged to belong. The activities include training in leadership, opportunities for travel and recreation, and safety and community service activities. Students may participate in field trips, conventions, judging contests, and hands-on experience.

"O" Club

"O" Club is an organization of O'Neill High School students who have lettered in a varsity sport either as an athlete, student manager, or cheerleader. Lettering criteria is established by the head coach in each sport. Members must remain current in their lettered sport. Students who letter during the current year are encouraged to sign up for "O" Club in the AD's office.

The purpose of the club is to maintain the highest possible standard in athletics, to foster school spirit and sportsmanship, to promote pride in athletes, to develop high moral character, and to further cooperation among the student body, faculty, and community. Activity credit will be awarded to members who fulfill the service requirements of the organization. This organization plans one fun trip per year. Those members who have completed their service requirements and maintained the ideals of the club listed above are eligible to attend.

Fine Arts Club

Fine Arts Club is an organization for students involved in all aspects of the arts. The purpose of the organization is to foster pride in artistic endeavors, to reach out to the community, to encourage artistic awareness and support. The year culminates in a Fine Arts Night, which showcases and honors outstanding performances from throughout the year.

Flag Corps

The Flag Corps consists of students in grades 10-12, who are selected during a spring audition. The Flag Corps performs with the marching band in the fall. A combination of creative flag routines and dances are used to project a visual effect and enhance the band's performances.

Musical

Any student in good academic standing in O'Neill High School may audition for the cast/chorus of the musical. It can be beneficial for a student interested in a role with solos to be in choir, but it is not required.

Auditions are held from eight to ten weeks before the show date. Students who wish to be considered for a major role need to have both a reading and vocal audition. Cast/chorus is selected from performances at the auditions and upon their availability for rehearsals.

Rehearsals are held in the mornings and evenings and on Saturday as needed. Cast and chorus start rehearsals after casting. The final 2-3 weeks before the show, full cast and crew are needed regularly at all rehearsals.

Musical work crews are needed in the following areas: poster delivery, programs, scenery, costumes, properties, makeup, lights, and sound and stage crews. To be on a crew, the student turns in an interest form, from which they are selected. The only unlimited crew is sets. Musical preparation is outside the school day.

National Honor Society

The National Honor Society is a national organization that recognizes student character, scholarship, leadership, and service to the school.

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Students will become eligible to apply for membership in the second semester of their sophomore year. The results of the selection will be announced at an honors convocation.

One-Act Play

The One-Act Play is a play presented for District One-Act Contest and judged on performance and artistic merit. The contest is generally held the first week in December. Tryouts will be held about three (3) months prior to the contest. Rehearsals will be from one to one and a half hours in length, some longer as needed. It will be necessary for all participants to attend practices. The one act production will also include stage crew members consisting of set designers, sound and lighting engineers, and make-up artists. Commitment to the play is extremely important in order to produce a quality performance. For this reason, if a student misses too many rehearsals, an understudy will be appointed to replace that student.

Robotics

Team(s) of highly motivated students with an interest in technology and competitions. Teams will assemble robots, operate and develop programming and logical skills. A series of competitions are held in the spring.

Speech Team

Speech Team members prepare material to be presented at Speech contests. Team as well as individual scoring is awarded. Categories include: Humorous and Serious Prose, Poetry, Persuasive, Informative, Entertainment, Extemporaneous, Duet Acting, and Oral Interpretation of Drama. There are 5-6 invitational meets, District and State meets throughout January, February, and March. Practice generally starts the first week of December and continues throughout the season. Practice is generally held after school; however, arrangements may be made to accommodate student schedules.

Student Council

The purpose of the Student Council is to assist the members in developing their leadership skills. The council also provides a means of communication between the students and the administration. Another function of the council is to provide service to the school and community. Membership on the council is determined in this manner: one representative is chosen from each recognized organization and two representatives are chosen from each grade, 7 through 12. Representatives must maintain a 2.0 GPA. The executive officers of the Student Council shall consist of a President, Vice-President, Secretary, and Treasurer.

Qualifications of Officers:

1. A student eligible for an executive office on the Student Council must maintain a 2.0 cumulative GPA and have no permanent failures from the previous semester.
2. The President must be a Senior and of good moral character. The President cannot be president in other organizations.
3. The Vice-President must be a Senior or Junior and of good moral character.
4. The Secretary and Treasurer may be a Sophomore, Junior or Senior and of good moral character.
5. A student cannot hold an executive office in another student organization.

Yearbook and Journalism

Staff members for the high school yearbook responsibilities are to research, draft, and publish school related articles and manage images for those publications. Image management responsibilities include, but are not limited to, photographing school events, assisting with and managing photo uploads to yearbook creation software, helping with design decisions, and selling books to fund the program.

SECTION THREE

Nebraska State Activity Association Rules

Eligibility

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found online at <https://nsaahome.org/constitution-bylaws/>. A summary of the major rules is given below. Contact the principal, activities director or the activity sponsor or coach for an explanation of the complete rule.

1. Student must be a *bona fide* student of their member school and have not graduated from any high school.
2. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.
3. Student is ineligible if nineteen years of age before August 1 of current school year. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
4. Student must be enrolled in some high school on or before the eleventh school day of the current semester.
5. Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.
6. Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.
7. **Guardianship does not fulfill the definition of a legal parent.** If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.
8. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
9. **Student eligibility related to domicile can be attained in the following manners:**

- a. ~~If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.¶~~
 - b. ~~If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.¶~~
 - c. ~~If a student elects to remain at the same high school initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.¶~~
 - d. **~~If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.¶~~**
- 10. ~~Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be eligible immediately in the fall at the transfer high school. Those students whose name does not appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.¶~~
 - 11. ~~Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-21 school year prior to May 1, 2020; for the student to be eligible, the school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students who did not have their enrollment forms signed, delivered, and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.¶~~
 - 12. ~~Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport, which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.¶~~
 - 13. ~~During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp, or school. (*Refer to NSAA Bylaw 3.5.1.1 for exceptions in Swimming and Diving.)¶~~

- ~~14. A student shall not participate on an all-star team while a high school undergraduate.¶~~
- ~~15. A student must maintain his/her amateur status.¶~~

~~¶~~
NSAA Sportsmanship Rules~~¶~~

~~Students must abide by the Nebraska School Activities Association Sportsmanship Rules. A complete copy of these rules can be found at <http://www.nsaahome.org/nsaaforms/pdf/manualsp.pdf>. Unsportsmanlike conduct shall include physical or verbal assault upon any participant, game official, or spectator, or any acts that may endanger the personal safety of individuals involved, or acts which hinder the normal progress of a contest or lead to the restriction or discontinuance of a contest.¶~~

~~¶~~
~~If a student, participant, patron, and/or staff member representing a member school acts in a manner constituting unsportsmanlike behavior during competition the member school and/or individuals shall be subject to penalties. A student, participant, patron, and/or staff member may not be permitted to attend activities if involved in unsportsmanlike conduct.~~

SECTION ~~FOUR~~THREE

Code of Conduct

All students associated with O'Neill Public Schools and participating in extracurricular or school sponsored activities (including all NSAA activities) are required to avoid conduct that is detrimental to the integrity of, and public confidence in, the school. Rules promoting lawful, ethical, and responsible conduct serve the interests of all people associated with the school. Illegal and irresponsible conduct puts people at risk, tarnishes the reputation of the offender and everyone else associated with the school, and undermines the public support and respect of the school district.

Standard of Conduct. Participation in school-sponsored or extracurricular activities is a privilege and not a right. Participants must follow board policy, this code, and all the training rules and rules of conduct of the coaches and/or activity sponsors. Students participating in school-sponsored or extracurricular activities are held to a high standard. Students are expected to conduct themselves in a way that is lawful, responsible, promotes the values upon which the school is based, and that brings credit to themselves and the school. Students who fail to live up to the required standard of conduct are guilty of detrimental conduct and subject to discipline under all school policies, the general student code of conduct, and these Activity Participation Rules.

Coach and Sponsor Rules. Coaches and/or activity sponsors shall establish training rules or rules of conduct for participation in or attendance at the activity or event. General training rules or rules of conduct shall be established prior to the activity or event. This Code shall control in the event that there is a conflict with coach or sponsor rules.

Prohibited Conduct. Students in school-sponsored and/or extracurricular activities may not engage in the following conduct:

1. Receipt of a criminal citation by law enforcement for any reason.
2. Conviction of a crime in adult court or the adjudication of a criminal charge in juvenile court.
3. Any behavior that is illegal under the laws of Nebraska or the United States of America regardless of whether it results in a criminal charge or conviction.
4. Any conduct that substantially interferes with the educational process or disrupts the activity or event.
5. Possession, consumption, use, distribution, or being under the influence of alcohol, illicit drugs, tobacco, controlled substances, or any lookalike or imitations thereof; or being in the presence of alcohol, illicit drugs, controlled substances, or any lookalike or imitations thereof that are being possessed, consumed, used, or distributed by any person under twenty-one (21) years of age without parental supervision. "Lookalike or imitations" means substances such as K2 and products like electronic nicotine delivery systems, vapor pens, etc.

(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 use or abuse of any substance for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, inebriation, excitement, or irrational behavior, or in any manner changing, distorting, or disturbing the auditory, visual, mental, or nervous processes).

6. 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.
7. 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.
8. 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; 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.

9. Using any Internet or social networking websites to make statements, post pictures, or take any other actions that are indecent, vulgar, lewd, slanderous, abusive, threatening, harassing, or terrorizing.
10. Violating any school policy, handbook provision, or a coach's or activity sponsor's training rules or rules of conduct.
11. Dressing or grooming in a manner which is (A) dangerous to the student's health and safety or a danger to the health and safety of others, (B) lewd, indecent, vulgar, or plainly offensive, (C) materially and substantially disruptive to the work and discipline of the school or an extracurricular activity, (D) interpreted to advocate the use of illegal drugs or other substances by a reasonable observer.
12. Failing to report for an activity at the beginning of a season unless excused by the coach or activity sponsor.
13. Failing to attend scheduled practices and meetings unless excused by the coach or activity sponsor.

School Year: Such conduct is prohibited during the school year, regardless of whether it occurs on-campus or off-campus. School year means the period commencing on the first day of fall sports practice through the last day of spring sports practice, events, or attendance at school for a given school year.

Discipline. Students who violate any provision of these Activity Participation Rules may be subject to discipline up to and including expulsion from extracurricular activities and school sponsored events. (including but not limited to graduation ceremonies and related activities). These disciplinary consequences and this Activity Code of Conduct are in addition to and do not prejudice, diminish, impede, or reduce any discipline that is authorized by the Nebraska Student Discipline Act, NEB. REV. STAT. §§ 79-254 to 79-294, Board Policy, or the Student Handbook. Disciplinary action may include a probationary period and conditions that must be satisfied prior to or following reinstatement. Administrators and coaches will take the following into consideration when making disciplinary decisions:

1. Any prior or additional misconduct;
2. The nature and seriousness of the offense;
3. The motivation for the offense;
4. The amount of violence involved;
5. The student's demeanor and attitude regarding the violation;
6. The actual, threatened, or potential risk to the student and others due to the student's behavior;
7. Whether the student has compensated or will compensate the victim in the event of property damage or personal injury;
8. Whether the circumstances of the violation are likely to recur;
9. The student's willingness to participate in evaluations, counseling, or other programs;

10. Any mitigating factors;
11. Any other relevant factors.

If suspended, the student must continue to participate in practices and conditioning during the suspension if required by the coach or activity sponsor. The failure to comply with the practice and conditioning requirement will make the student ineligible for reinstatement to the activity.

Evaluation, Counseling, and Treatment. Apart from any other disciplinary procedures, students who violate any provision of these rules may be required to undergo a formal clinical evaluation at the administration's/coach's/sponsor's discretion. Based upon the results of that evaluation, the student may be encouraged or required to participate in an education program, counseling, or other treatment deemed appropriate by the evaluating professional.

Reporting of Incident. Students shall report any violation of these rules to the coach, principal, or superintendent no later than 30 minutes after the beginning of the next school day after the violation has occurred. Failure to report an incident will constitute a violation of these rules and will be taken into consideration in making disciplinary determinations under this policy.

Discipline Procedures. Prior to any disciplinary action under this activities code, the following procedures shall be followed:

As used in this "Discipline Procedures" section, "Investigator" means the coach or activity sponsor of the team or activity in which the student is participating, or any teacher, school official, or school representative whom the Principal or the Superintendent has authorized to perform the duties and responsibilities of "Investigator" as described below.

1. The Investigator shall make an investigation of alleged violation and provide an opportunity for the student to present his or her version of the facts surrounding the alleged violation.
2. The Investigator shall consider all information obtained as a result of the investigation, including information obtained from the student, and shall render a decision regarding disciplinary action. Within a reasonable period of time of the Investigator's decision, the student and his/her parent or guardian shall be given written notice of the disciplinary action taken by the Investigator.

Review of Investigator's Decision. A student or the student's parents may, within five (5) school days of the notice of disciplinary action from the Investigator, notify the superintendent in writing of their request for a review of the coach or activity sponsor's determination. The superintendent or his or her designee shall review the situation and render a decision within three (3) school days from the date of the request for review. The superintendent's decision shall be in writing and shall be final.

Misrepresentations. Any misrepresentation of fact by a student regarding any alleged violation of these rules shall be considered a separate violation of these rules, and the student shall be subject to additional disciplinary action.

Questions. Any parent or student who has questions about board policy, this code, training rules, or rules of conduct of coaches or activity sponsors, or their interpretation or application shall consult with the activities director and/or the superintendent.

Assistance. Students are encouraged to consult with their coach, an administrator, a counselor, or a teacher to obtain access to educational, counseling, and other programs and resources that may be available to help avoid misconduct that may result in discipline under this policy.

A Parent's Guide to Concussions

WHAT IS A CONCUSSION?

A concussion is a brain injury that results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness ("knocked-out") to suffer a concussion.

CONCUSSION FACTS

- It is estimated that more than 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System).
- Concussions occur most frequently in football, but girl's lacrosse, girls' soccer, boy's lacrosse, wrestling, and girls' basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms that interfere with school, work, and social life.
- Athletes who have symptoms from a concussion should not return to sports because they are still at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

WHAT ARE THE SIGNS AND SYMPTOMS OF A CONCUSSION?

Signs Observed by Parents or Guardians

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Symptoms Reported by Athlete

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Does not "feel right"

WHAT SHOULD I DO IF I THINK MY CHILD HAS HAD A CONCUSSION?

An athlete who is suspected of having a concussion must be removed from play immediately, whether it is in a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk of further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, they must be aware of the signs and symptoms of a concussion and if they are suspicious, the child must stop playing:

WHEN IN DOUBT – SIT THEM OUT!

Every athlete who sustains a concussion needs to be evaluated by a health care professional who is familiar with sports concussions. Parents should call their child’s physician, explain what has happened, and follow the physician’s instructions. A child who is vomiting, has a severe headache, or has difficulty staying awake or answering simple questions should be taken to the parent’s doctor or emergency room immediately.

WHEN MAY AN ATHLETE RETURN TO PLAY FOLLOWING A CONCUSSION?

No athlete who has suffered a concussion should return to play or practice the same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns about athletes who return to play too quickly have led state lawmakers in Oregon and Washington to pass laws stating that **no athlete shall return to play on the day he or she suffered a concussion and the athlete must be cleared by an appropriate health care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete is free of symptoms of a concussion and is cleared to return to play by a healthcare professional knowledgeable in the care of sports concussions, he or she should proceed with activity in a step-wise fashion to allow the brain to readjust to exertion. On average, the athlete will complete a new step each day. The return-to-play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by a health care provider.

HOW CAN A CONCUSSION AFFECT SCHOOLWORK?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases, it is best to reduce the athlete's class load after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days or perhaps a longer period of time if needed. Decreasing the stress on the brain soon after a concussion may reduce symptoms and shorten the recovery period.

WHAT CAN YOU DO?

- Both you and your child should learn to recognize the "Signs and Symptoms" of a concussion as listed above.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season's sports.

OTHER FREQUENTLY ASKED QUESTIONS:

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

An athlete who has not fully recovered from an initial concussion is very vulnerable to recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return-to-play decisions are carefully made. No athlete should return to sport or other at-risk participation when symptoms of a concussion are present and recovery is ongoing.

Is a "CT scan" or MRI needed to diagnose a concussion?

Diagnostic testing which includes CT ("CAT") and MRI scans are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g., skull fracture, bleeding, swelling), they are not normally used, even by athletes who have sustained severe

concussions. A concussion is diagnosed based upon the athlete's story of the injury and the health care provider's physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television, and phones (including text messaging) may exacerbate the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms decrease, you may allow increased use of computers, phone, video games, etc., but the access must be reduced if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases, symptoms may last for several weeks or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no "magic number" of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as the way the injury happened and length of symptoms following the concussion are very important and must be considered when assessing the athlete's risk for further and potentially more serious concussions. The decision to "retire" from sports is a decision best reached following a complete evaluation by your child's primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I've read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of "chronic encephalopathy" in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time, we have very little knowledge of the long-term effects of concussions that happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use

may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or sheer force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to carefully manage each concussion.

Adapted from A Parent's Guide to Concussion in Sports, National Federation of High School Associations.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

SECTION FIVE

Title IX Policy

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 1.1 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 1.1 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 5.1.3–5.1.4 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 2.6 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 2.7 above to a complainant, and by following the grievance process described in section 5 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 5 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 4.

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 5 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 2.7 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 5.1.4 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 2.6;
- 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 5.6.
- 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 5.5.8.
- 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 2.7.
- 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 2.6, 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 5.5.5, and may inspect and review evidence under subsection 5.5.5. 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 2.6 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 5.3.2 or 5.3.3 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 5.5.8, 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 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 5.8.2 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 5.1.3–5.1.4.
- 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 4, 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.

Authorization and Acknowledgement

WARNING: SERIOUS CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

Many forms of athletic competition result in violent physical contact among players, the use of equipment that may result in accidents, strenuous physical exertion, and numerous other exposures to risk of injury. Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will eliminate these risks. Students have suffered accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment while playing sports. By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists. Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students must adhere to that instruction and utilization and must refrain from improper uses and techniques.

I understand the statement above and I understand that by allowing my student to participate in athletic events, I assume the risk that he/she may be injured, perhaps severely.

Signature of Parent

Printed Name of Parent

Date

Acknowledgement of Conduct Code

I understand that as a student representing the school district in activities, I am obligated to comply with the athletic handbook, (pending board approval of the proposed revisions) including the code of conduct. **This means that I may not possess, use, or be at parties in the presence of alcohol, illicit drugs, or controlled substances at any time during the school term.** I understand that if I violate the code of conduct or other rules in this handbook, I may be suspended from participation in all co-curricular activities and/or school sponsored activities or events.

Signature of Student

Printed Name of Student

Date

I understand that my student is obligated by this handbook, including the statements above.

Signature of Parent

Printed Name of Parent

Date

O'Neill Public School Staff Handbook



2023-2024 Edition

To access school board policies please go to www.oneillpublicschools.org

Administrative Office
410 East Benton Street
PO Box 230
O'Neill, NE 68763

Phone: 402-336-3775
Fax: 402-336-4890

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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 following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Mr. Nate Larsen
Title: Activities Director
Address: 540 E Hynes
Telephone: 402-336-1544
E-mail: natelarsen@oneillschools.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 3053 – Nondiscrimination.

POLICY #4002 - 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, building principal or nurse. The accident form must be returned to the office within 48 hours of the incident.

Activity Accounts and Fundraising

Activity accounts are handled through the activities office. No student or sponsor may make any purchase without a signed purchase order from an administrator. **Purchases made without permission are the personal obligation and responsibility of the purchaser.**

The superintendent or their designee 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. Activity tickets will be issued to staff through the building offices.

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 classwork 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.

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 main administrative 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, 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 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.
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 to 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

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. 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.

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.

Contact Information

Staff are required to keep the district informed of any change in their name, address, telephone or other contact information. Contact the Central Office at 402-336-3775 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 [Reproduction of Copyrighted Works by Educators and Librarians](#). 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: [Copyright and Primary Sources | Getting Started with Primary Sources | Teachers | Programs | Library of Congress](#).

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.

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: DeAnna Clifton at phone number, 402-336-1400 or email deannaclifton@oneillschools.org or 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: Nate Larsen, or in person at school. Employees who believe that they have been the subject of any other unlawful discrimination or harassment should contact the building principal either by phone, email, 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 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 or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. **Staff members will be provided a Driver's Certification form to verify this information.** Staff members who drive school vehicles or transport students in their personal 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.

Dress Code

Staff should dress in a manner that reflects the honorable profession of education. Certified staff, and office staff should generally dress in business casual attire. Paraeducators, custodial, maintenance and transportation staff should dress in attire appropriate to the work they are performing.

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 filing 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 emails, 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.

Event Staff

All staff will be expected to work in various capacities at home events throughout the school year. Staff members who coach a sport may work at an event they do not coach. Staff members who are unavailable to work at the event they are assigned to work must find their own replacements and notify the activities director and activities secretary of their replacement.

Expenses

The board will reimburse staff for all approved expenses incurred in attending to school business. Reimbursement for mileage, supplies, overnight travel expense, and credit card reimbursement fees are processed on an expense report form that is available from each building secretary. Appropriate receipts must be attached.

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 by the board, so 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.

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 at least once daily.

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.

Maintenance & Cleaning Request Forms

Staff members should fill out maintenance requests forms just as soon as they need or see a maintenance problem. These forms must be turned into the Director of Building & Grounds or Building Principal.

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

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers, students, and the public for one year after the child's birth.

News and Press Releases

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.

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.

Communicating with the public, keeping the public informed, and public relations with the community are important tasks. News of important and/or interesting events and activities are usually welcomed by the newspapers.

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.

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

All employees must complete **24 points** of professional growth in six years and shall be provided opportunities for the development of increased competence beyond that which they may attain through the performance of their assigned duties.

In addition to this requirement, the superintendent will select in-service programming to provide additional professional growth activities for certified and classified staff.

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. Requisitions are submitted through WebLink. Requisitions will flow from staff members through the superintendent.

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 building 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 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 5063 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 or building principal.

Staff or groups who wish to use school facilities should make requests to the building principal or Activity Director 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 and/or the Building & Grounds Director.

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

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 or in a school vehicle, 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 that:

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.

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 with 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 or designee.

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.

Threat Assessment and Response

Team Concept

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 building principals, superintendent, guidance counselors, assistant principal, OPD, technology coordinator, school psychologist, LMHP, and special education director. Not every team member needs to 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.

Transportation Request Forms

Staff members must complete a transportation request form as soon as they know they need school-provided transportation to allow the activities director adequate time to schedule drivers and vehicles.

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 building 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 via direct deposit, unless the 20th falls on a weekend or holiday in which case they will be paid on the regular business day prior to the 20th. The district only provides direct deposit of paychecks to designated financial institutions. Staff who wish to activate or modify their direct deposits must contact the district office. 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 on KBRX radio, school social media, and via SwiftReach (the district alert system).

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. Sick Leave

Certified staff members who are too ill to perform their teaching duties must contact their building principal as soon as feasibly possible.

2. Paid Time Off Leave

Certified staff who wish to take paid time off leave must submit a leave request to their building principal in advance of the proposed leave. Building principals may deny paid time off leave requests if the school district is unable to secure the services of a qualified substitute teacher on the day of the proposed leave.

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 building 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 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 is available in the building office or on the district website; 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.)

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 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.

Students caught cheating may be sent to the building principal for administrative discipline per the severity of the incident. The classroom teacher may also give the cheating student a zero grade for the test or assignment or a possibility to earn back credit. The procedures are also spelled out in the Student Handbook.

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.

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 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 for parental transportation with their parents/guardians. 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 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 activities director. 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 O'Neill 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

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.

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 office or the commons area to display student work or they may use it during a night activity. Certified staff must contact the building 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, building principal, guidance counselor or classroom teachers who may know the circumstances and have a need to know. It is unprofessional and inappropriate to discuss students 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

Student academic eligibility for participation in extracurricular activities will be determined on a weekly basis. A student will become ineligible by maintaining an average of less than seventy percent (70%) in two or more classes weekly. Eligibility will be based on the weekly cumulative semester mathematical average of each student. The report will be generated from PowerSchool beginning on the Monday following Labor Day for the first semester and the last Monday in January for the second semester. The ineligibility period will begin on Monday at 4:00 pm and will extend through Sunday evening. This list will be shared with all staff members and will be the basis for academic eligibility. The principal, or their designee, will notify parents of students on the "Academic Ineligibility List" by phone, mail, or email on Mondays. Students have until 3:59 pm each Monday to improve their grades or they will be deemed ineligible. At the discretion of the sponsor, ineligible students will be allowed to participate in practice. Activities affected by the eligibility rule are:

1. All interscholastic contests, including but not limited to, athletics, FFA, FCCLA, speech contests, and similar organizations or events.
2. Cheerleading and Flag Corps.
3. Music competition, performances (except Christmas and Spring concerts), and clinics.
4. All school dances.
5. Other activities deemed appropriate by the principal.

A student deemed academically ineligible by the criteria above will not be eligible to participate in or miss class to attend extracurricular activities for one week.

- Junior High students involved in sports activities during the eighth period will still be allowed to practice.

- The above rules are minimum standards to be followed by all co-curricular participants of O'Neill Jr/Sr High Schools. Co-curricular activities include, but are not limited to, the following: athletics, drama, speech contests, cheerleading, flag corps, FCCLA, FFA, music programs, etc.

Note: NSAA Activities require students to receive 20 credit hours the preceding semester.

Extracurricular Activities

Staff must schedule all events and other extracurricular activities at the activities director's office to avoid conflicts. Activities must be put on the school calendar located in the activities director's office at least one week before the activity. 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 to be scheduled outside regular school hours. Any school sponsored activity involving students must have approval of the building principal prior to the activity, including all fund raising activities.

Regular classroom work in all grades will have precedence over any other activity. Students will not be dismissed from classes to participate in extracurricular activities without permission from the building principal. Make up slips must be completely signed and returned to the sponsor of the activity prior to dismissal from class. 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.

The activities director has the responsibility for all activities. Therefore, any ruling or handbook decision he/she makes will be school regulation in lieu of further board action.

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 the lights and close the door as he or she leaves.
- (c) Classroom teachers will take their fire drill packets 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;
 - hold up a Green Card (all students accounted for)
 - hold up a Red Card (missing/injured student(s) listed)
 - hold up a White Card (extra student(s) 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 assigned area, 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:

- (a) Take the class roster;
- (b) Lock the classroom door after all occupants have exited the room;
- (c) Keep the class together and move promptly in an orderly fashion; and
- (d) 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. Additional evaluations, both formal and informal, may be conducted as the district administration deems appropriate. Copies of the district's evaluation forms are contained at the end of this handbook.

Faculty Meetings

The superintendent and building 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 superintendent, or his/her designee, in advance 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

Grades must be entered in PowerSchool before 8:30 am on each Monday.

Grades are given as a letter or percentage as requested by the building principal. No incomplete 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 following symbols for each subject area:

A+	100% - 97.5%	C+	85.4% - 82.5%	F Below 69.4%
A	97.4% - 95.5%	C	82.4% - 79.5%	
A-	95.4% - 93.5%	C-	79.4% - 77.5%	
B+	93.4% - 90.5%	D+	77.4% - 74.5%	
B	90.4% - 87.5%	D	74.4% - 71.5%	
B-	87.4% - 85.5%	D-	71.4% - 69.5%	

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 Educational 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

Lesson plans need to be available and can be reviewed by the administration upon request.

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.

Classroom teachers may send individual students to use the media center during class time, but should contact the media staff before sending a group of 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.

Paraeducators

Paraeducators provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraeducator must not, however, assume teaching responsibilities. The classroom teacher must maintain the role of leadership and responsibility for the students, with the paraeducator in a supportive role. Paraeducators 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. Paraeducators are to work only on and within their assigned work days. If the classroom teacher desires the paraeducator to work hours other than the assigned work hours or assigned work day, he or she must contact the administration for approval.

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 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.

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.**

PowerSchool

All teachers will be required to use PowerSchool. Attendance will be taken as follows: Elementary – at the beginning of the morning, and Secondary – at the beginning of every period. Attendance must be taken within the first five minutes of each period/beginning session.

A "comment bank" will be developed for comments on progress reports, report cards, and discipline reports at a later date. You may use the "comment bank" or enter your own free-form comment.

Certified staff who have trouble/problems with PowerSchool, should contact the building office.

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.

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

All certified staff must be at school or on duty between the hours of 7:45 am and 3:45 pm, Monday through Friday. 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 am 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 administration as class and club sponsors. 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 by the superintendent.

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 clothing and equipment that is not returned.

Student Aides

Student aides are to be directly supervised by the certified 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 certified 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. A student aide should not be present and assisting a certified staff member without another adult present after the end of regular teacher

duty hours.

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 student 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, or trained designee, 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.

Students' Records

1. Each classroom teacher must keep a set of records in PowerSchool 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.
2. Report cards will be issued within one week following the end of the quarter/semester 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) Classroom teachers must confer with the building principal before recording any incomplete, failing, or conditional grades on report cards.

Substitute Teaching During Planning Period

Certified staff may be required to substitute during their planning period. They will be compensated \$18 for subbing during their planning period.

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 students, keeping a record of the number and condition of the book assigned to each student. 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. Students 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.

POLICIES AND PROCEDURES REGARDING CLASSIFIED STAFF

Employment Terms for Classified Staff

Each position listed below shall be hired by the superintendent on the terms and conditions stated.

Head and Assistant Custodian

- ◆ Employed on a 12-month basis
- ◆ Provided appropriate level of insurance coverage.
 - Full premium benefit for single health & single dental coverage
 - 70% of premium benefit for any other level of health and dental coverage
- ◆ Allowed ten (10) days paid vacation per year. Vacation days will be accrued monthly. Five (5) additional days of vacation will be granted after 10 years of service with the district. Unused vacation will be allowed to accumulate to a maximum of twenty (20) days. The unused balance above twenty (20) days will be paid up at the end of each contract year.
- ◆ Allowed ten (10) days of sick leave per year, cumulative to a maximum of 55 days.
- ◆ Leave can be taken in ½ or 1 hour increments and will be calculated on the employee's scheduled work day.
- ◆ Paid holidays include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, Independence Day and Memorial Day

District Office Secretaries

- ◆ Employed on a 12-month basis
- ◆ Provided appropriate level of insurance coverage.
 - Full premium benefit for single health & single dental coverage
 - 70% of premium benefit for any other level of health and dental coverage
- ◆ Allowed ten (10) days paid vacation per year. Vacation days will be accrued monthly. Five (5) additional days of vacation will be granted after 10 years of service with the district. Unused vacation will be allowed to accumulate to a maximum of twenty (20) days. The unused balance above twenty (20) days will be paid up at the end of each contract year.
- ◆ Allowed ten (10) days of sick leave per year, cumulative to a maximum of 55 days.
- ◆ Leave can be taken in ½ or 1 hour increments and will be calculated on the employee's scheduled work day.
- ◆ Paid holidays include Labor Day, Thanksgiving, Christmas Day, New Year's Day, Easter, Independence Day and Memorial Day

Building Secretaries

- ◆ Employed on an hourly basis only as needed
- ◆ Provided single health and single dental Insurance with the option to elect additional coverage at the employee's expense.

- ◆ Allowed one (1) day of vacation leave per year of service up to five (5) days. Unused vacation leave will be paid up at the end of the school year.
- ◆ Allowed ten (10) days of sick leave per year, cumulative to a maximum of 55 days.
- ◆ Leave can be taken in ½ or 1 hour increments and will be calculated on the employee's scheduled work day.
- ◆ Paid holidays include Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Easter.

Paraeducators

- ◆ Employed on an hourly basis only as needed
- ◆ Provided single health and single dental Insurance with the option to elect additional coverage at the employee's expense.
- ◆ Allowed one (1) day of vacation leave per year of service up to five (5) days. Unused vacation leave will be paid up at the end of the school year.
- ◆ Allowed ten (10) days of sick leave per year, cumulative to a maximum of 55 days.
- ◆ Leave can be taken in ½ or 1 hour increments and will be calculated on the employee's scheduled work day.
- ◆ Paid holidays include Labor Day, Thanksgiving, Christmas Day, New Year's Day, and Easter.

Other Provisions Applicable to All Classified Staff

Rate of Pay

All classified staff shall be paid an hourly rate.

Classified employees who work more than 40 hours in a workweek shall receive 1½ times their regular hourly rate for each hour over 40 worked.

At-Will Employment

Classified staff members are employed "at-will." Either you or the school district may terminate your employment at any time, for any reason, with or without cause or notice. This handbook is not a contract, express or implied, guaranteeing employment for any specific duration.

Bereavement Leave

All requests for bereavement leave should be submitted to the superintendent or building principal. Bereavement leave will be deducted from your sick leave balance.

Holidays

Employees will receive paid time off on the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas Day.

Holidays falling on a Saturday are normally observed on the preceding Friday. Holidays falling on a Sunday are normally observed on the following Monday.

Classified employees will generally be required to work their regularly scheduled hours the workday preceding and workday following the holiday in order to be eligible to receive holiday pay.

Hours

Work hours vary with the classified staff member's department and position. Meetings will occasionally be scheduled before or after normal working hours.

It is vital that the district's employees arrive at work punctually and consistently. Staff members who are chronically late or excessively absent will be disciplined, up to and including discharge.

Overtime

All classified staff members must keep an accurate record of all hours worked for the district. The only exceptions are those who have been notified in writing that they are exempt from this time-keeping requirement. Employees who are "non-exempt" under the Fair Labor Standards Act and who work more than 40 hours in a workweek will be paid at the rate of time-and-one-half (1½) times their regular rate of pay for all overtime hours. All planned overtime must be approved in advance by the employee's supervisor. Scheduled holidays, vacation days, time off for jury duty, and time off for sickness, emergencies or other personal reasons will not be considered hours worked for overtime purposes. Classified staff should not work more than forty hours in a given week without the express permission of their immediate supervisor. Those who accrue more than forty hours in a given workweek will receive overtime pursuant to board policy.

Reporting When School is Closed

When school is closed due to inclement weather, classified staff should report to work based on their positions:

- 1) Secretaries/Clerical staff** should not report to work unless specifically directed to do so by their supervisor or the superintendent.
- 2) Paraeducators** should not report to work unless teaching staff are asked to report.
- 3) Custodians/Maintenance staff** should report to work.

Classified staff can elect to use vacation leave on days closed due to inclement weather.

Sick Leave

Full-time classified employees will receive 10 days of sick leave based on the employee's scheduled work day. A staff member who is too ill to come to work, or who has a qualifying family member who is too ill to be left alone, must notify his or her immediate supervisor as soon as feasibly possible. Classified employees shall not be paid for accrued unused sick days at the end of the school year or in the event of termination/separation of employment.

Vacation

Eligible classified employees will receive paid vacation each school year. Employees should consult with their immediate supervisor for vacation information.

Classified employees shall be paid for any unused vacation days in the event of termination/separation of employment.

STAFF DIRECTORY

Administrative Staff

Mike Rotherham	Superintendent
Will Wragge	High School Principal
Jill Brodersen	Junior High Principal
Jim York	Elementary Principal
DeAnna Clifton	Special Education Director
Nate Larsen	Activities Director

District Office Staff

Chris Bosn	Budget, Grants, Food Program
Terry Kloppenborg	Purchasing
Kathy Marvin	Payroll, Benefits

Child Nutrition Program

Brittany Endorf	Food Service Director

Building & Grounds

Lenny Kraniewski	Secondary Head Custodian
Brandon Jackson	Elementary Head Custodian

POLICY #4012 - STAFF INTERNET & 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.

POLICY #3057 - TITLE IX POLICY AND GRIEVANCE PROCEDURE

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 1.1 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 1.1 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 5.1.3–5.1.4 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 2.6 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 2.7 above to a complainant, and by following the grievance process described in section 5 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 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 5 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 4.

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 5 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 2.7 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 5.1.4 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 2.6;
 - 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 5.6.
- 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 5.5.8.
- 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 2.7.
- 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 2.6, 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 5.5.5, and may inspect and review evidence under subsection 5.5.5. 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 2.6 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 5.3.2 or 5.3.3 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 5.5.8, 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 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 5.8.2 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 5.1.3–5.1.4.

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 4, 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.

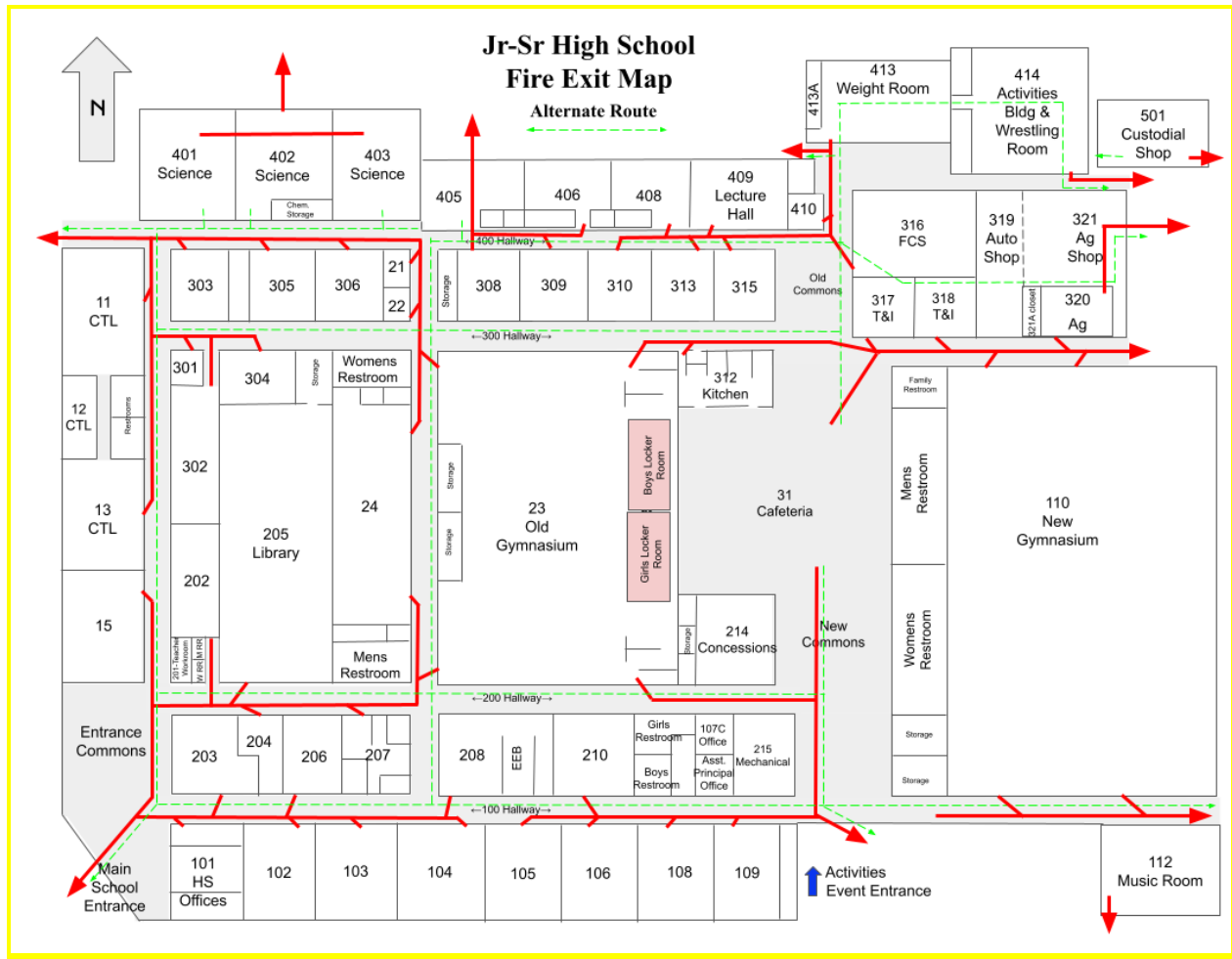
- 11. Notification of Policy.** The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this 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.

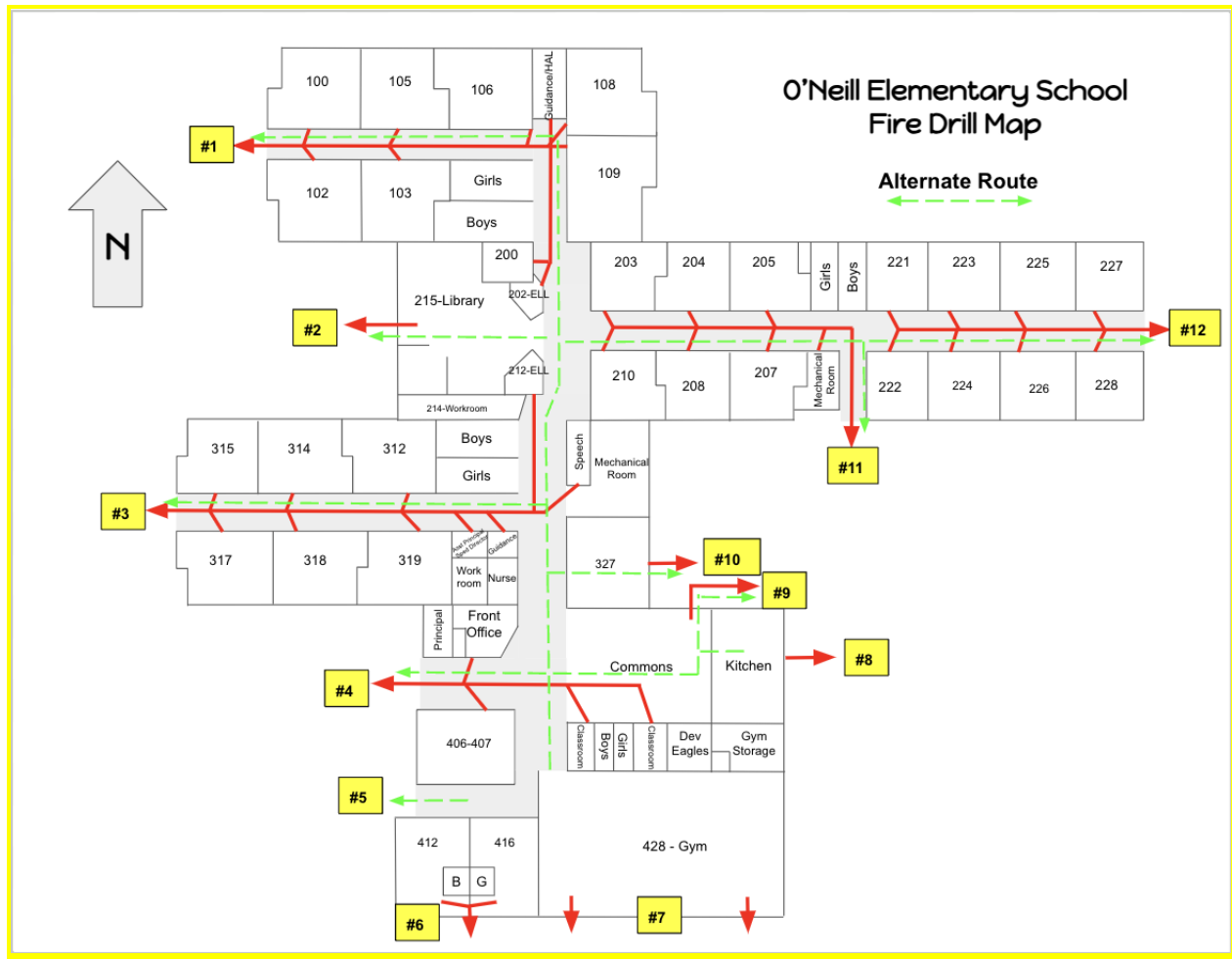
O'NEILL PUBLIC SCHOOLS CALENDAR

Approved - 02-13-2023 Updated 07-10-2023

			August							February									
Staff Flex Day	1-11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	School Board Meeting	12	
Fall Practices Begin	7				1	2	3	4	5					1	2	3	No School	16	
Staff Development	14,15,16		6	7	8	9	10	11	12	4	5	6	7	8	9	10	No School - Students	26	
School Board Meeting	14									11	12	13	14	15	16	17	- 8-10 Staff Development		
First Day of School	17		13	14	15	16	17	18	19	11	12	13	14	15	16	17	- 10-4 K-12 P/T Conferences		
- 1:30 Dismissal			20	21	22	23	24	25	26	18	19	20	21	22	23	24	No School	29	
T - 15	H - 11	E - 11	27	28	29	30	31			25	26	27	28	29			T - 19	H - 18	E - 18
			September							March									
No School - Labor Day	4		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
School Board Meeting	11							1	2						1	2	School Board Meeting	11	
No School - Students	29		3	4	5	6	7	8	9	3	4	5	6	7	8	9	End of 3rd Quarter	15	
- Staff Development			10	11	12	13	14	15	16	10	11	12	13	14	15	16	No School - Students	18	
T - 20	H - 19	E - 19	17	18	19	20	21	22	23	17	18	19	20	21	22	23	- Staff Development		
			24	25	26	27	28	29	30	24	25	26	27	28	29	30	No School	29-31	
										31							- Easter Break		
																	T - 19	H - 18	E - 18
			October							April									
School Board Meeting	9		S	M	T	W	T	F	S	S	M	T	W	T	F	S	No School	1	
End of 1st Quarter	18		1	2	3	4	5	6	7		1	2	3	4	5	6	- Easter Break		
No School 7-12 - FCCLA	18		8	9	10	11	12	13	14	7	8	9	10	11	12	13	Optional Student	1	
No School - Students	19		15	16	17	18	19	20	21	14	15	16	17	18	19	20	Make Up Day		
- 8-10 Staff Development			22	23	24	25	26	27	28	21	22	23	24	25	26	27	School Board Meeting	15	
- 10-6 K-12 P/T Conferences			29	30	31					28	29	30							
No School - Fall Break	20																T - 21	H - 21	E - 21
T - 21	H - 19	E - 20																	
			November							May									
School Board Meeting	13		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Senior's Last Day	8	
1:30 Dismissal	22							1	2	3	4						Graduation	11	
No School - Thanksgiving	23,24		5	6	7	8	9	10	11	5	6	7	8	9	10	11	School Board Meeting	13	
T - 20	H - 20	E - 20	12	13	14	15	16	17	18	12	13	14	15	16	17	18	Student's Last Day	16	
			19	20	21	22	23	24	25	19	20	21	22	23	24	25	1:30 pm Dismissal		
			26	27	28	29	30			26	27	28	29	30	31		Staff Development	17	
																	Optional Student	17	
																	Make Up Day		
																	Memorial Day	27	
																	T - 13	H - 12	E - 12
			December							June									
School Board Meeting	11		S	M	T	W	T	F	S	S	M	T	W	T	F	S	School Board Meeting	10	
No School - Students	15							1	2										
- Staff Development			3	4	5	6	7	8	9	2	3	4	5	6	7	8			
Elementary Program	21		10	11	12	13	14	15	16	9	10	11	12	13	14	15			
No School - Winter Break	23-31		17	18	19	20	21	22	23	16	17	18	19	20	21	22			
T - 16	H - 15	E - 15	24	25	26	27	28	29	30	23	24	25	26	27	28	29			
			31							30									
			January							July									
No School - Winter Break	1-2		S	M	T	W	T	F	S	S	M	T	W	T	F	S	Independence Day	4	
No School - Students	3			1	2	3	4	5	6		1	2	3	4	5	6	School Board Meeting	15	
- Staff Development			7	8	9	10	11	12	13	7	8	9	10	11	12	13			
Students Return	4		14	15	16	17	18	19	20	14	15	16	17	18	19	20			
School Board Meeting	15		21	22	23	24	25	26	27	21	22	23	24	25	26	27			
T - 21	H - 20	E - 20	28	29	30	31				28	29	30	31						

1st Semester			Teacher Contract Days			2nd Semester		
T - 92	H - 84	E - 85	Jr-Sr High School Student Days	185	173	T - 93	H - 89	E - 89
			Elementary Student Days	174				





CERTIFIED TEACHER FORMAL EVALUATION DOCUMENT

This observation document is to be completed by the observer immediately following the supervisory visit to a classroom. Copies should be properly distributed following a conference.

Name of Teacher Observed:	Name of Evaluator:
Date of Formal Observation:	Time and/or Class Period:
Teacher is Probationary: YES NO	Subject Observed:

The purpose of the O'Neill Public School Certified Teacher Formal Evaluation Record is to measure teacher performance guided by the Dr. Robert J Marzano Instructional Framework and Nebraska Department of Education Rule 10.

As per O'Neill Public School Board Policy, all probationary teachers will be evaluated at least once per semester. Tenured teachers will receive a summative evaluation a minimum of once every three years. Formative assessment will take place between formal summative evaluations.

All certified teachers at O'Neill Public Schools shall maintain a Teacher Growth Plan that includes individual growth goals centered around instruction. Teacher Growth Plans shall emphasize instructional strategies that are identified in ***The Art and Science of Teaching: A Comprehensive Framework For Effective Instruction*** (also known as A.S.O.T.). This research-based framework is authored by Dr. Robert J. Marzano.

Marzano Instructional Framework Domain I - “Lesson Segments Involving Routine Events”

DESIGN QUESTION #1: What is the teacher doing to “Establish and Communicate Learning Goals, Track Student Progress and Celebrate Success?”

Element Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
1. Providing Clear Learning Goals and Scales (Rubrics) to Measure Those Learning Goals Administrative Score:	Teacher should use the strategy, but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher provides a clearly stated learning goal accompanied by a scale or rubric that describes levels of performance.	Teacher provides a clearly stated learning goal accompanied by a scale or rubric that describes levels of performance, and monitors	Teacher adapts and creates new strategies for unique student needs and situations.

				students' understanding of the learning goal and the levels of performance.	
2. Tracking Student Progress Administrative Score:	Teacher should use the strategy, but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher facilitates tracking of student progress using a formative approach to assessment.	Teacher facilitates tracking of student progress using a formative approach to assessment, and monitors the extent to which students understand their level of performance.	Teacher adapts and creates new strategies for unique student needs and situations.
3. Celebrating Student Success Administrative Score:	Teacher should use the strategy, but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher provides students with recognition of their current status and their progress relative to the learning goal.	Teacher provides students with recognition of their current status and their progress relative to the learning goal, and monitors the extent to which students are motivated to enhance their status.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

DESIGN QUESTION #6: What is the teacher doing to “Establish and Maintain Classroom Rules and Procedures?”

Elements Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating

4. Establishing Classroom Routines Administrative Score:	Teacher should use strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher establishes and reviews expectations regarding rules and procedures.	Teacher establishes and reviews expectations regarding rules and procedures and monitors the extent to which students understand the rules and procedures.	Teacher adapts and creates new strategies for unique student needs and situations.
5. Organizing Physical Layout of the Classroom for Learning Administrative Score:	Teacher should use strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher organizes the physical layout of the classroom to facilitate movement and focus on learning.	Teacher organizes the physical layout of the classroom to facilitate movement and focus on learning, and monitors the impact of the environment on student learning.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

Marzano Instructional Framework Domain II - “Lesson Segments Addressing Content”

DESIGN QUESTION #2: What is the teacher doing to “Help Students Effectively Interact with the New Knowledge?”

Elements Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
6. Identifying Critical Information	Teacher should use strategy but doesn't.	Teacher uses the strategy	Teacher signals to students	Teacher signals to students	Teacher adapts and creates new strategies

Administrative Score:		incorrectly or with parts missing.	which content is critical versus non-critical.	which content is critical versus non-critical , and monitors the extent to which students are attending to critical information.	for unique student needs and situations.
9. Chunking Content Into “Digestible Bites.” Administrative Score:	Teacher should use strategy but doesn’t.	Teacher uses the strategy incorrectly or with parts missing.	Teacher breaks input/experiences into small chunks based on student needs.	Teacher breaks input/experiences into small chunks based on student needs, and monitors the extent to which chunks are appropriate .	Teacher adapts and creates new strategies for unique student needs and situations.
12. Recording and Representing Knowledge Administrative Score:	Teacher should use strategy but doesn’t.	Teacher uses the strategy incorrectly or with parts missing.	Teacher engages students in activities that help them record their understanding of new content in linguistic and/or non-linguistic ways.	Teacher engages students in activities that help them record their understanding of new content in linguistic and/or non-linguistic ways, and monitors the extent to which	Teacher adapts and creates new strategies for unique student needs and situations.

				this enhances the student experience.	
13. Help Students Reflect On Learning Administrative Score:	Teacher should use strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher engages students in reflecting on their own learning and the learning process.	Teacher engages students in reflecting on their own learning and the learning process, and monitors the extent to which students self-assess their understanding and effort.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

DESIGN QUESTION #3: What will the teacher do to “Help Students Practice and Deepen Their Understanding of New Knowledge?”

Element Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating

16. Using Homework/Daily Work Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	When appropriate (as opposed to routinely), the teacher assigns homework/daily work that is designed to deepen knowledge of information or provide practice with a skill, strategy, or process.	When appropriate (as opposed to routinely), the teacher assigns homework/daily work that is designed to deepen knowledge of information or provide practice with a skill, strategy, or process, and the teacher monitors the extent to which students understand the homework.	Teacher adapts and creates new strategies for unique student needs and situations.
19. Practicing Skills, Strategies, and Processes Administrative Score:	The teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	When content involves a skill, strategy, or process, the teacher engages the students in practice activities.	When content involves a skill, strategy, or process, the teacher engages the students in practice activities, and the teacher monitors the extent to which the practice is increasing student fluency.	The teacher adapts new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

Marzano Instructional Framework Domain III - “Lesson Segments Enacted on the Spot”

DESIGN QUESTION #5: What is the teacher doing to “Engage Students?”

Elements Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating

24. Noticing and Reacting When Students Are Not Engaged Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher monitors the room, making note of when students are not engaged and takes action.	Teacher monitors the room, making note of when students are not engaged, takes action and gauges the extent to which students re-engage.	Teacher adapts & creates new strategies for unique student needs and situations.
29. Demonstrating Intensity and Enthusiasm Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher demonstrates intensity and enthusiasm for the content in a variety of ways.	Teacher demonstrates intensity and enthusiasm for the content in a variety of ways and monitors the extent to which students' engagement increases.	Teacher adapts & creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

DESIGN QUESTION #7 What does the teacher do to "Recognize and Acknowledge Adherence and Lack of Adherence to Classroom Rules and Procedures?"

Elements Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
33. Demonstrating "Withitness" Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher uses behaviors associated with withitness.	Teacher uses behaviors associated with withitness, and monitors the effect on	Teacher adapts and creates new strategies for unique student needs and situations.

				students' behavior.	
34. Applying Consequences Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher applies consequences for not following rules and procedures.	Teacher applies consequences for not following rules and procedures consistently and fairly.	Teacher adapts and creates new strategies for unique student needs and situations.
35. Acknowledging Adherence to Rules and Procedures Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher acknowledges adherence to rules and procedures.	Teacher acknowledges adherence to rules and procedures consistently and fairly.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

DESIGN QUESTION #8: What is the teacher doing to “Establish and Maintain Effective Relationships With Students?”

Element Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
36. Understanding Students' Interests and Backgrounds Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher uses students' interests and backgrounds during interactions with students.	Teacher uses students' interests and backgrounds during interactions with students, and monitors the sense of community in the classroom.	Teacher adapts and creates new strategies for unique student needs and situations.

38. Displaying Objectivity and Control Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher behaves in an objective and controlled manner.	Teacher behaves in an objective and controlled manner, and monitors the effect on the classroom climate.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

DESIGN QUESTION #9: What is the teacher doing to “Establish High Expectations for all Students?”

Elements Being Measured	0 Not Using	1 Beginning	2 Developing	3 Applying	4 Innovating
39. Demonstrating Value and Respect For All Students Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher exhibits behaviors that demonstrate value and respect for all students.	Teacher exhibits behaviors that demonstrate and value respect for all students and monitors the impact on all students.	Teacher adapts and creates new strategies for unique student needs and situations.
40. Asking Questions of Students Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	The teacher asks questions of all students with the same frequency and depth.	The teacher asks questions of all students with the same frequency and depth, and monitors the quality of participation of all students.	Teacher adapts and creates new strategies for unique student needs and situations.

41. Probing Incorrect Answers Administrative Score:	Teacher should use the strategy but doesn't.	Teacher uses the strategy incorrectly or with parts missing.	Teacher probes incorrect answers of all students.	Teacher probes incorrect answers of all students, and monitors the quality of responses.	Teacher adapts and creates new strategies for unique student needs and situations.

ADMINISTRATIVE COMMENTS:

O'Neill Public Schools' Professional Expectations

Elements Being Measured	0 Unsatisfactory	1 Needs Improvement	2 Satisfactory
Appropriate Professional Appearance is Displayed Administrative Score:	Teacher shows disregard for typical expectations for appropriate professional appearance	Teacher doesn't consistently adhere to the expectation for appropriate professional appearance	Teacher consistently adheres to the expectation for appropriate professional appearance
Teacher Maintains A Positive Attitude In Their Working Relationships With Staff and Parents Administrative Score:	Teacher does not maintain positive relationships with other staff and/or parents	Teacher attempts to build positive relationships with some staff and parents	Teacher consistently builds and maintains positive relationships with staff and parents
Teacher demonstrates the ability to communicate effectively with all stakeholders Administrative Score:	Teacher doesn't demonstrate effective and professional communication with all stakeholders.	Teacher rarely demonstrates effective and professional communication with all stakeholders.	Teacher consistently communicates effectively and professionally with all stakeholders..

Teacher engages in professional growth activities that will benefit their particular curricular area Administrative Score:	Teacher does not actively engage in meaningful professional growth, including, but not limited to: staff meetings, staff development sessions, and other opportunities for growth	Teacher rarely engages in meaningful professional growth, including, but not limited to: staff meetings, staff development sessions, and other opportunities for growth	Teacher seeks out meaningful professional growth, including, but not limited to: staff meetings, staff development sessions, and other opportunities for growth
Teacher utilizes relevant technology for instructional and learning purposes when appropriate. Administrative Score:	Teacher does not utilize technology.	Teacher utilizes technology but not always in an effective manner.	Teacher effectively utilizes relevant technology for instructional and learning purposes.

ADMINISTRATIVE COMMENTS:

Observer's Suggestions or Comments:

Teacher's Comments:

Teacher-Observer Conference Summary:

Date: _____ Teacher's Signature: _____

Date: _____ Observer's Signature: _____

ACKNOWLEDGMENT OF RECEIPT

I acknowledge that I have received a copy of the O'Neill Public School District 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.

Signature

Date

2022-2023 Facility Rental Report

Contact Name	Organization	Date	Times	Facility Used	Event	Contract Amount
Kelzer, Kris	Lion's Club	03/18/2023	3:00	OHS	Husker Hoops	\$300.00
Bosn, Chelsea	Satellite Rotary Club	03/17/2023	5:00 - 10:00	OHS - Old Gym	Dodgeball Tourney	\$100.00
Thomassen, Joseph	NE State Patrol	03/22/2023	7:00 am - 4:00 pm	OHS - Activity Bu	Defense Training	\$0.00
Classen, Kelly	NCN All-Star Basketball G	05/26/2023	5:00 pm - 7:00 pm	OHS	All-Star Basketball Game	\$300.00
Classen, Lance	NCN Elite Development B2	05/05/2023 - 05/31/2023		OHS	NCN Basketball League	\$665.00
					Total	\$1,365.00

O'Neill Public School

Box 230 O'Neill, NE. 68763

Will Wragge, High School Principal

e-mail: willwragge@oneillschools.org

phone: (402) 336-1544

Date: August 9, 2023

Re: Board Report (High School)

- Thank you to Mr. Brown, custodians, SPED staff, Mr. Larsen, Mrs. Corkle, Mr. Hilker, Mrs. Kruse, Mr. Casey Petersen, Office Staff, summer activities staff, Mr. Buller, and Mr. Morrow for all of their work throughout the summer.
- Thank you for the opportunity to attend the annual Administrator Days Conference in Kearney on Wednesday, July 26th, Thursday, July 27th, and Friday, July 28th.

Back to School and Laptop Checkout:

- Back to School Information Letters were sent to all students and parents in grades 7-12 in July.
- Laptop Checkout was Wednesday, August 9, and Thursday, August 10 for grades 8-12 from 9:00 AM to 1:00 PM. We required students to view the laptop checkout video and complete the laptop checkout form to be eligible to receive a laptop. Students must pay their \$15 fee and turn in their 2023-2024 Student Handbook Permissions and Signature Form.
- Seventh-grade Orientation was on Friday, August 11 at 11:30 AM, they will be checking out their laptops along with hearing from counselors, Mrs. Brodersen, Mr. Larsen, and myself.
- The OHS School Counselors were available at the high school from Tuesday, August 8 to Thursday, August 10 to meet with students who wish to finalize class schedules and register new students. The goal is to have all class schedules completed for all students by Friday, August 18th.
- We welcome back students on Thursday, August 17th. The first day's schedule includes students meeting with class sponsors and assemblies in the gym. Once finished students will move through all eight periods of their schedule.
- OHS Booster Club Kickoff is Wednesday, August 16th starting at 6:30 pm at the Football stadium.

1ST DAY PERIOD SCHEDULE

1st period:	9:30 – 9:52	
2nd period:	9:55 – 10:17	
3rd period:	10:20 – 10:42	
4th period:	10:45 – 11:07	
5th period:	(7 th – 9 th gr.)	11:10 – 12:17 (7-9 Lunch: 11:10 - 11:40 / Class: 11:45 - 12:17)
		Band 11:45-12:00 Choir 12:02-12:17
5th period:	(10 th – 12 th gr.)	11:10 – 12:17 (Class: 11:10 - 11:45 / 10-12 Lunch: 11:50 - 12:17)
6th period:	12:20 – 12:42	
7th period:	12:45 – 1:07	
8th period:	1:10 – 1:25	



Board Report by Nate Larsen, AD for 14 August 2023

Summer Activities: The weight room was open 4 days a week throughout the summer & we had multiple coaches there working with our athletes. In that time 21 high school boys (of the 51 total who attended) & 16 junior high boys (of the 38 total who attended) were in the weight room more than 25 times this summer. 10 high school girls (of the 37 total who attended) & 14 junior high girls (of the 26 total who attended) were in the weight room more than 25 times this summer. Our athletes in many of our programs also participated in camps & open gyms throughout the summer. The individuals who demonstrated the level of commitment necessary to reach the attendance goals & had a great work ethic while there will see positive results.

Fall Sports: Fall sports started practice on Monday, 8/7/23. We hosted a jamboree softball game on 8/10/23 & will host the first game of the year on Thursday, 8/17/23. Our golf event of the year is our home invite, which is also on Thursday, 8/17/23. Volleyball travels to Plainview for a jamboree game on Friday, 8/18/23 & the first game of the year is Tuesday, 8/29/23 at Elkhorn Valley. Cross Country & Football both get started on Friday, 8/25/23 with the Cross Country team headed to Winner, SD & the football team traveling to St. Paul.

Booster Club: The Booster Club fall kickoff will be on Wednesday, 8/16/23 at 6:30 at the football field. We will share some general information about our fall activities, coaches will talk & there will be a couple of 'minute to win it' style contests. You can also expect some live music, opportunities to pick up some new Eagle gear, Blue & White tickets, activity passes & more.

Transportation: We are leasing a charter bus & a yellow bus for the 2023-24 school year. Both are air conditioned and set up more for the activity transportation we will be using them for. This will be a big upgrade in terms of our travel to events. We are also in the process of adding a couple more drivers to our roster to help us cover everything.

Social Media: I will be posting updates from the "X" (formerly Twitter) account @OneillHSAD if you want to follow &/or share with people interested in following our activities.

Schedule Updates: The calendars & posters are great, but the most up to date version of our schedules will always be found on our website under the Quick Links tab by selecting Mid-State Conference Calendar then O'Neill Public School, or by using the link below.
[\(https://www.midstatenebraska.org/public/genie/473/school/106/\)](https://www.midstatenebraska.org/public/genie/473/school/106/)

Mike Rotherham, Superintendent | Will Wragge, 9-12 Principal | Jill Brodersen, JH Principal | Jim York, K-6 Principal
 Nate Larsen, 7-12 AD | DeAnna Clifton, SPED Director | Chad Dean, Band | Karen Barnes, Choir | Nic Simonson, Robotics
 Cole Hilker, Cross Country & Boys Track & Field | Brock Eichelberger, Football & Girls Basketball | Ashley Belmer, Girls Golf
 Chuck Price, Softball | Lynae Hilker, Volleyball | Seth Kallhoff, Boys Basketball | Bryan Corkle, Boys Wrestling
 Zac Kliment, Girls Wrestling | Greg Buller, Boys Golf | Tate Erbst, Girls Track & Field | Alyssa Vanderbeek, Dance
 Kendra Vanderbeek, One Act & Speech | Shane Kruse, Art | Monica Huber, Co-Musical | Tiffani Shoemaker, Co-Musical & Flag Corps



Jill Brodersen
O'Neill Public School
Junior High Principal

August 2023

- Junior High will be focusing on Gratitude and Respect this year
- MTSS team met today to get our year started
- New junior high staff is ready to go
- Sixpence staff is busy getting ready for a new year
- 7th grade orientation was held Friday, August 11 - there are currently 79 students
- There are currently 53, 8th grade students
- Glad the staff will be able to hear Chuck Elley on Monday
- Maps testing will be:
- jr/sr high Sept 12 and 13 and Sept 11-15 for the elementary

O'Neill Elementary School
Mr. Jim York, Principal
Mrs. Jill Brodersen, Assistant Principal
1700 N. 4th Street
P.O. Box 230
O'Neill, Nebraska

Phone: (402)-336-1400 Fax: (402)-336-2651

O'Neill Elementary Eagle Way 🦅 Be Safe 🦅 Be Responsible 🦅 Be Respectful

Board Note from the Elementary

August 2023

I can't believe it's already school time! Even though school is just starting, staff have already been very busy. Recently, new staff attended multiple trainings and 36 staff members attended a Visual Phonics training. Also, teachers have been working in their rooms to prepare for their returning students. We are starting the year with 432 students, which is on par for a typical year.

I also wanted to take a moment to thank Mr. Greg Buller for his hard work this summer preparing laptop and iPad carts & hanging SMARTboards. The summer is a very busy time for him & his work does not go unnoticed. Also, I'd like to thank Brandon Jackson, Jesse Burson, Angelica Riz-Garcia, Erin Williamson, and Desiree Hamilton for their hard work cleaning the building all summer. It looks great and is ALMOST ready for students already. The floors are shiny & the mirrors are glistening! Thank you so much to all the support staff that does the behind-the-scenes work.

Please stop in and check out the new entrance. They are almost done with the entire project (just waiting for the window to be put in). This is a major upgrade for the safety of the building!

Also, OES will be starting year three with the Nebraska Family Literacy Grant. This has provided our families with an opportunity to team with the school to strengthen student and family literacy. Last year, we had 19 parents and 25 children participating in

O'Neill Elementary School
Mr. Jim York, Principal
Mrs. Jill Brodersen, Assistant Principal
1700 N. 4th Street
P.O. Box 230
O'Neill, Nebraska

Phone: (402)-336-1400 Fax: (402)-336-2651

O'Neill Elementary Eagle Way 🦅 Be Safe 🦅 Be Responsible 🦅 Be Respectful

the program. We look forward to adding more. The Family Lit team this year will consist of Kasey Hoffman, Morgan Hampton, and Natilee Payne.

Finally, PBiS is still a major focus in the building. We will keep pushing “the Eagle Way” and make sure we are celebrating the success our students are reaching on a daily basis. Success will be celebrated with Mission Mondays, High Five Fridays, Eagle Pride Award, and the SOARING EAGLE Award, which will recognize students who do things the Eagle Way in and out of the classroom.

Please feel free to stop by or call anytime if you ever are interested in seeing all the great stuff going on with the Junior Eagles!

O'Neill Elementary School
Mr. Jim York, Principal
Mrs. Jill Brodersen, Assistant Principal

1700 N. 4th Street

P.O. Box 230

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O'Neill Elementary Eagle Way 🦅 Be Safe 🦅 Be Responsible 🦅 Be Respectful



Junior Eagle Journal

Your Source for News from O'Neill Elementary School
August 2023



Welcome Back!

I hope this letter finds all of you doing well & enjoying your well-deserved summer break! I know this summer has been busy and exciting for me and my family.

As the school year starts, I wanted to remind everyone of my philosophy on education. My philosophy is pretty simple, bring your A game to school every day, both with academics and socially. I expect students to be positive and focus on living their lives the "Eagle Way." The Eagle Way is pretty simple: Be Safe, Be Respectful, and Be Responsible.

In order to help focus on The Eagle Way, we will continue to participate in Mission Monday, which is a program that gives students and staff a mission to focus on being a positive influence within the school. We will also finish our weeks with High-Five Friday! Each week, students will be recognized for being awesome throughout the week and earn high-fives at lunchtime! We will also continue working the Six Pillars of Characters into The Eagle Way and focus on one pillar each month. The six pillars are trustworthiness, respect, fairness, caring, citizenship, and responsibility. I believe by focusing on these pillars students will have a goal to focus on each month!

Also, we are in year five of the implementation of MTSS (Multi-tiered Systems of Support) within the building. The focus of MTSS is to use data in order to ensure students are receiving all the services they need to succeed (whether it's academic, social, or both). Students will possibly receive support from multiple teachers during our intervention time. We will do our best to keep parents up-to-date when there are changes in interventions for students, as parent communication is imperative to student success. This process is ever-changing, but has been beneficial for our students and staff.

Next, attendance is mandatory in the State of Nebraska. If your child misses 20 school days throughout the school year, he/she will be considered truant and the guardians could be prosecuted. Please keep in mind that tardies affect attendance numbers as well, so please make sure your child(ren) are at school no later than 8:00 am. If a student is continually late to school, I will reach out to see what we can do to alleviate the situation. To help along this way, you will receive reminder letters from the school when your child is five, ten, and fifteen days absent, along with assistance from a truancy officer, if you wish.

Academics are of utmost importance to the staff of OES and we know that is true for you as well. Knowing this, we ask that you stay on top of your children's homework and grades. We will do our best as a staff to communicate with parents and guardians regarding student grades and progress. Also, you can stay up-to-date by using PowerSchool to check your children's grades. If you ever have any questions about your child(ren)'s grades, please do not hesitate to call or e-mail the school.

Parent engagement is something that is very important to me. I want to make sure that parents/guardians feel involved in their children's education. A great way to do that is to join the Junior Eagle Boosters. This group meets once a month (the second Monday of the Month at 5:00 pm in the school library). This group works together to create a welcoming and fun environment for the students, staff, and parents. Last year, there were approximately ten parents that participated. I'm hoping to see more this year!

Mr. Jim York

Principal, O'Neill Elementary School



O'Neill Public Schools

Michael Rotherham, Superintendent

PO Box 230
410 East Benton Street
O'Neill, NE 68763

email - mikerotherham@oneillschools.org
office phone - 402.336.3775
cell phone - 308.340.5770

August 11, 2023

- **Painting of the Grandstand** - I have met with two local commercial painters and have received a quote to complete the painting on the grandstand and the crownsnest for less than \$10,000.
- **Concessions/Restroom Project** - After speaking with Jason Alder and Chris Sobotka they have indicated that there is a possibility that the concessions/restroom project wouldn't be completed before football. The water supply has been completed and they will plan to begin the renovation project after the football season.
- **Handicap Ramp** -
- **Elementary Secure Entrance** - Bartak has been working on remodeling the entrance to the Elementary to provide a more secure entrance. The walls are installed, however the sliding secure window has yet to be delivered and installed.
- **Elementary Intercom System** - Mr. York and I walked through the elementary school with the Applied Connective team and we were able to discuss options for the intercom system. They will be putting together some options.
- **Bussing Update** - We have received the white coach bus and anticipate the yellow bus to be delivered sometime next week. We are working to get a longer list of eligible drivers, however this process is taking longer than expected.

I have been in contact with LOVE signs regarding the options for installing a wrap on the bus.

- **NSAB Area Membership Meeting** - The Area Membership meeting will be held on Norfolk on Wednesday, September 6th beginning at 4:30 with the Opening Session at 5:00. If you would like to attend, please let Kathy know to get you registered.
- **Budget** - The budget documents became available from NDE at the end of June and my office has started the preliminary steps in developing the budget for the 2023-2024 school year.
- We are currently 92% into the fiscal year and our budget is 84.4% expended.

Mike



O'Neill Public Schools

Michael Rotherham, Superintendent

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O'Neill Public Schools
Payroll Report
July - 2023

Employee Gross Wages	\$582,819.90
Substitute Employee Gross Wages	
Health/Dental Ins Benefit	\$149,448.15
HSA Benefit	\$4,015.23
Retirement Benefit	\$56,771.13
Medicare/Social Security Taxes	\$43,209.27
Total Payroll Expense to District	\$836,263.68

Duties of the School Board Treasurer

For the Month of June 2023

Board Treasurer, Carol Hammerlun

- CH 1. Register a bond or evidence of equivalent insurance coverage within 10 days of appointment
- CH 2. Review Monthly County Treasurer Tax Remittance Reports - 7-27-2023
- CH 3. Review Monthly Income/Expense Reports for all Funds - 7-27-2023
- CH 4. Review Monthly Payables Report - 7-27-2023
- CH 5. Review Monthly Payroll Reports - 7-27-2023
- CH 6. Compare Quarterly Market Value of Pledges to Cash Balances - NA
- CH 7. Attend School Board Meetings as requested

Carol Hammerlun
Signature of Board Treasurer

7-27-2023
Date

ACTIVITY FUND BALANCE REPORT
07/2023 - 07/2023

		<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0150	ACTIVITIES	7,120.28	206.49	0.00	0.00	6,913.79
	ACTIVITIES TOTAL	7,120.28	206.49	0.00	0.00	6,913.79
05 704 0126	ANNUAL	4,806.10	0.00	0.00	0.00	4,806.10
	ANNUAL TOTAL	4,806.10	0.00	0.00	0.00	4,806.10
05 704 0100	ATHLETICS	36,001.76	6,206.49	0.00	0.00	29,795.27
05 704 0101	ATHLETICS - MISC	0.00	0.00	0.00	0.00	0.00
05 704 0103	BASKETBALL DISTRICTS	0.00	0.00	0.00	0.00	0.00
05 704 0105	BASKETBALL - BOYS	123.29	0.00	0.00	0.00	123.29
05 704 0106	BASKETBALL - GIRLS	(1,909.47)	0.00	0.00	0.00	(1,909.47)
05 704 0107	BASKETBALL - BOYS/GIRLS	4,119.00	0.00	0.00	0.00	4,119.00
05 704 0108	CROSS COUNTRY	(38.70)	0.00	0.00	0.00	(38.70)
05 704 0109	FOOTBALL	(8,684.15)	0.00	0.00	0.00	(8,684.15)
05 704 0110	GOLF - BOYS	(3,225.44)	11.21	0.00	0.00	(3,236.65)
05 704 0111	GOLF - GIRLS	(1,002.77)	0.00	0.00	0.00	(1,002.77)
05 704 0114	SOFTBALL	(578.85)	0.00	0.00	0.00	(578.85)
05 704 0115	TRACK	3,388.59	1,649.89	0.00	0.00	1,738.70
05 704 0116	VOLLEYBALL DISTRICTS	0.00	0.00	0.00	0.00	0.00
05 704 0117	VOLLEYBALL	175.81	0.00	0.00	0.00	175.81
05 704 0118	WRESTLING	(5,288.58)	2,125.00	0.00	0.00	(7,413.58)
05 704 0120	ACTIVITY TICKETS - STUDENTS	20.00	0.00	0.00	0.00	20.00
05 704 0121	ACTIVITY TICKETS - ADULTS	360.00	0.00	0.00	0.00	360.00
05 704 0122	ACTIVITY TICKETS - FAMILY	200.00	0.00	0.00	0.00	200.00
05 704 0124	FINES/LOST EQUIPMENT	0.00	0.00	0.00	0.00	0.00
	ATHLETICS TOTAL	23,660.49	9,992.59	0.00	0.00	13,667.90
05 704 0214	CLASS OF '22	0.00	0.00	0.00	0.00	0.00
05 704 0215	CLASS OF '23	1,236.78	0.00	0.00	0.00	1,236.78
05 704 0216	CLASS OF '24	684.31	0.00	0.00	0.00	684.31
05 704 0217	CLASS OF '25	3,287.07	0.00	0.00	0.00	3,287.07
05 704 0218	CLASS OF '26	1,993.53	0.00	0.00	0.00	1,993.53
05 704 0219	CLASS OF '27	987.01	0.00	0.00	0.00	987.01
05 704 0220	CLASS OF '28	474.38	0.00	0.00	0.00	474.38
05 704 0300	ALUMNI	5,566.60	0.00	0.00	0.00	5,566.60
	CLASSES TOTAL	14,229.68	0.00	0.00	0.00	14,229.68
05 704 0301	BAND	2,307.60	0.00	0.00	0.00	2,307.60
05 704 0302	BAND COMPOSER	200.00	0.00	0.00	0.00	200.00
05 704 0303	CHEERLEADERS	394.50	0.00	0.00	0.00	394.50
05 704 0304	CHEMISTRY CLUB	243.83	0.00	0.00	0.00	243.83
05 704 0305	ROBOTICS/CHESS CLUB	7,738.58	933.78	0.00	0.00	6,804.80
05 704 0306	CHOIR - JH/HS	5,353.21	0.00	0.00	0.00	5,353.21
05 704 0307	EUROPE TRIPS	0.00	0.00	0.00	0.00	0.00
05 704 0308	FACULTY FUND - ELEMENTARY	75.44	0.00	0.00	0.00	75.44
05 704 0309	FACULTY FUND - HIGH SCHOOL	387.87	0.00	0.00	0.00	387.87
05 704 0310	FINE ARTS CLUB	4,232.47	0.00	0.00	0.00	4,232.47
05 704 0311	FLAG CORPS	1,889.71	0.00	0.00	0.00	1,889.71
05 704 0312	JR COUNCIL	330.56	0.00	0.00	0.00	330.56
05 704 0313	LIBRARY - ELEMENTARY	(265.81)	0.00	0.00	0.00	(265.81)
05 704 0314	LIBRARY - HIGH SCHOOL	33.73	0.00	0.00	0.00	33.73
05 704 0315	ELEMENTARY ART	621.00	0.00	0.00	0.00	621.00
05 704 0317	MOCK TRIAL	69.13	0.00	0.00	0.00	69.13
05 704 0318	MUSIC CONTEST	0.36	0.00	0.00	0.00	0.36
05 704 0319	MUSICAL	2,838.58	0.00	0.00	0.00	2,838.58
05 704 0320	NATIONAL HONOR SOCIETY	585.44	0.00	0.00	0.00	585.44

		<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0321	ONE ACTS	695.45	0.00	0.00	0.00	695.45
05 704 0322	QUIZ BOWL TEAM	10.96	0.00	0.00	0.00	10.96
05 704 0323	SOUNDSATIONAL SINGERS	1,499.96	0.00	0.00	0.00	1,499.96
05 704 0324	SPEECH TEAM	(172.89)	0.00	0.00	0.00	(172.89)
05 704 0325	SPIRIT FUND	49.96	0.00	0.00	0.00	49.96
05 704 0326	STUDENT COUNCIL	2,143.56	0.00	0.00	0.00	2,143.56
05 704 0327	THEATRE/SWING CHOIR	0.00	0.00	0.00	0.00	0.00
05 704 0328	NATIONAL HISTORY DAY	38.43	0.00	0.00	0.00	38.43
05 704 0329	DRILL/DANCE TEAM	2,479.24	0.00	0.00	0.00	2,479.24
05 704 0330	DtL	0.00	0.00	0.00	0.00	0.00
05 704 0331	AUSTRALIA TRIP	0.00	0.00	0.00	0.00	0.00
05 704 0335	EAGLE EYE BROADCASTING	5,595.92	1,000.00	14.26	0.00	4,610.18
05 704 0336	HOLOCAUST LIT/CURRENT ISSUES	(202.80)	0.00	0.00	0.00	(202.80)
05 704 0337	WEIGHT ROOM	4,038.25	0.00	120.00	0.00	4,158.25
05 704 0338	PRESCHOOL	90.62	0.00	0.00	0.00	90.62
05 704 0339	OUTDOOR EDUCATION	23.91	0.00	0.00	0.00	23.91
05 704 0340	WASHINGTON DC TRIP	0.03	0.00	0.00	0.00	0.03
05 704 0341	INTERACT CLUB	2,658.09	0.00	0.00	0.00	2,658.09
05 704 0342	SUPPORT FUND	272.51	0.00	0.00	0.00	272.51
05 704 0343	FREE ENTERPRISE MARKET CLASS	(23.09)	0.00	0.00	0.00	(23.09)
05 704 0344	SENIOR ACTIVITY GYM PICTURES	308.40	0.00	0.00	0.00	308.40
05 704 0345	CTL	3,330.55	0.00	0.00	0.00	3,330.55
05 704 0346	ADMINISTRATION FUND	1,189.40	0.00	0.00	0.00	1,189.40
05 704 0347	CIRCLE OF FRIENDS	485.59	0.00	0.00	0.00	485.59
05 704 0348	EHA WELLNESS	723.54	0.00	0.00	0.00	723.54
05 704 0349	Central Office	153.90	0.00	0.00	0.00	153.90
05 704 0350	ELEM STUDENT COUNCIL	182.97	0.00	0.00	0.00	182.97
	CLUBS TOTAL	52,608.66	1,933.78	134.26	0.00	50,809.14
05 704 0127	CONCESSIONS	9,583.42	1,000.00	0.00	0.00	8,583.42
	CONCESSIONS TOTAL	9,583.42	1,000.00	0.00	0.00	8,583.42
05 704 0104	ATHLETIC DONATIONS	0.00	0.00	0.00	0.00	0.00
05 704 0128	CLUB DONATIONS	1,565.05	0.00	0.00	0.00	1,565.05
	DONATIONS FOR TOTAL ATHLETICS	1,565.05	0.00	0.00	0.00	1,565.05
05 704 0129	FCCLA	6,000.09	0.00	127.00	0.00	6,127.09
	FCCLA TOTAL	6,000.09	0.00	127.00	0.00	6,127.09
05 704 0143	FFA	5,493.50	3,310.45	0.00	0.00	2,183.05
05 704 0151	FFA GREENHOUSE	4,857.72	0.00	0.00	0.00	4,857.72
	FFA TOTAL	10,351.22	3,310.45	0.00	0.00	7,040.77
05 704 0165	MID STATE CONFERENCE	0.00	0.00	0.00	0.00	0.00
	MID STATE TOTAL CONFERENCE	0.00	0.00	0.00	0.00	0.00
05 704 0102	GATE/ACTIVITY CASH BOX	251.00	0.00	0.00	0.00	251.00
05 704 0130	GUIDANCE	1,494.41	0.00	0.00	0.00	1,494.41
05 704 0131	INTEREST INCOME	691.01	0.00	178.24	0.00	869.25
05 704 0132	INTERVENTION FUND	114.33	0.00	0.00	0.00	114.33
05 704 0133	MISCELLANEOUS	2,305.57	0.00	0.00	0.00	2,305.57
05 704 0134	SUMMER SCHOLARSHIP FUND	682.24	0.00	0.00	0.00	682.24
05 704 0136	SCHOLARSHIPS	2,415.73	0.00	0.00	0.00	2,415.73
05 704 0137	TOP OF THE NEST/READ HEADS	49.53	0.00	0.00	0.00	49.53
05 704 0138	VOICES OF YOUTH	0.00	0.00	0.00	0.00	0.00
05 704 0139	BOOK FINES/LOCKS/PLANNERS	2,858.00	0.00	0.00	0.00	2,858.00

		<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0141	INSUFFICIENT/CLOSED ACCT CHECKS	0.00	0.00	0.00	0.00	0.00
05 704 0145	MENTORING	131.17	0.00	0.00	0.00	131.17
05 704 0147	BULLYING PREVENTION GROUP	0.00	0.00	0.00	0.00	0.00
05 704 0148	BACKPACK PROGRAM	4,797.31	0.00	0.00	0.00	4,797.31
05 704 0149	SCOREBOARD	3,900.00	0.00	0.00	0.00	3,900.00
	MISCELLANEOUS TOTAL	19,690.30	0.00	178.24	0.00	19,868.54
05 704 0152	PARENT GROUP	166.44	0.00	0.00	0.00	166.44
	PARENT GROUP TOTAL	166.44	0.00	0.00	0.00	166.44
05 704 0142	SPEECH MEET	2,192.58	0.00	0.00	0.00	2,192.58
	SPEECH TOTAL	2,192.58	0.00	0.00	0.00	2,192.58
05 704 0403	ALUMNI BASKETBALL	0.00	0.00	0.00	0.00	0.00
05 704 0405	BASKETBALL CLUB - BOYS	2,991.50	0.00	165.00	0.00	3,156.50
05 704 0406	BASKETBALL CLUB - GIRLS	141.17	0.00	350.00	0.00	491.17
05 704 0407	ELEMENTARY BOYS BB CLUB	974.42	0.00	0.00	0.00	974.42
05 704 0408	CROSS COUNTRY CLUB	1,054.70	0.00	420.00	0.00	1,474.70
05 704 0409	FOOTBALL CLUB	4,964.02	4,204.91	40.00	0.00	799.11
05 704 0410	GOLF CLUB - BOYS	1,339.41	0.00	0.00	0.00	1,339.41
05 704 0411	GOLF CLUB - GIRLS	1,051.88	0.00	0.00	0.00	1,051.88
05 704 0412	"O" CLUB	3,820.21	0.00	0.00	0.00	3,820.21
05 704 0414	SOFTBALL CLUB	2,564.49	1,533.74	900.00	0.00	1,930.75
05 704 0415	TRACK CLUB	1,521.77	299.98	0.00	0.00	1,221.79
05 704 0417	VOLLEYBALL CLUB	5,302.14	3,340.74	2,340.00	0.00	4,301.40
05 704 0418	WRESTLING CLUB	7,255.58	1,408.45	50.00	0.00	5,897.13
05 704 0420	JH/ELEM GIRLS BASKETBALL	994.88	0.00	0.00	0.00	994.88
05 704 0422	JH/ELEM GIRLS VOLLEYBALL	1,272.68	0.00	0.00	0.00	1,272.68
05 704 0423	JH TRACK CLUB	0.00	0.00	0.00	0.00	0.00
05 704 0424	WR ROOM IMPROVEMENTS	3,925.10	0.00	0.00	0.00	3,925.10
	SPORTS CLUBS TOTAL	39,173.95	10,787.82	4,265.00	0.00	32,651.13
05 704 0135	T & I	1,838.06	0.00	0.00	0.00	1,838.06
05 704 0166	T & I CONST	243.39	0.00	75.00	0.00	318.39
	T & I TOTAL	2,081.45	0.00	75.00	0.00	2,156.45
	GRAND TOTAL	193,229.71	27,231.13	4,779.50	0.00	170,778.08

OPS ACTIVITY REPORT
July 2023

Balance - June 30, 2023 \$ 7,120.28

RECEIPTS:

TOTAL RECEIPTS: \$ -

EXPENDITURES:

O'Neill Printing Company-Activity/Athletic Posters \$ 206.49

TOTAL EXPENDITURES \$ 206.49

ADJUSTMENTS:

TOTAL ADJUSTMENTS

Balance - July 31, 2023 \$ 6,913.79

OPS ATHLETIC REPORT

July 2023

Balance - June 30, 2023 23,660.49

RECEIPTS:

TOTAL RECEIPTS: \$0.00

EXPENDITURES:

O'Neill Printing Company-Athletic/Activity Posters	206.49	
HUDL-2023-24 Subscription	6000.00	
US Bank-Meal at State Golf	11.21	
Holiday Inn Express Omaha-State Track rooms	1649.89	
Misko Sports Inc-Girls Wrestling singlets, chin straps	2125.00	
TOTAL EXPENDITURES		\$9,992.59

ADJUSTMENTS

TOTAL ADJUSTMENTS

Balance - July 31, 2023 \$ 13,667.90

O'Neill Public School Expenditures

	Budget	May	June	July	YTD Expenditures	Ending Balance	Budget Used
Regular Instructional	4,718,844.00	406,635.48	387,985.02	423,591.70	4,190,875.67	527,968.33	88.81%
ELL Program	316,643.00	25,256.53	22,132.25	20,683.83	271,609.38	45,033.62	85.78%
Poverty Programs	1,042,743.00	103,327.05	99,701.56	93,488.76	1,095,586.81	(52,843.81)	105.07%
Early Childhood Programs	99,619.00	9,133.62	8,023.77	5,923.72	95,425.43	4,193.57	95.79%
Special Education	1,424,501.00	130,030.11	101,760.11	87,449.64	1,289,757.58	134,743.42	90.54%
Special Education Birth-5	150.00	19.39	238.74	1,780.10	2,055.04	(1,905.04)	1370.03%
Summer School	-	-	-	-	-	-	
Other Pupil Services	324,490.00	19,300.96	21,466.07	18,538.51	298,387.66	26,102.34	91.96%
SPED Pupil Services (Psychological, Speech, Audiology, OT, PT, Vision)	403,384.00	32,361.35	27,814.60	22,638.85	335,694.60	67,689.40	83.22%
Support Services-Staff	4,775.00	-	-	250.00	1,237.49	3,537.51	25.92%
Library Services	191,700.00	17,239.39	14,064.22	10,673.77	170,444.69	21,255.31	88.91%
Distance Learning	6,000.00	59.01	59.01	59.01	4,650.87	1,349.13	77.51%
Instruction-Related Technology	125,914.00	11,403.65	11,601.96	11,451.26	126,131.53	(217.53)	100.17%
General Administration	258,196.00	17,202.74	16,139.97	15,889.29	191,319.94	66,876.06	74.10%
Principals	507,086.00	43,409.38	39,823.62	39,273.42	460,718.28	46,367.72	90.86%
Activity/Athletic Director	118,344.00	9,876.87	10,939.27	9,736.85	110,646.73	7,697.27	93.50%
Fiscal Services	275,312.00	18,993.85	21,505.96	28,472.22	243,892.77	31,419.23	88.59%
Maintenance & Operation of Bldgs	1,092,147.00	69,741.40	111,999.21	246,995.18	1,108,508.76	(16,361.76)	101.50%
Security & Safety	6,100.00	437.79	5,166.67	246.35	8,418.20	(2,318.20)	138.00%
Pupil Transportation	235,100.00	23,340.27	28,829.24	15,760.51	240,119.16	(5,019.16)	102.13%
SPED Pupil Transportation	72,983.00	6,693.18	2,483.11	2,906.92	55,900.48	17,082.52	76.59%
Other Support Services	-	250.00	-	-	350.00	(350.00)	
Comm Serv-Dev Eagles Student Fees	9,000.00	284.43	744.51	671.58	5,485.98	3,514.02	60.96%
Private & State Categorical Programs	305,500.00	30,290.71	42,454.92	35,581.68	344,370.39	(38,870.39)	112.72%
Architure and Engineering	-	-	-	-	-	-	
Building Improvements	-	-	-	-	16,593.40	(16,593.40)	
Debt Service	1,150,000.00	-	577,342.90	-	577,342.90	572,657.10	50.20%
Federal Services	1,058,561.00	42,420.46	54,815.71	57,467.07	500,951.72	557,609.28	47.32%
Federal Services - IDEA	405,743.00	21,501.86	19,525.39	14,525.39	190,503.04	215,239.96	46.95%
Transfers to Activity Fund	51,000.00	-	-	-	51,000.00	-	100.00%
Other Transfers	-	-	-	1,457.00	2,007.00	(2,007.00)	
TOTAL EXPENDITURES	14,203,835.00	1,039,209.48	1,626,617.79	1,165,512.61	11,989,985.50	2,213,849.50	84.41%

	2022-2023	2021-2022	2020-2021
September	1,047,480.90	1,023,270.44	1,001,993.15
October	1,031,066.71	1,074,585.40	963,412.96
November	1,152,508.63	1,041,004.67	972,062.39
December	984,017.25	1,143,724.78	1,355,169.67
January	946,594.77	1,043,979.00	856,625.94
February	1,020,555.91	1,149,544.19	1,035,122.63
March	969,818.50	965,434.57	878,463.42
April	1,006,602.95	1,064,676.74	904,275.31
May	1,039,209.48	930,403.64	895,754.11
June	1,626,617.79	2,004,330.09	1,528,692.28
July	1,165,512.61	1,072,413.73	947,023.99
August	-	1,638,734.37	1,289,396.98
YTD Expenditures	11,989,985.50	14,152,101.62	12,627,992.83

Revenue Summary Report

Processing Month: 07/2023

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied	9,013,861.00	45,740.51	8,161,706.73	90.55	852,154.27
01 1115	Carline Tax	1,700.00	0.00	1,463.33	86.08	236.67
01 1120	Public Power Dist Sales Tax	107,000.00	0.00	118,588.43	110.83	(11,588.43)
01 1125	Motor Vehicle Taxes	460,000.00	47,192.90	530,059.46	115.23	(70,059.46)
01 1312	Tuition from Indiv - Sum School	0.00	0.00	150.00	0.00	(150.00)
01 1315	Tuition from Other District (Distance Education)	3,000.00	0.00	0.00	0.00	3,000.00
01 1323	Tuition from Other Dist - SPED	0.00	0.00	4,386.64	0.00	(4,386.64)
01 1335	Tuition from Other Schools - PS SPED	0.00	0.00	6,077.98	0.00	(6,077.98)
01 1510	Interest	12,000.00	4,580.06	35,516.53	295.97	(23,516.53)
01 1800 1744	Community Services Act - Dev Eagles	9,000.00	110.00	6,000.50	66.67	2,999.50
01 1910	Rental of School Facilities	300.00	0.00	2,365.00	788.33	(2,065.00)
01 1911	Local License Fees	4,000.00	0.00	4,883.00	122.08	(883.00)
01 1920	Contributions & Donations	2,000.00	0.00	2,642.00	132.10	(642.00)
01 1920 1197	Contributions & Donations	0.00	0.00	3,500.00	0.00	(3,500.00)
01 1920 1199	Education Quest 8th Gr	0.00	0.00	850.00	0.00	(850.00)
01 1921	Police Court Fees (City Fines)	0.00	110.00	1,010.00	0.00	(1,010.00)
01 1925	Grants from Corp or Private Sources	0.00	0.00	350.00	0.00	(350.00)
01 1955	Postsecondary Receipts	7,500.00	6,889.07	17,673.45	235.65	(10,173.45)
01 1990 1193	Other Misc Local Revenue (Toddler)	0.00	730.44	6,952.59	0.00	(6,952.59)
01 1990 1194	Other Misc Local Revenue (Infant)	0.00	557.86	3,941.41	0.00	(3,941.41)
Subtotal: Local Receipts		9,620,361.00	105,910.84	8,908,117.05	92.60	712,243.95
01 2110	County Fines and License Fees	35,000.00	3,012.31	41,529.87	118.66	(6,529.87)
Subtotal: COUNTY AND ESU RECEIPTS		35,000.00	3,012.31	41,529.87	118.66	(6,529.87)
01 3110	State Aid	253,889.00	0.00	253,889.00	100.00	0.00
01 3120	SPED School Age	720,000.00	0.00	714,383.00	99.22	5,617.00
01 3125	SPED Transportation School Age	17,500.00	0.00	10,429.00	59.59	7,071.00
01 3130	Homestead Exemption	0.00	16,296.84	81,357.96	0.00	(81,357.96)
01 3131	Property Tax Credit	0.00	0.00	684,179.74	0.00	(684,179.74)
01 3133	Nameplate Capacity Tax	788,156.00	0.00	589,532.54	74.80	198,623.46
01 3155	Textbook Loan	5,000.00	0.00	13,153.83	263.08	(8,153.83)
01 3180	Pro-Rate Motor Vehicle	15,000.00	4,766.73	19,132.08	127.55	(4,132.08)
01 3400	State Apportionment	120,000.00	0.00	178,080.97	148.40	(58,080.97)
01 3512	Distance Education Incentive Pmts	3,500.00	0.00	6,891.84	196.91	(3,391.84)
01 3535	Payments for HAL	7,000.00	0.00	7,555.00	107.93	(555.00)
01 3541	Early Childhood Endowment Grants	305,500.00	26,122.00	249,641.00	81.72	55,859.00
01 3599 1193	Other State Cat Prg Childcare Stabilization	0.00	0.00	11,928.00	0.00	(11,928.00)
01 3599 1194	Other State Cat Prg Childcare Stabilization	0.00	0.00	22,256.00	0.00	(22,256.00)
01 3599 1744	Other State Categorical Program	0.00	0.00	39,400.00	0.00	(39,400.00)
Subtotal: STATE RECEIPTS		2,235,545.00	47,185.57	2,881,809.96	128.91	(646,264.96)
01 4421	IDEA Part-B (611) ARP Base & EP	34,474.00	4,549.00	24,164.00	70.09	10,310.00
01 4423	IDEA Part B ARP Proportionate Share	7,269.00	1,780.00	6,922.00	95.23	347.00
01 4505	Title I, Part A	168,000.00	12,952.00	118,136.00	70.32	49,864.00
01 4509	Title II, Part A	28,000.00	2,116.00	25,302.00	90.36	2,698.00
01 4510	TITLE IV-A	10,000.00	0.00	0.00	0.00	10,000.00
01 4516	IDEA Preschool (619) Base IDEA E/P	3,000.00	0.00	0.00	0.00	3,000.00
01 4518	IDEA Part B Base & E/P	323,000.00	13,733.00	94,017.00	29.11	228,983.00
01 4521	IDEA Part B Proportionate Share	38,000.00	2,607.00	24,514.00	64.51	13,486.00
01 4525	Federal Vocational (Carl Perkins)	2,000.00	929.90	929.90	46.50	1,070.10
01 4530 1198	Other Fed Receipts - Fam Lit Grant	95,000.00	8,462.79	44,508.88	46.85	50,491.12
01 4531	Title IV, Part B ESSA: 21st CCLC	50,030.00	0.00	32,379.00	64.72	17,651.00
01 4708	Medicaid in Public Schools	8,000.00	0.00	6,703.62	83.80	1,296.38
01 4709	Medicaid Administrative Activities	15,000.00	0.00	22,506.60	150.04	(7,506.60)

Revenue Summary Report

Processing Month: 07/2023

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01

Fund: 01 General Fund						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4969	Title IV-A Formula Based	0.00	0.00	17,684.00	0.00	(17,684.00)
01 4993	ARP HCY II	7,500.00	0.00	0.00	0.00	7,500.00
01 4998	ESSER III	675,000.00	48,505.00	235,584.00	34.90	439,416.00
Subtotal: FEDERAL RECEIPTS		1,464,273.00	95,634.69	653,351.00	44.62	810,922.00
01 5200	Fund Transfers In	0.00	0.00	400,000.00	0.00	(400,000.00)
01 5300	Proceeds from the Disposal of Property	0.00	0.00	1.23	0.00	(1.23)
01 5301	Insurance Adjustments	5,000.00	0.00	11,210.00	224.20	(6,210.00)
01 5690	Other Non-Revenue Receipts	9,000.00	0.00	9,379.26	104.21	(379.26)
01 5690 4526	Other Non-Revenue Receipts - Title I, Part C	1,000.00	0.00	5,602.94	560.29	(4,602.94)
01 5690 4527	Other Non-Revenue Receipts - Title III, Part A	2,000.00	0.00	2,341.38	117.07	(341.38)
Subtotal: NON-REVENUE RECEIPTS		17,000.00	0.00	428,534.81	2,520.79	(411,534.81)
01 9000	Non-Program Receipts	0.00	1,457.00	2,007.00	0.00	(2,007.00)
Subtotal: Non-Program Receipts		0.00	1,457.00	2,007.00	0.00	(2,007.00)
Fund Total:		13,372,179.00	253,200.41	12,915,349.69	96.58	456,829.31

Revenue Summary Report

Processing Month: 07/2023

User ID: KMARVIN

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 01

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	13,372,179.00	253,200.41	12,915,349.69	96.58	456,829.31

O'Neill Public Schools

Income - Expense Summary

July, 2023

IMPREST ACCOUNT

Checking Account Balance - 6/30/2023 \$5,045.25

REVENUE:

Reimb from General Fund

Great Plains State Bank - Interest \$5.31

TOTAL REVENUE \$5.31

EXPENDITURES:

Region III NAESP-Membership J York \$20.00

Region III NSASSP-Membership W Wragge \$20.00

TOTAL EXPENDITURES \$40.00

TOTAL IMPREST BALANCE - 7/31/23 \$5,010.56

BANK STATEMENT BALANCE - 7/31/23 \$5,050.56

Outstanding Deposit \$0.00

Outstanding Checks \$40.00

ENDING BALANCE \$5,010.56

ACCOUNT REVIEW

Ending Register Balance \$5,010.56

Reimbursements \$0.00

Disbursements \$40.00

Less: Accrued Interest 17-18 \$0.50

Less: Accrued Interest 18-19 \$0.45

Less: Accrued Interest 19-20 \$0.50

Less: Accrued Interest 20-21 \$0.50

Less: Accrued Interest 21-22 \$5.53

Less: Accrued Interest 22-23 \$43.08

Imprest Account Balance \$5,000.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01	General Fund				
01 1100 110 000 1141 001	Reg Emp - Non-Instr - Music	\$4,000.00	\$0.00	\$2,213.64	55.34
01 1100 110 000 1141 002	Reg Emp - Non-Instr - Music	\$0.00	\$0.00	\$0.00	0.00
01 1100 111 000 0000 001	Reg Emp - Teach/Prof	\$44,757.00	\$3,867.85	\$42,588.31	95.15
01 1100 111 000 0000 002	Reg Emp - Teach/Prof	\$854,859.00	\$62,984.75	\$690,282.32	80.75
01 1100 111 000 1103 001	Reg Emp - Teach/Prof - Ag Education	\$40,494.00	\$3,374.46	\$37,119.06	91.67
01 1100 111 000 1105 001	Reg Emp - Teach/Prof - Art	\$47,180.00	\$3,931.71	\$43,216.93	91.60
01 1100 111 000 1105 002	Reg Emp - Teach/Prof - Art	\$38,822.00	\$3,235.15	\$35,586.65	91.67
01 1100 111 000 1108 001	Reg Emp - Teach/Prof - Band	\$28,977.00	\$3,219.67	\$35,284.81	121.77
01 1100 111 000 1108 002	Reg Emp - Teach/Prof - Band	\$19,318.00	\$1,609.83	\$17,642.34	91.33
01 1100 111 000 1112 001	Reg Emp - Teach/Prof - Business	\$81,650.00	\$6,804.18	\$76,572.49	93.78
01 1100 111 000 1114 001	Reg Emp - Teach/Prof - English	\$343,449.00	\$28,365.93	\$311,876.89	90.81
01 1100 111 000 1118 001	Reg Emp - Teach/Prof - FCS	\$65,570.00	\$5,464.15	\$61,833.35	94.30
01 1100 111 000 1135 002	Reg Emp - Teach/Prof - Gifted	\$65,681.00	\$5,473.43	\$53,821.34	81.94
01 1100 111 000 1138 001	Reg Emp - Teach/Prof - Math	\$156,624.00	\$11,817.11	\$129,853.76	82.91
01 1100 111 000 1141 001	Reg Emp - Teach/Prof - Music	\$28,606.00	\$2,383.79	\$26,221.69	91.67
01 1100 111 000 1141 002	Reg Emp - Teach/Prof - Music	\$77,272.00	\$6,439.33	\$70,832.63	91.67
01 1100 111 000 1145 001	Reg Emp - Teach/Prof - PE	\$141,170.00	\$11,764.17	\$129,370.88	91.64
01 1100 111 000 1145 002	Reg Emp - Teach/Prof - PE	\$63,898.00	\$5,185.52	\$57,040.72	89.27
01 1100 111 000 1148 001	Reg Emp - Teach/Prof - Science	\$271,381.00	\$22,615.06	\$248,442.28	91.55
01 1100 111 000 1171 001	Reg Emp - Teach/Prof - Social Studies	\$180,163.00	\$15,013.56	\$167,835.16	93.16
01 1100 111 000 1173 001	Reg Emp - Teach/Prof - Spanish	\$77,272.00	\$4,829.50	\$53,124.50	68.75
01 1100 111 000 1175 001	Reg Emp - Teach/Prof - Tech Educ	\$62,863.00	\$5,238.62	\$57,580.64	91.60
01 1100 111 000 1175 002	Reg Emp - Teach/Prof - Tech Educ	\$11,591.00	\$965.90	\$10,624.90	91.67
01 1100 111 000 1180 001	Reg Emp - Teach/Prof Trades/Industry	\$107,735.00	\$8,977.92	\$98,757.12	91.67
01 1100 112 000 0000 001	Reg Emp - Instr Aides	\$1,737.00	\$0.00	\$0.00	0.00
01 1100 112 000 0000 002	Reg Emp - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1100 112 019 0000 001	Reg Emp-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1100 120 000 1198 002	Temp Emp - Fam Lit Grant	\$750.00	\$0.00	\$0.00	0.00
01 1100 120 000 2190 001	Temp Emp - Non-Instr - Activity	\$32,500.00	\$162.53	\$36,845.59	113.37
01 1100 122 000 0000 001	REG SUB AIDES SALARIES-S	\$250.00	\$0.00	\$0.00	0.00
01 1100 122 000 0000 002	Temp Emp - Instr Aide	\$250.00	\$0.00	\$0.00	0.00
01 1100 122 000 1197 002	Temp Emp - Instr Aidef - Ed Quest	\$0.00	\$0.00	\$64.90	0.00
01 1100 123 000 0000 001	Temp Emp - Teach/Prof - Sub	\$10,000.00	\$0.00	\$749.27	7.49
01 1100 123 000 0000 002	Temp Emp - Teach/Prof - Sub	\$20,000.00	\$0.00	\$29,166.01	145.83
01 1100 123 000 1103 001	Temp Emp - Teach/Prof - Sub - Ag Ed	\$3,000.00	\$0.00	\$2,502.50	83.42

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 123 000 1105 001	Temp Emp - Teach/Prof - Sub - Art	\$1,500.00	\$0.00	\$1,430.00	95.33
01 1100 123 000 1105 002	Temp Emp - Teach/Prof - Sub - Art	\$1,000.00	\$0.00	\$1,300.00	130.00
01 1100 123 000 1108 001	Temp Emp - Teach/Prof - Sub - Band	\$300.00	\$0.00	\$544.36	181.45
01 1100 123 000 1108 002	Temp Emp - Teach/Prof - Sub - Band	\$0.00	\$0.00	\$0.00	0.00
01 1100 123 000 1112 001	Temp Emp - Teach/Prof - Sub-Business	\$750.00	\$0.00	\$1,112.17	148.29
01 1100 123 000 1114 001	Temp Emp - Teach/Prof - Sub-English	\$6,500.00	\$0.00	\$4,298.12	66.12
01 1100 123 000 1118 001	Temp Emp - Teach/Prof - Sub - FCS	\$1,500.00	\$0.00	\$1,722.50	114.83
01 1100 123 000 1135 002	Temp Emp - Teach/Prof - Sub - Gifted	\$0.00	\$0.00	\$0.00	0.00
01 1100 123 000 1138 001	Temp Emp - Teach/Prof - Sub - Math	\$10,000.00	\$0.00	\$2,529.48	25.29
01 1100 123 000 1141 001	Temp Emp - Teach/Prof - Sub - Music	\$400.00	\$0.00	\$260.00	65.00
01 1100 123 000 1141 002	Temp Emp - Teach/Prof - Sub - Music	\$1,500.00	\$0.00	\$455.00	30.33
01 1100 123 000 1145 001	Temp Emp - Teach/Prof - Sub - PE	\$4,000.00	\$0.00	\$3,867.50	96.69
01 1100 123 000 1145 002	Temp Emp - Teach/Prof - Sub - PE	\$2,000.00	\$0.00	\$2,470.00	123.50
01 1100 123 000 1148 001	Temp Emp - Teach/Prof - Sub Science	\$5,500.00	\$0.00	\$5,214.35	94.81
01 1100 123 000 1171 001	Temp Emp - Teach/Prof-Sub-Soc Stud	\$2,500.00	\$0.00	\$2,853.75	114.15
01 1100 123 000 1173 001	Temp Emp - Teach/Prof - Sub Spanish	\$1,500.00	\$0.00	\$536.25	35.75
01 1100 123 000 1175 001	Temp Emp - Teach/Prof-Sub-Tech Ed	\$1,500.00	\$0.00	\$2,657.83	177.19
01 1100 123 000 1175 002	Temp Emp - Teach/Prof-Sub-Tech Ed	\$0.00	\$0.00	\$0.00	0.00
01 1100 123 000 1180 001	Temp Emp - Teach/Prof-Sub-Trade/Ind	\$1,750.00	\$0.00	\$1,592.50	91.00
01 1100 123 000 1197 001	Temp Emp - Teach/Prof - Sub - Ed Quest	\$500.00	\$0.00	\$130.00	26.00
01 1100 130 000 1141 001	Non-Instructional - Music - OT	\$500.00	\$0.00	\$395.55	79.11
01 1100 132 000 0000 001	Reg Emp - Instr Aides	\$0.00	\$0.00	\$3.98	0.00
01 1100 150 000 2190 001	Non-Instr Aide - Add'l Comp - Activity	\$1,672.00	\$0.00	\$1,259.44	75.33
01 1100 150 019 2190 001	Non-Instr Aide - Add'l Comp - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 151 000 0000 001	Teach/Prof - Add'l Comp	\$200.00	\$0.00	\$162.00	81.00
01 1100 151 000 0000 002	Teach/Prof - Add'l Comp	\$200.00	\$0.00	\$238.50	119.25
01 1100 151 000 1103 001	Teach/Prof - Add'l Comp - Ag Ed	\$75.00	\$332.97	\$1,659.93	2,213.24
01 1100 151 000 1105 001	Reg Emp - Teach/Prof - Art	\$50.00	\$0.00	\$54.00	108.00
01 1100 151 000 1105 002	Reg Emp - Teach/Prof - Art	\$0.00	\$0.00	\$18.00	0.00
01 1100 151 000 1108 001	Reg Emp - Teach/Prof - Band	\$6,265.00	\$422.89	\$4,429.42	70.70
01 1100 151 000 1108 002	Reg Emp - Teach/Prof - Band	\$2,088.00	\$140.97	\$1,446.48	69.28
01 1100 151 000 1112 001	Reg Emp - Teach/Prof - Business	\$100.00	\$0.00	\$108.00	108.00
01 1100 151 000 1114 001	Teach/Prof - Add'l Comp - English	\$5,000.00	\$3,701.18	\$8,927.98	178.56
01 1100 151 000 1118 001	Reg Emp - Teach/Prof - FCS	\$100.00	\$0.00	\$162.00	162.00
01 1100 151 000 1138 001	Teach/Prof - Add'l Comp - Math	\$2,500.00	\$1,850.59	\$3,935.18	157.41
01 1100 151 000 1141 001	Reg Emp - Teach/Prof - Music	\$200.00	\$0.00	\$108.00	54.00

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 151 000 1145 001	Teach/Prof - Add'l Comp - PE	\$750.00	\$0.00	\$531.00	70.80
01 1100 151 000 1145 002	Reg Emp - Teach/Prof - PE	\$100.00	\$0.00	\$36.00	36.00
01 1100 151 000 1148 001	Teach/Prof - Add'l Comp - Science	\$500.00	\$0.00	\$2,848.14	569.63
01 1100 151 000 1171 001	Teach/Prof - Add'l Comp - Soc Studies	\$750.00	\$0.00	\$630.00	84.00
01 1100 151 000 1173 001	Teach/Prof - Add'l Comp - Spanish	\$200.00	\$0.00	\$90.00	45.00
01 1100 151 000 1175 001	Reg Emp - Teach/Prof - Tech Educ	\$50.00	\$0.00	\$72.00	144.00
01 1100 151 000 1175 002	Reg Emp - Teach/Prof - Tech Educ	\$0.00	\$0.00	\$0.00	0.00
01 1100 151 000 1180 001	Add'l Comp- Teach/Prof - Trades/Ind	\$100.00	\$309.76	\$417.76	417.76
01 1100 151 000 1197 001	Add'l Comp - Teach/Prof - Ed Quest	\$150.00	\$0.00	\$36.00	24.00
01 1100 151 000 2190 000	Teach/Prof - Add'l Comp - Activity	\$2,972.00	\$247.67	\$2,724.37	91.67
01 1100 151 000 2190 001	Teach/Prof - Add'l Comp - Activity	\$186,348.00	\$16,371.89	\$182,365.44	97.86
01 1100 151 000 2190 002	Teach/Prof - Add'l Comp - Activity	\$10,216.00	\$851.36	\$10,665.21	104.40
01 1100 151 019 2190 001	Teach/Prof - Add'l Comp - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 152 000 0000 001	Instr Aide - Add'l Comp - Substitute	\$0.00	\$0.00	\$0.00	0.00
01 1100 152 000 0000 002	Instr Aide - Add'l Comp - Substitute	\$600.00	\$0.00	\$704.60	117.43
01 1100 152 000 1105 002	Reg Emp - Instr Aide - Art	\$125.00	\$0.00	\$81.90	65.52
01 1100 152 000 1145 002	Reg Emp - Add'l Comp - PE	\$125.00	\$0.00	\$219.70	175.76
01 1100 152 000 1171 001	Reg Emp - Instr Aides - Social Studies	\$0.00	\$0.00	\$0.00	0.00
01 1100 152 000 1175 002	Reg Emp - Instr Aide - Tech Educ	\$0.00	\$0.00	\$0.00	0.00
01 1100 152 000 1198 002	Instructional Aides Add'l Comp - Fam Lit Grant	\$2,000.00	\$0.00	\$0.00	0.00
01 1100 152 000 2190 001	Instr Aide - Add'l Comp - Activity	\$5,201.00	\$0.00	\$6,205.05	119.30
01 1100 152 000 2190 002	Instr Aide - Add'l Comp - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 152 019 2190 001	Teach/Prof - Add'l Comp - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 154 000 2190 001	Technical Staff - Add'l Comp - Activity	\$11,145.00	\$928.76	\$10,666.36	95.71
01 1100 210 000 1141 001	Non-Instr - Group Ins - Music	\$0.00	\$0.00	\$0.00	0.00
01 1100 211 000 0000 001	Teach/Prof - Group Ins	\$12,121.00	\$1,102.33	\$12,281.14	101.32
01 1100 211 000 0000 002	Teach/Prof - Group Ins	\$267,180.00	\$22,353.40	\$229,101.25	85.75
01 1100 211 000 1103 001	Teach/Prof - Group Ins - Ag Ed	\$8,598.00	\$716.49	\$7,881.39	91.67
01 1100 211 000 1105 001	Teach/Prof - Group Ins - Art	\$23,599.00	\$53.75	\$591.25	2.51
01 1100 211 000 1105 002	Teach/Prof - Group Ins - Art	\$8,598.00	\$716.49	\$7,881.39	91.67
01 1100 211 000 1108 001	Teach/Prof - Group Ins - Band	\$7,744.00	\$895.09	\$9,690.59	125.14
01 1100 211 000 1108 002	Teach/Prof - Group Ins - Band	\$5,163.00	\$430.23	\$4,732.42	91.66
01 1100 211 000 1112 001	Teach/Prof - Group Ins - Business	\$25,896.00	\$2,157.97	\$23,737.66	91.67
01 1100 211 000 1114 001	Teach/Prof - Group Ins - English	\$88,758.00	\$7,456.03	\$82,089.77	92.49
01 1100 211 000 1118 001	Teach/Prof - Group Ins - FCS	\$17,666.00	\$1,472.13	\$16,193.43	91.66
01 1100 211 000 1135 002	Teach/Prof - Group Ins - Gifted	\$548.00	\$45.69	\$449.27	81.98

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 211 000 1138 001	Teach/Prof - Group Ins - Math	\$44,900.00	\$2,828.39	\$31,112.28	69.29
01 1100 211 000 1141 001	Teach/Prof - Group Ins - Music	\$16,099.00	\$983.30	\$10,836.17	67.31
01 1100 211 000 1141 002	Teach/Prof - Group Ins - Music	\$23,599.00	\$1,966.59	\$21,632.49	91.67
01 1100 211 000 1145 001	Teach/Prof - Group Ins - PE	\$47,198.00	\$3,933.18	\$43,264.98	91.67
01 1100 211 000 1145 002	Teach/Prof - Group Ins - PE	\$7,552.00	\$629.35	\$6,922.85	91.67
01 1100 211 000 1148 001	Teach/Prof - Group Ins - Science	\$91,433.00	\$6,669.91	\$73,367.67	80.24
01 1100 211 000 1171 001	Teach/Prof - Group Ins - Socl Studies	\$24,987.00	\$2,829.23	\$31,197.89	124.86
01 1100 211 000 1173 001	Teach/Prof - Group Ins - Spanish	\$23,599.00	\$1,474.95	\$16,224.45	68.75
01 1100 211 000 1175 001	Teach/Prof - Group Ins - Tech Educ	\$15,369.00	\$1,280.75	\$14,088.26	91.67
01 1100 211 000 1175 002	Teach/Prof - Group Ins - Tech Educ	\$97.00	\$8.06	\$88.66	91.40
01 1100 211 000 1180 001	Teach/Prof - Group Ins - Trades/Ind	\$39,204.00	\$3,021.34	\$34,217.50	87.28
01 1100 211 000 2190 001	Increased Retirement - Act	\$0.00	\$0.00	\$0.00	0.00
01 1100 212 000 0000 001	Group Insurance - Instructional Aides	\$723.00	\$0.00	\$0.00	0.00
01 1100 212 000 0000 002	Group Insurance - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1100 212 019 0000 001	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1100 220 000 0000 002	Social Security - Non-Instructional	\$0.00	\$0.00	\$0.00	0.00
01 1100 220 000 1141 001	Social Security - Non-Instructional	\$300.00	\$0.00	\$199.61	66.54
01 1100 220 000 1198 002	Soc Sec - Fam Lit Grant	\$50.00	\$0.00	\$0.00	0.00
01 1100 220 000 2190 001	Social Security - Non-Instr - Activity	\$2,451.00	\$12.44	\$2,915.09	118.93
01 1100 220 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 221 000 0000 001	Social Security - Reg Instruction	\$3,252.00	\$285.21	\$3,098.38	95.28
01 1100 221 000 0000 002	Social Security - Reg Instruction	\$64,044.00	\$4,669.06	\$51,258.59	80.04
01 1100 221 000 1103 001	Social Security - Ag Education	\$3,098.00	\$283.62	\$2,966.63	95.76
01 1100 221 000 1105 001	Social Security - Art	\$3,609.00	\$300.77	\$3,310.15	91.72
01 1100 221 000 1105 002	Social Security - Art	\$2,895.00	\$241.28	\$2,655.45	91.73
01 1100 221 000 1108 001	Social Security - Band	\$2,593.00	\$267.18	\$2,916.50	112.48
01 1100 221 000 1108 002	Social Security - Band	\$1,569.00	\$128.21	\$1,401.76	89.34
01 1100 221 000 1112 001	Social Security - Business	\$6,170.00	\$514.19	\$5,796.37	93.94
01 1100 221 000 1114 001	Social Security - English	\$24,927.00	\$2,336.32	\$23,184.20	93.01
01 1100 221 000 1118 001	Social Security - FCS	\$4,894.00	\$407.88	\$4,631.23	94.63
01 1100 221 000 1135 002	Social Security - Gifted	\$4,981.00	\$415.06	\$4,081.36	81.94
01 1100 221 000 1138 001	Social Security - Math	\$11,327.00	\$1,002.61	\$9,762.12	86.18
01 1100 221 000 1141 001	Social Security - Music	\$1,483.00	\$129.32	\$1,201.37	81.01
01 1100 221 000 1141 002	Social Security - Music	\$5,862.00	\$488.50	\$5,373.50	91.67
01 1100 221 000 1145 001	Social Security - PE	\$10,392.00	\$864.14	\$9,543.51	91.84
01 1100 221 000 1145 002	Social Security - PE	\$4,865.00	\$394.77	\$4,345.24	89.32

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 221 000 1148 001	Social Security - Science	\$19,836.00	\$1,665.17	\$18,507.48	93.30
01 1100 221 000 1171 001	Social Security - Social Studies	\$13,600.00	\$1,138.66	\$12,706.33	93.43
01 1100 221 000 1173 001	Social Security - Spanish	\$5,637.00	\$365.24	\$3,861.02	68.49
01 1100 221 000 1175 001	Social Security - Technology Educ	\$4,631.00	\$385.93	\$4,247.38	91.72
01 1100 221 000 1175 002	Social Security - Technology Educ	\$879.00	\$73.26	\$805.86	91.68
01 1100 221 000 1180 001	Social Security - Trades/Industry	\$8,219.00	\$642.79	\$6,961.27	84.70
01 1100 221 000 1197 001	Soc Sec - Teach/Prof - Ed Quest	\$0.00	\$0.00	\$2.75	0.00
01 1100 221 000 2190 000	Social Security - Activity	\$227.00	\$18.94	\$208.36	91.79
01 1100 221 000 2190 001	Social Security - Activity	\$14,256.00	\$1,252.33	\$13,949.80	97.85
01 1100 221 000 2190 002	Social Security - Activity	\$782.00	\$65.13	\$815.92	104.34
01 1100 221 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 222 000 0000 001	Social Security - Instructional Aides	\$133.00	\$0.00	\$0.30	0.23
01 1100 222 000 0000 002	Social Security - Instructional Aides	\$100.00	\$0.00	\$53.94	53.94
01 1100 222 000 1105 002	Reg Emp - Instr Aides - Art	\$25.00	\$0.00	\$6.27	25.08
01 1100 222 000 1145 002	Reg Emp - Soc Sec - PE	\$25.00	\$0.00	\$16.80	67.20
01 1100 222 000 1171 001	Social Security - Instr Aides - Soc Stud	\$0.00	\$0.00	\$0.00	0.00
01 1100 222 000 1175 002	Reg Emp - Instr Aides - Tech	\$0.00	\$0.00	\$0.00	0.00
01 1100 222 000 1197 002	Soc Sec - Ed Quest	\$0.00	\$0.00	\$4.96	0.00
01 1100 222 000 1198 002	Soc Sec - Fam Lit Grant	\$150.00	\$0.00	\$0.00	0.00
01 1100 222 000 2190 001	Social Security - Activity	\$398.00	\$0.00	\$474.73	119.28
01 1100 222 000 2190 002	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 222 019 0000 001	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1100 222 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 223 000 0000 001	Social Security - Subs	\$750.00	\$0.00	\$57.38	7.65
01 1100 223 000 0000 002	Social Security - Sub	\$1,750.00	\$0.00	\$2,231.42	127.51
01 1100 223 000 1103 001	Social Security - Subs - Ag	\$250.00	\$0.00	\$191.44	76.58
01 1100 223 000 1105 001	Social Security - Subs - Art	\$250.00	\$0.00	\$109.38	43.75
01 1100 223 000 1105 002	Social Security - Subs - Art	\$50.00	\$0.00	\$99.44	198.88
01 1100 223 000 1108 001	Temp Emp - Teach/Prof - Sub - Band	\$50.00	\$0.00	\$41.65	83.30
01 1100 223 000 1108 002	Temp Emp - Teach/Prof - Sub - Band	\$0.00	\$0.00	\$0.00	0.00
01 1100 223 000 1112 001	Social Security - Subs - Business	\$50.00	\$0.00	\$85.13	170.26
01 1100 223 000 1114 001	Social Security - Subs - English	\$500.00	\$0.00	\$328.73	65.75
01 1100 223 000 1118 001	Social Security - Subs - FCS	\$150.00	\$0.00	\$131.74	87.83
01 1100 223 000 1135 002	Social Security - Sub	\$0.00	\$0.00	\$0.00	0.00
01 1100 223 000 1138 001	Social Security - Subs - Math	\$750.00	\$0.00	\$193.50	25.80
01 1100 223 000 1141 001	Social Security - Subs - Music	\$50.00	\$0.00	\$19.88	39.76

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01 1100 223 000 1141 002	Social Security - Subs - Music	\$150.00	\$0.00	\$34.80	23.20
01 1100 223 000 1145 001	Social Security - Subs - PE	\$300.00	\$0.00	\$295.95	98.65
01 1100 223 000 1145 002	Social Security - Subs - PE	\$150.00	\$0.00	\$188.97	125.98
01 1100 223 000 1148 001	Social Security - Science - Sub	\$400.00	\$0.00	\$420.29	105.07
01 1100 223 000 1171 001	Social Security - Soc Studies - Sub	\$100.00	\$0.00	\$218.33	218.33
01 1100 223 000 1173 001	Social Security - Subs - Spanish	\$100.00	\$0.00	\$41.03	41.03
01 1100 223 000 1175 001	Social Security - Subs - Tech Ed	\$150.00	\$0.00	\$203.31	135.54
01 1100 223 000 1175 002	Social Security - Subs - Tech Ed	\$0.00	\$0.00	\$0.00	0.00
01 1100 223 000 1180 001	Social Security - Subs - T & I	\$150.00	\$0.00	\$121.83	81.22
01 1100 223 000 1197 001	Soc Sec - Sub - Ed Quest	\$50.00	\$0.00	\$9.95	19.90
01 1100 224 000 2190 001	Social Security - Act -Tech Staff	\$853.00	\$71.05	\$816.00	95.66
01 1100 230 000 1141 001	Retirement - Non-Instructional	\$300.00	\$0.00	\$191.83	63.94
01 1100 230 000 1198 002	Ret - Fam Lit Grant	\$50.00	\$0.00	\$0.00	0.00
01 1100 230 000 2190 001	Retirement Non Instr Activity	\$1,168.00	\$11.95	\$1,320.84	113.09
01 1100 230 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 231 000 0000 001	Retirement - Teach/Prof Reg Instr	\$3,291.00	\$284.40	\$3,135.49	95.27
01 1100 231 000 0000 002	Retirement - Teach/Prof Reg Instr	\$61,833.00	\$4,631.13	\$50,772.53	82.11
01 1100 231 000 1103 001	Retirement - Teach/Prof Ag Ed	\$2,977.00	\$272.60	\$2,851.35	95.78
01 1100 231 000 1105 001	Retirement - Teach/Prof Art	\$3,469.00	\$289.09	\$3,181.60	91.72
01 1100 231 000 1105 002	Retirement - Teach/Prof Art	\$2,854.00	\$237.87	\$2,617.92	91.73
01 1100 231 000 1108 001	Retirement - Teach/Prof Band	\$2,591.00	\$267.83	\$2,920.14	112.70
01 1100 231 000 1108 002	Retirement - Teach/Prof Band	\$1,574.00	\$128.74	\$1,403.59	89.17
01 1100 231 000 1112 001	Retirement - Teach/Prof Business	\$6,004.00	\$500.30	\$5,510.77	91.78
01 1100 231 000 1114 001	Retirement - Teach/Prof English	\$25,253.00	\$2,357.83	\$23,588.18	93.41
01 1100 231 000 1118 001	Retirement - Teach/Prof FCS	\$4,821.00	\$401.77	\$4,431.37	91.92
01 1100 231 000 1135 002	Retirement - Teach/Prof HAL/Gifted	\$4,829.00	\$402.45	\$3,957.37	81.95
01 1100 231 000 1138 001	Retirement - Teach/Prof Math	\$11,516.00	\$1,004.96	\$9,837.22	85.42
01 1100 231 000 1141 001	Retirement - Teach/Prof Music	\$2,103.00	\$175.28	\$1,936.01	92.06
01 1100 231 000 1141 002	Retirement - Teach/Prof Music	\$5,682.00	\$473.47	\$5,208.17	91.66
01 1100 231 000 1145 001	Retirement - Teach/Prof PE	\$10,380.00	\$864.99	\$9,551.38	92.02
01 1100 231 000 1145 002	Retirement - Teach/Prof PE	\$4,698.00	\$381.28	\$4,196.74	89.33
01 1100 231 000 1148 001	Retirement - Teach/Prof Science	\$19,954.00	\$1,662.84	\$18,480.00	92.61
01 1100 231 000 1171 001	Retirement - Teach/Prof Social Studies	\$13,247.00	\$1,103.92	\$12,189.46	92.02
01 1100 231 000 1173 001	Retirement - Teach/Prof Spanish	\$5,682.00	\$355.11	\$3,912.77	68.86
01 1100 231 000 1175 001	Retirement - Teach/Prof Tech Ed	\$4,622.00	\$385.18	\$4,239.03	91.71
01 1100 231 000 1175 002	Retirement - Teach/Prof Tech Ed	\$852.00	\$71.02	\$781.22	91.69

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01 1100 231 000 1180 001	Retirement - Teach/Prof Trades/Ind	\$7,921.00	\$682.92	\$7,292.16	92.06
01 1100 231 000 1197 001	Ret - Teach/Prof - Ed Quest	\$0.00	\$0.00	\$2.64	0.00
01 1100 231 000 2190 000	Retirement - Teach/Prof - Act	\$219.00	\$18.22	\$200.42	91.52
01 1100 231 000 2190 001	Retirement - Teach/Prof - Act	\$13,702.00	\$1,203.76	\$13,408.60	97.86
01 1100 231 000 2190 002	Retirement - Teach/Prof - Act	\$751.00	\$62.62	\$784.29	104.43
01 1100 231 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 232 000 0000 001	Retirement - Instructional Aides	\$128.00	\$0.00	\$0.30	0.23
01 1100 232 000 0000 002	Retirement - Instructional Aides	\$50.00	\$0.00	\$51.81	103.62
01 1100 232 000 1105 002	Ret - Instr Aides Art	\$25.00	\$0.00	\$6.02	24.08
01 1100 232 000 1145 002	Reg Emp - Ret - PE	\$25.00	\$0.00	\$16.16	64.64
01 1100 232 000 1171 001	Retirement - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1100 232 000 1175 002	Ret - Instr Aides Tech Ed	\$0.00	\$0.00	\$0.00	0.00
01 1100 232 000 1198 002	Ret - Fam Lit Grant	\$150.00	\$0.00	\$0.00	0.00
01 1100 232 000 2190 001	Retirement - Instr Aides - Act	\$382.00	\$0.00	\$456.26	119.44
01 1100 232 000 2190 002	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 232 019 0000 001	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1100 232 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 233 000 0000 001	Ret - Sub	\$0.00	\$0.00	\$10.87	0.00
01 1100 233 000 0000 002	Ret - Sub	\$100.00	\$0.00	\$45.30	45.30
01 1100 233 000 1103 001	Ret - Sub	\$0.00	\$0.00	\$19.11	0.00
01 1100 233 000 1105 001	Ret - Sub	\$0.00	\$0.00	\$35.85	0.00
01 1100 233 000 1105 002	Ret - Sub	\$0.00	\$0.00	\$0.00	0.00
01 1100 233 000 1108 001	Ret - Sub	\$0.00	\$0.00	\$10.75	0.00
01 1100 233 000 1112 001	Retirement - Teach/Prof Business	\$0.00	\$0.00	\$6.64	0.00
01 1100 233 000 1114 001	Ret - Sub	\$0.00	\$0.00	\$0.00	0.00
01 1100 233 000 1138 001	Ret - Subs - Math	\$50.00	\$0.00	\$73.24	146.48
01 1100 233 000 1145 001	Ret	\$50.00	\$0.00	\$124.28	248.56
01 1100 233 000 1145 002	Ret	\$50.00	\$0.00	\$66.92	133.84
01 1100 233 000 1148 001	Ret - Sub	\$100.00	\$0.00	\$99.31	99.31
01 1100 233 000 1171 001	Ret - Sub	\$0.00	\$0.00	\$19.12	0.00
01 1100 233 000 1173 001	Ret - Subs - Spanish	\$0.00	\$0.00	\$14.34	0.00
01 1100 233 000 1175 001	Ret - Sub	\$0.00	\$0.00	\$12.48	0.00
01 1100 233 000 1175 002	Ret - Sub	\$0.00	\$0.00	\$0.00	0.00
01 1100 233 000 1180 001	Ret - Subs - Trades & Industry	\$0.00	\$0.00	\$62.14	0.00
01 1100 234 000 2190 001	Retirement - Tech Staff - Act	\$819.00	\$68.29	\$784.29	95.76
01 1100 237 000 0000 001	Increased Retirement - Reg Inst	\$1,174.00	\$97.67	\$1,080.66	92.05

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01 1100 237 000 0000 002	Increased Retirement - Reg Inst	\$21,587.00	\$1,590.38	\$17,469.12	80.92
01 1100 237 000 1103 001	Increased Retirement - Ag Ed	\$1,023.00	\$93.61	\$985.76	96.36
01 1100 237 000 1105 001	Increased Retirement - Art	\$1,191.00	\$99.28	\$1,104.94	92.77
01 1100 237 000 1105 002	Increased Retirement - Art	\$980.00	\$81.69	\$901.10	91.95
01 1100 237 000 1108 001	Increased Retirement - Band	\$890.00	\$91.98	\$1,006.50	113.09
01 1100 237 000 1108 002	Increased Retirement - Band	\$541.00	\$44.19	\$481.96	89.09
01 1100 237 000 1112 001	Increased Retirement - Business	\$2,062.00	\$171.81	\$1,894.78	91.89
01 1100 237 000 1114 001	Increased Retirement - English	\$8,672.00	\$809.70	\$8,100.36	93.41
01 1100 237 000 1118 001	Increased Retirement - FCS	\$1,656.00	\$137.97	\$1,521.74	91.89
01 1100 237 000 1135 002	Increased Retirement - HAL/Gifted	\$1,658.00	\$138.20	\$1,358.95	81.96
01 1100 237 000 1138 001	Increased Retirement - Math	\$3,955.00	\$345.11	\$3,403.24	86.05
01 1100 237 000 1141 001	Increased Retirement - Music	\$722.00	\$60.19	\$730.72	101.21
01 1100 237 000 1141 002	Increased Retirement - Music	\$1,951.00	\$162.60	\$1,788.57	91.67
01 1100 237 000 1145 001	Increased Retirement - PE	\$3,564.00	\$297.04	\$3,322.59	93.23
01 1100 237 000 1145 002	Increased Retirement - PE	\$1,613.00	\$130.93	\$1,469.66	91.11
01 1100 237 000 1148 001	Increased Retirement - Science	\$6,852.00	\$571.03	\$6,380.24	93.12
01 1100 237 000 1171 001	Increased Retirement - Social Studies	\$4,549.00	\$379.10	\$4,192.49	92.16
01 1100 237 000 1173 001	Increased Retirement - Spanish	\$1,951.00	\$121.95	\$1,348.63	69.13
01 1100 237 000 1175 001	Increased Retirement - Tech Ed	\$1,587.00	\$132.28	\$1,460.05	92.00
01 1100 237 000 1175 002	Increased Retirement - Tech Ed	\$293.00	\$24.39	\$268.29	91.57
01 1100 237 000 1180 001	Increased Retirement - Trades/Ind	\$2,720.00	\$234.51	\$2,525.46	92.85
01 1100 237 000 1197 001	Inc Ret - Ed Quest	\$0.00	\$0.00	\$0.89	0.00
01 1100 237 000 1198 002	Inc Ret - Fam Lit Grant	\$100.00	\$0.00	\$0.00	0.00
01 1100 237 000 2190 000	Retirement - Teach/Prof - Act	\$75.00	\$6.26	\$68.86	91.81
01 1100 237 000 2190 001	Increased Retirement - Act	\$5,519.00	\$440.91	\$5,484.15	99.37
01 1100 237 000 2190 002	Increased Retirement - Act	\$258.00	\$21.49	\$269.23	104.35
01 1100 237 019 0000 001	Inc Ret-Reg Instr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1100 237 019 2190 001	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 280 000 1141 001	Health Benefits (HSA) Non-Instruc	\$0.00	\$0.00	\$0.00	0.00
01 1100 281 000 0000 001	Reg Instr - HSA Deduction	\$1,592.00	\$92.13	\$1,013.43	63.66
01 1100 281 000 0000 002	Reg Instr - HSA Deduction	\$1,046.00	\$49.14	\$692.54	66.21
01 1100 281 000 1103 001	Ag - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00
01 1100 281 000 1105 002	Art - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00
01 1100 281 000 1108 001	Band - HSA Deduction	\$1,106.00	\$122.85	\$1,351.35	122.18
01 1100 281 000 1108 002	Band - HSA Deduction	\$737.00	\$61.42	\$675.62	91.67
01 1100 281 000 1112 001	Business HSA Deduction-S	\$0.00	\$0.00	\$0.00	0.00

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01 1100 281 000 1114 001	English - HSA Deduction	\$4,224.00	\$399.05	\$4,389.14	103.91
01 1100 281 000 1138 001	Math - HSA Deduction	\$2,565.00	\$153.56	\$1,689.16	65.85
01 1100 281 000 1145 001	PE - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00
01 1100 281 000 1145 002	PE - HSA Deduction	\$1,046.00	\$87.14	\$958.54	91.64
01 1100 281 000 1148 001	Science - HSA Deduction	\$5,897.00	\$491.38	\$5,405.18	91.66
01 1100 281 000 1171 001	Soc Studies - HSA Deduction	\$1,046.00	\$87.14	\$958.54	91.64
01 1100 281 000 1175 002	Tech Ed - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00
01 1100 281 000 1180 001	Trades/Industry - HSA Deduction	\$0.00	\$245.69	\$1,719.83	0.00
01 1100 282 000 0000 001	Health Benefits (HSA) - Inst Aides	\$0.00	\$0.00	\$0.00	0.00
01 1100 282 000 0000 002	Health Benefits (HSA) - Inst Aides	\$0.00	\$0.00	\$0.00	0.00
01 1100 290 000 1141 001	Other Benefits - Music	\$0.00	\$0.00	\$0.00	0.00
01 1100 291 000 0000 001	Other Benefitis - Teach/Prof	\$0.00	\$0.00	\$0.00	0.00
01 1100 291 000 1108 001	Other Benefitis - Teach/Prof - Band	\$0.00	\$0.00	\$60.00	0.00
01 1100 291 000 1108 002	Other Benefitis - Teach/Prof - Band	\$0.00	\$0.00	\$60.00	0.00
01 1100 320 000 0000 000	Professional Educational Services	\$3,000.00	\$0.00	\$0.00	0.00
01 1100 330 000 1105 001	Employee Training & Development Services	\$0.00	\$0.00	\$75.00	0.00
01 1100 330 000 1105 002	Employee Training & Development Services	\$2,000.00	\$0.00	\$0.00	0.00
01 1100 330 000 1108 001	Employee Training & Develop Serv	\$500.00	\$0.00	\$155.00	31.00
01 1100 330 000 1112 000	Employee Training & Dev Services Business	\$0.00	\$0.00	\$0.00	0.00
01 1100 330 000 1141 001	Empl Trng/Develop Services Music	\$500.00	\$0.00	\$0.00	0.00
01 1100 330 000 1145 002	Employee Training - PE	\$0.00	\$0.00	\$45.00	0.00
01 1100 330 000 1195 002	Employee Training - St Marys	\$0.00	\$0.00	\$5.00	0.00
01 1100 350 000 0000 001	Technical Services	\$0.00	\$0.00	\$59.00	0.00
01 1100 350 000 0000 002	Technical Services	\$0.00	\$0.00	\$0.00	0.00
01 1100 350 000 1118 001	Technical Services - FCS	\$0.00	\$0.00	\$91.50	0.00
01 1100 352 000 0000 000	Other Professional Services	\$0.00	\$412.50	\$412.50	0.00
01 1100 352 000 0000 002	Other Prof Services	\$0.00	\$0.00	\$0.00	0.00
01 1100 352 000 2190 001	Other Professional Services Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 352 000 2190 002	Other Professional Services Activity	\$0.00	\$0.00	\$0.00	0.00
01 1100 440 000 0000 000	Rentals	\$500.00	\$0.00	\$0.00	0.00
01 1100 440 000 1180 001	Rentals - T & I	\$500.00	\$0.00	\$0.00	0.00
01 1100 440 000 2190 001	Rentals	\$500.00	\$0.00	\$0.00	0.00
01 1100 580 000 0000 000	Travel Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 1100 580 000 1103 001	Travel Trans, Meals, Hotel Ag Ed	\$0.00	\$242.15	\$242.15	0.00
01 1100 580 000 1108 001	Travel Trans, Meals, Hotel Band	\$0.00	\$0.00	\$437.63	0.00
01 1100 580 000 1112 001	Travel Trans, Meals, Hotel Business	\$1,000.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 580 000 1141 001	Travel Trans, Meals, Hotel Music	\$500.00	\$0.00	\$1,052.00	210.40
01 1100 580 000 1145 002	Travel Trans, Meals, Hotel PE	\$0.00	\$0.00	\$224.00	0.00
01 1100 580 000 2190 001	Travel Trans, Meals, Hotel Activity	\$0.00	\$0.00	\$184.00	0.00
01 1100 580 000 2190 002	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$467.50	0.00
01 1100 610 000 0000 000	General Supplies	\$7,000.00	\$1,617.63	\$14,626.75	226.40
01 1100 610 000 0000 001	General Supplies	\$20,000.00	\$2,186.87	\$13,753.24	78.33
01 1100 610 000 0000 002	General Supplies	\$30,000.00	\$9,423.45	\$31,743.10	108.60
01 1100 610 000 1103 001	Supplies Ag Education	\$2,750.00	\$0.00	\$676.05	24.58
01 1100 610 000 1105 001	Supplies Art	\$2,500.00	\$2,240.81	\$3,639.09	151.45
01 1100 610 000 1105 002	Supplies Art	\$2,500.00	\$779.01	\$1,370.32	57.67
01 1100 610 000 1108 001	Supplies Band	\$1,250.00	\$57.31	\$1,008.76	80.70
01 1100 610 000 1108 002	Supplies Band	\$500.00	\$0.00	\$240.50	48.10
01 1100 610 000 1112 001	Supplies Business	\$250.00	\$0.00	\$0.00	0.00
01 1100 610 000 1114 001	Supplies English	\$1,000.00	\$158.63	\$1,224.88	132.48
01 1100 610 000 1118 001	Supplies FCS	\$4,200.00	\$91.90	\$4,418.92	105.21
01 1100 610 000 1135 001	Supplies HAL/Gifted	\$1,500.00	\$0.00	\$688.10	45.87
01 1100 610 000 1135 002	Supplies HAL/Gifted	\$250.00	\$23.96	\$23.96	9.58
01 1100 610 000 1138 001	Supplies Math	\$1,000.00	\$0.00	\$157.46	15.75
01 1100 610 000 1138 002	Supplies Math	\$1,000.00	\$0.00	\$0.00	0.00
01 1100 610 000 1141 001	Supplies Music	\$1,000.00	\$141.84	\$1,513.11	151.77
01 1100 610 000 1141 002	Supplies Music	\$1,000.00	\$480.62	\$2,273.83	230.18
01 1100 610 000 1145 001	Supplies PE	\$2,250.00	\$154.28	\$4,200.90	188.10
01 1100 610 000 1145 002	Supplies PE	\$1,500.00	\$14.96	\$1,682.48	112.17
01 1100 610 000 1148 001	Supplies Science	\$7,500.00	\$30.90	\$3,149.68	43.01
01 1100 610 000 1148 002	Supplies Science	\$500.00	\$0.00	\$341.39	68.28
01 1100 610 000 1171 001	Supplies Social Studies	\$100.00	\$0.00	\$0.00	0.00
01 1100 610 000 1173 001	Supplies Spanish	\$500.00	\$7.95	\$98.94	19.79
01 1100 610 000 1175 001	Supplies Technology Education	\$0.00	\$0.00	\$0.00	0.00
01 1100 610 000 1180 001	Supplies Trades & Industry	\$5,000.00	\$230.30	\$15,481.10	309.62
01 1100 610 000 1185 002	Supplies Circle of Friends	\$0.00	\$0.00	\$0.00	0.00
01 1100 610 000 2190 001	Supplies Activity	\$0.00	\$0.00	\$2,332.77	0.00
01 1100 610 019 0000 000	General Supplies COVID 19	\$0.00	\$0.00	\$0.00	0.00
01 1100 640 000 0000 002	Books & Periodicals	\$1,500.00	\$3,890.40	\$6,886.32	543.69
01 1100 640 000 1112 001	Books & Periodicals Business	\$0.00	\$0.00	\$0.00	0.00
01 1100 640 000 1114 001	Books & Periodicals English	\$4,000.00	\$0.00	\$519.00	12.98
01 1100 640 000 1138 001	Books & Periodicals Math	\$0.00	\$7,751.40	\$7,611.40	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 640 000 1141 002	Books & Periodicals Music	\$175.00	\$0.00	\$0.00	0.00
01 1100 640 000 1145 001	Books & Periodicals PE	\$0.00	\$0.00	\$1,460.00	0.00
01 1100 640 000 1148 001	Books & Periodicals Science	\$500.00	\$3,400.00	\$3,560.00	712.00
01 1100 640 000 1148 002	Books & Periodicals Science	\$500.00	\$1,375.00	\$1,375.00	275.00
01 1100 640 000 1171 001	Books & Periodicals Social Studies	\$500.00	\$0.00	\$1,326.68	305.30
01 1100 640 000 1171 002	Books & Periodicals Social Studies	\$250.00	\$0.00	\$0.00	0.00
01 1100 640 000 1173 001	Books & Periodicals Spanish	\$0.00	\$0.00	\$0.00	0.00
01 1100 640 000 1175 001	Books & Periodicals Technology Ed	\$500.00	\$0.00	\$0.00	0.00
01 1100 640 000 1180 001	Books & Periodicals Trades & Industry	\$0.00	\$0.00	\$18.88	0.00
01 1100 640 000 3155 001	Books & Periodicals Textbook Loan	\$3,500.00	\$0.00	\$3,474.31	99.27
01 1100 640 000 3155 002	Books & Periodicals Textbook Loan	\$3,500.00	\$0.00	\$10,224.37	292.12
01 1100 643 000 0000 000	Web/Cloud Based Software	\$25,000.00	\$0.00	\$10,822.26	67.73
01 1100 643 000 0000 001	Web/Cloud Based Software	\$3,000.00	\$901.00	\$4,023.11	522.25
01 1100 643 000 0000 002	Web/Cloud Based Software	\$10,000.00	\$6,809.28	\$12,490.31	285.71
01 1100 643 000 1112 001	Web/Cloud Based Software Business	\$1,000.00	\$0.00	\$105.93	10.59
01 1100 643 000 1114 000	Web/Cloud Based Software English	\$3,000.00	\$0.00	\$2,814.00	555.98
01 1100 643 000 1114 001	Web/Cloud Based Software English	\$2,000.00	\$0.00	\$2,471.00	329.10
01 1100 643 000 1138 000	Web/Cloud Based Software Math	\$2,000.00	\$0.00	\$2,814.00	833.98
01 1100 643 000 1138 001	Web/Cloud Based Software Math	\$500.00	\$22,488.66	\$23,253.48	4,650.70
01 1100 643 000 1141 002	Web/Cloud Based Software Music	\$0.00	\$0.00	\$73.42	0.00
01 1100 643 000 1148 001	Web/Cloud Based Software Science	\$250.00	\$0.00	\$800.00	320.00
01 1100 643 000 1148 002	Web/Cloud Based Software Science	\$250.00	\$0.00	\$0.00	0.00
01 1100 643 000 1171 001	Web/Cloud Based Software Soc Stud	\$250.00	\$0.00	\$0.00	0.00
01 1100 643 000 1171 002	Web/Cloud Based Software Soc Stud	\$1,000.00	\$0.00	\$0.00	0.00
01 1100 643 000 1173 001	Web/Cloud Based Software Spanish	\$500.00	\$0.00	\$354.00	280.80
01 1100 643 000 1175 001	Web/Cloud Based Software Tech Ed	\$250.00	\$0.00	\$0.00	0.00
01 1100 643 000 1180 001	Web/Cloud Based Software Trade/Ind	\$1,000.00	\$0.00	\$0.00	0.00
01 1100 650 000 0000 000	Supplies - Technology Related	\$1,500.00	\$1,108.79	\$1,136.67	2,146.03
01 1100 650 000 0000 001	Supplies - Technology Related	\$5,000.00	\$872.64	\$4,135.16	82.70
01 1100 650 000 0000 002	Supplies - Technology Related	\$3,000.00	\$0.00	\$264.59	3,592.75
01 1100 650 000 1105 002	Supplies - Technology Related	\$500.00	\$0.00	\$0.00	0.00
01 1100 650 000 1108 001	Supplies - Technology Related Band	\$0.00	\$0.00	\$0.00	0.00
01 1100 650 000 1112 001	Supplies - Tech Related Business	\$500.00	\$0.00	\$0.00	0.00
01 1100 650 000 1141 002	Supplies - Technology Related Music	\$0.00	\$0.00	\$0.00	0.00
01 1100 650 000 1145 002	Supplies - Technology Related PE	\$0.00	\$0.00	\$0.00	0.00
01 1100 650 000 1148 001	Supplies - Tech Related Science	\$0.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1100 650 000 1175 001	Supplies Technology Related Tech Ed	\$250.00	\$0.00	\$0.00	0.00
01 1100 650 000 1175 002	Supplies Technology Related Tech Ed	\$250.00	\$0.00	\$0.00	0.00
01 1100 650 000 1180 001	Supplies Tech Related Trades/Ind	\$0.00	\$0.00	\$3,272.00	0.00
01 1100 650 000 1740 001	Supplies - Technology Related	\$13,500.00	\$0.00	\$0.00	0.00
01 1100 810 000 0000 002	Employee Training & Development Services	\$0.00	\$0.00	\$172.25	0.00
01 1100 810 000 1103 001	Dues & Fees Ag Education	\$0.00	\$0.00	\$235.00	0.00
01 1100 810 000 1105 001	Dues and Fees - Art	\$0.00	\$0.00	\$18.00	0.00
01 1100 810 000 1108 001	Dues and Fees Band	\$750.00	\$0.00	\$989.25	131.90
01 1100 810 000 1108 002	Dues and Fees Band	\$750.00	\$0.00	\$540.00	72.00
01 1100 810 000 1135 001	Dues and Fees HAL/Gifted	\$200.00	\$0.00	\$175.00	87.50
01 1100 810 000 1135 002	Dues and Fees HAL/Gifted	\$200.00	\$0.00	\$389.50	194.75
01 1100 810 000 1141 001	Dues & Fees Music	\$750.00	\$0.00	\$650.00	86.67
01 1100 810 000 1141 002	Dues & Fees Music	\$750.00	\$0.00	\$525.00	70.00
01 1100 810 000 1148 001	Due & Fees - Science	\$100.00	\$0.00	\$0.00	0.00
01 1100 810 000 1148 002	Due & Fees - Science	\$100.00	\$0.00	\$0.00	0.00
01 1100 810 000 2190 001	Dues and Fees Activity	\$250.00	\$0.00	\$0.00	0.00
01 1100 810 000 2190 002	Dues and Fees Activity	\$750.00	\$0.00	\$476.00	63.47
1100	Regular Instruction	\$4,718,844.00	\$423,591.70	\$4,190,875.67	93.29
01 1150 110 000 0000 001	Reg Emp - Non-Instr - LEP	\$1,000.00	\$0.00	\$0.00	0.00
01 1150 110 000 0000 002	Reg Emp - Non-Instr - LEP	\$0.00	\$0.00	\$0.00	0.00
01 1150 111 000 0000 001	Reg Emp - Teach/Prof - LEP	\$51,228.00	\$3,680.17	\$40,481.87	79.02
01 1150 111 000 0000 002	Reg Emp - Teach/Prof - LEP	\$102,683.00	\$8,668.33	\$95,213.56	92.73
01 1150 111 000 6915 001	Reg Emp - Teach/Prof -Title I, Part C Migrant	\$4,961.00	\$413.44	\$4,547.84	91.67
01 1150 112 000 0000 001	Reg Emp - Instr Aides - LEP	\$13,811.00	\$0.00	\$16,437.80	119.02
01 1150 112 000 0000 002	Reg Emp - Instr Aides - LEP	\$18,333.00	\$0.00	\$10,879.40	59.34
01 1150 112 000 6925 001	Reg Emp Instructional Aides -Title III, Part A	\$5,744.00	\$0.00	\$4,332.21	75.42
01 1150 112 019 0000 001	Reg Emp-Instr Aides-LEP-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 112 019 0000 002	Reg Emp-Instr Aides-LEP-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 122 000 0000 001	Temp Emp - Instr Aide - LEP	\$2,000.00	\$0.00	\$255.94	12.80
01 1150 122 000 0000 002	Temp Emp - Instr Aide - LEP	\$750.00	\$0.00	\$626.03	83.47
01 1150 123 000 0000 001	Temp Emp - Teach/Prof - Sub - LEP	\$1,000.00	\$0.00	\$682.50	68.25
01 1150 123 000 0000 002	Temp Emp - Teach/Prof - Sub - LEP	\$5,000.00	\$0.00	\$2,554.49	51.09
01 1150 132 000 0000 001	Instr Aides LEP - OT	\$0.00	\$0.00	\$29.80	0.00
01 1150 132 000 0000 002	Instr Aides LEP - OT	\$250.00	\$0.00	\$358.94	143.58
01 1150 132 000 6925 001	Reg Emp Instructional Aides -Title III, Part A	\$0.00	\$0.00	\$0.00	0.00
01 1150 150 000 0000 001	Translator Salaries	\$250.00	\$0.00	\$398.48	159.39

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01 1150 150 000 0000 002	Translator Salaries	\$1,500.00	\$0.00	\$585.86	39.06
01 1150 150 000 1190 002	Translator Salaries Early Child LEP	\$0.00	\$0.00	\$0.00	0.00
01 1150 150 019 0000 002	Add'l Comp NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 151 000 0000 001	Teach/Prof - Add'l Comp - LEP	\$0.00	\$0.00	\$18.00	0.00
01 1150 151 000 0000 002	Teach/Prof - Add'l Comp - LEP	\$0.00	\$0.00	\$0.00	0.00
01 1150 151 000 6925 001	Teach/Prof - Add'l Comp - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 151 000 6925 002	Teach/Prof - Add'l Comp - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 152 000 0000 002	Reg Emp - Non-Instr - Principal Office	\$0.00	\$0.00	\$52.00	0.00
01 1150 211 000 0000 001	Group Ins - Teach/Prof LEP	\$20,531.00	\$1,588.17	\$17,472.79	85.10
01 1150 211 000 0000 002	Group Ins - Teach/Prof LEP	\$34,219.00	\$2,655.00	\$29,991.19	87.64
01 1150 211 000 6915 001	Group Insurance -Title I, Part C Migrant	\$1,359.00	\$0.00	\$0.00	0.00
01 1150 212 000 0000 001	Group Insurance - Instructional Aides	\$5,103.00	\$658.56	\$7,394.22	144.90
01 1150 212 000 0000 002	Group Insurance - Instructional Aides	\$6,774.00	\$376.32	\$4,080.96	60.24
01 1150 212 000 6925 001	Group Insurance -Title III, Part A	\$2,122.00	\$0.00	\$0.00	0.00
01 1150 212 019 0000 001	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 212 019 0000 002	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 220 000 0000 001	Social Security - Non Instructional	\$100.00	\$0.00	\$30.49	30.49
01 1150 220 000 0000 002	Social Security - Non Instructional	\$100.00	\$0.00	\$44.82	44.82
01 1150 220 019 0000 002	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 221 000 0000 001	Social Security - LEP	\$3,876.00	\$278.46	\$3,064.33	79.06
01 1150 221 000 0000 002	Social Security - LEP	\$7,742.00	\$653.71	\$7,180.25	92.74
01 1150 221 000 6915 001	Soc Sec -Title I, Part C Migrant	\$329.00	\$27.41	\$301.39	91.61
01 1150 221 000 6925 001	Social Security - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 221 000 6925 002	Social Security - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 222 000 0000 001	Social Security - Instructional Aides	\$1,056.00	\$0.00	\$1,279.34	121.15
01 1150 222 000 0000 002	Social Security - Instructional Aides	\$1,403.00	\$0.00	\$859.52	61.26
01 1150 222 000 6925 001	Soc Sec -Title III, Part A	\$439.00	\$0.00	\$331.42	75.49
01 1150 222 019 0000 001	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 222 019 0000 002	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 223 000 0000 001	Social Security - LEP - Subs	\$100.00	\$0.00	\$52.22	52.22
01 1150 223 000 0000 002	Social Security - LEP - Subs	\$250.00	\$0.00	\$195.46	78.18
01 1150 230 000 0000 001	Retirement - Non-Instructional	\$50.00	\$0.00	\$29.31	58.62
01 1150 230 000 0000 002	Retirement - Non-Instructional	\$50.00	\$0.00	\$43.08	86.16
01 1150 230 019 0000 002	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 231 000 0000 001	Retirement - Teach/Prof LEP	\$3,767.00	\$270.59	\$2,977.88	79.05
01 1150 231 000 0000 002	Retirement - Teach/Prof LEP	\$7,550.00	\$637.36	\$7,000.80	92.73

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01 1150 231 000 6915 001	Retirement -Title I, Part C Migrant	\$365.00	\$30.40	\$334.40	91.62
01 1150 231 000 6925 001	Ret - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 231 000 6925 002	Retirement - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 232 000 0000 001	Retirement - Instructional Aides	\$1,016.00	\$0.00	\$1,210.84	119.18
01 1150 232 000 0000 002	Retirement - Instructional Aides	\$1,348.00	\$0.00	\$815.99	60.53
01 1150 232 000 6925 001	Ret -Title III, Part A	\$422.00	\$0.00	\$318.55	75.49
01 1150 232 019 0000 001	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 232 019 0000 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 233 000 0000 002	Retirement - Sub - LEP	\$0.00	\$0.00	\$3.82	0.00
01 1150 237 000 0000 001	Increased Retirement - LEP	\$1,642.00	\$92.92	\$1,448.49	88.21
01 1150 237 000 0000 002	Increased Retirement - LEP	\$3,056.00	\$218.87	\$2,700.37	88.36
01 1150 237 000 6915 001	Inc Retirement -Title I, Part C Migrant	\$125.00	\$10.44	\$114.84	91.87
01 1150 237 000 6925 001	Inc Ret -Title III, Part A	\$145.00	\$0.00	\$109.38	75.43
01 1150 237 000 6925 002	Increased Retirement - Title III, Pt A	\$0.00	\$0.00	\$0.00	0.00
01 1150 237 019 0000 001	Inc Ret-LEP-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 237 019 0000 002	Inc Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1150 281 000 0000 001	ELL - HSA Deduction	\$194.00	\$16.17	\$178.28	91.90
01 1150 281 000 0000 002	HSA - LEP	\$0.00	\$196.55	\$1,375.85	0.00
01 1150 281 000 6915 001	Health Benefits -Title I, Part C Migrant	\$0.00	\$0.00	\$0.00	0.00
01 1150 292 000 0000 002	Other Benefits	\$0.00	\$0.00	\$0.00	0.00
01 1150 292 000 1190 002	Other Benefits	\$0.00	\$0.00	\$0.00	0.00
01 1150 350 000 0000 002	Technical Services - ELL	\$300.00	\$0.00	\$602.36	200.79
01 1150 610 000 0000 001	Supplies ELL	\$500.00	\$0.00	\$67.38	13.48
01 1150 610 000 0000 002	Supplies ELL	\$500.00	\$103.05	\$885.59	177.12
01 1150 640 000 0000 001	Books & Periodicals Limited English	\$500.00	\$0.00	\$0.00	0.00
01 1150 640 000 0000 002	Books & Periodicals Limited English	\$500.00	\$0.00	\$1,148.23	229.65
01 1150 643 000 0000 001	Web/Cloud Based Software ELL	\$0.00	\$107.91	\$215.82	0.00
01 1150 643 000 0000 002	Web/Cloud Based Software ELL	\$500.00	\$0.00	\$295.00	59.00
01 1150 650 000 0000 001	Technology Supplies - ELL	\$0.00	\$0.00	\$0.00	0.00
01 1150 650 000 0000 002	Technology Supplies - ELL	\$0.00	\$0.00	\$0.00	0.00
01 1150 810 000 0000 001	Dues and Fees ELL	\$100.00	\$0.00	\$0.00	0.00
1150	Limited English Proficiency Programs	\$316,643.00	\$20,683.83	\$271,609.38	85.78
01 1160 110 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 110 019 1744 002	Reg Emp-NonInstr-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 110 045 1744 002	Reg Emp-NonInstr-CCLC-SF	\$0.00	\$0.00	\$0.00	0.00
01 1160 111 000 0000 001	Reg Emp - Teach/Prof - Poverty	\$38,636.00	\$3,219.67	\$35,416.37	91.67

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1160 111 000 0000 002	Reg Emp - Teach/Prof - Poverty	\$496,166.00	\$50,459.62	\$552,605.78	111.38
01 1160 111 000 1114 001	Reg Emp - Teach/Prof - Poverty	\$0.00	\$1,226.73	\$13,494.03	0.00
01 1160 111 000 1138 001	Reg Emp - Teach/Prof - Poverty - Math	\$43,614.00	\$5,008.74	\$55,048.89	126.22
01 1160 112 000 0000 001	Reg Emp - Instr Aides - Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 112 000 0000 002	Reg Emp - Instr Aides - Poverty	\$85,000.00	\$275.31	\$66,288.71	77.99
01 1160 112 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 112 019 0000 002	Reg Emp-Instr Aides-Poverty-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 120 000 0000 000	Temp Emp - Non-Instr - Poverty	\$7,000.00	\$700.00	\$3,950.00	56.43
01 1160 122 000 0000 001	Temp Emp - Instr Aide - Poverty	\$250.00	\$0.00	\$0.00	0.00
01 1160 122 000 0000 002	Temp Emp - Instr Aide - Poverty	\$5,000.00	\$0.00	\$3,829.62	76.59
01 1160 123 000 0000 001	Temp Emp - Teach/Prof-Sub-Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 123 000 0000 002	Temp Emp - Teach/Prof-Sub-Poverty	\$22,000.00	\$0.00	\$13,390.00	60.86
01 1160 123 000 1114 001	Temp Emp - Teach/Prof-Sub-Poverty	\$0.00	\$0.00	\$227.50	0.00
01 1160 123 000 1138 001	Temp Emp - Teach/Prof-Sub Pov Math	\$3,000.00	\$0.00	\$1,224.28	40.81
01 1160 130 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 130 045 1744 002	OT-NonInstr-CCLC-SF	\$0.00	\$0.00	\$0.00	0.00
01 1160 132 000 0000 001	Poverty Instructional Aides - OT	\$0.00	\$0.00	\$0.00	0.00
01 1160 132 000 0000 002	Poverty Instructional Aides - OT	\$1,500.00	\$0.00	\$470.32	31.35
01 1160 150 000 0000 002	Teach/Prof - Add'l Comp - Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 150 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 151 000 0000 001	Teach/Prof - Add'l Comp - Poverty	\$2,088.00	\$153.50	\$2,207.69	105.73
01 1160 151 000 0000 002	Teach/Prof - Add'l Comp - Poverty	\$4,792.00	\$2,027.55	\$5,633.87	117.57
01 1160 151 000 1138 001	Teach/Prof-Add'l Comp-Poverty-Math	\$0.00	\$0.00	\$0.00	0.00
01 1160 152 000 0000 001	Add'l Comp Instr Aides Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 152 000 0000 002	Add'l Comp Instr Aides Poverty	\$0.00	\$0.00	\$1,215.57	0.00
01 1160 211 000 0000 001	Group Ins-Teach/Prof-Poverty	\$10,325.00	\$860.46	\$9,464.96	91.67
01 1160 211 000 0000 002	Group Ins-Teach/Prof-Poverty	\$150,140.00	\$15,095.44	\$165,940.89	110.52
01 1160 211 000 1114 001	Group Ins - Teach/Prof Poverty English	\$0.00	\$491.65	\$5,408.15	0.00
01 1160 211 000 1138 001	Group Ins - Teach/Prof Poverty Math	\$16,781.00	\$1,328.35	\$14,611.87	87.07
01 1160 212 000 0000 001	Group Insurance - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1160 212 000 0000 002	Group Insurance - Instructional Aides	\$27,994.00	\$1,543.85	\$14,755.27	52.71
01 1160 212 019 0000 002	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 220 000 0000 000	Social Security - Non-Instructional	\$500.00	\$53.55	\$302.19	60.44
01 1160 220 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 220 019 1744 002	Soc Sec-NonInstr-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 220 045 1744 002	Soc Sec-NonInstr-CCLC-SF	\$0.00	\$0.00	\$0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1160 221 000 0000 001	Social Security - Poverty	\$3,036.00	\$251.42	\$2,805.25	92.40
01 1160 221 000 0000 002	Social Security - Poverty	\$40,000.00	\$3,946.72	\$41,620.12	104.05
01 1160 221 000 1114 001	Social Security - Poverty	\$0.00	\$92.83	\$1,021.13	0.00
01 1160 221 000 1138 001	Social Security - Poverty - Math	\$3,206.00	\$356.38	\$3,916.69	122.17
01 1160 222 000 0000 001	Social Security - Instructional Aides	\$250.00	\$0.00	\$0.00	0.00
01 1160 222 000 0000 002	Social Security - Instructional Aides	\$5,074.00	\$21.08	\$4,312.61	84.99
01 1160 222 000 1744 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1160 222 019 0000 002	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 223 000 0000 001	Social Security - Poverty - Sub	\$0.00	\$0.00	\$0.00	0.00
01 1160 223 000 0000 002	Social Security - Poverty - Sub	\$2,000.00	\$0.00	\$1,024.39	51.22
01 1160 223 000 1114 001	Social Security - Poverty - Sub	\$0.00	\$0.00	\$17.35	0.00
01 1160 223 000 1138 001	Social Security - Subs - Poverty - Math	\$250.00	\$0.00	\$93.70	37.48
01 1160 230 000 0000 002	Teach/Prof - Add'l Comp - Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 230 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 1160 230 019 1744 002	Ret-NonInstr Aides-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 230 045 1744 002	Ret-NonInstr-CCLC-SF	\$0.00	\$0.00	\$0.00	0.00
01 1160 231 000 0000 001	Retirement - Teach/Prof Poverty	\$2,994.00	\$248.03	\$2,766.45	92.40
01 1160 231 000 0000 002	Retirement - Teach/Prof Poverty	\$40,000.00	\$3,859.27	\$41,046.30	102.62
01 1160 231 000 1114 001	Retirement - Teach/Prof Poverty	\$0.00	\$90.20	\$992.20	0.00
01 1160 231 000 1138 001	Retirement - Teach/Prof Poverty Math	\$3,207.00	\$368.28	\$4,047.61	126.21
01 1160 232 000 0000 001	Retirement - Instructional Aides	\$250.00	\$0.00	\$0.00	0.00
01 1160 232 000 0000 002	Retirement - Instructional Aides	\$7,500.00	\$20.23	\$4,995.88	66.61
01 1160 232 019 0000 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 233 000 0000 002	Retirement - Sub - Poverty	\$500.00	\$0.00	\$40.63	8.13
01 1160 233 000 1105 002	Retirement - Sub - Poverty	\$0.00	\$0.00	\$0.00	0.00
01 1160 233 000 1138 001	Ret - Subs - Math	\$0.00	\$0.00	\$41.48	0.00
01 1160 237 000 0000 001	Increased Retirement - Poverty	\$1,028.00	\$85.18	\$950.06	92.42
01 1160 237 000 0000 002	Increased Retirement - Poverty	\$14,616.00	\$1,332.30	\$15,825.41	108.27
01 1160 237 000 1114 001	Increased Retirement - Poverty	\$0.00	\$30.97	\$340.73	0.00
01 1160 237 000 1138 001	Inc Retirement Poverty Math	\$1,101.00	\$126.47	\$1,404.25	127.54
01 1160 237 000 1744 002	Inc Retirement Poverty Dev Eagles	\$0.00	\$0.00	\$0.00	0.00
01 1160 237 019 0000 002	Inc Ret-Poverty-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 237 019 1744 002	Inc Ret-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 237 045 1744 002	IncRet-NonInstr-CCLC-SF	\$0.00	\$0.00	\$0.00	0.00
01 1160 281 000 0000 001	Poverty - HSA Deduction	\$1,474.00	\$122.85	\$1,351.35	91.68
01 1160 281 000 0000 002	Poverty - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00

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01 1160 281 000 1138 001	HSA Poverty Math	\$383.00	\$92.13	\$1,013.43	264.60
01 1160 282 000 0000 002	Health Benefits (HSA) - Inst Aides	\$88.00	\$0.00	\$73.42	83.43
01 1160 282 019 0000 002	HSA-Reg Instr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1160 291 000 0000 002	Other Benefits - Teachers/Prof Staff	\$0.00	\$0.00	\$60.00	0.00
01 1160 292 000 0000 002	Other Benefits - Instr Staff	\$0.00	\$0.00	\$0.00	0.00
01 1160 610 000 1744 002	Supplies Poverty Prog Dev Eagles	\$0.00	\$0.00	\$340.41	0.00
01 1160 643 000 0000 002	Web/Cloud Based Software Poverty	\$1,000.00	\$0.00	\$0.00	0.00
1160	Poverty Programs	\$1,042,743.00	\$93,488.76	\$1,095,586.81	105.07
01 1190 111 000 1190 002	Reg Emp - Teach/Prof - Early Child	\$52,196.00	\$4,349.65	\$47,846.15	91.67
01 1190 112 000 1190 002	Reg Emp-Instr Aides-Early Childhood	\$18,327.00	\$625.44	\$20,275.47	110.63
01 1190 112 019 1190 002	Reg Emp-Instr Aides-EC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1190 122 000 1190 002	Temp Emp-Instr Aides-Early Childhood	\$645.00	\$0.00	\$301.25	46.71
01 1190 123 000 1190 002	Temp Emp - Teach/Prof - Sub - EC	\$1,500.00	\$0.00	\$1,950.00	130.00
01 1190 132 000 1190 002	Instr Aides OT - Early Childhood	\$1,250.00	\$0.00	\$2,665.18	213.21
01 1190 151 000 1190 002	Add'l Comp - Teach/Prof - Early Child	\$0.00	\$0.00	\$0.00	0.00
01 1190 152 000 1190 002	Add'l Comp - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1190 211 000 1190 002	Group Ins Teach/Prof Early Child	\$500.00	\$53.75	\$591.25	118.25
01 1190 212 000 1190 002	Group Insurance - Instructional Aides	\$7,297.00	\$0.00	\$4,943.57	67.75
01 1190 212 019 1190 002	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1190 221 000 1190 002	Social Security - Early Childhood	\$3,942.00	\$328.46	\$3,613.06	91.66
01 1190 222 000 1190 002	Social Security - Instructional Aides	\$1,332.00	\$47.82	\$1,661.95	124.77
01 1190 222 019 1190 002	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1190 223 000 1190 002	Social Security - Preschool Subs	\$150.00	\$0.00	\$149.11	99.41
01 1190 231 000 1190 002	Retirement - Teach/Prof Early Child	\$3,838.00	\$319.82	\$3,518.02	91.66
01 1190 232 000 1190 002	Retirement - Instructional Aides	\$1,348.00	\$46.00	\$1,700.23	126.13
01 1190 232 019 1190 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1190 237 000 1190 002	Incr Retirement - Early Childhood	\$1,781.00	\$125.59	\$1,791.91	100.61
01 1190 237 019 1190 002	Inc Ret-EC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1190 282 000 1190 002	Health Benefits (HSA) - Inst Aides	\$1,013.00	\$0.00	\$843.78	83.30
01 1190 330 000 1190 002	Employee Trng & Develpt Services EC	\$0.00	\$0.00	\$140.00	0.00
01 1190 580 000 0000 002	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 1190 580 000 1190 002	Travel Trans, Meals, Hotel Early Child	\$0.00	\$0.00	\$108.00	0.00
01 1190 610 000 1190 002	Supplies Early Childhood Programs	\$4,000.00	\$27.19	\$3,326.50	83.16
01 1190 640 000 0000 002	Books & Periodicals - EC	\$0.00	\$0.00	\$0.00	0.00
01 1190 643 000 1190 002	Web/Cloud Based Software EC	\$500.00	\$0.00	\$0.00	0.00
1190	Early Childhood Programs	\$99,619.00	\$5,923.72	\$95,425.43	95.79

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01 1200 111 000 0000 000	Reg Emp - Teach/Prof - SPED	\$73,000.00	\$6,083.37	\$66,916.67	91.67
01 1200 111 000 0000 001	Reg Emp - Teach/Prof - SPED	\$308,855.00	\$22,528.62	\$247,846.52	80.25
01 1200 111 000 0000 002	Reg Emp - Teach/Prof - SPED	\$362,276.00	\$24,313.91	\$269,509.04	74.39
01 1200 111 000 1195 001	Reg Emp - Teach/Prof - Non Public - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 111 000 1195 002	Reg Emp - Teach/Prof - Non Public - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 111 000 1235 000	Reg Emp - Teach/Prof - SPED - CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 111 000 1235 001	Reg Emp - Teach/Prof - SPED - CTL	\$15,139.00	\$0.00	\$0.00	0.00
01 1200 111 000 1235 002	Reg Emp - Teach/Prof - SPED - CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 112 000 0000 000	Reg Emp - Instr Aides - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 112 000 0000 001	Reg Emp - Instr Aides - SPED	\$16,717.00	\$0.00	\$74,944.31	448.31
01 1200 112 000 0000 002	Reg Emp - Instr Aides - SPED	\$97,313.00	\$357.98	\$190,299.47	195.55
01 1200 112 000 1235 001	Reg Emp - Instr Aides - SPED - CTL	\$60,430.00	\$0.00	\$0.00	0.00
01 1200 112 000 1235 002	Reg Emp - Instr Aides - SPED - CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 112 019 0000 001	Reg Emp-Instr Aides-SPED-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 112 019 0000 002	Reg Emp-Instr Aides-SPED-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 112 019 1235 001	Reg Emp-Instr Aides-SPED-CTL-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 122 000 0000 001	Temp Emp - Instr Aide - SPED	\$2,500.00	\$0.00	\$12,842.99	513.72
01 1200 122 000 0000 002	Temp Emp - Instr Aide - SPED	\$12,000.00	\$0.00	\$8,668.62	72.24
01 1200 122 000 1235 001	Temp Emp - Instr Aide - SPED - CTL	\$5,000.00	\$0.00	\$0.00	0.00
01 1200 122 000 1235 002	Temp Emp - Instr Aide - SPED - CTL	\$25.00	\$0.00	\$0.00	0.00
01 1200 123 000 0000 001	Temp Emp - Teach/Prof - Sub - SPED	\$6,000.00	\$0.00	\$4,246.13	70.77
01 1200 123 000 0000 002	Temp Emp - Teach/Prof - Sub - SPED	\$8,000.00	\$0.00	\$6,473.34	80.92
01 1200 123 000 1195 001	Temp Emp - Teach/Prof - Sub - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 123 000 1195 002	Temp Emp - Teach/Prof - Sub - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 123 000 1235 000	Temp Emp-Teach/Prof-Sub-SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 123 000 1235 001	Temp Emp-Teach/Prof-Sub-SPED CTL	\$2,000.00	\$0.00	\$0.00	0.00
01 1200 123 000 1235 002	Temp Emp-Teach/Prof-Sub-SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 132 000 0000 000	SPED Instructional Aides - OT	\$0.00	\$0.00	\$0.00	0.00
01 1200 132 000 0000 001	SPED Instructional Aides - OT	\$50.00	\$0.00	\$45.92	91.84
01 1200 132 000 0000 002	SPED Instructional Aides - OT	\$1,500.00	\$0.00	\$4,380.85	292.06
01 1200 132 000 1235 001	SPED Instructional Aides - OT	\$250.00	\$0.00	\$0.00	0.00
01 1200 150 000 0000 001	Translator Salaries	\$250.00	\$0.00	\$202.40	80.96
01 1200 150 000 0000 002	Translator Salaries	\$500.00	\$0.00	\$333.96	66.79
01 1200 150 019 0000 002	Translator Salaries	\$0.00	\$0.00	\$0.00	0.00
01 1200 151 000 0000 001	SPED Instructional - Add'l Salary	\$1,000.00	\$0.00	\$396.00	39.60
01 1200 151 000 0000 002	SPED Instructional - Add'l Salary	\$500.00	\$0.00	\$800.93	160.19

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01 1200 152 000 0000 001	Reg Emp - Non-Instr - Principal Office	\$250.00	\$0.00	\$0.00	0.00
01 1200 152 000 0000 002	Reg Emp - Instr Aides - SPED	\$250.00	\$0.00	\$144.17	57.67
01 1200 152 000 1235 001	Reg Emp - Instr Aides - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 211 000 0000 000	Group Ins - Teach/Prof SPED	\$22,254.00	\$1,966.59	\$21,632.49	97.21
01 1200 211 000 0000 001	Group Ins Teach/Prof SPED	\$57,062.00	\$5,259.36	\$57,852.96	101.39
01 1200 211 000 0000 002	Group Ins Teach/Prof SPED	\$106,069.00	\$5,972.80	\$65,636.29	61.88
01 1200 211 000 1195 001	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 211 000 1195 002	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 211 000 1235 001	Group Ins Teach/Prof SPED CTL	\$5,900.00	\$0.00	\$0.00	0.00
01 1200 211 000 1235 002	Group Ins Teach/Prof SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 212 000 0000 001	Group Insurance - Instructional Aides	\$6,954.00	\$1,518.92	\$16,433.55	236.32
01 1200 212 000 0000 002	Group Insurance - Instructional Aides	\$30,314.00	\$4,018.75	\$61,011.09	201.26
01 1200 212 000 1235 001	Group Insurance - Instructional Aides	\$18,063.00	\$0.00	\$0.00	0.00
01 1200 212 019 0000 001	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 212 019 0000 002	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 212 019 1235 001	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 220 000 0000 001	Social Security - Non Instructional	\$25.00	\$0.00	\$15.49	61.96
01 1200 220 000 0000 002	Social Security - Non Instructional	\$50.00	\$0.00	\$25.55	51.10
01 1200 220 019 0000 002	Social Security - Non Instructional	\$0.00	\$0.00	\$0.00	0.00
01 1200 221 000 0000 000	Social Security - SPED	\$5,535.00	\$461.27	\$5,073.87	91.67
01 1200 221 000 0000 001	Social Security - SPED	\$23,045.00	\$1,656.82	\$18,260.06	79.24
01 1200 221 000 0000 002	Social Security - SPED	\$26,683.00	\$1,784.32	\$19,868.26	74.46
01 1200 221 000 1195 001	Social Security - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 221 000 1195 002	Social Security - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 221 000 1235 001	Social Security - SPED CTL	\$1,116.00	\$0.00	\$0.00	0.00
01 1200 221 000 1235 002	Social Security - SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 222 000 0000 001	Social Security - Instructional Aides	\$1,279.00	\$0.00	\$6,494.42	507.77
01 1200 222 000 0000 002	Social Security - Instructional Aides	\$6,425.00	\$27.38	\$13,744.40	213.92
01 1200 222 000 1235 001	Social Security - Instructional Aides	\$4,593.00	\$0.00	\$0.00	0.00
01 1200 222 000 1235 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1200 222 019 0000 001	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 222 019 0000 002	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 222 019 1235 001	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 223 000 0000 001	Social Security - SPED - Subs	\$500.00	\$0.00	\$324.87	64.97
01 1200 223 000 0000 002	Social Security - SPED - Subs	\$750.00	\$0.00	\$495.20	66.03
01 1200 223 000 1195 001	Social Security - SPED - Subs	\$0.00	\$0.00	\$0.00	0.00

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01 1200 223 000 1195 002	Social Security - SPED - Subs	\$0.00	\$0.00	\$0.00	0.00
01 1200 223 000 1235 001	Social Security - SPED - Subs	\$150.00	\$0.00	\$0.00	0.00
01 1200 223 000 1235 002	Social Security - SPED - Subs	\$0.00	\$0.00	\$0.00	0.00
01 1200 230 000 0000 001	Retirement - Non-Instructional	\$25.00	\$0.00	\$14.89	59.56
01 1200 230 000 0000 002	Retirement - Non-Instructional	\$50.00	\$0.00	\$24.56	49.12
01 1200 230 019 0000 002	Social Security - Non Instructional	\$0.00	\$0.00	\$0.00	0.00
01 1200 231 000 0000 000	Retirement - SPED	\$5,368.00	\$447.30	\$4,920.29	91.66
01 1200 231 000 0000 001	Retirement - Teach/Prof SPED	\$22,709.00	\$1,656.48	\$18,197.22	80.13
01 1200 231 000 0000 002	Retirement - Teach/Prof SPED	\$26,637.00	\$1,787.76	\$19,701.15	73.96
01 1200 231 000 1195 001	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 231 000 1195 002	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 231 000 1235 001	Retirement - SPED CTL	\$1,113.00	\$0.00	\$0.00	0.00
01 1200 231 000 1235 002	Retirement - SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 232 000 0000 001	Retirement - Instructional Aides	\$1,229.00	\$0.00	\$5,472.08	445.25
01 1200 232 000 0000 002	Retirement - Instructional Aides	\$7,155.00	\$26.32	\$14,276.72	199.53
01 1200 232 000 1235 001	Retirement - Instructional Aides	\$4,443.00	\$0.00	\$0.00	0.00
01 1200 232 000 1235 002	Retirement - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1200 232 019 0000 001	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 232 019 0000 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 232 019 1235 001	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 233 000 0000 001	Retirement SPED Substitutes	\$50.00	\$0.00	\$27.19	54.38
01 1200 233 000 0000 002	Retirement SPED Substitutes	\$25.00	\$0.00	\$0.00	0.00
01 1200 233 000 1235 001	Retirement SPED Substitutes	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 000 0000 000	Increased Retirement - SPED	\$1,843.00	\$153.61	\$1,689.61	91.68
01 1200 237 000 0000 001	Increased Retirement - SPED	\$8,221.00	\$568.84	\$8,142.50	99.05
01 1200 237 000 0000 002	Increased Retirement - SPED	\$11,605.00	\$622.97	\$11,676.72	100.62
01 1200 237 000 1195 001	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 000 1195 002	Retirement - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 000 1235 001	Increased Retirement - SPED CTL	\$1,908.00	\$0.00	\$0.00	0.00
01 1200 237 000 1235 002	Increased Retirement - SPED CTL	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 019 0000 001	Inc Ret-SPED-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 019 0000 002	Inc Ret-SPED-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 237 019 1235 001	Inc Ret-SPED CTL-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 281 000 0000 001	SPED - HSA Deduction	\$2,462.00	\$214.98	\$2,364.78	96.05
01 1200 281 000 0000 002	SPED - HSA Deduction	\$0.00	\$0.00	\$0.00	0.00
01 1200 282 000 0000 001	Health Benefits (HSA) - Inst Aides	\$0.00	\$0.00	\$0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1200 282 000 0000 002	Health Benefits (HSA) - Inst Aides	\$936.00	\$0.00	\$917.20	97.99
01 1200 282 000 1235 001	Health Benefits (HSA) - Inst Aides	\$0.00	\$0.00	\$0.00	0.00
01 1200 282 019 0000 001	HSA-Reg Instr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 282 019 0000 002	HSA-Reg Instr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 282 019 1235 001	HSA-Reg Instr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 1200 291 000 0000 001	Other Benefits - Teachers/Prof Staff	\$50.00	\$0.00	\$30.00	60.00
01 1200 291 000 0000 002	Other Benefits - Teachers/Prof Staff	\$150.00	\$0.00	\$290.78	193.85
01 1200 292 000 0000 001	Other Benefits - Inst Aides	\$0.00	\$0.00	\$0.00	0.00
01 1200 292 000 0000 002	Other Benefits - Inst Aides	\$50.00	\$0.00	\$0.00	0.00
01 1200 292 000 1235 001	Other Benefits - Instr - SPED - CTL	\$150.00	\$0.00	\$0.00	0.00
01 1200 320 000 0000 002	Prof Educational Services SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 330 000 0000 000	Employee Training SPED	\$1,000.00	\$282.00	\$1,114.05	151.91
01 1200 330 000 0000 001	Employee Training SPED	\$0.00	\$125.00	\$331.25	0.00
01 1200 330 000 0000 002	Employee Training SPED	\$250.00	\$0.00	\$1,231.90	588.76
01 1200 333 000 0000 000	Mileage Paid to Staff SPED SA	\$500.00	\$0.00	\$491.70	98.34
01 1200 333 000 0000 001	Mileage Paid to Staff SPED SA	\$500.00	\$0.00	\$0.00	0.00
01 1200 333 000 0000 002	Mileage Paid to Staff SPED	\$250.00	\$0.00	\$0.00	0.00
01 1200 350 000 0000 000	Repairs & Maint Services SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 350 000 0000 001	Technical Services - SPED	\$0.00	\$0.00	\$10.00	0.00
01 1200 350 000 0000 002	Technical Services - SPED	\$0.00	\$0.00	\$188.99	0.00
01 1200 352 000 0000 001	Other Prof Services - SPED	\$0.00	\$0.00	\$0.00	0.00
01 1200 531 000 0000 001	Postage - SPED	\$200.00	\$31.23	\$81.00	40.50
01 1200 531 000 0000 002	Postage - SPED	\$200.00	\$0.00	\$57.98	28.99
01 1200 580 000 0000 000	Travel Trans, Meals, Hotel SPED SA	\$0.00	\$0.00	\$1,360.71	0.00
01 1200 580 000 0000 001	Travel Trans, Meals, Hotel SPED SA	\$0.00	\$0.00	\$14.58	0.00
01 1200 580 000 0000 002	Travel Trans, Meals, Hotel SPED SA	\$0.00	\$426.97	\$1,429.94	0.00
01 1200 591 000 0000 000	Services Purchased from ESU	\$7,500.00	\$2,840.00	\$9,240.00	123.20
01 1200 591 000 0000 001	Services Purchased from ESU	\$7,500.00	\$0.00	\$0.00	0.00
01 1200 591 000 0000 002	Services Purchased from ESU	\$1,000.00	\$0.00	\$0.00	0.00
01 1200 610 000 0000 000	General Supplies SPED	\$0.00	\$0.00	\$943.11	0.00
01 1200 610 000 0000 001	Supplies SPED SA	\$1,750.00	\$1,505.61	\$3,882.17	522.26
01 1200 610 000 0000 002	Supplies SPED SA	\$3,000.00	\$191.15	\$1,400.91	55.25
01 1200 610 000 1195 002	Supplies SPED SA	\$500.00	\$0.00	\$0.00	0.00
01 1200 610 000 1235 000	Supplies SPED CTL	\$500.00	\$0.00	\$95.48	19.10
01 1200 610 000 1235 001	Supplies SPED CTL	\$5,000.00	\$39.33	\$1,926.13	38.45
01 1200 610 000 1235 002	Supplies SPED CTL	\$1,000.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1200 640 000 0000 001	Books & Periodicals SPED SA	\$0.00	\$0.00	\$403.90	0.00
01 1200 640 000 0000 002	Books & Periodicals SPED SA	\$0.00	\$0.00	\$0.00	0.00
01 1200 643 000 0000 000	Web/Cloud Based Software SPED SA	\$2,500.00	\$0.00	\$0.00	0.00
01 1200 643 000 0000 001	Web/Cloud Based Software SPED SA	\$1,000.00	\$0.00	\$125.58	170.30
01 1200 643 000 0000 002	Web/Cloud Based Software SPED SA	\$2,500.00	\$0.00	\$1,957.69	78.31
01 1200 650 000 0000 001	Supplies Technology Related SPED	\$100.00	\$0.00	\$0.00	0.00
01 1200 650 000 0000 002	Supplies Technology Related SPED	\$750.00	\$0.00	\$0.00	0.00
01 1200 810 000 0000 000	Dues and Fees SPED SA	\$0.00	\$580.00	\$580.00	0.00
01 1200 810 000 0000 002	Dues & Fees SPED SA	\$250.00	\$0.00	\$225.00	90.00
1200	SPED Instructional Programs School Age	\$1,424,501.00	\$87,449.64	\$1,289,757.58	91.11
01 1291 112 005 1190 002	Reg Emp - Instr Aides - SPED - 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1291 151 005 1215 002	Add'l Comp - SPED - 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1291 212 005 1190 002	Group Insurance - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1291 221 005 1215 002	SocSec SPED - 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1291 222 005 1190 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1291 231 005 1215 002	Ret SPED - 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1291 232 005 1190 002	Retirement - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 1291 237 005 1190 002	Increased Retirement SPED 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1291 237 005 1215 002	Inc Ret SPED - 3-5	\$0.00	\$0.00	\$0.00	0.00
1291	SPED Instructional Programs 3-5	\$0.00	\$0.00	\$0.00	0.00
01 1292 150 002 0000 002	Reg Emp - Teach/Prof - SPED - B-2	\$150.00	\$0.00	\$30.80	20.53
01 1292 151 002 1215 002	Add'l Comp - B-2 - Plainview	\$0.00	\$1,002.23	\$1,002.23	0.00
01 1292 151 002 1217 002	Add'l Comp - B-2 - Summerland	\$0.00	\$512.40	\$715.53	0.00
01 1292 220 002 0000 002	Social Security-Non-Inst SPED B-2	\$0.00	\$0.00	\$2.36	0.00
01 1292 221 002 1215 002	Soc Sec - B-2 - Plainview	\$0.00	\$76.67	\$76.67	0.00
01 1292 221 002 1217 002	Soc Sec - B-2 - Summerland	\$0.00	\$39.19	\$54.73	0.00
01 1292 230 002 0000 002	Retirement-Non-Instr SPED B-2	\$0.00	\$0.00	\$2.26	0.00
01 1292 231 002 1215 002	Ret - B-2 - Plainview	\$0.00	\$73.69	\$73.69	0.00
01 1292 231 002 1217 002	Ret - B-2 - Summerland	\$0.00	\$37.68	\$52.62	0.00
01 1292 237 002 0000 002	Increased Retirement - SPED B-2	\$0.00	\$0.00	\$0.78	0.00
01 1292 237 002 1215 002	Add'l Ret - B-2 - Plainview	\$0.00	\$25.31	\$25.31	0.00
01 1292 237 002 1217 002	Add'l Ret - B-2 - Summerland	\$0.00	\$12.93	\$18.06	0.00
01 1292 291 000 1215 002	Other Benefits - Teachers/Prof Staff	\$0.00	\$0.00	\$0.00	0.00
01 1292 291 000 1217 002	Other Benefits - Teachers/Prof Staff	\$0.00	\$0.00	\$0.00	0.00
01 1292 591 002 0000 002	Services Purchased from ESU B-2	\$0.00	\$0.00	\$0.00	0.00
1292	SPED Instructional Programs 0-2	\$150.00	\$1,780.10	\$2,055.04	1,370.03

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 1300 150 000 0000 001	Add'l Comp Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 150 000 0000 002	Add'l Comp Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 151 000 0000 001	Teach/Prof Add'l Comp - Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 151 000 0000 002	Teach/Prof Add'l Comp - Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 152 000 0000 001	Add'l Comp Instr Aides Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 152 000 0000 002	Add's Comp Instr Aides Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 210 000 0000 001	Group Ins Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 210 000 0000 002	Group Ins Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 212 000 0000 001	Group Ins Instr Aides Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 212 000 0000 002	Group Ins Instr Aides Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 220 000 0000 001	Social Security Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 220 000 0000 002	Social Security Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 221 000 0000 001	Social Security - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 221 000 0000 002	Social Security - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 222 000 0000 001	Social Security - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 222 000 0000 002	Social Security - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 230 000 0000 001	Retirement Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 230 000 0000 002	Retirement Non-Instr Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 231 000 0000 001	Retirement-Teach/Prof Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 231 000 0000 002	Retirement - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 232 000 0000 001	Retirement - Summer School	\$0.00	\$0.00	\$0.00	0.00
01 1300 232 000 0000 002	Increased Retirement - Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 237 000 0000 001	Increased Retirement - Summer Sch	\$0.00	\$0.00	\$0.00	0.00
01 1300 237 000 0000 002	Increased Retirement - Summer Sch	\$0.00	\$0.00	\$0.00	0.00
1300 Summer School		\$0.00	\$0.00	\$0.00	0.00
01 2110 352 000 0000 001	Other Professional Services	\$0.00	\$0.00	\$0.00	0.00
01 2110 352 000 0000 002	Other Professional Services	\$0.00	\$0.00	\$0.00	0.00
01 2110 643 000 0000 000	Web/Cloud Based Software	\$17,500.00	\$0.00	\$11,129.58	63.60
2110 Attendance and Social Work		\$17,500.00	\$0.00	\$11,129.58	63.60
01 2120 110 000 0000 001	Reg Emp - Non-Instr - Guidance	\$13,632.00	\$853.27	\$13,791.38	101.17
01 2120 110 019 0000 001	Reg Emp-NonInstr-Guid-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 111 000 0000 001	Reg Emp - Teach/Prof - Guidance	\$74,764.00	\$6,230.36	\$68,533.96	91.67
01 2120 111 000 0000 002	Reg Emp - Teach/Prof - Guidance	\$37,800.00	\$3,150.01	\$33,730.62	89.23
01 2120 123 000 0000 002	Temp Emp-Teach/Prof Sub-Guidance	\$250.00	\$0.00	\$195.00	78.00
01 2120 130 000 0000 001	Non-Instructional Salaries - Guidance	\$250.00	\$0.00	\$322.64	129.06
01 2120 150 000 0000 001	Add'l Comp-Guidance Non Instructional	\$0.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2120 150 000 0000 002	Add'l Comp-Guidance Non Instructional	\$150.00	\$0.00	\$0.00	0.00
01 2120 151 000 0000 001	Teach/Prof Add'l Comp-Guidance	\$4,041.00	\$621.44	\$3,329.77	82.40
01 2120 151 000 0000 002	Teach/Prof Add'l Comp-Guidance	\$1,022.00	\$0.00	\$1,084.95	106.16
01 2120 210 000 0000 001	Group Insurance - Non Instructional	\$3,966.00	\$330.46	\$3,634.99	91.65
01 2120 210 019 0000 001	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 211 000 0000 001	Group Insurance - Guidance	\$10,648.00	\$887.32	\$9,760.61	91.67
01 2120 211 000 0000 002	Group Insurance - Guidance	\$11,800.00	\$983.30	\$10,816.29	91.66
01 2120 220 000 0000 001	Social Security - Non-Instructional	\$686.00	\$64.32	\$495.96	72.30
01 2120 220 000 0000 002	Social Security - Non Instructional	\$0.00	\$0.00	\$0.00	0.00
01 2120 220 019 0000 001	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 221 000 0000 001	Social Security - Guidance	\$5,890.00	\$512.55	\$5,374.62	91.25
01 2120 221 000 0000 002	Social Security - Guidance	\$2,914.00	\$238.91	\$2,610.07	89.57
01 2120 223 000 0000 001	Reg Emp - Temp Emp - Guidance	\$0.00	\$0.00	\$0.00	0.00
01 2120 223 000 0000 002	Reg Emp - Temp Emp - Guidance	\$0.00	\$0.00	\$14.94	0.00
01 2120 230 000 0000 001	Retirement - Non-Instructional	\$1,002.00	\$50.21	\$1,025.23	102.32
01 2120 230 000 0000 002	Retirement - Non Instructional	\$0.00	\$0.00	\$0.00	0.00
01 2120 230 019 0000 001	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 231 000 0000 001	Retirement - Teach/Prof Guidance	\$5,794.00	\$503.79	\$5,284.04	91.20
01 2120 231 000 0000 002	Retirement - Teach/Prof Guidance	\$2,855.00	\$231.62	\$2,559.98	89.67
01 2120 233 000 0000 001	Reg Emp - Temp Emp - Guidance	\$0.00	\$0.00	\$0.00	0.00
01 2120 233 000 0000 002	Ret- Sub Teach - Guidance	\$0.00	\$0.00	\$4.77	0.00
01 2120 237 000 0000 001	Increased Retirement - Guidance	\$2,334.00	\$190.26	\$2,166.67	92.83
01 2120 237 000 0000 002	Increased Retirement - Guidance	\$980.00	\$79.54	\$880.74	89.87
01 2120 237 019 0000 001	Inc Ret-Guid-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 280 000 0000 001	Health Benefits (HSA) Non-Instr	\$550.00	\$45.85	\$504.41	91.71
01 2120 280 019 0000 001	HSA-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2120 281 000 0000 001	HSA Deduction - Guidance	\$1,474.00	\$122.84	\$1,351.24	91.67
01 2120 290 000 0000 001	Other Benefits - Non Instrf - Guidance	\$0.00	\$0.00	\$60.00	0.00
01 2120 291 000 0000 001	Other Benefits-Teach/Prof-Guidance	\$0.00	\$0.00	\$60.00	0.00
01 2120 320 000 0000 002	Professional Ed Services Guidance	\$100.00	\$0.00	\$37.50	37.50
01 2120 330 000 0000 000	Employee Training & Development Services	\$100.00	\$0.00	\$355.00	355.00
01 2120 330 000 0000 002	Employee Training & Development Services	\$100.00	\$0.00	\$355.00	355.00
01 2120 333 000 0000 002	Mileage Paid to Staff Guidance	\$0.00	\$0.00	\$0.00	0.00
01 2120 352 000 0000 001	Other Prof Services - Guidance	\$0.00	\$0.00	\$130.00	0.00
01 2120 580 000 0000 000	Travel Trans, Meals, Hotel Guidance	\$0.00	\$151.19	\$151.19	0.00
01 2120 580 000 0000 001	Travel Trans, Meals, Hotel Guidance	\$0.00	\$0.00	\$376.42	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2120 580 000 0000 002	Travel Trans, Meals, Hotel Guidance	\$0.00	\$136.01	\$492.28	0.00
01 2120 580 000 1197 001	Travel Trans, Meals, Hotel Guidance	\$2,000.00	\$0.00	\$3,590.67	179.53
01 2120 580 000 1199 001	Travel Trans, Meals, Hotel Guidance	\$500.00	\$0.00	\$175.00	35.00
01 2120 610 000 0000 001	Supplies Guidance	\$450.00	\$0.00	\$583.59	129.69
01 2120 610 000 0000 002	Supplies Guidance	\$450.00	\$0.00	\$255.63	56.81
01 2120 610 000 1197 001	General Supplies - Ed Quest Gr	\$250.00	\$0.00	\$916.46	366.58
01 2120 626 000 1197 001	Gasoline - Education Quest Gr	\$250.00	\$0.00	\$66.65	26.66
01 2120 643 000 0000 001	Web/Cloud Based Software Guidance	\$5,000.00	\$197.00	\$5,020.40	100.41
01 2120 643 000 0000 002	Web/Cloud Based Software Guidance	\$1,000.00	\$0.00	\$0.00	0.00
2120	Guidance Services	\$193,002.00	\$15,580.25	\$180,098.67	93.31
01 2130 111 000 0000 002	Temp Emp-Teach/Prof-Sub-Health Ser	\$0.00	\$0.00	\$0.00	0.00
01 2130 123 000 0000 001	Temp Emp-Teach/Prof-Sub-Health Ser	\$0.00	\$0.00	\$60.00	0.00
01 2130 123 000 0000 002	Temp Emp-Teach/Prof-Sub-Health Ser	\$0.00	\$0.00	\$60.00	0.00
01 2130 221 000 0000 002	Social Security - Health Services	\$0.00	\$0.00	\$0.00	0.00
01 2130 223 000 0000 001	Social Security - Non Instructional	\$0.00	\$0.00	\$4.59	0.00
01 2130 223 000 0000 002	Social Security - Non Instructional	\$0.00	\$0.00	\$4.59	0.00
01 2130 340 000 0000 002	Other Prof Services - Health	\$0.00	\$0.00	\$292.11	0.00
01 2130 591 000 0000 000	Services Purchased from ESU Health	\$75,100.00	\$0.00	\$75,110.00	100.01
01 2130 610 000 0000 000	Supplies Health Services	\$1,500.00	\$263.48	\$905.65	60.38
01 2130 610 000 0000 001	Supplies Health Services	\$500.00	\$0.00	\$126.26	25.25
01 2130 610 000 0000 002	Supplies Health Services	\$250.00	\$0.00	\$16.95	6.78
01 2130 610 019 0000 002	Supplies Health Services COVID19	\$0.00	\$0.00	\$0.00	0.00
2130	Health Services	\$77,350.00	\$263.48	\$76,580.15	99.00
01 2140 111 000 0000 000	Reg Emp - Teach/Prof - Psych Serv	\$22,516.00	\$1,876.34	\$20,639.74	91.67
01 2140 211 000 0000 000	Group Insurance -Psych Serv	\$5,900.00	\$491.65	\$5,408.15	91.66
01 2140 221 000 0000 000	Social Security -Psychological Serv	\$1,697.00	\$141.45	\$1,558.25	91.82
01 2140 231 000 0000 000	Retirement -Psychological Services	\$1,656.00	\$137.96	\$1,517.56	91.64
01 2140 237 000 0000 000	Inc Retirement -Psychological Serv	\$569.00	\$47.38	\$521.18	91.60
01 2140 281 000 0000 000	HSA -Psychological Services	\$0.00	\$0.00	\$0.00	0.00
01 2140 291 000 0000 000	Other Benefits	\$50.00	\$0.00	\$30.00	60.00
01 2140 330 000 0000 000	Emp Trng & Devel Psych Serv	\$0.00	\$0.00	\$85.00	0.00
01 2140 580 000 0000 000	Travel Trans, Meals, Hotel Psych Serv	\$0.00	\$0.00	\$55.40	0.00
01 2140 591 000 0000 000	Services Purchased f ESU Psych	\$0.00	\$0.00	\$0.00	0.00
01 2140 610 000 0000 000	Supplies Psychological Servicies	\$1,500.00	\$0.00	\$0.00	0.00
01 2140 610 000 0000 002	Supplies Psychological Services	\$250.00	\$0.00	\$332.20	132.88
01 2140 643 000 0000 000	Web/Cloud Based Software Psych	\$500.00	\$0.00	\$415.00	83.00
2140	Psychological Services	\$34,638.00	\$2,694.78	\$30,562.48	88.23

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01 2141 111 000 0000 000	Reg Emp-Teach/Prof-Psych Serv-SA	\$63,045.00	\$5,253.75	\$57,791.25	91.67
01 2141 211 000 0000 000	Group Ins -Psychological SPED SA	\$16,519.00	\$1,376.62	\$15,142.82	91.67
01 2141 221 000 0000 000	Soc Security -Psychological SPED SA	\$4,752.00	\$396.02	\$4,362.64	91.81
01 2141 231 000 0000 000	Retirement -Psychological SPED SA	\$4,636.00	\$386.29	\$4,249.19	91.66
01 2141 237 000 0000 000	Inc Retirement -Psych SPED SA	\$1,592.00	\$132.65	\$1,459.15	91.66
01 2141 281 000 0000 000	HSA -Psychological SPED SA	\$0.00	\$0.00	\$0.00	0.00
01 2141 291 000 0000 000	Other Benefits	\$100.00	\$0.00	\$84.00	84.00
01 2141 591 000 0000 001	Services Purchased f ESU Psych	\$0.00	\$0.00	\$238.00	0.00
01 2141 591 000 0000 002	Services Purchased from ESU Psych	\$0.00	\$0.00	\$1,652.00	0.00
2141	Psychological Services - SPED SA	\$90,644.00	\$7,545.33	\$84,979.05	93.75
01 2142 111 005 0000 002	Reg Emp-Teach/Prof-Psych Serv 3-5	\$3,603.00	\$0.00	\$900.63	25.00
01 2142 211 005 0000 002	Group Ins -Psychological SPED 3-5	\$944.00	\$0.00	\$235.98	25.00
01 2142 221 005 0000 002	Soc Sec -Psychological SPED 3-5	\$272.00	\$0.00	\$67.89	24.96
01 2142 231 005 0000 002	Retirement -Psychological SPED 3-5	\$265.00	\$0.00	\$66.21	24.98
01 2142 237 005 0000 002	Inc Retirement -Psych SPED 3-5	\$91.00	\$0.00	\$22.74	24.99
01 2142 281 005 0000 002	HSA -Psychological SPED 3-5	\$0.00	\$0.00	\$0.00	0.00
01 2142 291 005 0000 002	Other - Teach/Prof - Psych Serv - 3-5	\$0.00	\$0.00	\$0.00	0.00
2142	Psychological Services - SPED Age 3-5	\$5,175.00	\$0.00	\$1,293.45	24.99
01 2143 111 002 0000 002	Reg Emp-Teach/Prof Psych Serv B-2	\$901.00	\$0.00	\$225.15	24.99
01 2143 211 002 0000 002	Group Ins -Psychological SPED B-2	\$236.00	\$0.00	\$58.98	24.99
01 2143 221 002 0000 002	Soc Sec - Psychological SPED B-2	\$68.00	\$0.00	\$16.98	24.97
01 2143 231 002 0000 002	Retirement -Psychological SPED B-2	\$66.00	\$0.00	\$16.56	25.09
01 2143 237 002 0000 002	Inc Retirement -Psychl SPED B-2	\$23.00	\$0.00	\$5.67	24.65
01 2143 281 002 0000 002	HSA -Psychological SPED B-2	\$0.00	\$0.00	\$0.00	0.00
01 2143 291 002 0000 002	Other Benefits	\$0.00	\$0.00	\$0.00	0.00
2143	Psychological Services - SPED Age B-2	\$1,294.00	\$0.00	\$323.34	24.99
01 2150 580 000 0000 002	Travel: Exp-Trans, Meals, Hotel Speech	\$0.00	\$0.00	\$16.78	0.00
2150	Speech Pathology & Audiology	\$0.00	\$0.00	\$16.78	0.00
01 2151 111 000 0000 001	Reg Emp - Teach/Prof - SPED	\$655.00	\$763.79	\$8,401.69	1,282.70
01 2151 111 000 0000 002	Reg Emp - Teach/Prof - SPED	\$131,233.00	\$8,099.21	\$89,309.53	68.05
01 2151 111 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 123 000 0000 001	Temp Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 123 000 0000 002	Temp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 123 000 1195 002	Temp Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 151 000 0000 001	Add'l Comp - Teach/Prof - SPED	\$50.00	\$0.00	\$0.00	0.00
01 2151 151 000 0000 002	Add'l Comp - Teach/Prof - SPED	\$150.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2151 151 000 1195 002	Add'l Comp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 151 000 1212 002	Add'l Comp - Teach/Prof - SPED - West	\$0.00	\$458.20	\$643.06	0.00
01 2151 151 000 1218 002	Add'l Comp - Stuart	\$0.00	\$323.90	\$323.90	0.00
01 2151 151 000 1219 002	Add'l Comp - WC	\$0.00	\$387.10	\$387.10	0.00
01 2151 151 000 1220 002	Add'l Comp - Teach/Prof - SPED	\$0.00	\$471.63	\$471.63	0.00
01 2151 211 000 0000 001	Reg Emp - Teach/Prof - SPED	\$236.00	\$275.33	\$3,028.63	1,283.32
01 2151 211 000 0000 002	Reg Emp - Teach/Prof - SPED	\$30,084.00	\$1,484.37	\$16,406.72	54.54
01 2151 211 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 221 000 0000 001	Reg Emp - Teach/Prof - SPED	\$49.00	\$56.80	\$637.32	1,300.65
01 2151 221 000 0000 002	Reg Emp - Teach/Prof - SPED	\$9,612.00	\$592.12	\$6,500.98	67.63
01 2151 221 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 221 000 1211 002	Soc Sec - Travel East	\$0.00	\$0.00	\$0.00	0.00
01 2151 221 000 1212 002	Soc Sec - Travel West	\$0.00	\$35.05	\$49.19	0.00
01 2151 221 000 1218 002	Soc Sec - Stuart	\$0.00	\$24.78	\$24.78	0.00
01 2151 221 000 1219 002	Soc Sec - Wheeler Central	\$0.00	\$29.61	\$29.61	0.00
01 2151 221 000 1220 002	Soc Sec - Travel South	\$0.00	\$36.09	\$36.09	0.00
01 2151 223 000 0000 001	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 223 000 0000 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 223 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 231 000 0000 001	Reg Emp - Teach/Prof - SPED	\$48.00	\$56.16	\$617.76	1,287.00
01 2151 231 000 0000 002	Reg Emp - Teach/Prof - SPED	\$9,649.00	\$595.52	\$6,566.76	68.06
01 2151 231 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 231 000 1211 002	Ret - Travel East	\$0.00	\$0.00	\$0.00	0.00
01 2151 231 000 1212 002	Ret - Travel West	\$0.00	\$33.69	\$47.28	0.00
01 2151 231 000 1218 002	Ret - Stuart	\$0.00	\$23.82	\$23.82	0.00
01 2151 231 000 1219 002	Ret - Wheeler Central	\$0.00	\$28.46	\$28.46	0.00
01 2151 231 000 1220 002	Ret - Travel South	\$0.00	\$34.68	\$34.68	0.00
01 2151 237 000 0000 001	Reg Emp - Teach/Prof - SPED	\$17.00	\$19.29	\$212.19	1,248.18
01 2151 237 000 0000 002	Reg Emp - Teach/Prof - SPED	\$3,313.00	\$204.50	\$2,254.93	68.06
01 2151 237 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 237 000 1211 002	Inc Ret - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 237 000 1212 002	Inc Ret - Teach/Prof - SPED	\$0.00	\$11.57	\$16.24	0.00
01 2151 237 000 1218 002	Add'l Ret - Stuart	\$0.00	\$8.18	\$8.18	0.00
01 2151 237 000 1219 002	Add'l Ret - WC	\$0.00	\$9.77	\$9.77	0.00
01 2151 237 000 1220 002	Add'l Ret - Travel South	\$0.00	\$11.90	\$11.90	0.00
01 2151 291 000 0000 001	Reg Emp - Teach/Prof - SPED	\$25.00	\$0.00	\$161.54	646.16

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01 2151 291 000 0000 002	Reg Emp - Teach/Prof - SPED	\$150.00	\$0.00	\$622.89	415.26
01 2151 291 000 1195 002	Reg Emp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2151 291 000 1218 002	Speech Mileage -- Stuart	\$0.00	\$0.00	\$0.00	0.00
01 2151 291 000 1220 002	Speech Mileage -- South	\$0.00	\$0.00	\$0.00	0.00
01 2151 320 000 0000 001	Professional Educational Services Deaf Ed	\$0.00	\$0.00	\$3,778.25	0.00
01 2151 320 000 0000 002	Prof Ed Services Speech & Audiology	\$0.00	\$0.00	\$31,524.26	0.00
01 2151 330 000 0000 002	Employee Training & Development Services	\$0.00	\$0.00	\$279.00	0.00
01 2151 333 000 0000 002	Mileage Paid to Staff	\$0.00	\$0.00	\$0.00	0.00
01 2151 591 000 0000 001	Services Purchased from ESU	\$10,000.00	\$0.00	\$91.88	0.92
01 2151 591 000 0000 002	Services Purchased from ESU	\$20,000.00	\$0.00	\$275.63	1.38
01 2151 591 000 1195 002	Services Purchased from ESU St Marys	\$0.00	\$0.00	\$0.00	0.00
01 2151 610 000 0000 001	General Supplies Speech	\$0.00	\$0.00	\$0.00	0.00
01 2151 610 000 0000 002	General Supplies Speech	\$500.00	\$42.12	\$2,372.83	474.57
01 2151 640 000 0000 002	Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00
2151	SPEECH & AUDIOLOGY SPED SA	\$215,771.00	\$14,117.64	\$175,188.48	81.19
01 2152 151 005 1218 002	Add'l Comp - 3-5 - Stuart	\$0.00	\$59.25	\$59.25	0.00
01 2152 151 005 1219 002	Add'l Comp - 3-5 - WC	\$0.00	\$59.25	\$59.25	0.00
01 2152 221 005 1218 002	Soc Sec - 3-5 - Stuart	\$0.00	\$4.53	\$4.53	0.00
01 2152 221 005 1219 002	Soc Sec - 3-5 - WC	\$0.00	\$4.53	\$4.53	0.00
01 2152 231 005 1218 002	Ret - 3-5 - Stuart	\$0.00	\$4.36	\$4.36	0.00
01 2152 231 005 1219 002	Ret - 3-5 - WC	\$0.00	\$4.36	\$4.36	0.00
01 2152 237 005 1218 002	Add'l Ret - 3-5 - Stuart	\$0.00	\$1.50	\$1.50	0.00
01 2152 237 005 1219 002	Add'l Ret - 3-5 - WC	\$0.00	\$1.50	\$1.50	0.00
01 2152 333 005 0000 002	Mileage Paid to Staff 3-5	\$0.00	\$0.00	\$0.00	0.00
2152	Speech Path Services 3-5	\$0.00	\$139.28	\$139.28	0.00
01 2153 151 002 1218 002	Add'l Comp - B-2 - Stuart	\$0.00	\$274.92	\$448.72	0.00
01 2153 151 002 1219 002	Add'l Comp - B-2 - WC	\$0.00	\$0.00	\$0.00	0.00
01 2153 221 002 1218 002	Soc Sec - B-2 - Stuart	\$0.00	\$21.03	\$34.32	0.00
01 2153 221 002 1219 002	Soc Sec - B-2 - WC	\$0.00	\$0.00	\$0.00	0.00
01 2153 231 002 1218 002	Ret - B-2 - Stuart	\$0.00	\$20.21	\$32.99	0.00
01 2153 231 002 1219 002	Ret - B-2 - WC	\$0.00	\$0.00	\$0.00	0.00
01 2153 237 002 1218 002	Add'l Ret - B-2 - Stuart	\$0.00	\$6.94	\$11.32	0.00
01 2153 237 002 1219 002	Add'l Ret - B-2 - WC	\$0.00	\$0.00	\$0.00	0.00
01 2153 333 002 0000 002	Mileage Paid to Staff B-2	\$0.00	\$0.00	\$0.00	0.00
2153	Speech Path Services B-2	\$0.00	\$323.10	\$527.35	0.00
01 2161 320 000 0000 001	Professional Educational Serv OT SA	\$15,000.00	\$177.75	\$7,426.00	49.51

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01 2161 320 000 0000 002	Professional Educational Serv OT SA	\$60,000.00	\$0.00	\$51,863.50	86.44
01 2161 320 000 1195 002	Professional Educational Serv OT SA SM	\$0.00	\$0.00	\$0.00	0.00
2161	Occupational Therapy SPED SA	\$75,000.00	\$177.75	\$59,289.50	79.05
01 2171 320 000 0000 001	Professional Educational Serv PT SA	\$3,500.00	\$217.25	\$4,246.25	121.32
01 2171 320 000 0000 002	Professional Educational Serv PT SA	\$6,000.00	\$118.50	\$4,305.50	71.76
01 2171 320 000 1195 002	PT Services St. Marys	\$0.00	\$0.00	\$0.00	0.00
2171	Physical Therapy SPED SA	\$9,500.00	\$335.75	\$8,551.75	90.02
01 2181 591 000 0000 001	Services Purchased from ESU Vision	\$3,000.00	\$0.00	\$3,600.00	120.00
01 2181 591 000 0000 002	Services Purchased from ESU Vision	\$3,000.00	\$0.00	\$1,802.40	60.08
2181	Vision Services SPED SA	\$6,000.00	\$0.00	\$5,402.40	90.04
01 2190 580 000 0000 001	Travel Trans, Meals, Hotel Student Other	\$1,000.00	\$0.00	\$0.00	0.00
01 2190 650 000 0000 001	Supplies Tech Related Student Other	\$1,000.00	\$0.00	\$0.00	0.00
2190	Support Services - Student Other	\$2,000.00	\$0.00	\$0.00	0.00
01 2210 111 000 0000 000	Reg Emp - Teach/Prof - Improv Instr	\$0.00	\$0.00	\$0.00	0.00
01 2210 211 000 0000 000	Group Insurance - Imprv of Instruction	\$0.00	\$0.00	\$0.00	0.00
01 2210 221 000 0000 000	Soc Sec - Imprv of Instruction	\$0.00	\$0.00	\$0.00	0.00
01 2210 231 000 0000 000	Retirement - Imprv of Instruction	\$0.00	\$0.00	\$0.00	0.00
01 2210 237 000 0000 000	Inc Retirement - Imprv of Instruction	\$0.00	\$0.00	\$0.00	0.00
01 2210 281 000 0000 000	HSA- Imprv of Instruction	\$0.00	\$0.00	\$0.00	0.00
01 2210 580 000 0000 000	Travel Trans Meal Improv of Inst	\$0.00	\$0.00	\$0.00	0.00
01 2210 610 000 0000 000	General Supplies Improvement of Instr	\$25.00	\$0.00	\$0.00	0.00
2210	Improvement of Instruction	\$25.00	\$0.00	\$0.00	0.00
01 2211 151 000 0000 001	School Imp	\$100.00	\$0.00	\$193.03	193.03
01 2211 151 000 0000 002	School Imp	\$150.00	\$0.00	\$188.77	125.85
01 2211 221 000 0000 001	Soc Security Teachers School Improv	\$0.00	\$0.00	\$14.76	0.00
01 2211 221 000 0000 002	Soc Security Teachers School Improv	\$0.00	\$0.00	\$14.41	0.00
01 2211 231 000 0000 001	Retirement - School Improvement	\$25.00	\$0.00	\$14.21	56.84
01 2211 231 000 0000 002	Retirement - School Improvement	\$25.00	\$0.00	\$13.88	55.52
01 2211 237 000 0000 001	Increased Retirement - School Improv	\$25.00	\$0.00	\$4.89	19.56
01 2211 237 000 0000 002	Increased Retirement - School Improv	\$25.00	\$0.00	\$4.76	19.04
01 2211 643 000 0000 002	Web/Cloud Software Sch Improv	\$0.00	\$0.00	\$0.00	0.00
2211	School Improvement	\$350.00	\$0.00	\$448.71	128.20
01 2212 580 000 0000 002	Travel Trans, Meals, Hotel Inst & Curr	\$400.00	\$0.00	\$0.00	0.00
2212	Instruction & Curriculum Development	\$400.00	\$0.00	\$0.00	0.00
01 2213 330 000 0000 000	Employee Training & Development Services	\$2,000.00	\$0.00	\$0.00	9.00
01 2213 330 000 0000 001	Employee Training & Development Services	\$0.00	\$250.00	\$355.00	0.00

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01 2213 330 000 0000 002	Employee Trng/Develop Serv	\$2,000.00	\$0.00	\$240.00	12.00
01 2213 330 000 1171 001	Employee Training & Development Services	\$0.00	\$0.00	\$0.00	0.00
01 2213 580 000 0000 001	Travel Trans, Meals, Hotel Instr Staff	\$0.00	\$0.00	\$148.50	0.00
01 2213 580 000 0000 002	Travel:Trans, Meals, Hotel Instr Staff	\$0.00	\$0.00	\$5.53	0.00
01 2213 580 000 1190 002	Travel: Exp-Trans, Meals, Hotel	\$0.00	\$0.00	\$39.75	0.00
01 2213 610 000 0000 002	Books & Periodicals Instr Staff Trng	\$0.00	\$0.00	\$0.00	0.00
01 2213 640 000 0000 002	Books & Periodicals Instr Staff Trng	\$0.00	\$0.00	\$0.00	0.00
2213	Instructional Staff Training	\$4,000.00	\$250.00	\$788.78	24.22
01 2220 111 000 0000 001	Reg Emp - Teach/Prof - Library	\$30,909.00	\$2,575.73	\$28,291.26	91.53
01 2220 111 000 0000 002	Reg Emp - Teach/Prof - Library	\$46,363.00	\$3,863.60	\$42,332.53	91.31
01 2220 112 000 0000 001	Reg Emp - Instr Aides - Library	\$13,026.00	\$0.00	\$9,611.62	73.79
01 2220 112 000 0000 002	Reg Emp - Instr Aides - Library	\$22,628.00	\$0.00	\$18,007.78	79.58
01 2220 112 019 0000 001	Reg Emp-Instr Aides-Library-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 112 019 0000 002	Reg Emp-Instr Aides-Library-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 122 000 0000 001	Temp Emp - Instr Aide - Library	\$1,000.00	\$0.00	\$5,356.66	535.67
01 2220 122 000 0000 002	Temp Emp - Instr Aide - Library	\$750.00	\$0.00	\$563.89	75.19
01 2220 123 000 0000 001	Temp Emp - Teach/Prof - Sub - Library	\$500.00	\$0.00	\$1,194.50	238.90
01 2220 123 000 0000 002	Temp Emp - Teach/Prof - Sub - Library	\$1,500.00	\$0.00	\$416.00	27.73
01 2220 132 000 0000 001	Library/Media Services - OT	\$0.00	\$0.00	\$0.00	0.00
01 2220 132 000 0000 002	Library/Media Services - OT	\$100.00	\$0.00	\$148.27	148.27
01 2220 151 000 0000 000	Reg Emp - Teach/Prof - Library	\$0.00	\$0.00	\$0.00	0.00
01 2220 151 000 0000 001	Teach/Prof Add'l Comp - Library	\$1,002.00	\$0.00	\$169.16	16.88
01 2220 151 000 0000 002	Teach/Prof Add'l Comp - Library	\$1,504.00	\$0.00	\$253.74	16.87
01 2220 152 000 0000 001	Add'l Comp-Instr Aides-Library	\$0.00	\$0.00	\$0.00	0.00
01 2220 152 000 0000 002	Add'l Comp-Instr Aides-Library	\$0.00	\$0.00	\$0.00	0.00
01 2220 211 000 0000 001	Group Ins - Library/Media	\$8,260.00	\$688.36	\$7,583.31	91.81
01 2220 211 000 0000 002	Group Ins - Library/Media	\$12,390.00	\$1,032.54	\$11,346.59	91.58
01 2220 212 000 0000 001	Group Insurance - Instructional Aides	\$4,516.00	\$451.58	\$4,967.42	110.00
01 2220 212 000 0000 002	Group Insurance - Instructional Aides	\$9,333.00	\$752.64	\$7,764.42	83.19
01 2220 212 019 0000 001	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 212 019 0000 002	Group Ins-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 220 000 0000 000	Social Security - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 221 000 0000 001	Social Security - Library/Media	\$2,331.00	\$171.03	\$2,008.76	86.18
01 2220 221 000 0000 002	Social Security - Library/Media	\$3,497.00	\$256.54	\$3,005.47	85.94
01 2220 222 000 0000 001	Social Security - Instructional Aides	\$997.00	\$0.00	\$1,089.55	109.28
01 2220 222 000 0000 002	Social Security - Instructional Aides	\$1,493.00	\$0.00	\$728.18	48.77

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01 2220 222 019 0000 001	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 222 019 0000 002	Soc Sec-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 223 000 0000 000	Temp Emp - Teach/Prof - Sub - Library	\$0.00	\$0.00	\$0.00	0.00
01 2220 223 000 0000 001	Temp Emp - Teach/Prof - Sub - Library	\$50.00	\$0.00	\$91.37	182.74
01 2220 223 000 0000 002	Temp Emp - Teach/Prof - Sub - Library	\$100.00	\$0.00	\$31.84	31.84
01 2220 230 000 0000 000	Social Security - Sub	\$0.00	\$0.00	\$0.00	0.00
01 2220 231 000 0000 001	Retirement - Library/Media	\$2,346.00	\$189.39	\$2,092.67	89.20
01 2220 231 000 0000 002	Retirement - Library/Media	\$3,520.00	\$284.08	\$3,131.26	88.96
01 2220 232 000 0000 001	Retirement - Instructional Aides	\$958.00	\$0.00	\$693.04	72.34
01 2220 232 000 0000 002	Retirement - Instructional Aides	\$1,664.00	\$0.00	\$1,320.97	79.39
01 2220 232 019 0000 001	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 232 019 0000 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 233 000 0000 001	Temp Emp - Ret - Sub - Library	\$0.00	\$0.00	\$3.72	0.00
01 2220 237 000 0000 001	Inc Retirement - Library/Media	\$1,135.00	\$65.04	\$957.93	84.40
01 2220 237 000 0000 002	Inc Retirement - Library/Media	\$1,780.00	\$97.55	\$1,528.90	85.89
01 2220 237 019 0000 001	Inc Ret-Library-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 237 019 0000 002	Inc Ret-Library-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2220 281 000 0000 000	HSA	\$0.00	\$0.00	\$0.00	0.00
01 2220 281 000 0000 001	HSA	\$1,179.00	\$98.28	\$1,082.70	91.83
01 2220 281 000 0000 002	HSA	\$1,769.00	\$147.41	\$1,619.89	91.57
01 2220 290 000 0000 000	Other Benefits - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 291 000 0000 001	Other Benefits - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 291 000 0000 002	Other Benefits - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 292 000 0000 001	Other Benefits - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 292 000 0000 002	Other Benefits - Library/Media	\$0.00	\$0.00	\$0.00	0.00
01 2220 330 000 0000 000	Employee Trng/ Develop Serv Library	\$50.00	\$0.00	\$0.00	0.00
01 2220 610 000 0000 000	Supplies Library	\$500.00	\$0.00	\$2,216.02	443.20
01 2220 610 000 0000 001	Supplies Library	\$2,500.00	\$0.00	\$1,807.98	72.32
01 2220 610 000 0000 002	Supplies Library	\$2,500.00	\$0.00	\$97.77	3.91
01 2220 640 000 0000 000	Books & Periodicals Library/Media	\$50.00	\$0.00	\$0.00	0.00
01 2220 640 000 0000 001	Books & Periodicals Library/Media	\$2,500.00	\$0.00	\$965.74	38.63
01 2220 640 000 0000 002	Books & Periodicals Library/Media	\$4,500.00	\$0.00	\$4,959.79	110.57
01 2220 643 000 0000 001	Web/Cloud Based Software Library	\$1,250.00	\$0.00	\$1,390.00	111.20
01 2220 643 000 0000 002	Web/Cloud Based Software Library	\$1,250.00	\$0.00	\$1,613.99	129.12
2220	Library/Media Services	\$191,700.00	\$10,673.77	\$170,444.69	88.92
01 2223 580 000 0000 000	Travel Trans Meals Hotel Audio-Visual	\$0.00	\$0.00	\$0.00	0.00
2223	Audio-Visual Services	\$0.00	\$0.00	\$0.00	0.00

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2224 382 000 0000 000	Dist Ed & Telecommunications	\$3,000.00	\$0.00	\$3,001.91	100.06
01 2224 382 000 0000 001	Dist Ed & Telecommunications	\$3,000.00	\$0.00	\$1,000.00	33.33
01 2224 382 000 0000 002	Dist Ed & Telecommunications	\$0.00	\$0.00	\$0.00	0.00
01 2224 382 019 0000 000	Dist Ed & Telecommunications COVID	\$0.00	\$59.01	\$648.96	0.00
2224	Educational Television Services	\$6,000.00	\$59.01	\$4,650.87	77.51
01 2230 111 000 0000 000	Reg Emp - Teach/Prof - Instr Rel Tech	\$19,318.00	\$1,609.83	\$17,666.49	91.45
01 2230 114 000 0000 000	Reg Emp - Technical Staff	\$71,715.00	\$5,976.25	\$65,738.75	91.67
01 2230 211 000 0000 000	Group Ins - Instruction Technology	\$5,900.00	\$491.64	\$5,409.37	91.68
01 2230 214 000 0000 000	Group Ins Technical Staff	\$9,719.00	\$1,809.92	\$19,909.12	204.85
01 2230 221 000 0000 000	Soc Sec - Instruction Technology	\$1,460.00	\$121.71	\$1,335.62	91.48
01 2230 224 000 0000 000	Social Security - Tech Staff	\$5,207.00	\$433.95	\$4,788.73	91.97
01 2230 231 000 0000 000	Retirement - Instruction Technology	\$1,420.00	\$118.37	\$1,299.01	91.48
01 2230 234 000 0000 000	Retirement - Instruction Technology	\$5,273.00	\$439.42	\$4,833.62	91.67
01 2230 237 000 0000 000	Inc Retirement-Instruction Technology	\$2,299.00	\$191.55	\$2,106.00	91.61
01 2230 281 000 0000 000	HSA - Instruction Technology	\$0.00	\$0.00	\$0.00	0.00
01 2230 284 000 0000 000	HSA - Instruction Technology	\$3,103.00	\$258.62	\$2,844.82	91.68
01 2230 294 000 0000 000	Other Benefits - Technical Staff	\$0.00	\$0.00	\$200.00	0.00
01 2230 352 000 0000 000	Other Professional Services	\$0.00	\$0.00	\$0.00	0.00
01 2230 382 000 0000 000	Dist Ed/Telecomm-Inst Related	\$0.00	\$0.00	\$0.00	0.00
01 2230 580 000 0000 000	TravelTrans, Meals, Hotel Instr Tech	\$0.00	\$0.00	\$0.00	0.00
01 2230 643 000 0000 001	Web/Cloud Based Software Inst Tech	\$500.00	\$0.00	\$0.00	0.00
2230	Instruction-Related Technology	\$125,914.00	\$11,451.26	\$126,131.53	100.17
01 2290 580 000 2190 001	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 2290 580 000 2190 002	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 2290 610 000 0000 001	Supplies Support Services Instr Staff	\$0.00	\$0.00	\$0.00	0.00
01 2290 640 000 0000 000	Books & Periodicals	\$0.00	\$0.00	\$0.00	0.00
01 2290 643 000 0000 000	Web/Cloud Based Software Oth Support Services	\$0.00	\$0.00	\$0.00	0.00
2290	Other Support Services-Instr Staff	\$0.00	\$0.00	\$0.00	0.00
01 2310 310 000 0000 000	Official/Administrative Services	\$500.00	\$0.00	\$1,010.40	202.08
01 2310 330 000 0000 000	Emp Trng/Development Board of Ed	\$750.00	\$0.00	\$855.00	114.00
01 2310 340 000 0000 000	Other Prof Services Board of Educ	\$5,000.00	\$0.00	\$0.00	0.00
01 2310 520 000 0000 000	Insurance Alicap	\$37,000.00	\$0.00	\$1,659.00	4.48
01 2310 521 000 0000 000	Fidelity Bond - Board of Education	\$200.00	\$0.00	\$215.00	107.50
01 2310 540 000 0000 000	Advertising Board of Education	\$8,000.00	\$254.87	\$9,893.23	123.67
01 2310 580 000 0000 000	Travel Trans, Meals, Hotel Board of Ed	\$500.00	\$346.92	\$663.92	169.18
01 2310 610 000 0000 000	Supplies Board of Education	\$1,500.00	\$0.00	\$1,762.58	117.51

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2310 643 000 0000 000	Web Based Software Board of Ed	\$4,500.00	\$0.00	\$4,412.00	98.04
01 2310 810 000 0000 000	Dues and Fees Board of Education	\$6,500.00	\$0.00	\$6,201.00	95.40
01 2310 890 000 0000 000	Misc Exp Board of Education	\$0.00	\$0.00	\$0.00	0.00
2310	Board of Education	\$64,450.00	\$601.79	\$26,672.13	41.67
01 2320 105 000 0000 000	Superintendent Salary	\$133,000.00	\$11,083.37	\$121,916.67	91.67
01 2320 130 000 0000 000	Executive Admin - OT	\$0.00	\$0.00	\$0.00	0.00
01 2320 155 000 0000 000	Superintendent Add'l Comp	\$0.00	\$0.00	\$0.00	0.00
01 2320 215 000 0000 000	Group Insurance - Superintendent	\$16,664.00	\$1,289.17	\$14,180.87	85.10
01 2320 225 000 0000 000	Social Security - Superintendent	\$10,145.00	\$812.20	\$8,934.10	88.06
01 2320 230 000 0000 000	Retirement - Non-Instructional	\$0.00	\$0.00	\$0.00	0.00
01 2320 235 000 0000 000	Retirement Superintendent	\$9,779.00	\$814.94	\$8,964.34	91.67
01 2320 237 000 0000 000	Inc Retirement - Superintendent	\$3,358.00	\$279.86	\$3,078.36	91.67
01 2320 285 000 0000 000	Health Benefits (HSA) Superintendent	\$0.00	\$182.96	\$2,012.56	0.00
01 2320 295 000 0000 000	Other Employee Benefits-Supt	\$0.00	\$0.00	\$0.00	0.00
01 2320 330 000 0000 000	Employee Trng Executive Admin	\$1,000.00	\$260.00	\$1,005.00	100.50
01 2320 580 000 0000 000	Travel Trans Meals Hotel Exec Adm	\$500.00	\$0.00	\$723.21	166.44
01 2320 610 000 0000 000	Supplies Executive Administration	\$750.00	\$0.00	\$708.70	94.49
01 2320 643 000 0000 000	Web Based Software Exec Admin	\$50.00	\$0.00	\$0.00	0.00
01 2320 650 000 0000 000	Supplies Tech Related Exec Admin	\$2,000.00	\$0.00	\$119.00	5.95
01 2320 810 000 0000 000	Dues and Fees Executive Admin	\$1,500.00	\$385.00	\$455.00	35.67
2320	Executive Administration	\$178,746.00	\$15,107.50	\$162,097.81	90.79
01 2330 317 000 0000 000	Contracted Legal Services	\$15,000.00	\$180.00	\$2,550.00	17.00
2330	District Legal Services	\$15,000.00	\$180.00	\$2,550.00	17.00
01 2410 110 000 0000 001	Reg Emp - Non-Instr - Principal Office	\$27,794.00	\$85.20	\$26,742.58	96.22
01 2410 110 000 0000 002	Reg Emp - Non-Instr - Principal Office	\$29,504.00	\$1,089.58	\$29,544.75	100.14
01 2410 110 019 0000 001	Reg Emp-Non-Instr-Princ Off COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 110 019 0000 002	Reg Emp-Non-Instr-Princ Off COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 111 000 0000 001	Reg Emp - Teach/Prof - Principal	\$139,583.00	\$11,631.93	\$127,951.43	91.67
01 2410 111 000 0000 002	Reg Emp - Teach/Prof - Principal	\$155,235.00	\$12,936.23	\$142,298.53	91.67
01 2410 111 000 1190 002	Reg Emp - Teach/Prof - Principal - EC	\$0.00	\$0.00	\$0.00	0.00
01 2410 120 000 0000 001	Temp Emp-Non Instr-Principal Office	\$50.00	\$0.00	\$0.00	0.00
01 2410 120 000 0000 002	Temp Emp-Non Instr-Principal Office	\$250.00	\$0.00	\$410.54	164.22
01 2410 130 000 0000 001	Office of the Principal - OT	\$2,500.00	\$0.00	\$1,948.77	77.95
01 2410 130 000 0000 002	OT Non-Instr - Office of Principal	\$1,000.00	\$0.00	\$579.18	57.92
01 2410 150 000 0000 001	Reg Emp - Non-Instr - Principal Office	\$0.00	\$0.00	\$0.00	0.00
01 2410 150 000 0000 002	Reg Emp - Non-Instr - Principal Office	\$0.00	\$0.00	\$0.00	0.00

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2410 210 000 0000 001	Group Insurance - Non Instructional	\$10,386.00	\$145.36	\$1,598.91	15.39
01 2410 210 000 0000 002	Group Insurance - Non Instructional	\$9,286.00	\$664.76	\$7,312.35	78.75
01 2410 210 019 0000 001	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 210 019 0000 002	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 211 000 0000 001	Group Insurance Teach/Prof	\$30,587.00	\$2,702.65	\$29,729.25	97.20
01 2410 211 000 0000 002	Group Insurance Teach/Prof	\$30,587.00	\$2,702.66	\$29,729.16	97.20
01 2410 211 000 1190 002	Group Ins - Office of Princ - PreSchool	\$0.00	\$0.00	\$0.00	0.00
01 2410 220 000 0000 001	Social Security - Non-Instructional	\$2,126.00	\$6.52	\$2,179.39	102.51
01 2410 220 000 0000 002	Social Security - Non-Instructional	\$1,431.00	\$81.44	\$1,630.60	113.95
01 2410 220 019 0000 001	Soc Sec-NonInstr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 220 019 0000 002	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 221 000 0000 001	Social Security - Principal	\$10,365.00	\$884.50	\$9,691.30	93.50
01 2410 221 000 0000 002	Social Security - Principal	\$11,570.00	\$967.46	\$10,607.05	91.68
01 2410 230 000 0000 001	Retirement - Non-Instructional	\$2,044.00	\$0.00	\$2,097.39	102.61
01 2410 230 000 0000 002	Retirement - Non-Instructional	\$2,169.00	\$73.93	\$2,208.78	101.83
01 2410 230 019 0000 001	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 230 019 0000 002	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 231 000 0000 001	Retirement - Principal	\$10,263.00	\$855.27	\$9,408.06	91.67
01 2410 231 000 0000 002	Retirement - Principal	\$11,414.00	\$951.18	\$10,462.88	91.67
01 2410 231 000 1190 002	Retirement - Office of Princ - PreSchool	\$0.00	\$0.00	\$0.00	0.00
01 2410 237 000 0000 001	Increased Retirement - Principal	\$4,226.00	\$293.70	\$3,951.10	93.50
01 2410 237 000 0000 002	Increased Retirement - Principal	\$4,665.00	\$352.03	\$4,351.49	93.28
01 2410 237 000 1190 002	Inc Ret - Office of Princ - PreSchool	\$0.00	\$0.00	\$0.00	0.00
01 2410 237 019 0000 001	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 237 019 0000 002	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 280 000 0000 002	HSA Deduction Non-Instr	\$1,101.00	\$91.72	\$1,008.92	91.64
01 2410 280 019 0000 002	HSA-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2410 330 000 0000 000	Empl Training & Development	\$0.00	\$0.00	\$340.00	0.00
01 2410 330 000 0000 001	Empl Training & Development	\$200.00	\$520.00	\$750.00	375.00
01 2410 330 000 0000 002	Empl Training & Development	\$200.00	\$282.00	\$512.00	256.00
01 2410 580 000 0000 000	Travel Trans, Meals, Hotel Principal	\$0.00	\$0.00	\$188.44	0.00
01 2410 580 000 0000 001	Travel Trans, Meals, Hotel Principal	\$200.00	\$0.00	\$27.35	13.68
01 2410 580 000 0000 002	Travel Trans, Meals, Hotel Principal	\$200.00	\$0.00	\$154.00	174.46
01 2410 610 000 0000 000	Supplies Office of Principal	\$750.00	\$0.00	\$62.99	8.40
01 2410 610 000 0000 001	Supplies Office of Principal	\$750.00	\$41.30	\$481.57	64.21
01 2410 610 000 0000 002	Supplies Office of the Principal	\$750.00	\$0.00	\$785.52	104.74

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2410 643 000 0000 000	Web/Cloud Based Software	\$2,500.00	\$0.00	\$0.00	0.00
01 2410 650 000 0000 001	Supplies Technology Related Principal	\$700.00	\$0.00	\$0.00	0.00
01 2410 650 000 0000 002	Supplies Technology Related Principal	\$700.00	\$0.00	\$0.00	0.00
01 2410 810 000 0000 000	Dues & Fees Principal	\$0.00	\$0.00	\$20.00	0.00
01 2410 810 000 0000 001	Dues & Fees Principal	\$1,000.00	\$1,270.00	\$1,290.00	129.00
01 2410 810 000 0000 002	Dues & Fees Principal	\$1,000.00	\$644.00	\$664.00	66.40
2410	Office of the Principal	\$507,086.00	\$39,273.42	\$460,718.28	91.00
01 2490 111 000 0000 000	Reg Emp - Teach/Prof - Other Admin	\$0.00	\$0.00	\$0.00	0.00
01 2490 111 000 0000 001	Reg Emp - Teach/Prof - Other Admin	\$79,191.00	\$6,599.22	\$73,463.54	92.77
01 2490 111 000 0000 002	Reg Emp - Teach/Prof - Other Admin	\$19,798.00	\$1,649.80	\$18,365.90	92.77
01 2490 211 000 0000 000	Group Ins - Activity/Athletic Director	\$0.00	\$0.00	\$0.00	0.00
01 2490 211 000 0000 001	Soc Sec - Activity/Athletic Director	\$516.00	\$43.00	\$473.00	91.67
01 2490 211 000 0000 002	Soc Sec - Activity/Athletic Director	\$129.00	\$10.75	\$118.25	91.67
01 2490 221 000 0000 000	Soc Sec - Activity/Athletic Director	\$0.00	\$0.00	\$0.00	0.00
01 2490 221 000 0000 001	Soc Sec - Activity/Athletic Director	\$5,945.00	\$495.40	\$5,516.10	92.79
01 2490 221 000 0000 002	Soc Sec - Activity/Athletic Director	\$1,486.00	\$123.85	\$1,379.03	92.80
01 2490 231 000 0000 000	Ret - Activity/Athletic Director	\$0.00	\$0.00	\$0.00	0.00
01 2490 231 000 0000 001	Ret - Activity/Athletic Director	\$5,823.00	\$485.23	\$5,337.53	91.66
01 2490 231 000 0000 002	Ret - Activity/Athletic Director	\$1,456.00	\$121.31	\$1,334.41	91.65
01 2490 237 000 0000 000	Inc Ret - Activity/Athletic Director	\$0.00	\$0.00	\$0.00	0.00
01 2490 237 000 0000 001	Soc Sec - Activity/Athletic Director	\$2,000.00	\$166.63	\$1,832.93	91.65
01 2490 237 000 0000 002	Soc Sec - Activity/Athletic Director	\$500.00	\$41.66	\$458.26	91.65
01 2490 330 000 0000 001	Employee Training - AD	\$0.00	\$0.00	\$0.00	0.00
01 2490 580 000 0000 001	Travel: Exp-Trans, Meals, Hotel AD	\$0.00	\$0.00	\$0.00	0.00
01 2490 610 000 0000 001	General Supplies School Admin Other	\$1,000.00	\$0.00	\$2,367.78	236.78
01 2490 650 000 0000 001	Supplies - Technology Related	\$500.00	\$0.00	\$0.00	0.00
2490	Activity/Athletic Director	\$118,344.00	\$9,736.85	\$110,646.73	93.50
01 2510 110 000 0000 000	Reg Emp - Non-Instr - District Office	\$130,291.00	\$10,091.91	\$106,758.09	81.94
01 2510 110 019 0000 000	Reg Emp-NonInstr-DistOff-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2510 130 000 0000 000	OT Non-Instr - Fiscal Services	\$6,000.00	\$155.26	\$6,013.56	100.23
01 2510 210 000 0000 000	Group Insurance - Non Instructional	\$25,283.00	\$2,106.94	\$23,176.34	91.67
01 2510 210 019 0000 000	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2510 220 000 0000 000	Social Security - Non-Instructional	\$9,536.00	\$748.40	\$8,264.01	86.66
01 2510 220 019 0000 000	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2510 230 000 0000 000	Retirement - Non-Instructional	\$9,580.00	\$753.45	\$8,291.87	86.55
01 2510 230 019 0000 000	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2510 237 000 0000 000	Increased Retirement - Fiscal Services	\$3,290.00	\$258.74	\$2,847.47	86.55
01 2510 237 019 0000 000	Inc Ret-DistOff-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2510 280 000 0000 000	Health Benefits (HSA) Non-Instr	\$2,201.00	\$183.44	\$2,017.84	91.68
01 2510 280 019 0000 000	HSA-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2510 290 000 0000 000	Other Benefits Non-Instructional	\$0.00	\$0.00	\$360.00	0.00
01 2510 315 000 0000 000	Accounting/Auditing Services	\$20,000.00	\$0.00	\$19,500.00	97.50
01 2510 350 000 0000 000	Technical Services - Oper of Business	\$200.00	\$48.00	\$136.00	68.00
01 2510 350 000 0000 001	Technical Services - Oper of Business	\$200.00	\$19.00	\$167.50	83.75
01 2510 350 000 0000 002	Technical Services - Oper of Business	\$200.00	\$0.00	\$57.50	28.75
01 2510 350 000 1118 001	Technical Services- FCS	\$0.00	\$0.00	\$0.00	0.00
01 2510 382 000 0000 000	Dist Ed & Telecommunications	\$10,000.00	\$442.80	\$5,929.13	59.29
01 2510 382 000 0000 001	Dist Ed & Telecommunications	\$0.00	\$0.00	\$217.50	0.00
01 2510 382 000 0000 002	Dist Ed & Telecommunications	\$0.00	\$0.00	\$0.00	0.00
01 2510 531 000 0000 000	Postage	\$4,000.00	\$661.80	\$3,394.48	84.86
01 2510 531 000 0000 001	Postage	\$3,000.00	\$78.00	\$1,319.07	43.97
01 2510 531 000 0000 002	Postage	\$1,000.00	\$0.36	\$425.82	42.58
01 2510 531 000 1141 002	Postage	\$0.00	\$0.00	\$18.43	0.00
01 2510 610 000 0000 000	Supplies Fiscal Services	\$3,500.00	\$1,211.77	\$4,430.94	126.60
01 2510 610 000 0000 001	Supplies Fiscal Services	\$200.00	\$0.00	\$0.00	0.00
01 2510 643 000 0000 000	Web Based Software Fiscal Serv	\$10,000.00	\$8,950.00	\$14,425.69	144.26
2510	Fiscal Services	\$238,481.00	\$25,709.87	\$207,751.24	87.11
01 2530 442 000 0000 000	Rentals of Equip & Vehicles	\$10,000.00	\$989.00	\$10,879.00	108.79
01 2530 610 000 0000 000	General Supplies Printing Publishing	\$0.00	\$0.00	\$0.00	0.00
2530	Printing Publishing & Duplicating Serv	\$10,000.00	\$989.00	\$10,879.00	108.79
01 2570 120 000 1196 000	Temp Emp - Pers Services - EHA	\$0.00	\$0.00	\$0.00	0.00
01 2570 220 000 1196 000	Soc Sec - Pers Services - EHA	\$0.00	\$0.00	\$0.00	0.00
01 2570 230 000 1196 000	Ret - Pers Services - EHA	\$0.00	\$0.00	\$0.00	0.00
01 2570 237 000 1196 000	Ret - Pers Services - EHA	\$0.00	\$0.00	\$0.00	0.00
01 2570 330 000 0000 000	Emp Trng & Devel Serv Personnel	\$1,500.00	\$100.00	\$200.00	13.33
01 2570 580 000 0000 000	Travel Tran Meals Hotel Pers Serv	\$200.00	\$0.00	\$0.00	0.00
01 2570 580 000 0000 002	Travel Tran Meals Hotel Pers Serv	\$200.00	\$0.00	\$0.00	0.00
01 2570 580 000 1190 002	Travel: Exp-Trans, Meals, Hotel	\$0.00	\$0.00	\$35.85	0.00
01 2570 610 000 0000 000	General Supplies Personnel Services	\$2,000.00	\$0.00	\$1,410.64	70.53
01 2570 610 000 0000 002	General Supplies Personnel Services	\$2,000.00	\$0.00	\$39.00	1.95
01 2570 610 000 1196 000	General Supplies Wellness Incentive	\$750.00	\$0.00	\$270.30	36.04
01 2570 810 000 0000 000	Dues and Fees Personnal Services	\$0.00	\$0.00	\$0.00	0.00
2570	Personnel Services	\$6,650.00	\$100.00	\$1,955.79	29.41

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2580 382 000 0000 000	Distance Education & Telecommunications	\$0.00	\$311.95	\$3,119.50	0.00
2580	Administrative Technology Services	\$0.00	\$311.95	\$3,119.50	0.00
01 2590 110 000 0000 000	Reg Emp - Non-Instr - Other Office	\$13,632.00	\$853.29	\$13,791.59	101.17
01 2590 110 019 0000 000	Reg Emp-NonInstr-Other-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 130 000 0000 000	OT Non-Instr Central Services	\$0.00	\$0.00	\$322.73	0.00
01 2590 150 000 0000 000	Reg Emp - Non-Instr - Other Office	\$0.00	\$0.00	\$0.00	0.00
01 2590 210 000 0000 000	Group Ins - Central Services	\$3,966.00	\$330.46	\$3,635.13	91.66
01 2590 210 019 0000 000	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 220 000 0000 000	Soc Sec - Central Services	\$687.00	\$64.32	\$495.94	72.19
01 2590 220 019 0000 000	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 230 000 0000 000	Retirement - Central Services	\$1,002.00	\$50.21	\$1,025.27	102.32
01 2590 230 019 0000 000	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 237 000 0000 000	Inc Retirement - Central Services	\$344.00	\$17.25	\$352.07	102.35
01 2590 237 019 0000 000	Inc Ret-DistOff-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 280 000 0000 000	HSA	\$550.00	\$45.87	\$504.51	91.73
01 2590 280 019 0000 000	HSA-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2590 290 000 0000 000	Other Benefit - Non-Instr - Other Office	\$0.00	\$0.00	\$60.00	0.00
2590	Central Services - Other	\$20,181.00	\$1,361.40	\$20,187.24	100.03
01 2610 110 000 0000 000	Reg Emp - Non-Instr - Op of Bldgs	\$15,007.00	\$0.00	\$455.53	3.04
01 2610 110 000 0000 001	Reg Emp - Non-Instr - Op of Bldgs	\$152,244.00	\$16,787.45	\$170,399.80	111.93
01 2610 110 000 0000 002	Reg Emp - Non-Instr - Op of Bldgs	\$103,563.00	\$9,714.17	\$98,435.37	95.05
01 2610 110 019 0000 000	Reg Emp-Op of Bldgs-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 110 019 0000 001	Reg Emp-Op of Bldgs-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 110 019 0000 002	Reg Emp-Op of Bldgs-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 120 000 0000 001	Temp Emp - Non-Instr - Op Bldgs	\$36,127.00	\$0.00	\$0.00	0.00
01 2610 120 000 0000 002	Temp Emp - Non-Instr - Op Bldgs	\$31,340.00	\$0.00	\$4,122.41	13.15
01 2610 122 000 0000 002	Temp Emp Instr Aide Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 130 000 0000 000	Custodial Services - OT	\$0.00	\$0.00	\$0.00	0.00
01 2610 130 000 0000 001	Custodial Services - OT	\$20,000.00	\$116.17	\$20,900.28	104.50
01 2610 130 000 0000 002	Custodial Services - OT	\$10,000.00	\$113.21	\$10,214.92	102.15
01 2610 150 000 0000 001	Reg Emp - Non-Instr - Other Office	\$0.00	\$0.00	\$0.00	0.00
01 2610 150 000 0000 002	Reg Emp - Non-Instr - Other Office	\$0.00	\$0.00	\$0.00	0.00
01 2610 210 000 0000 000	Group Ins - Operation of Bldgs	\$0.00	\$0.00	\$215.42	0.00
01 2610 210 000 0000 001	Group Insurance - Non Instructional	\$11,564.00	\$5,948.20	\$48,279.16	417.50
01 2610 210 000 0000 002	Group Insurance - Non Instructional	\$7,488.00	\$3,272.56	\$30,546.07	407.93
01 2610 210 019 0000 000	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2610 210 019 0000 001	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 210 019 0000 002	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 211 000 0000 001	Group Ins Teach/Prof Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 211 000 0000 002	Group Ins Teach/Prof Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 220 000 0000 000	Soc Sec - Operation of Bldgs	\$1,148.00	\$0.00	\$34.85	3.04
01 2610 220 000 0000 001	Social Security - Non-Instructional	\$11,564.00	\$1,180.36	\$13,838.66	119.67
01 2610 220 000 0000 002	Social Security - Non-Instructional	\$7,488.00	\$698.17	\$8,167.24	109.07
01 2610 220 019 0000 000	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 220 019 0000 001	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 220 019 0000 002	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 221 000 0000 001	Social Security - Operation of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 221 000 0000 002	Social Security - Operation of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 222 000 0000 002	Soc Sec - Operation of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 230 000 0000 000	Ret - Operation of Bldgs	\$1,483.00	\$0.00	\$33.51	2.26
01 2610 230 000 0000 001	Retirement - Non-Instructional	\$11,114.00	\$1,140.23	\$13,817.86	124.33
01 2610 230 000 0000 002	Retirement - Non-Instructional	\$5,342.00	\$722.60	\$7,243.15	135.59
01 2610 230 019 0000 000	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 230 019 0000 001	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 230 019 0000 002	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 231 000 0000 001	Retirement - Oper of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 231 000 0000 002	Retirement - Oper of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 237 000 0000 000	Inc Ret - Operation of Bldgs	\$378.00	\$0.00	\$11.50	3.04
01 2610 237 000 0000 001	Increased Retirement - Oper of Bldgs	\$3,817.00	\$391.57	\$4,745.17	124.32
01 2610 237 000 0000 002	Increased Retirement - Oper of Bldgs	\$1,835.00	\$248.15	\$2,487.29	135.55
01 2610 237 019 0000 000	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 237 019 0000 001	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 237 019 0000 002	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2610 280 000 0000 002	Health Benefits (HSA) Non-Instructional	\$0.00	\$91.72	\$91.72	0.00
01 2610 290 000 0000 000	Other Benefits Non-Instr Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 290 000 0000 001	Other Benefits Non-Instr Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 290 000 0000 002	Other Benefits Non-Instr Oper of Bldg	\$0.00	\$0.00	\$0.00	0.00
01 2610 350 000 0000 001	Technical Services - Oper of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 350 000 0000 002	Technical Services - Oper of Bldgs	\$0.00	\$0.00	\$0.00	0.00
01 2610 352 000 0000 000	Other Prof Services - Oper of Bldgs	\$0.00	\$0.00	\$315.00	0.00
01 2610 352 000 0000 001	Other Prof Services - Oper of Bldgs	\$2,500.00	\$0.00	\$625.00	25.00
01 2610 352 000 0000 002	Other Prof Services - Oper of Bldgs	\$2,500.00	\$0.00	\$1,320.50	52.82

EXPENDITURE REPORT

July, 2023

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2610 410 000 0000 000	Water & Sewage	\$5,000.00	\$593.63	\$5,197.36	103.95
01 2610 410 000 0000 001	Water & Sewage	\$24,000.00	\$2,935.45	\$24,828.39	103.45
01 2610 410 000 0000 002	Water & Sewage	\$14,000.00	\$1,026.30	\$12,191.40	87.08
01 2610 442 000 0000 000	Rentals of Equip & Vehicles	\$0.00	\$0.00	\$0.00	0.00
01 2610 520 000 0000 000	Insurance Operation of Bldg	\$125,000.00	\$131,853.00	\$129,450.00	103.56
01 2610 520 000 1740 001	Insurance MacBook	\$0.00	\$0.00	\$13,268.50	0.00
01 2610 610 000 0000 000	Supplies Oper of Bldgs	\$10,000.00	\$305.48	\$9,033.16	93.75
01 2610 610 000 0000 001	Supplies Operation of Bldgs	\$40,000.00	\$15,976.39	\$54,279.28	145.98
01 2610 610 000 0000 002	Supplies Operation of Bldgs	\$30,000.00	\$13,030.23	\$36,391.06	124.30
01 2610 610 019 0000 000	Supplies Oper of Bldgs COVID 19	\$0.00	\$0.00	\$0.00	0.00
01 2610 621 000 0000 000	Utility Energy Services	\$6,000.00	\$256.44	\$4,925.14	82.09
01 2610 621 000 0000 001	Utility Energy Services	\$105,000.00	\$6,226.72	\$75,914.42	72.30
01 2610 621 000 0000 002	Utility Energy Services	\$85,000.00	\$7,483.14	\$74,162.80	87.25
01 2610 622 000 0000 000	Electricity	\$0.00	\$0.00	\$273.00	0.00
2610	Operation of Buildings	\$880,502.00	\$220,111.34	\$876,214.92	100.12
01 2620 110 000 0000 000	Reg Emp - Non-Instr - Maint of Bldgs	\$20,091.00	\$1,674.23	\$18,416.53	91.67
01 2620 150 000 0000 000	Reg Emp - Non-Instr - Maint of Bldgs	\$8,354.00	\$4,929.67	\$9,858.82	118.01
01 2620 210 000 0000 000	Group Ins - Maintenance of Bldgs	\$168.00	\$31.23	\$190.81	113.58
01 2620 220 000 0000 000	Social Security - Maint of Bldgs	\$2,122.00	\$506.33	\$2,114.27	99.64
01 2620 230 000 0000 000	Ret - Maintenance of Bldgs	\$2,092.00	\$485.57	\$2,079.00	99.38
01 2620 237 000 0000 000	Inc Ret - Maintenance of Bldgs	\$718.00	\$166.74	\$713.91	99.43
01 2620 290 000 0000 000	Other Prof Services-Maint of Bldgs	\$150.00	\$15.00	\$165.00	110.00
01 2620 350 000 0000 001	Technical Services - Maint of Bldgs	\$15,000.00	\$2,206.00	\$2,605.00	17.37
01 2620 350 000 0000 002	Technical Services - Maint of Bldgs	\$20,000.00	\$450.00	\$609.00	3.05
01 2620 352 000 0000 000	Other Prof Services-Maint of Bldgs	\$3,000.00	\$0.00	\$480.00	16.00
01 2620 352 000 0000 001	Other Prof Services Maint of Bldg	\$20,000.00	\$7,534.00	\$25,436.75	127.18
01 2620 352 000 0000 002	Other Prof Services - Maint of Bldgs	\$20,000.00	\$1,600.00	\$33,517.19	167.59
01 2620 442 000 0000 000	Rentals of Equip & Vehicles	\$2,500.00	\$0.00	\$2,500.00	100.00
01 2620 610 000 0000 000	Supplies Maint of Bldgs	\$2,000.00	\$0.00	\$859.60	42.98
01 2620 610 000 0000 001	Supplies Maint of Bldgs	\$16,000.00	\$3,014.30	\$26,371.52	164.82
01 2620 610 000 0000 002	Supplies Maint of Bldgs	\$16,000.00	\$2,172.06	\$21,150.48	132.19
01 2620 733 000 0000 001	Furniture & Fixtures (>\$5,000)	\$0.00	\$0.00	\$0.00	0.00
01 2620 733 000 0000 002	Furniture & Fixtures (>\$5,000)	\$0.00	\$0.00	\$6,950.00	0.00
2620	Maintenance of Buildings	\$148,195.00	\$24,785.13	\$154,017.88	103.93
01 2630 352 000 0000 001	Other Prof Services Care of Grounds	\$1,000.00	\$0.00	\$0.00	0.00
01 2630 420 000 0000 000	Care & Upkeep of Grounds	\$53,000.00	\$0.00	\$65,166.50	122.96

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2630 420 000 0000 001	Care & Upkeep of Grounds	\$0.00	\$0.00	\$0.00	0.00
01 2630 610 000 0000 000	Supplies Care & Upkeep of Grounds	\$5,000.00	\$0.00	\$7,309.11	146.18
01 2630 610 000 0000 001	Supplies Care & Upkeep of Grounds	\$0.00	\$0.00	\$0.00	0.00
2630	Care & Upkeep of Grounds	\$59,000.00	\$0.00	\$72,475.61	122.84
01 2650 350 000 9003 000	Repairs & Maint Services Skid Loader	\$300.00	\$0.00	\$0.00	0.00
01 2650 350 000 9012 001	Repairs & Maint Services #12 Cust	\$100.00	\$0.00	\$48.00	48.00
01 2650 350 000 9013 002	Repairs & Maint Services #13 Cust	\$0.00	\$0.00	\$105.00	0.00
01 2650 352 000 0000 000	Other Prof'l Services Vehicle Oper	\$50.00	\$0.00	\$0.00	0.00
01 2650 352 000 9013 002	Other Prof Services Vehicle Maint	\$50.00	\$0.00	\$0.00	0.00
01 2650 520 000 0000 000	Insurance - Vehicle Oper	\$750.00	\$205.00	\$205.00	27.33
01 2650 520 000 0000 001	Insurance Vehicle Operation	\$700.00	\$871.00	\$871.00	124.43
01 2650 520 000 0000 002	Insurance Vehicle Operation	\$700.00	\$839.00	\$839.00	119.86
01 2650 610 000 9003 000	General Supplies Skid Loader	\$200.00	\$0.00	\$888.76	444.38
01 2650 610 000 9012 001	General Supplies Veh Operation	\$200.00	\$0.00	\$452.99	226.50
01 2650 610 000 9013 002	General Supplies Elem PU	\$0.00	\$0.00	\$130.49	0.00
01 2650 626 000 0000 000	Gasoline Custodial	\$0.00	\$0.00	\$44.53	0.00
01 2650 626 000 9003 000	Gasoline - Skid Loader	\$200.00	\$54.33	\$795.75	397.88
01 2650 626 000 9003 001	Gasoline Skid Loader	\$0.00	\$0.00	\$267.12	0.00
01 2650 626 000 9012 001	Gasoline Veh Oper #12 HS PU (Cust)	\$1,000.00	\$70.19	\$917.52	91.75
01 2650 626 000 9013 002	Gasoline Veh Oper #13 PU (Cust)	\$200.00	\$59.19	\$235.19	117.60
2650	Vehicle Operation, Maint & Purchasing	\$4,450.00	\$2,098.71	\$5,800.35	130.34
01 2660 352 000 0000 000	Other Professional Services Security	\$0.00	\$0.00	\$0.00	0.00
01 2660 610 000 0000 000	Supplies Security	\$0.00	\$0.00	\$17.59	0.00
01 2660 610 000 0000 002	Supplies Security	\$0.00	\$0.00	\$29.97	0.00
01 2660 643 000 0000 000	Web/Cloud Based Software	\$2,500.00	\$0.00	\$2,647.29	105.89
2660	Security	\$2,500.00	\$0.00	\$2,694.85	107.79
01 2670 330 000 0000 000	Empl Trng/Development Safety	\$500.00	\$0.00	\$0.00	21.80
01 2670 350 000 0000 001	Technical Services Safety	\$0.00	\$0.00	\$0.00	0.00
01 2670 352 000 0000 000	Other Prof Services Safety	\$0.00	\$0.00	\$674.72	0.00
01 2670 352 000 0000 001	Other Prof'l Services Safety	\$0.00	\$0.00	\$1,193.95	0.00
01 2670 352 000 0000 002	Other Prof Services Safety	\$600.00	\$0.00	\$566.82	94.47
01 2670 382 000 0000 001	Dist Ed & Telecommunications Safety	\$300.00	\$0.00	\$319.22	106.41
01 2670 382 000 0000 002	Dist Ed & Telecommunications Safety	\$700.00	\$75.53	\$733.94	104.85
01 2670 610 000 0000 000	Supplies Safety	\$500.00	\$127.75	\$1,251.73	290.57
01 2670 610 000 0000 001	Supplies Safety	\$500.00	\$43.07	\$570.07	114.01
01 2670 610 000 0000 002	General Supplies Safety	\$500.00	\$0.00	\$412.90	82.58
2670	Safety	\$3,600.00	\$246.35	\$5,723.35	167.60

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2710 110 000 0000 002	Van Driver Non Sped	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9101 000	Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9101 001	Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9101 002	Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9102 000	Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9102 001	Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 120 000 9102 002	Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9101 000	OT Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9101 001	OT Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9101 002	OT Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9102 000	OT Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9102 001	OT Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 130 000 9102 002	OT Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9101 000	Add'l Comp Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9101 001	Add'l Comp Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9101 002	Add'l Comp Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9102 000	Add'l Comp Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9102 001	Add'l Comp Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 150 000 9102 002	Add'l Comp Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 210 000 0000 002	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 0000 002	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9101 000	Soc Sec Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9101 001	Soc Sec Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9101 002	Soc Sec Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9102 000	Soc Sec Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9102 001	Soc Sec Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 220 000 9102 002	Soc Sec Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 0000 002	Social Security - Activity	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9101 000	Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9101 001	Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9101 002	Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9102 000	Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9102 001	Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 230 000 9102 002	Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 0000 002	Increased Retirement -Vehicle Oper	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 9101 000	Inc Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2710 237 000 9101 001	Inc Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 9101 002	Inc Ret Bus Driver - Coach	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 9102 000	Inc Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 9102 001	Inc Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 237 000 9102 002	Inc Ret Bus Driver - Yellow	\$0.00	\$0.00	\$0.00	0.00
01 2710 330 000 0000 000	Emp Trng Vehicle Operation	\$0.00	\$0.00	\$0.00	0.00
01 2710 330 000 9001 000	Emp Trng Vehicle Operation	\$0.00	\$0.00	\$0.00	0.00
01 2710 330 000 9018 000	Emp Trng Vehicle Operation	\$0.00	\$0.00	\$0.00	0.00
01 2710 332 000 0000 001	Mileage Paid to Parents	\$56,000.00	\$0.00	\$52,620.08	93.96
01 2710 332 000 0000 002	Mileage Paid to Parents	\$56,000.00	\$0.00	\$59,877.46	106.92
01 2710 332 000 2751 001	Mileage Paid to Parents - Option	\$2,000.00	\$0.00	\$0.00	0.00
01 2710 332 000 2751 002	Mileage Paid to Parents - Option	\$7,000.00	\$0.00	\$2,596.83	37.10
01 2710 340 000 0000 000	Other Prof Services Vehicle Oper	\$0.00	\$150.00	\$1,429.00	0.00
01 2710 350 000 0000 000	Technical Services Vehicle Operation	\$0.00	\$0.00	\$32.50	0.00
01 2710 442 000 0000 001	Rentals of Equip & Vehicles	\$0.00	\$0.00	\$900.00	0.00
01 2710 442 000 9101 000	Rentals of Vehicles - Coach Bus	\$0.00	\$0.00	\$0.00	0.00
01 2710 442 000 9102 000	Rentals of Vehicles - Yellow Bus	\$0.00	\$0.00	\$0.00	0.00
01 2710 520 000 0000 000	Insurance Vehicle Oper Reg Ed	\$0.00	\$14,332.00	\$14,332.00	0.00
01 2710 520 000 9101 000	Insurance Vehicle - Coach Bus	\$0.00	\$0.00	\$0.00	0.00
01 2710 520 000 9102 000	Insurance Vehicle - Yellow Bus	\$0.00	\$0.00	\$0.00	0.00
01 2710 580 000 0000 001	Travel Trans Meals Vehicle Oper	\$0.00	\$0.00	\$10.00	0.00
01 2710 626 000 0000 000	Gasoline	\$4,000.00	\$777.60	\$1,599.83	40.00
01 2710 626 000 0000 001	Gasoline	\$12,000.00	\$332.58	\$12,449.02	103.74
01 2710 626 000 0000 002	Gasoline	\$750.00	\$37.79	\$545.31	72.71
01 2710 626 000 1197 001	Gasoline	\$250.00	\$0.00	\$143.75	57.50
01 2710 626 000 1199 001	Gasoline	\$100.00	\$0.00	\$0.00	0.00
01 2710 626 000 9000 001	Gasoline - Activity Bus	\$12,000.00	\$0.00	\$11,174.81	93.12
01 2710 732 000 0000 000	Vehicle Acquisition Reg Ed	\$0.00	\$0.00	\$0.00	0.00
2710	Vehicle Operation Reg Education	\$150,100.00	\$15,629.97	\$157,710.59	105.07
01 2712 110 000 9001 000	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 110 000 9001 001	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.40	0.00
01 2712 110 000 9001 002	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 110 000 9008 000	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 110 000 9008 002	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$1,197.46	0.00
01 2712 110 000 9018 000	Reg Emp-Non-Instr-Veh Op-SA SPED	\$15,007.00	\$375.18	\$19,720.60	131.41
01 2712 110 000 9018 002	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2712 110 019 9018 000	Reg Emp-Veh Oper-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2712 120 000 9009 000	Temp Emp-Non Instr-Veh-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 120 000 9018 000	Reg Emp-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$507.52	0.00
01 2712 130 000 9008 002	OT Reg Emp-Non-Instr-Veh Op-SA SPED	\$500.00	\$0.00	\$18.84	3.77
01 2712 130 000 9018 000	OT-Non Instr-Veh Oper-SA SPED	\$500.00	\$0.00	\$545.36	109.07
01 2712 210 000 9001 001	Social Security - Non Instr - SA SPED	\$500.00	\$0.00	\$0.14	0.03
01 2712 210 000 9008 000	Ins--Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 210 000 9008 002	Ins--Non-Instr-Veh Op-SA SPED	\$1,000.00	\$0.00	\$387.25	38.73
01 2712 210 000 9018 000	Group Ins - Van Driver SPED SA	\$0.00	\$0.00	\$10,250.35	0.00
01 2712 210 000 9018 002	Group Ins-Non Instr-Veh SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 210 019 9018 000	Group Ins-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 000 9001 000	Social Security - Non Instr - SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 000 9001 001	Social Security - Non Instr - SA SPED	\$0.00	\$0.00	\$0.03	0.00
01 2712 220 000 9001 002	Social Security - Non Instr - SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 000 9008 000	Soc Sec-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 000 9008 002	Soc Sec-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$90.92	0.00
01 2712 220 000 9009 000	Social Security - Non-Instructional	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 000 9018 000	Soc Sec - Van Driver SPED SA	\$1,148.00	\$28.68	\$1,158.16	100.89
01 2712 220 000 9018 002	Soc Sec-Non Instr SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 220 019 9018 000	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2712 230 000 9001 000	Social Security - Non Instr - SA Sped	\$0.00	\$0.00	\$0.00	0.00
01 2712 230 000 9001 001	Social Security - Non Instr - SA SPED	\$0.00	\$0.00	\$0.03	0.00
01 2712 230 000 9001 002	Retirement-Non Instr Aides Veh SA Sped	\$0.00	\$0.00	\$0.00	0.00
01 2712 230 000 9008 000	Ret-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 230 000 9008 002	Ret-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$89.46	0.00
01 2712 230 000 9018 000	Ret - Van Driver SPED SA	\$1,483.00	\$27.59	\$1,527.47	103.00
01 2712 230 000 9018 002	Retirement Non Instr SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 230 019 9018 000	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2712 237 000 9001 000	Increased Retire - Non Instr - SA Sped	\$0.00	\$0.00	\$0.00	0.00
01 2712 237 000 9001 001	Social Security - Non Instr - SA SPED	\$0.00	\$0.00	\$0.01	0.00
01 2712 237 000 9001 002	Incr Ret-Non Instr Aides SA Sped	\$0.00	\$0.00	\$0.00	0.00
01 2712 237 000 9008 000	Inc Rett-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 237 000 9008 002	Inc Rett-Non-Instr-Veh Op-SA SPED	\$0.00	\$0.00	\$30.73	0.00
01 2712 237 000 9018 000	Increased Retirement Veh Oper SPED	\$378.00	\$9.47	\$524.51	138.76
01 2712 237 000 9018 002	Increased Retirement Veh Oper SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 237 019 9018 000	Inc Ret-Princ-COVID19	\$0.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 2712 290 000 9018 000	Other Benefits-Non Instr SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 330 000 0000 000	Employee Trng & Dev Services SA SPED	\$500.00	\$0.00	\$450.00	90.00
01 2712 330 000 0000 002	Employee Trng & Dev Services SA SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 330 000 9001 000	Employee Training & Development Services	\$0.00	\$0.00	\$0.00	0.00
01 2712 330 000 9018 000	Employee Training & Development Services	\$0.00	\$0.00	\$0.00	0.00
01 2712 332 000 0000 002	Mileage Paid to Parents - SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 350 000 0000 000	Technical Services Vehicle Oper SPED	\$0.00	\$0.00	\$0.00	0.00
01 2712 520 000 9001 000	Insurance SA SPED Bus	\$0.00	\$0.00	\$0.00	0.00
01 2712 520 000 9001 002	Insurance SA SPED Bus	\$0.00	\$290.40	\$290.40	0.00
01 2712 520 000 9008 002	Insurance SA SPED Mini Van	\$0.00	\$681.00	\$681.00	0.00
01 2712 520 000 9018 000	Insurance SPED 2017 Ford HC Van	\$0.00	\$1,059.00	\$1,059.00	0.00
01 2712 580 000 0000 000	Travel Exp - Vehicle Operations	\$200.00	\$0.00	\$0.00	0.00
01 2712 580 000 0000 002	Travel Exp - SA SPED	\$250.00	\$0.00	\$0.00	0.00
01 2712 626 000 9001 000	Gasoline SPED SA	\$0.00	\$0.00	\$42.46	0.00
01 2712 626 000 9001 001	Gasoline	\$200.00	\$0.00	\$0.00	0.00
01 2712 626 000 9001 002	Gasoline	\$250.00	\$0.00	\$507.55	203.02
01 2712 626 000 9008 002	Gasoline	\$0.00	\$0.00	\$623.87	0.00
01 2712 626 000 9018 000	Gasoline	\$2,500.00	\$0.00	\$2,532.58	101.30
2712	Vehicle Operation-School Age SPED	\$24,416.00	\$2,471.32	\$42,236.10	172.99
01 2713 110 005 0000 002	Reg Emp-Non-Instr Veh Op-0-5 SPED	\$0.00	\$0.00	\$0.00	0.00
01 2713 110 005 9001 002	Reg Emp-Non-Instr-Veh Op 0-5 SPED	\$30,014.00	\$0.00	\$7,811.11	26.02
01 2713 110 019 9001 002	Reg Emp-NonInstr-Veh Op-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2713 120 005 9001 002	Temp Emp-Non Inst Veh Oper 3-5	\$0.00	\$0.00	\$156.35	0.00
01 2713 130 005 0000 002	OT Non-Instr Veh Oper SPED 3-5	\$0.00	\$0.00	\$0.00	0.00
01 2713 130 005 9001 002	OT Non Instr Vech Oper SPED 3-5	\$0.00	\$0.00	\$143.92	0.00
01 2713 210 005 9001 002	Ins Vehicle Operation 3-5	\$9,286.00	\$0.00	\$77.94	0.84
01 2713 220 005 0000 002	Soc Sect - Van Driver SPED Below 5	\$0.00	\$0.00	\$0.00	0.00
01 2713 220 005 9001 002	Social Security - Veh Oper SPED 3-5	\$2,296.00	\$0.00	\$618.64	26.94
01 2713 220 019 9001 002	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2713 230 005 0000 002	Rett - Van Driver SPED Below 5	\$0.00	\$0.00	\$0.00	0.00
01 2713 230 005 9001 002	Retirement - Non Inst Van SPED 3-5	\$2,965.00	\$0.00	\$90.86	3.06
01 2713 230 019 9001 002	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2713 237 005 0000 002	Inc Retire Vehicle Oper SPED 3-5	\$0.00	\$0.00	\$0.00	0.00
01 2713 237 005 9001 002	Inc Retire Vehicle Oper SPED 3-5	\$756.00	\$0.00	\$31.23	4.13
01 2713 237 019 9001 002	Inc Ret-Veh Op-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 2713 340 005 1190 002	Other Professional Services 3-5 EC	\$0.00	\$0.00	\$173.50	0.00

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01 2713 520 005 9001 002	Ins Vehicle Oper Below Age 5 SPED	\$0.00	\$435.60	\$435.60	0.00
01 2713 626 005 9001 002	Gasoline 3-5 PS SPED	\$650.00	\$0.00	\$916.40	140.98
01 2713 626 005 9018 002	Gasoline 3-5 SPED HC Van	\$250.00	\$0.00	\$239.46	95.78
2713	Vehicle Operation-Below Age 5 SPED	\$46,217.00	\$435.60	\$10,695.01	23.14
01 2730 350 000 0000 000	Repairs/Maint Serv Reg Ed Vehicles	\$1,500.00	\$0.00	\$868.00	57.87
01 2730 352 000 0000 001	Other Prof Services Vehicle Maint	\$0.00	\$0.00	\$15.00	0.00
01 2730 610 000 0000 000	Supplies Van Maint	\$5,000.00	\$72.46	\$5,176.96	103.54
01 2730 890 000 0000 000	Misc Exp Vehicle Servicing & Maint	\$500.00	\$58.08	\$384.32	76.86
2730	Vehicle Servicing & Maint Reg Ed	\$7,000.00	\$130.54	\$6,444.28	92.06
01 2732 350 000 9001 000	Repairs & Maint Services # Mini Bus	\$50.00	\$0.00	\$0.00	0.00
01 2732 350 000 9018 000	Repairs & Maint Services #18 HC Van	\$500.00	\$0.00	\$340.70	68.14
01 2732 352 000 9001 000	Repairs & Maint Services 2000 Mini Bus	\$500.00	\$0.00	\$0.00	0.00
01 2732 610 000 9001 000	General Supplies - Mini Bus	\$250.00	\$0.00	\$0.00	0.00
01 2732 610 000 9001 001	General Supplies - Mini Bus	\$0.00	\$0.00	\$0.00	0.00
01 2732 610 000 9001 002	General Supplies SPED SA Vehicle	\$0.00	\$0.00	\$0.00	0.00
01 2732 610 000 9018 000	General Supplies 2017 Ford HC Van	\$500.00	\$0.00	\$1,609.51	321.90
01 2732 890 000 9018 000	Misc Exp HC Van	\$0.00	\$0.00	\$0.00	0.00
2732	Vehicle Servicing & Maint SPED SA	\$1,800.00	\$0.00	\$1,950.21	108.35
01 2733 350 005 9001 000	Repairs & Maint Services '00 Mini Bus	\$0.00	\$0.00	\$0.00	0.00
01 2733 350 005 9001 002	Repairs & Maint - Mini Bus	\$0.00	\$0.00	\$248.00	0.00
01 2733 352 005 9001 002	Other Prof Services Vehicle Oper Bus	\$200.00	\$0.00	\$0.00	0.00
01 2733 610 005 9001 000	General Supplies Mini Bus	\$0.00	\$0.00	\$0.00	0.00
01 2733 610 005 9001 002	General Supplies Mini Bus	\$350.00	\$0.00	\$771.16	220.33
2733	Vehicle Servicing & Maint SPED 0-5	\$550.00	\$0.00	\$1,019.16	185.30
01 2790 510 000 0000 001	Student Transportation Services	\$75,000.00	\$0.00	\$75,292.73	100.39
01 2790 510 000 0000 002	Student Transportation Services	\$2,000.00	\$0.00	\$0.00	0.00
01 2790 510 000 1199 001	Student Transportation-Ed Quest 8th Gr	\$1,000.00	\$0.00	\$671.56	67.16
2790	Other Student Transportation	\$78,000.00	\$0.00	\$75,964.29	97.39
01 2900 350 000 0000 001	Technical Services - Other Support Serv	\$0.00	\$0.00	\$0.00	0.00
01 2900 350 000 0000 002	Technical Services - Other Support Serv	\$0.00	\$0.00	\$0.00	0.00
01 2900 580 000 0000 001	Travel: Exp-Trans, Meals, Hotel	\$0.00	\$0.00	\$100.00	0.00
01 2900 643 000 0000 001	Other Support Services Web/Cloud	\$0.00	\$0.00	\$250.00	0.00
2900	Other Support Services	\$0.00	\$0.00	\$350.00	0.00
01 3300 110 000 1744 002	Reg Emp-Non-Instr-Comm Servs Op	\$4,500.00	\$0.00	\$1,409.94	31.33
01 3300 110 019 1744 002	Reg Emp-Non-Instr-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 3300 220 000 1744 002	Reg Emp - Non-Instr - Comm Op	\$600.00	\$0.00	\$107.86	17.98

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01 3300 220 019 1744 002	Soc Sec-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 3300 230 000 1744 002	Ret - Non Instr Aides Comm Op	\$50.00	\$0.00	\$0.00	0.00
01 3300 230 019 1744 002	Ret-NonInstr-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 3300 237 000 1744 002	Inc Ret - Non Instr Aides Comm Op	\$50.00	\$0.00	\$0.00	0.00
01 3300 237 019 1744 002	Inc Ret-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 3300 330 000 1744 002	Emp Trng & Dev Services Dev Eagles	\$300.00	\$0.00	\$390.00	190.00
01 3300 333 000 1744 002	Mileage Paid to Staff Dev Eagles	\$0.00	\$0.00	\$0.00	0.00
01 3300 340 000 1744 002	Other Professional Services	\$485.00	\$0.00	\$0.00	0.00
01 3300 350 000 1744 002	Technical Services Dev Eagles	\$200.00	\$0.00	\$31.00	15.50
01 3300 531 000 1744 002	Postage Developing Eagles	\$15.00	\$0.00	\$0.57	3.80
01 3300 540 000 1744 002	Advertising - Dev Eagles	\$0.00	\$0.00	\$181.70	0.00
01 3300 580 000 1744 002	Trans, Meals, Hotel Dev Eagles	\$250.00	\$0.00	\$354.53	141.81
01 3300 610 000 1744 002	Supplies Dev Eagles	\$1,500.00	\$592.58	\$2,091.38	139.43
01 3300 626 000 1744 002	Gasoline	\$0.00	\$0.00	\$0.00	0.00
01 3300 643 000 1744 002	Web/Cloud Based Software Dev Eagles	\$950.00	\$79.00	\$869.00	91.47
01 3300 650 000 1744 002	Supplies - Technology Related Dev Eagles	\$0.00	\$0.00	\$0.00	0.00
01 3300 810 000 1744 002	Dues and Fees Dev Eagles	\$100.00	\$0.00	\$50.00	50.00
3300	Community Services Operations	\$9,000.00	\$671.58	\$5,485.98	62.96
01 3400 890 000 0000 001	Miscellaneous Expenditures	\$0.00	\$0.00	\$350.00	0.00
3400	Categorical Grants from Corp & Other	\$0.00	\$0.00	\$350.00	0.00
01 3535 111 000 0000 002	Reg Emp - Teach/Prof - HAL	\$0.00	\$0.00	\$6,386.39	0.00
01 3535 211 000 0000 002	Group Ins Teach/Prof HAL	\$0.00	\$0.00	\$53.32	0.00
01 3535 221 000 0000 002	Social Security - HAL	\$0.00	\$0.00	\$484.30	0.00
01 3535 231 000 0000 002	Retirement - HAL	\$0.00	\$0.00	\$469.58	0.00
01 3535 237 000 0000 002	Increased Retirement - HAL	\$0.00	\$0.00	\$161.25	0.00
3535	High Ability Learners	\$0.00	\$0.00	\$7,554.84	0.00
01 3541 111 000 0000 000	Reg Emp - Teachers Six Pence	\$0.00	\$0.00	\$0.00	0.00
01 3541 111 000 1193 002	Reg Emp - Teacher Sixpence	\$38,822.00	\$2,426.36	\$36,500.32	94.02
01 3541 111 000 1194 002	Reg Emp - Teacher Sixpence	\$43,837.00	\$3,653.08	\$33,725.46	76.93
01 3541 112 000 1193 002	Reg Emp - TA Sixpence	\$35,360.00	\$2,978.99	\$32,348.00	91.48
01 3541 112 000 1194 002	Reg Emp - TA Sixpence	\$35,360.00	\$2,571.76	\$25,929.01	73.33
01 3541 122 000 1193 002	Temp Emp - Instructional Aide - Sub	\$1,000.00	\$23.90	\$2,294.04	229.40
01 3541 122 000 1194 002	Reg Emp - TA Sixpence	\$1,000.00	\$0.00	\$3,365.75	336.58
01 3541 123 000 1193 002	Temp Emp - Teacher/Prof -Sub	\$1,000.00	\$0.00	\$2,690.75	269.08
01 3541 123 000 1194 002	Temp Emp -Teacher/Prof - Sub	\$1,000.00	\$0.00	\$689.00	68.90
01 3541 132 000 1193 002	OT - TA Sixpence	\$1,500.00	\$670.19	\$2,049.27	136.62

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01 3541 132 000 1194 002	OT - TA Sixpence	\$1,500.00	\$33.15	\$601.53	40.10
01 3541 151 000 1194 002	Reg Emp - Teacher Sixpence	\$0.00	\$2,272.11	\$2,543.73	0.00
01 3541 152 000 1193 002	Add'l Comp - TA Sixpence	\$0.00	\$0.00	\$31.85	0.00
01 3541 152 000 1194 002	Add'l Comp - TA Sixpence	\$0.00	\$0.00	\$49.40	0.00
01 3541 211 000 0000 000	Group Insurance - Teachers Six Pence	\$0.00	\$0.00	\$0.00	0.00
01 3541 211 000 1193 002	Group Insurance - Teacher Sixpence	\$0.00	\$0.00	\$0.00	0.00
01 3541 211 000 1194 002	Group Insurance - Teacher Sixpence	\$15,605.00	\$775.15	\$10,073.64	64.55
01 3541 212 000 1193 002	Group Insurance - TA Sixpence	\$8,598.00	\$1,475.74	\$9,339.66	108.63
01 3541 212 000 1194 002	Group Insurance - TA Sixpence	\$8,598.00	\$660.92	\$7,863.19	91.45
01 3541 221 000 0000 000	Soc Sec - Teachers Six Pence	\$0.00	\$0.00	\$0.00	0.00
01 3541 221 000 1193 002	Soc Sec - Teacher Sixpence	\$2,970.00	\$185.61	\$2,792.19	94.01
01 3541 221 000 1194 002	Soc Sec - Teacher Sixpence	\$3,354.00	\$443.77	\$2,665.55	79.47
01 3541 222 000 1193 002	Soc Sec - TA Sixpence	\$2,705.00	\$280.98	\$2,804.90	103.69
01 3541 222 000 1194 002	Soc Sec - TA Sixpence	\$2,705.00	\$193.06	\$2,262.72	83.65
01 3541 223 000 1193 002	Soc Sec - TA Sixpence	\$0.00	\$0.00	\$205.87	0.00
01 3541 223 000 1194 002	Soc Sec - TA Sixpence	\$0.00	\$0.00	\$52.73	0.00
01 3541 231 000 1193 002	Ret Teach/Prof Sixpence	\$2,854.00	\$178.40	\$2,676.04	93.76
01 3541 231 000 1194 002	Ret Teach/Prof Sixpence	\$3,223.00	\$435.66	\$2,666.77	82.74
01 3541 232 000 1193 002	Ret - TA Sixpence	\$3,494.00	\$270.07	\$2,552.43	73.05
01 3541 232 000 1194 002	Ret - TA Sixpence	\$3,494.00	\$191.53	\$1,967.53	56.31
01 3541 233 000 1193 002	Ret Sub Sixpence	\$0.00	\$0.00	\$0.00	0.00
01 3541 233 000 1194 002	Ret Sub Sixpence	\$0.00	\$0.00	\$0.00	0.00
01 3541 237 000 1193 002	Inc Ret Teach/Prof Sixpence	\$1,871.00	\$154.01	\$1,795.51	95.97
01 3541 237 000 1194 002	Inc Ret Teach/Prof Sixpence	\$1,998.00	\$215.37	\$1,591.43	79.65
01 3541 281 000 1194 002	Sixpence - HSA Deduction	\$0.00	\$161.20	\$1,502.25	0.00
01 3541 282 000 1194 002	Sixpence - HSA Deduction	\$0.00	\$91.72	\$733.76	0.00
01 3541 320 000 0000 000	Prof Education Services Six Pence	\$0.00	\$0.00	\$0.00	0.00
01 3541 330 000 0000 000	Employee Trng Six Pence	\$0.00	\$40.00	\$90.00	0.00
01 3541 330 000 1193 000	Employee Trng Six Pence	\$5,000.00	\$0.00	\$0.00	0.00
01 3541 330 000 1194 000	Employee Trng Six Pence	\$5,000.00	\$0.00	\$0.00	0.00
01 3541 333 000 1194 000	Mileage Paid to Staff - Infant Site	\$0.00	\$0.00	\$0.00	0.00
01 3541 340 000 0000 000	Insurance Sixpence Site	\$1,000.00	\$0.00	\$3,351.24	335.12
01 3541 340 000 1193 000	Insurance Sixpence Site - Toiddler	\$1,000.00	\$0.00	\$0.00	0.00
01 3541 340 000 1194 000	Insurance Sixpence Site - Infant	\$1,000.00	\$0.00	\$0.00	0.00
01 3541 350 000 0000 000	Technical Services - Sixpence	\$500.00	\$0.00	\$153.00	30.60
01 3541 350 000 1193 000	Technical Services - Toddler Site	\$5,050.00	\$0.00	\$0.00	0.00

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01 3541 350 000 1194 000	Technical Services - Infant Site	\$500.00	\$0.00	\$0.00	0.00
01 3541 352 000 1193 000	Other Professional Services-Toddler	\$0.00	\$180.00	\$950.00	0.00
01 3541 352 000 1194 000	Other Professional Services 1st St Site	\$500.00	\$180.00	\$1,310.00	262.00
01 3541 382 000 1193 000	Telecommunications Sixpence	\$1,749.00	\$119.11	\$1,240.63	70.93
01 3541 382 000 1194 000	Telecommunications Sixpence Infant	\$594.00	\$49.53	\$614.41	103.44
01 3541 440 000 1193 000	Rentals Sixpence Toddler (7th St)	\$9,600.00	\$800.00	\$8,800.00	91.67
01 3541 440 000 1194 000	Rentals Sixpence Infant (1st St)	\$9,600.00	\$800.00	\$8,800.00	91.67
01 3541 442 000 1193 000	Rentals of Equip & Vehicles	\$0.00	\$71.32	\$778.36	0.00
01 3541 442 000 1194 000	Rentals of Equip & Vehicles Infant	\$0.00	\$71.32	\$778.36	0.00
01 3541 490 000 1193 000	Water & Sewage -Toddler	\$1,067.00	\$219.77	\$1,946.95	182.47
01 3541 490 000 1194 000	Water & Sewage - Infant	\$1,067.00	\$91.94	\$1,023.41	95.91
01 3541 540 000 0000 000	Advertising Sixpence	\$0.00	\$0.00	\$242.70	0.00
01 3541 540 000 1194 000	Advertising Sixpence Infant	\$0.00	\$0.00	\$140.00	0.00
01 3541 580 000 0000 000	Travel Expenditures Six Pence	\$0.00	\$0.00	\$0.00	0.00
01 3541 580 000 1193 000	Travel Expenditures Six Pence	\$2,500.00	\$0.00	\$19.99	2.11
01 3541 580 000 1194 000	Travel Expenditures Six Pence Infant	\$2,500.00	\$0.00	\$0.00	0.00
01 3541 610 000 0000 000	General Supplies Six Pence	\$0.00	\$0.00	\$1,163.09	0.00
01 3541 610 000 1193 000	General Supplies Six Pence (7th St)	\$10,000.00	\$1,819.15	\$16,670.19	179.56
01 3541 610 000 1194 000	General Supplies Six Pence (1st St)	\$10,000.00	\$495.42	\$17,976.98	179.77
01 3541 621 000 1193 000	Utility Energy Services Toddler Site	\$2,764.00	\$244.23	\$3,035.31	109.82
01 3541 621 000 1194 000	Utility Energy Services -Infant	\$2,462.00	\$135.81	\$1,841.79	74.81
01 3541 640 000 1193 000	Books & Periodicals - Toddler Site	\$4,499.00	\$0.00	\$0.00	0.00
01 3541 640 000 1194 000	Books & Periodicals - Infant Site	\$4,500.00	\$0.00	\$0.00	0.00
01 3541 643 000 0000 000	Web/Cloud Based Software Sixpence	\$1,200.00	\$485.90	\$935.90	77.99
01 3541 650 000 1193 000	Supplies Technology- Infant Site	\$0.00	\$0.00	\$0.00	0.00
01 3541 650 000 1194 000	Supplies Technology- Infant Site	\$0.00	\$0.00	\$0.00	0.00
01 3541 733 000 0000 000	Furniture & Fixtures (>\$5,000)	\$0.00	\$0.00	\$0.00	0.00
01 3541 810 000 1193 000	Dues and Fees - Toddler Site	\$0.00	\$0.00	\$25.00	0.00
01 3541 810 000 1194 000	Dues and Fees-Infant	\$0.00	\$0.00	\$50.00	0.00
3541	Early Childhood Grants	\$305,500.00	\$26,146.23	\$268,301.59	88.45
01 3599 110 000 1744 002	Reg Emp - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$33,475.23	0.00
01 3599 111 000 1193 002	Reg Emp - Stabilization Toddler	\$0.00	\$4,348.24	\$7,864.10	0.00
01 3599 111 000 1194 002	Reg Emp - Stabilization Infant	\$0.00	\$0.00	\$9,960.92	0.00
01 3599 112 000 1194 002	Reg Emp - Instr Aides - Other State Cat - Inf	\$0.00	\$0.00	\$765.59	0.00
01 3599 122 000 1194 002	Temp Emp - Instr Aides - Other State Cat - Inf	\$0.00	\$0.00	\$0.00	0.00
01 3599 123 000 1194 002	Temp Emp - Other State Cat - Inf	\$0.00	\$0.00	\$0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
01 3599 130 000 1744 002	OT - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$469.86	0.00
01 3599 132 000 1194 002	OT - Instr Aides - Other State Cat - Inf	\$0.00	\$0.00	\$0.00	0.00
01 3599 151 000 1194 002	Reg Emp - Teacher Sixpence	\$0.00	\$2,636.36	\$2,636.36	0.00
01 3599 152 000 1194 002	Add;l Comp - Ins Aide Sixpence	\$0.00	\$0.00	\$0.00	0.00
01 3599 210 000 1744 002	Grp Ins - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$0.00	0.00
01 3599 211 000 1193 002	Ins Stabilization Toddler	\$0.00	\$0.00	\$0.00	0.00
01 3599 211 000 1194 002	Ins Stabilization Infant	\$0.00	\$364.09	\$2,458.00	0.00
01 3599 212 000 1194 002	Grp Ins - Instr Aides - Other State Cat - Inf	\$0.00	\$0.00	\$246.61	0.00
01 3599 220 000 1744 002	SocSec - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$2,546.98	0.00
01 3599 221 000 1193 002	Soc Sec - Stabilization Toddler	\$0.00	\$332.65	\$601.60	0.00
01 3599 221 000 1194 002	Soc Sec - Stabilization Infant	\$0.00	\$199.06	\$939.39	0.00
01 3599 222 000 1194 002	SocSec - Sub Aides - Other State Cat - Inf	\$0.00	\$0.00	\$58.57	0.00
01 3599 223 000 1194 002	SocSec - Sub Aides - Other State Cat - Inf	\$0.00	\$0.00	\$0.00	0.00
01 3599 230 000 1744 002	Ret - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$2,164.59	0.00
01 3599 231 000 1193 002	Ret - Stabilization Toddler	\$0.00	\$319.72	\$578.23	0.00
01 3599 231 000 1194 002	Ret - Stabilization Infant	\$0.00	\$193.85	\$926.26	0.00
01 3599 232 000 1194 002	Ret - Instr Aides - Other State Cat -Inf	\$0.00	\$0.00	\$56.29	0.00
01 3599 233 000 1194 002	Ret - Sub - Other State Cat -Inf	\$0.00	\$0.00	\$0.00	0.00
01 3599 237 000 1193 002	Inc Ret - Stabilization Toddler	\$0.00	\$109.79	\$198.56	0.00
01 3599 237 000 1194 002	Inc Ret - Stabilization Infant	\$0.00	\$66.58	\$337.42	0.00
01 3599 237 000 1744 002	Inc Ret - Instr Aides - Other State Cat - DE	\$0.00	\$0.00	\$743.34	0.00
01 3599 281 000 1194 002	HSA - Prof - Other State Cat - Inf	\$0.00	\$0.00	\$270.95	0.00
01 3599 610 000 1193 000	General Supplies-Other Toddler	\$0.00	\$644.27	\$644.27	0.00
01 3599 610 000 1194 000	General Supplies-Other Infant	\$0.00	\$220.84	\$220.84	0.00
3599	Other State Categorical Programs	\$0.00	\$9,435.45	\$68,163.96	0.00
01 4300 340 000 0000 001	Other Professional Services Architect	\$0.00	\$0.00	\$0.00	0.00
4300	Architecture and Engineering	\$0.00	\$0.00	\$0.00	0.00
01 4700 450 000 0000 001	Bldg Improv Construction Services	\$0.00	\$0.00	\$0.00	0.00
01 4700 720 000 0000 002	Buildings-Acquiring Buildings & Const	\$0.00	\$0.00	\$16,593.40	0.00
4700	Building Improvements	\$0.00	\$0.00	\$16,593.40	0.00
01 5000 831 000 0000 001	Redemption of Principal	\$1,000,000.00	\$0.00	\$556,902.41	55.69
01 5000 832 000 0000 001	Interest on Long-Term Debt	\$150,000.00	\$0.00	\$20,440.49	13.63
01 5000 833 000 0000 001	Other Debt-Related Costs	\$0.00	\$0.00	\$0.00	0.00
5000	DEBT SERVICES	\$1,150,000.00	\$0.00	\$577,342.90	50.20
01 6200 111 000 0000 002	Reg Emp - Teach/Prof - Title I Pt A ESSA	\$110,657.00	\$8,670.81	\$95,297.11	86.12
01 6200 111 000 1195 002	Reg Emp - Teach/Prof - Title I Pt A	\$13,770.00	\$1,228.59	\$13,477.00	97.87

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Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
	ESSA				
01 6200 151 000 0000 002	Add'l Comp - Teachers/Professional	\$0.00	\$0.00	\$0.00	0.00
01 6200 211 000 0000 002	TITLE I HEALTH INS - E	\$22,628.00	\$1,899.01	\$20,998.08	92.80
01 6200 211 000 1195 002	Reg Emp - Teach/Prof - Title I Pt A ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6200 221 000 0000 002	Social Security - Title I Pt A	\$8,199.00	\$651.20	\$7,152.19	87.23
01 6200 221 000 1195 002	Reg Emp - Teach/Prof - Title I Pt A ESSA	\$1,053.00	\$93.98	\$1,031.04	97.91
01 6200 231 000 0000 002	Retirement - Title I Pt A	\$8,136.00	\$637.54	\$7,007.03	86.12
01 6200 231 000 1195 002	Reg Emp - Teach/Prof - Title I Pt A ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6200 237 000 0000 002	Increased Retirement - Title I, Pt A	\$2,794.00	\$218.94	\$2,406.35	86.13
01 6200 237 000 1195 002	Reg Emp - Teach/Prof - Title I Pt A ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6200 440 000 0000 002	Rentals - Title I	\$0.00	\$0.00	\$1.00	0.00
01 6200 610 000 0000 002	Supplies Title IA	\$150.00	\$0.00	\$110.55	73.70
01 6200 643 000 0000 002	Web/Cloud Based Software Title I	\$0.00	\$0.00	\$0.00	0.00
01 6200 650 000 0000 002	Supplies Technology Related Title I	\$613.00	\$0.00	\$0.00	0.00
6200	Title I, Part A ESSA	\$168,000.00	\$13,400.07	\$147,480.35	87.79
01 6310 110 000 0000 002	Reg Emp - Non Instr - Title II-A ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6310 151 000 0000 001	Teach/Prof Add'l Comp - Title II Pt A	\$0.00	\$0.00	\$975.00	0.00
01 6310 151 000 0000 002	Teach/Prof Add'l Comp - Title II Pt A	\$0.00	\$0.00	\$1,625.00	0.00
01 6310 220 000 0000 002	TITLE IIA SOC SEC-S	\$0.00	\$0.00	\$0.00	0.00
01 6310 221 000 0000 001	Social Security - Title II Pt A	\$0.00	\$0.00	\$74.58	0.00
01 6310 221 000 0000 002	Social Security - Title II Pt A	\$0.00	\$0.00	\$124.31	0.00
01 6310 230 000 0000 002	TITLE IIA SOC SEC-S	\$0.00	\$0.00	\$0.00	0.00
01 6310 231 000 0000 001	Retirement - Title IIA, Pt A	\$0.00	\$0.00	\$71.70	0.00
01 6310 231 000 0000 002	Retirement - Title IIA, Pt A	\$0.00	\$0.00	\$119.49	0.00
01 6310 237 000 0000 001	Increased Retirement - Title II, Pt A	\$0.00	\$0.00	\$24.63	0.00
01 6310 237 000 0000 002	Increased Retirement - Title II, Pt A	\$0.00	\$0.00	\$41.04	0.00
01 6310 330 000 0000 000	Employee Training & Development Services	\$2,000.00	\$280.00	\$5,026.56	404.08
01 6310 330 000 0000 001	Employee Training & Development Services	\$4,000.00	\$0.00	\$0.00	0.00
01 6310 330 000 0000 002	Employee Training & Development Services	\$8,000.00	\$0.00	\$904.00	11.30
01 6310 330 000 1195 000	Employee Trng Title IIA St. Marys	\$2,000.00	\$0.00	\$1,614.00	80.70
01 6310 330 000 1195 001	Employee Trng Title IIA St. Marys	\$500.00	\$0.00	\$0.00	0.00
01 6310 330 000 1195 002	Employee Trng/Dev Services St. Marys	\$500.00	\$0.00	\$0.00	25.20
01 6310 333 000 0000 000	Mileage Paid to Staff Title IIA	\$500.00	\$0.00	\$0.00	0.00
01 6310 333 000 0000 001	Mileage Paid to Staff Title IIA	\$250.00	\$0.00	\$0.00	0.00
01 6310 333 000 0000 002	Mileage Paid to Staff Title IIA	\$250.00	\$0.00	\$0.00	0.00
01 6310 333 000 1195 000	Mileage Paid to Staff St Marys Title IIA	\$250.00	\$0.00	\$0.00	0.00

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01 6310 580 000 0000 000	Travel Trans, Meals, Hotel Title IIA	\$17,500.00	\$0.00	\$901.04	5.15
01 6310 580 000 0000 001	Travel Trans, Meals, Hotel Title IIA	\$750.00	\$35.32	\$35.32	4.71
01 6310 580 000 0000 002	Travel Trans, Meals, Hotel Title IIA	\$6,000.00	\$0.00	\$684.06	11.40
01 6310 580 000 1108 001	Travel Trans Meals Hotel Title IIA Band	\$500.00	\$0.00	\$0.00	0.00
01 6310 580 000 1141 001	Travel Trans Meals Hotel Title IIA Music	\$500.00	\$0.00	\$0.00	0.00
01 6310 580 000 1141 002	Travel Trans Meals Hotel Title IIA Music	\$500.00	\$0.00	\$0.00	0.00
01 6310 580 000 1195 000	Travel Trans, Meals, Hotel Title IIA	\$1,000.00	\$129.95	\$809.70	80.97
01 6310 580 000 1195 001	Travel:Trans, Meals, Hotel Title IIA SM	\$1,000.00	\$29.05	\$29.05	2.91
01 6310 580 000 1195 002	TravelTrans, Meals, Hotel Title IIA SM	\$1,000.00	\$0.00	\$39.73	3.97
01 6310 580 000 1198 002	Travel: Expenditures-Title IIA Family Literacy	\$3,000.00	\$0.00	\$0.00	0.00
6310	Title II, Part A ESSA	\$50,000.00	\$474.32	\$13,099.21	32.56
01 6406 320 005 0000 002	Prof Educational Services IDEA (619)	\$3,000.00	\$0.00	\$0.00	0.00
6406	IDEA Preschool (619) Ages 3-4	\$3,000.00	\$0.00	\$0.00	0.00
01 6408 111 000 0000 002	Reg Emp - Teachers/Professional IDEA	\$0.00	\$0.00	\$0.00	0.00
01 6408 111 002 0000 002	Reg Emp - Teachers/Professional IDEA B-2	\$2,321.00	\$1,328.04	\$14,308.24	616.47
01 6408 111 005 0000 002	Reg Emp - Teachers/Professional IDEA 3-5	\$655.00	\$1,417.71	\$14,001.98	2,137.71
01 6408 111 005 1190 002	Reg Emp - Teachers/Professional IDEA 3-5	\$12,134.00	\$1,884.29	\$20,396.39	168.09
01 6408 111 005 1195 002	Reg Emp - Teach/Prof - SPED	\$2,536.00	\$118.72	\$1,960.60	77.31
01 6408 112 005 0000 002	Reg Emp - Instructional Aides IDEA 3-5	\$0.00	\$0.00	\$274.51	0.00
01 6408 112 005 1190 002	Reg Emp - Instructional Aides IDEA 3-5	\$20,000.00	\$0.00	\$10,540.12	52.70
01 6408 122 005 1190 002	Temp Emp - Instructional Aides IDEA 3-5	\$1,000.00	\$0.00	\$572.88	57.29
01 6408 123 002 0000 002	Reg Emp - Teachers/Professional IDEA B-2	\$50.00	\$0.00	\$273.00	546.00
01 6408 123 005 0000 002	Reg Emp - Teachers/Professional IDEA 3-5	\$0.00	\$0.00	\$136.50	0.00
01 6408 123 005 1190 002	Temp Emp - Teachers/Professional IDEA 3-5	\$250.00	\$0.00	\$409.50	163.80
01 6408 123 005 1195 002	Temp Emp - Teach/Prof - SPED	\$50.00	\$0.00	\$0.00	0.00
01 6408 132 005 1190 002	Reg Emp - Instructional Aides IDEA 3-5	\$250.00	\$0.00	\$698.47	279.39
01 6408 150 002 0000 002	Non Instructional - IDEA - B-2	\$0.00	\$174.02	\$174.02	0.00
01 6408 150 005 0000 002	Non Instructional - IDEA - 3-5	\$0.00	\$64.24	\$333.74	0.00
01 6408 151 002 0000 002	Reg Emp - Teachers/Professional IDEA B-2	\$250.00	\$2,230.42	\$2,731.18	1,092.47
01 6408 151 005 0000 002	Reg Emp - Teachers/Professional IDEA 3-5	\$250.00	\$189.60	\$446.35	178.54
01 6408 151 005 1190 002	Add'l Comp - Teachers/Professional IDEA 3-5 EC	\$0.00	\$0.00	\$0.00	0.00
01 6408 151 005 1195 002	Add'l Comp - Teach/Prof - SPED	\$0.00	\$0.00	\$0.00	0.00
01 6408 211 000 0000 002	Group Insurance - Teachers/Professionals	\$0.00	\$0.00	\$0.00	0.00
01 6408 211 002 0000 002	Group Insurance - Teachers/Professionals	\$944.00	\$530.98	\$5,781.76	612.47

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01 6408 211 005 0000 002	Group Insurance - Teachers/Professionals	\$236.00	\$511.29	\$5,152.27	2,183.17
01 6408 211 005 1190 002	Group Insurance - Teachers/Professionals	\$4,561.00	\$753.74	\$8,212.50	180.06
01 6408 211 005 1195 002	Reg Emp - Teach/Prof - SPED	\$627.00	\$12.89	\$377.78	60.25
01 6408 212 005 0000 002	Group Insurance - Instructional Aides	\$0.00	\$0.00	\$63.16	0.00
01 6408 212 005 1190 002	Group Insurance - Instructional Aides	\$5,000.00	\$376.32	\$4,081.06	81.62
01 6408 220 002 0000 002	Social Security - IDEA B-2	\$0.00	\$13.31	\$13.31	0.00
01 6408 220 005 0000 002	Social Security - IDEA 3-5	\$0.00	\$4.91	\$25.53	0.00
01 6408 221 002 0000 002	Social Security - IDEA B-2	\$176.00	\$271.45	\$1,308.59	743.52
01 6408 221 005 0000 002	Social Security - IDEA 3-5	\$49.00	\$121.25	\$1,103.69	2,252.43
01 6408 221 005 1190 002	Social Security - IDEA 3-5 PS	\$919.00	\$143.00	\$1,566.36	170.44
01 6408 221 005 1195 002	Reg Emp - Teach/Prof - SPED	\$187.00	\$8.60	\$141.96	75.91
01 6408 222 000 0000 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6408 222 002 0000 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6408 222 005 0000 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$20.99	0.00
01 6408 222 005 1190 002	Social Security - Instructional Aides	\$1,500.00	\$0.00	\$851.62	56.77
01 6408 223 002 0000 002	Social Security - IDEA B-2	\$25.00	\$0.00	\$20.88	83.52
01 6408 223 005 0000 002	Social Security - IDEA 3-5	\$0.00	\$0.00	\$10.47	0.00
01 6408 223 005 1190 002	Social Security - IDEA 3-5 PS	\$25.00	\$0.00	\$31.34	125.36
01 6408 223 005 1195 002	Reg Emp - Teach/Prof - SPED	\$25.00	\$0.00	\$0.00	0.00
01 6408 230 002 0000 002	Ret - IDEA B-2	\$0.00	\$12.80	\$12.80	0.00
01 6408 230 005 0000 002	Ret - IDEA 3-5	\$0.00	\$4.72	\$24.53	0.00
01 6408 231 000 0000 002	Retirement - Teachers/Professionals IDEA	\$0.00	\$0.00	\$0.00	0.00
01 6408 231 002 0000 002	Retirement - Teach/Prof IDEA B-2	\$171.00	\$261.65	\$1,258.00	735.67
01 6408 231 005 0000 002	Retirement - Teach/Prof IDEA 3-5	\$48.00	\$118.18	\$1,064.92	2,218.58
01 6408 231 005 1190 002	Retirement - Teach/Prof IDEA 3-5	\$892.00	\$138.54	\$1,507.36	168.99
01 6408 231 005 1195 002	Reg Emp - Teach/Prof - SPED	\$187.00	\$8.74	\$144.28	77.16
01 6408 232 005 0000 002	Retirement - Instructional Aides	\$0.00	\$0.00	\$20.18	0.00
01 6408 232 005 1190 002	Retirement - Instructional Aides	\$1,500.00	\$0.00	\$812.20	54.15
01 6408 237 000 0000 002	Increased Retirement IDEA	\$0.00	\$0.00	\$0.00	0.00
01 6408 237 002 0000 002	Increased Retirement IDEA B-2	\$59.00	\$94.24	\$436.35	739.58
01 6408 237 005 0000 002	Increased Retirement IDEA 3-5	\$17.00	\$42.21	\$381.09	2,241.71
01 6408 237 005 1190 002	Increased Retirement IDEA 3-5	\$1,000.00	\$47.58	\$796.49	79.65
01 6408 237 005 1195 002	Reg Emp - Teach/Prof - SPED	\$64.00	\$3.00	\$49.53	77.39
01 6408 282 005 1190 002	HSA - Instructional Aides IDEA 3-5	\$165.00	\$0.00	\$0.00	0.00
01 6408 291 002 0000 002	Other Benefits Teacher/Prof IDEA B-2	\$25.00	\$0.00	\$173.39	693.56
01 6408 291 005 0000 002	Other Benefits Teacher/Prof IDEA B-2	\$0.00	\$0.00	\$194.74	0.00

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01 6408 291 005 1190 002	Other Benefits IDEA 3-5	\$0.00	\$0.00	\$247.94	0.00
01 6408 291 005 1195 002	Reg Emp - Teach/Prof - SPED	\$25.00	\$0.00	\$2.40	9.60
01 6408 320 000 0000 001	Professional Ed Services IDEA	\$1,000.00	\$0.00	\$0.00	0.00
01 6408 320 000 0000 002	Professional Ed Services IDEA	\$87,327.00	\$0.00	\$0.00	0.00
01 6408 320 002 0000 002	Professional Educational Services	\$14,000.00	\$358.02	\$358.02	2.56
01 6408 320 005 0000 002	Professional Educational Services	\$14,000.00	\$0.00	\$0.00	0.00
01 6408 332 000 0000 002	Mileage Paid to Parents	\$0.00	\$0.00	\$1,096.47	0.00
01 6408 334 000 0000 002	Mileage Paid to Parents IDEA Base EP	\$5,000.00	\$0.00	\$0.00	0.00
01 6408 591 000 0000 001	Services Purchased from ESU	\$0.00	\$0.00	\$0.00	0.00
01 6408 591 000 0000 002	Services Purchased from ESU	\$135,000.00	\$0.00	\$12,960.00	9.60
01 6408 591 002 0000 002	Services Purchased from ESU	\$3,000.00	\$0.00	\$0.00	0.00
01 6408 591 005 0000 002	Services Purchased from ESU	\$5,000.00	\$0.00	\$0.00	0.00
01 6408 610 002 0000 002	General Supplies IDEA (B-2)	\$0.00	\$0.00	\$59.99	0.00
01 6408 610 005 0000 002	General Supplies	\$500.00	\$0.00	\$0.00	0.00
6408	IDEA 611 Base EP	\$323,000.00	\$11,244.46	\$117,621.43	36.42
01 6412 111 000 0000 001	Reg Emp Teach/Prof IDEA Prop Share	\$6,557.00	\$777.20	\$9,511.48	145.06
01 6412 111 000 0000 002	Reg Emp - Teach/Prof - IDEA-B Prop Share	\$10,253.00	\$1,046.03	\$11,806.27	115.15
01 6412 123 000 0000 001	Temp Emp Teach/Prof IDEA Prop Sh	\$100.00	\$0.00	\$124.80	124.80
01 6412 123 000 0000 002	Temp Emp Teach/Prof IDEA Prop Sh	\$200.00	\$0.00	\$52.65	26.33
01 6412 211 000 0000 001	Group Ins - IDEA Prop Share	\$1,767.00	\$106.93	\$1,530.20	86.60
01 6412 211 000 0000 002	Group Ins - IDEA Prop Share	\$1,839.00	\$355.11	\$3,970.70	215.92
01 6412 221 000 0000 001	Social Security - IDEA Prop Share	\$502.00	\$58.32	\$715.11	142.45
01 6412 221 000 0000 002	Social Security - IDEA Prop Share	\$780.00	\$77.97	\$894.43	114.67
01 6412 223 000 0000 001	Social Security - IDEA Prop Share	\$25.00	\$0.00	\$9.52	38.08
01 6412 223 000 0000 002	Social Security - IDEA Prop Share	\$25.00	\$0.00	\$4.04	16.16
01 6412 231 000 0000 001	Retirement - IDEA Prop Share	\$482.00	\$57.15	\$699.42	145.11
01 6412 231 000 0000 002	Retirement - IDEA Prop Share	\$754.00	\$76.90	\$868.23	115.15
01 6412 233 000 0000 001	Ret - Sub	\$0.00	\$0.00	\$0.29	0.00
01 6412 233 000 0000 002	Ret - IDEA Prop Share	\$25.00	\$0.00	\$0.00	0.00
01 6412 237 000 0000 001	Increased Retirement - IDEA Prop Share	\$166.00	\$19.63	\$240.33	144.78
01 6412 237 000 0000 002	Increased Retirement - IDEA Prop Share	\$259.00	\$26.41	\$298.18	115.13
01 6412 291 000 0000 002	Other Benefits - IDEA Prop Share	\$0.00	\$0.00	\$190.95	0.00
01 6412 320 000 0000 001	Professional Educational Services	\$0.00	\$0.00	\$59.25	0.00
01 6412 320 000 0000 002	Professional Educational Services	\$7,000.00	\$0.00	\$162.76	2.33
01 6412 591 000 0000 001	Services Purchased from ESU	\$7,266.00	\$0.00	\$0.00	0.00
6412	IDEA Part B Proportionate Share	\$38,000.00	\$2,601.65	\$31,138.61	81.94

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01 6417 123 000 0000 001	Temp Emp - Teach/Prof - Sub - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 151 000 0000 001	Temp Emp - Teach/Prof - Sub - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 221 000 0000 001	Temp Emp - Teach/Prof - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 223 000 0000 001	Temp Emp - Teach/Prof - Sub - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 231 000 0000 001	Temp Emp - Teach/Prof - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 237 000 0000 001	Increased Retirement - IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
01 6417 580 000 0000 001	Travel:Trans, Meals, Hotel IDEA Trans	\$0.00	\$0.00	\$0.00	0.00
6417	IDEA Part B Transition Projects	\$0.00	\$0.00	\$0.00	0.00
01 6421 320 000 0000 000	Professional Educational Services IDEA/ARP Base/EP	\$26,000.00	\$0.00	\$0.00	0.00
01 6421 320 002 0000 002	Prof Ed Services IDEA/ARP Base/EP B-2	\$0.00	\$600.28	\$14,002.18	0.00
01 6421 320 005 0000 002	Prof Edl Services IDEA/ARP Base/EP	\$0.00	\$79.00	\$13,588.24	0.00
01 6421 332 000 0000 002	Mileage Paid to Parents-SPED	\$0.00	\$0.00	\$3,411.24	0.00
01 6421 591 000 0000 000	Services Purchased from ESU IDEA/ARP	\$8,474.00	\$0.00	\$0.00	0.00
01 6421 591 002 0000 002	Services Purchased from ESU B-2	\$0.00	\$0.00	\$2,721.60	0.00
01 6421 591 005 0000 002	Services Purchased from ESU 3-5	\$0.00	\$0.00	\$750.74	0.00
6421	IDEA/ARP Base/EP	\$34,474.00	\$679.28	\$34,474.00	100.00
01 6423 320 000 0000 001	Prof Ed Services IDEA/ARP Non Public	\$0.00	\$0.00	\$3,857.01	0.00
01 6423 320 000 0000 002	Prof Ed Services IDEA/ARP Non Public	\$6,269.00	\$0.00	\$3,411.99	54.43
01 6423 591 000 0000 002	Services Purchased from ESU	\$1,000.00	\$0.00	\$0.00	0.00
6423	IDEA/ARP Non Public	\$7,269.00	\$0.00	\$7,269.00	100.00
01 6700 123 000 0000 001	PERKINS GRANT SUB SALARY-S	\$0.00	\$0.00	\$0.00	0.00
01 6700 151 000 0000 001	Teach/Prof Add'l Comp - Perkins	\$0.00	\$0.00	\$0.00	0.00
01 6700 221 000 0000 001	Social Security - Perkins	\$0.00	\$0.00	\$0.00	0.00
01 6700 223 000 0000 001	PERKINS SOC. SEC.-S	\$0.00	\$0.00	\$0.00	0.00
01 6700 231 000 0000 001	Retirement - Perkins	\$0.00	\$0.00	\$0.00	0.00
01 6700 237 000 0000 001	Increased Retirement - Perkins	\$0.00	\$0.00	\$0.00	0.00
01 6700 330 000 0000 000	Employee Trng & Develop Services Perkins	\$200.00	\$0.00	\$0.00	0.00
01 6700 330 000 0000 001	Employee Trng & Develop Services Perkins	\$200.00	\$787.00	\$787.00	393.50
01 6700 330 000 0000 002	Employee Trng & Develop Services Perkins	\$200.00	\$0.00	\$0.00	0.00
01 6700 580 000 0000 000	Travel Exp Trans, Meals, Hotel Perkins	\$0.00	\$0.00	\$0.00	0.00
01 6700 580 000 0000 001	Travel Trans, Meals, Hotel Perkins	\$150.00	\$359.85	\$359.85	239.90
01 6700 580 000 0000 002	Travel Trans, Meals, Hotel Perkins	\$250.00	\$0.00	\$0.00	0.00
01 6700 650 000 0000 001	Supplies Technology Related Perkins	\$0.00	\$0.00	\$0.00	0.00
6700	Fed Voc & Applied Tech (Perkins)	\$1,000.00	\$1,146.85	\$1,146.85	114.69
01 6915 111 000 0000 001	Teach/Prof - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00

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01 6915 151 000 0000 002	Add'l Comp - Teach/Prof - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6915 211 000 0000 001	Title I, Part C ESSA Ins Teacher/Prof	\$0.00	\$0.00	\$0.00	0.00
01 6915 221 000 0000 001	Social Security - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6915 221 000 0000 002	Social Security - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6915 231 000 0000 001	Retirement - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6915 231 000 0000 002	Retirement - Title I-C ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6915 237 000 0000 001	Increased Retirement - Title IC	\$0.00	\$0.00	\$0.00	0.00
01 6915 237 000 0000 002	Increased Retirement - Title IC	\$0.00	\$0.00	\$0.00	0.00
01 6915 281 000 0000 001	Health Benefits (HSA) - Teacher/Prof	\$0.00	\$0.00	\$0.00	0.00
6915	Title I, Part C ESSA Migratory Children	\$0.00	\$0.00	\$0.00	0.00
01 6925 111 000 0000 001	TITLE III ESL SALARY-E	\$0.00	\$0.00	\$0.00	0.00
01 6925 112 000 0000 001	Reg Emp - Instr Aides - Title III - ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6925 132 000 0000 001	TITLE III ESL SALARY-S	\$0.00	\$0.00	\$0.00	0.00
01 6925 151 000 0000 001	Title III ESSA ELL Add'l Comp	\$0.00	\$0.00	\$0.00	0.00
01 6925 151 000 0000 002	Title III ESSA ELL Add'l Comp	\$0.00	\$0.00	\$0.00	0.00
01 6925 211 000 0000 001	TITLE III NCLB - LEP INSURANCE-S	\$0.00	\$0.00	\$0.00	0.00
01 6925 212 000 0000 001	Group Insurance - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6925 221 000 0000 001	Social Security - Title III ELL	\$0.00	\$0.00	\$0.00	0.00
01 6925 221 000 0000 002	Title III ESSA ELL Soc Sec	\$0.00	\$0.00	\$0.00	0.00
01 6925 222 000 0000 001	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6925 231 000 0000 001	Retirement - Title III ESSA ELL	\$0.00	\$0.00	\$0.00	0.00
01 6925 231 000 0000 002	Title III ESSA ELL Ret	\$0.00	\$0.00	\$0.00	0.00
01 6925 232 000 0000 001	Retirement - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6925 237 000 0000 001	Increased Retirement - Title III ESSA	\$0.00	\$0.00	\$0.00	0.00
01 6925 237 000 0000 002	Title III ESSA ELL Inc Ret	\$0.00	\$0.00	\$0.00	0.00
01 6925 281 000 0000 001	Health Benefits (HSA) - Teacher/Prof	\$0.00	\$0.00	\$0.00	0.00
6925	Title III ESSA ELL	\$0.00	\$0.00	\$0.00	0.00
01 6968 110 000 0000 002	Reg Emp - Non-Instr - 21st CCLC	\$43,956.00	\$10,067.32	\$34,887.16	79.37
01 6968 110 019 0000 002	Reg Emp-Non-Instr-21st CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 6968 112 000 0000 002	Reg Emp - Instr Aides - 21st CCLC	\$0.00	\$0.00	\$0.00	0.00
01 6968 130 000 0000 002	OT Non Instr - 21st CCLC	\$1,500.00	\$188.85	\$498.97	33.26
01 6968 150 000 0000 002	Add'l Comp Non Instr - 21st CCLC	\$0.00	\$0.00	\$0.00	0.00
01 6968 220 000 0000 002	Soc SecTitle IV Part B ESSA 21st CCLC	\$3,363.00	\$776.29	\$2,665.56	79.26
01 6968 220 019 0000 002	Soc Sec-NonInstr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 6968 222 000 0000 002	Social Security - Instructional Aides	\$0.00	\$0.00	\$0.00	0.00
01 6968 230 000 0000 002	Ret - Title IV Part B ESSA 21st CCLC	\$2,413.00	\$442.68	\$1,915.41	79.38

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01 6968 230 019 0000 002	Ret-Instr Aides-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 6968 237 000 0000 002	Increased Retirement - 21st CCLC Dev Eag	\$829.00	\$152.02	\$657.79	79.35
01 6968 237 019 0000 002	Inc Ret-CCLC-COVID19	\$0.00	\$0.00	\$0.00	0.00
01 6968 610 000 0000 002	Supplies 21st CCLC Dev Eagles	\$0.00	\$0.00	\$0.00	0.00
6968	Title IV, Part B ESSA 21st CCLC	\$52,061.00	\$11,627.16	\$40,624.89	78.03
01 6969 151 000 0000 002	Add'l Comp - Title IV	\$0.00	\$0.00	\$381.25	0.00
01 6969 152 000 0000 002	Add'l Comp - Title IV	\$0.00	\$0.00	\$209.68	0.00
01 6969 221 000 0000 002	Social Security - Teachers/Prof	\$0.00	\$0.00	\$29.13	0.00
01 6969 222 000 0000 002	Soc Sec - Title IV	\$0.00	\$0.00	\$16.03	0.00
01 6969 231 000 0000 002	Ret - Add'l Comp	\$0.00	\$0.00	\$28.05	0.00
01 6969 232 000 0000 002	Ret - Title IV	\$0.00	\$0.00	\$15.42	0.00
01 6969 237 000 0000 002	Increased Ret	\$0.00	\$0.00	\$14.92	0.00
01 6969 320 000 0000 000	Professional Educational Serv Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 352 000 0000 001	Other Professional Services Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 352 000 0000 002	Other Professional Services Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 395 000 1195 001	SubAwards/SubContracts-Title IV St Marys	\$0.00	\$0.00	\$4,161.00	0.00
01 6969 580 000 0000 000	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 6969 580 000 0000 001	Travel: Expenditures-Trans, Meals, Hotel	\$0.00	\$0.00	\$0.00	0.00
01 6969 610 000 0000 000	Supplies Title IV	\$2,000.00	\$0.00	(\$1,111.00)	(55.55)
01 6969 610 000 0000 001	Supplies Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 610 000 0000 002	General Supplies Title IV	\$6,900.00	\$0.00	\$0.00	0.00
01 6969 610 000 1195 001	Supplies Title IV St. Marys	\$0.00	\$0.00	\$0.00	0.00
01 6969 610 000 1195 002	Supplies Title IV St. Marys	\$150.00	\$0.00	\$0.00	0.00
01 6969 643 000 0000 001	Web/Cloud Based Software Title IV	\$750.00	\$0.00	\$0.00	0.00
01 6969 643 000 1195 001	Web/Cloud Based Software Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 650 000 0000 001	Supplies - Technology Related Title IV	\$0.00	\$0.00	\$0.00	0.00
01 6969 650 000 0000 002	Supplies - Technology Related Title IV	\$200.00	\$0.00	\$0.00	0.00
01 6969 650 000 1195 000	Supplies - Technology Related St Marys	\$0.00	\$0.00	\$0.00	0.00
6969	Title IV-A (Formula Based)	\$10,000.00	\$0.00	\$3,744.48	37.44
01 6990 110 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 6990 110 019 0000 001	Reg Emp-Op of Bldgs-FEMA	\$0.00	\$0.00	\$0.00	0.00
01 6990 110 019 0000 002	Reg Emp-Op of Bldgs-FEMA	\$0.00	\$0.00	\$0.00	0.00
01 6990 120 000 1198 002	Temp Emp - Fam Lit Grant	\$5,000.00	\$0.00	\$934.12	18.68
01 6990 130 000 1744 002	Reg Emp - Instr Aides - Poverty - DE OT	\$0.00	\$0.00	\$0.00	0.00
01 6990 150 000 0000 002	Add'l Comp - Non Instructional	\$0.00	\$0.00	\$0.00	0.00
01 6990 151 000 0000 002	Teach/Prof Add'l Comp - PBIS	\$0.00	\$0.00	\$0.00	0.00

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01 6990 151 000 1198 002	Add'l Comp - Fam Lit Grant	\$100.00	\$54.25	\$7,167.70	7,167.70
01 6990 152 000 1198 002	Instructional Aides Add'l Comp - Fam Lit Grant	\$12,500.00	\$0.00	\$4,503.97	36.03
01 6990 220 000 0000 002	Social Security - Non-Instructional	\$0.00	\$0.00	\$0.00	0.00
01 6990 220 000 1198 002	Soc Sec - Fam Lit Grant	\$1,025.00	\$0.00	\$71.46	6.97
01 6990 220 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 6990 220 019 0000 001	Soc Sec Op of Bldgs-FEMA	\$0.00	\$0.00	\$0.00	0.00
01 6990 220 019 0000 002	Soc Sec Op of Bldgs-FEMA	\$0.00	\$0.00	\$0.00	0.00
01 6990 221 000 0000 002	Soc Sec - Other Federal Categorical	\$0.00	\$0.00	\$0.00	0.00
01 6990 221 000 1198 002	Soc Sec - Fam Lit Grant	\$25.00	\$4.01	\$540.19	2,160.76
01 6990 222 000 1198 002	Soc Sec - Fam Lit Grant	\$750.00	\$0.00	\$322.40	42.99
01 6990 230 000 0000 002	Retirement - Non-Instructional	\$0.00	\$0.00	\$0.00	0.00
01 6990 230 000 1198 002	Ret - Fam Lit Grant	\$1,000.00	\$0.00	\$14.47	1.45
01 6990 230 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 6990 231 000 0000 002	Ret - Other Federal Categorical	\$0.00	\$0.00	\$0.00	0.00
01 6990 231 000 1198 002	Ret - Fam Lit Grant	\$0.00	\$3.99	\$527.00	0.00
01 6990 232 000 1198 002	Ret - Fam Lit Grant	\$750.00	\$0.00	\$331.13	44.15
01 6990 237 000 0000 002	Inc Ret - Other Federal Categorical	\$0.00	\$0.00	\$0.00	0.00
01 6990 237 000 1198 002	Inc Ret - Fam Lit Grant	\$250.00	\$1.37	\$299.73	119.89
01 6990 237 000 1744 002	Reg Emp - Instr Aides - Poverty - DE	\$0.00	\$0.00	\$0.00	0.00
01 6990 330 000 1198 002	Employee Training & Development Services	\$0.00	\$0.00	\$1,850.52	0.00
01 6990 333 000 1198 002	Mileage Paid to Staff Other Fed Categ	\$0.00	\$0.00	\$263.13	0.00
01 6990 350 000 1198 002	Technical Services-Family Literacy	\$100.00	\$19.00	\$61.00	61.00
01 6990 382 000 1198 002	Telecommunications Family Literacy	\$500.00	\$98.35	\$1,081.60	216.32
01 6990 580 000 0000 002	Travel Trans, Meals, Hotel Other Fed	\$0.00	\$0.00	\$0.00	0.00
01 6990 580 000 1198 002	Trans, Meals - Family Literacy	\$0.00	\$0.00	\$974.67	0.00
01 6990 610 000 1198 002	Supplies - Family Literacy	\$68,000.00	\$0.00	\$14,373.48	21.14
01 6990 626 000 1198 002	Gasoline - Family Literacy	\$0.00	\$0.00	\$0.00	0.00
01 6990 650 000 1198 002	Technology Supplies - Family Literacy	\$5,000.00	\$0.00	\$0.00	0.00
01 6990 810 000 1198 002	Dues and Fees Family Literacy	\$0.00	\$0.00	\$441.00	0.00
6990	Other Federal Categorical	\$95,000.00	\$180.97	\$33,757.57	35.53
01 6993 350 000 0000 000	Technical Services-Homeless	\$0.00	\$0.00	\$0.00	0.00
01 6993 610 000 0000 000	General Supplies	\$7,500.00	\$0.00	\$0.00	0.00
01 6993 610 000 0000 002	General Supplies ARP Homeless	\$0.00	\$0.00	\$204.77	0.00
6993	ARP-Homeless	\$7,500.00	\$0.00	\$204.77	2.73
01 6997 111 019 0000 002	Reg Emp - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 111 019 1114 001	Reg Emp - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00

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01 6997 211 019 0000 002	Group Ins - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 211 019 1114 001	Group Ins - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 221 019 0000 002	Soc Sec - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 221 019 1114 001	Soc Sec - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 231 019 0000 002	Ret - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 231 019 1114 001	Ret - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 237 019 0000 002	Inc Ret - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6997 237 019 1114 001	Ret - Teacher/Prof - ESSER II	\$0.00	\$0.00	\$0.00	0.00
6997	ESSER II	\$0.00	\$0.00	\$0.00	0.00
01 6998 111 019 0000 001	Reg Emp - Teachers ESSER III	\$131,140.00	\$5,464.15	\$59,077.80	45.05
01 6998 111 019 0000 002	Reg Emp - Teachers ESSER III	\$161,974.00	\$6,748.92	\$74,104.60	45.75
01 6998 111 019 1114 001	Reg Emp - Teachers Eng ESSER III	\$25,280.00	\$1,087.41	\$11,961.51	47.32
01 6998 123 019 0000 001	Temp Emp - Teachers ESSER III	\$0.00	\$0.00	\$479.70	0.00
01 6998 123 019 0000 002	Temp Emp - Teacher/Prof - Sub ESSER III	\$1,000.00	\$0.00	\$2,293.00	229.30
01 6998 123 019 1114 001	Temp Emp - Teacher/Prof - Sub ESSER III	\$1,000.00	\$0.00	\$268.13	26.81
01 6998 151 019 0000 001	Add'l Comp - Teacher/Prof - ESSER III	\$0.00	\$705.59	\$5,710.05	0.00
01 6998 151 019 0000 002	Add'l Comp - Teacher/Prof - ESSER III	\$30,000.00	\$0.00	\$684.00	2.28
01 6998 152 019 0000 002	Add'l Comp - Teacher/Prof - ESSER III	\$30,000.00	\$0.00	\$45.50	0.15
01 6998 211 019 0000 001	Group Ins Teachers ESSER III	\$0.00	\$1,966.59	\$21,278.52	0.00
01 6998 211 019 0000 002	Group Ins Teachers ESSER III	\$64,394.00	\$2,188.62	\$24,074.82	37.39
01 6998 211 019 1114 001	Group Ins Teachers ESSER III	\$7,734.00	\$430.22	\$4,732.42	61.19
01 6998 221 019 0000 001	Soc Sec Teachers ESSER III	\$0.00	\$472.00	\$4,956.31	0.00
01 6998 221 019 0000 002	Soc Sec Teachers ESSER III	\$12,346.00	\$511.88	\$5,672.80	45.95
01 6998 221 019 1114 001	Soc Sec Teachers ESSER III	\$1,710.00	\$69.41	\$763.49	44.65
01 6998 222 019 0000 002	Soc Sec Instructional Aides ESSER III	\$25.00	\$0.00	\$3.44	13.76
01 6998 223 019 0000 001	Soc Sec Teachers ESSER III	\$0.00	\$0.00	\$36.69	0.00
01 6998 223 019 0000 002	Soc Sec Teachers ESSER III	\$100.00	\$0.00	\$175.40	175.40
01 6998 223 019 1114 001	Soc Sec Teachers ESSER III	\$50.00	\$0.00	\$20.53	41.06
01 6998 231 019 0000 001	Retirement Teachers ESSER III	\$0.00	\$453.64	\$4,763.71	0.00
01 6998 231 019 0000 002	Retirement Teachers ESSER III	\$13,956.00	\$496.23	\$5,499.01	39.40
01 6998 231 019 1114 001	Retirement Teachers ESSER III	\$1,858.00	\$79.96	\$879.54	47.34
01 6998 232 019 0000 002	Ret Instructional Aides ESSER III	\$25.00	\$0.00	\$3.34	13.36
01 6998 233 019 0000 002	Ret - ESSER III	\$25.00	\$0.00	\$34.79	139.16
01 6998 237 019 0000 001	Inc Retirement Teachers ESSER III	\$0.00	\$155.79	\$1,635.88	0.00
01 6998 237 019 0000 002	Inc Retirement Teachers ESSER III	\$9,642.00	\$170.41	\$1,901.48	19.72
01 6998 237 019 1114 001	Inc Retirement Teachers ESSER III	\$638.00	\$27.46	\$302.06	47.34

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01 6998 281 019 1114 001	HSA - ESSER III	\$1,500.00	\$61.42	\$675.62	45.04
01 6998 320 000 0000 000	Professional Educational Services ESSER	\$20,000.00	\$0.00	\$8,000.00	40.00
01 6998 320 019 0000 000	Professional Educational Services ESSER III	\$0.00	\$0.00	\$0.00	0.00
01 6998 350 019 0000 001	Other Technical Services ESSER III	\$0.00	\$0.00	\$0.00	0.00
01 6998 352 019 0000 001	Other Professional Services ESSER III	\$4,000.00	\$0.00	\$0.00	0.00
01 6998 352 019 0000 002	Other Professional Services ESSER III	\$4,000.00	\$0.00	\$0.00	0.00
01 6998 610 019 0000 000	General Supplies - ESSER III	\$0.00	\$0.00	\$0.00	0.00
01 6998 610 019 0000 001	General Supplies - ESSER III	\$15,000.00	\$0.00	\$0.00	0.00
01 6998 610 019 0000 002	General Supplies - ESSER III	\$15,000.00	\$0.00	\$0.00	0.00
01 6998 640 019 0000 000	Books & Periodicals - ESSER III	\$24,603.00	\$0.00	\$0.00	0.00
01 6998 640 019 0000 002	Books & Periodicals - ESSER III	\$0.00	\$0.00	\$10,111.46	0.00
01 6998 643 019 0000 000	Web/Cloud Software - ESSER III	\$0.00	\$0.00	\$0.00	0.00
01 6998 643 019 0000 002	Web/Cloud Software - ESSER III	\$0.00	\$9,548.00	\$10,748.00	0.00
01 6998 643 019 1148 001	Web/Cloud Software - ESSER III	\$8,000.00	\$0.00	\$0.00	0.00
01 6998 650 019 0000 001	Supplies Technology - ESSER III	\$45,000.00	\$0.00	\$0.00	0.00
01 6998 650 019 0000 002	Supplies Technology - ESSER III	\$45,000.00	\$0.00	\$0.00	0.00
01 6998 732 019 0000 000	Vehicle Acquisition - ESSER III	\$0.00	\$0.00	\$0.00	0.00
6998	ESSER III	\$675,000.00	\$30,637.70	\$260,893.60	38.65
01 8000 913 000 0000 001	Transfers to Activities Fund	\$51,000.00	\$0.00	\$51,000.00	100.00
8000	TRANSFERS	\$51,000.00	\$0.00	\$51,000.00	100.00
01 9000 900 000 0000 000	Other - Transfers	\$0.00	\$1,457.00	\$2,007.00	0.00
9000	NON-PROGRAMMED EXPENDITURES	\$0.00	\$1,457.00	\$2,007.00	0.00
01	General Fund	\$14,203,835.00	\$1,165,512.61	\$11,989,985.50	86.06

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
Grand Total:		\$14,203,835.00	\$1,165,512.61	\$11,989,985.50	86.06

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
Checking	1			
07/07/2023				
Achieve 3000, Inc	01 1100 643 000 0000 001	Online Professional learning services 90	966.60	
Achieve 3000, Inc	01 1100 643 000 0000 001	Achieve 3000 Literacy with Boost for Int	6,105.60	
Achieve 3000, Inc	01 1100 643 000 0000 001	Achieve 3000 Boost Program 120 Licence S	290.00	
		Vendor Total:	7,362.20	
08/04/2023				
Alder Plumbing LLC	06 3100 352 000 0000 000	New sink & repairs in elem kitchen	520.00	
Alder Plumbing LLC	06 3100 610 000 0000 000	New sink & repairs in elem kitchen	1,280.71	
08/04/2023				
Alder Plumbing LLC	06 3100 610 000 0000 000	Work at HS Kitchen	150.22	
Alder Plumbing LLC	06 3100 352 000 0000 000	Work at HS Kitchen	332.50	
08/04/2023				
Alder Plumbing LLC	01 2620 352 000 0000 001	New Water service for track	2,272.50	
Alder Plumbing LLC	01 2620 610 000 0000 001	New Water service for track	4,250.54	
		Vendor Total:	8,806.47	
06/28/2023				
Aperture Education, LLC	01 1100 643 000 0000 002	K-6 DESSA	2,972.50	
		Vendor Total:	2,972.50	
08/01/2023				
Appeara	01 2610 610 000 0000 002	Custodial Supplies	173.20	
Appeara	01 2610 610 000 0000 001	Custodial Supplies	343.17	
		Vendor Total:	516.37	
08/01/2023				
Applied Connective Technologies	01 2510 382 000 0000 000	2023-2024 Annual Service	2,336.00	
		Vendor Total:	2,336.00	
07/31/2023				
Avera St. Anthony's Hospital	01 2161 320 000 0000 001	OT - July 2023	79.00	
Avera St. Anthony's Hospital	01 6408 320 002 0000 002	OT - July 2023	151.35	
		Vendor Total:	230.35	
07/13/2023				
Bartak Glass, Inc	01 2620 610 000 0000 002	Replace Door Pivot	140.00	
		Vendor Total:	140.00	
08/01/2023				
Black Hills Energy	01 2610 621 000 0000 000	Natural Gas	39.10	
Black Hills Energy	01 2610 621 000 0000 001	Natural Gas	109.10	
Black Hills Energy	01 2610 621 000 0000 002	Natural Gas	1,074.19	
Black Hills Energy	01 3541 621 000 1193 000	Natural Gas	103.95	
		Vendor Total:	1,326.34	
06/23/2023				
Blain Pumping & Plumbing	01 2620 352 000 0000 001	Pump toilets Apr-June 2023	480.00	

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
			Vendor Total:	480.00
07/16/2023				
	Bomgaars	01 2610 610 000 0000 001	Custodial Supplies	29.99
			Vendor Total:	29.99
07/31/2023				
	Bosselman Pump & Pantry Inc	01 2650 626 000 9012 001	Custodial Vehicle Fuel	94.47
			Vendor Total:	94.47
07/25/2023				
	Carhart Lumber Co.	01 2610 610 000 0000 001	Custodial Supplies	385.22
	Carhart Lumber Co.	01 2610 610 000 0000 002	Custodial Supplies	32.24
			Vendor Total:	417.46
06/12/2023				
	Cengage Learning, Inc	01 1200 610 000 0000 001	Edge Level B Practice Book	65.25
	Cengage Learning, Inc	01 1200 610 000 0000 001	Edge Level C Practice Book	435.00
	Cengage Learning, Inc	01 1200 610 000 0000 001	Inside Level C Practice Book	595.00
	Cengage Learning, Inc	01 1200 610 000 0000 001	Edge C My NG Connect	491.25
	Cengage Learning, Inc	01 1200 610 000 0000 001	Inside B MyNG Connect	1,037.50
	Cengage Learning, Inc	01 1200 610 000 0000 001	shipping est	248.98
	Cengage Learning, Inc	01 1200 610 000 0000 001	Inside A MyNG Connect	290.50
	Cengage Learning, Inc	01 1200 610 000 0000 001	Inside Level B Practice Book	743.75
	Cengage Learning, Inc	01 1200 610 000 0000 001	Inside C My NG Connect	830.00
	Cengage Learning, Inc	01 1200 610 000 0000 001	Edge A My NGConnect	262.00
	Cengage Learning, Inc	01 1200 610 000 0000 001	Edge B My NGConnect	229.25
			Vendor Total:	5,228.48
07/25/2023				
	CenturyLink	01 2670 382 000 0000 002	Fire Alarm Line	75.54
07/04/2023				
	CenturyLink	01 2670 382 000 0000 001	Fire Alarm Line	24.91
			Vendor Total:	100.45
08/01/2023				
	Chambers Public School	01 1100 211 000 1148 001	Insurance - Aug 2023	1,017.09
			Vendor Total:	1,017.09
08/14/2023				
	Chuck Elley Presentations	01 2670 340 000 0000 000	Security Training	1,350.00
			Vendor Total:	1,350.00
07/05/2023				
	City of O'Neill Recycling Center	01 2610 410 000 0000 000	Mixed Load	27.95
07/06/2023				
	City of O'Neill Recycling Center	01 2610 410 000 0000 000	Mixed Load	100.61
07/14/2023				
	City of O'Neill Recycling Center	01 2610 410 000 0000 000	Mixed Load	25.15

<u>Invoice Date</u>								
<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>					<u>Amount</u>	
08/04/2023								
City of O'Neill Recycling Center	01 2610 410 000 0000 000	Mixed Load					48.45	
		Vendor Total:					202.16	
07/20/2023								
City of O'Neill	01 3300 810 000 1744 002	Pool Admission 2023					417.00	
07/31/2023								
City of O'Neill	01 3541 490 000 1194 000	Water, Sewer & Garbage					97.61	
City of O'Neill	01 3541 490 000 1193 000	Water, Sewer & Garbage					219.77	
City of O'Neill	01 2610 410 000 0000 000	Water, Sewer & Garbage					585.25	
City of O'Neill	01 2610 410 000 0000 001	Water, Sewer & Garbage					3,109.81	
City of O'Neill	01 2610 410 000 0000 002	Water, Sewer & Garbage					983.90	
		Vendor Total:					5,413.34	
08/01/2023								
Clearfly	01 2510 382 000 0000 000	Telephone Service					442.80	
		Vendor Total:					442.80	
10/01/2023								
CNA Surety	01 2310 521 000 0000 000	Surety Bond 10/1/23 to 10/1/24					265.50	
		Vendor Total:					265.50	
07/28/2023								
Comfort Inn - Kearney	01 6310 580 000 0000 000	Admin Days Lodging - J. Brodersen					194.93	
Comfort Inn - Kearney	01 6310 580 000 0000 000	Admin Days Lodging - W. Wragge					194.93	
Comfort Inn - Kearney	01 6310 580 000 0000 000	Admin Days Lodging - D. Clifton					194.93	
Comfort Inn - Kearney	01 6310 580 000 0000 000	Admin Days Lodging - J. York					194.91	
		Vendor Total:					779.70	
07/27/2023								
Connot Tire Service	01 2730 350 000 0000 000	Repairs - Skid Loader					22.00	
		Vendor Total:					22.00	
07/10/2023								
Country Bliss Flooring, LLC	01 2620 610 000 0000 002	Carpet - Elem Music Room					4,825.50	
Country Bliss Flooring, LLC	01 2620 352 000 0000 002	Carpet - Elem Music Room					1,628.00	
07/10/2023								
Country Bliss Flooring, LLC	01 2620 352 000 0000 002	Carpet Elem SPED rooms					634.00	
Country Bliss Flooring, LLC	01 2620 610 000 0000 002	Carpet Elem SPED rooms					1,266.00	
		Vendor Total:					8,353.50	
08/01/2023								
Court Floors LLC	01 2620 610 000 0000 001	Super Court Cleaner (2 gal)					150.00	
Court Floors LLC	01 2620 352 000 0000 001	Screen & Recoat both gyms					6,950.00	
		Vendor Total:					7,100.00	
07/27/2023								
Cubby's, Inc.	01 2710 626 000 0000 000	Vehicle Fuel					531.13	
Cubby's, Inc.	01 3300 626 000 1744 002	Bus Fuel - Swimming					47.45	
		Vendor Total:					578.58	
08/03/2023								

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
	D & D Roofing	01 2620 610 000 0000 002	Elem Walking Track Repairs	2,016.00
	D & D Roofing	01 2620 352 000 0000 002	Elem Walking Track Repairs	700.00
			Vendor Total:	2,716.00
08/01/2023				
	Emme Sand & Gravel, Inc.	01 2630 352 000 0000 000	Skid Loader with parking lot sweeper	630.00
			Vendor Total:	630.00
07/28/2023				
	ESU #6	01 1200 330 000 0000 002	Direct Instruction Training - H. Larsen	120.00
07/28/2023				
	ESU #6	01 1200 330 000 0000 002	Engaged & On Task Reg (VBT) - L. O'Neill	120.00
			Vendor Total:	240.00
08/01/2023				
	ESU #8	01 2181 591 000 0000 001	SPED Final Costs 22/23 - Vision	535.06
	ESU #8	01 2181 591 000 0000 002	SPED Final Costs 22/23 Vision	802.58
	ESU #8	01 1200 591 000 0000 002	SPED Final Cost 22/23 VisionMH Non Reimb	1.20
	ESU #8	01 1200 591 000 0000 000	SPED Final Costs 22/23 Non Reimb	1,983.64
	ESU #8	01 2140 591 000 0000 000	SPED Final Costs 22/23 Non Reimb Psych	31.90
	ESU #8	01 2141 591 000 0000 002	SPED Final Costs 22/23 Psych	249.23
08/01/2023				
	ESU #8	01 6408 591 000 0000 002	SPED Behavior Final 22/23	4,999.38
	ESU #8	01 1200 591 000 0000 002	SPED Behavior Final 22/23 Non Reimb	1,308.06
08/01/2023				
	ESU #8	01 6408 591 002 0000 002	SPED Pre-School Final 22/23	1,090.95
	ESU #8	01 1292 591 002 0000 002	SPED Pre-School Final 22/23 Non Reimb	0.59
08/07/2023				
	ESU #8	01 6310 330 000 0000 002	Acadience Reading K-6 Training	120.00
			Vendor Total:	11,122.59
08/03/2023				
	Ferris, Gabriel	01 2620 352 000 0000 000	Mowing May-July	255.00
			Vendor Total:	255.00
07/01/2023				
	FES	01 2510 643 000 0000 000	Annual Web Hosting 2023-2024	2,800.00
			Vendor Total:	2,800.00
08/07/2023				
	Fire Protection Services, LLC	01 2620 352 000 0000 001	Annual monitoring-fire alarm system	300.00
			Vendor Total:	300.00
07/07/2023				
	First Student, Inc	01 3300 580 000 1744 002	Bus - Swimming June 2023	231.30
			Vendor Total:	231.30

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
07/25/2023				
	Gartner, Rick	01 2710 580 000 0000 001	Meal-Bus Driver Training	51.31
			Vendor Total:	51.31
08/01/2023				
	Harte's Lawn Service	01 2630 420 000 0000 000	Lawn Care	14,640.00
	Harte's Lawn Service	01 2630 610 000 0000 000	Fertilizer	2,565.76
			Vendor Total:	17,205.76
07/19/2023				
	Holt County Independent	01 2310 540 000 0000 000	Proceedings 7/10/23 Mtg	261.12
07/26/2023				
	Holt County Independent	01 2310 540 000 0000 000	Back to School Ad	733.13
			Vendor Total:	994.25
07/20/2023				
	Holt County Treasurer	01 2620 610 000 0000 002	Patch/Rock - Elem Parking	478.00
	Holt County Treasurer	01 2620 352 000 0000 002	Patch/Rock - Elem Parking	750.00
			Vendor Total:	1,228.00
08/04/2023				
	Hyatt Appliance Service	01 2620 352 000 0000 001	Repair - oven door	74.75
	Hyatt Appliance Service	01 2620 610 000 0000 001	Repair - oven door	121.07
			Vendor Total:	195.82
07/19/2023				
	Innovative Office Solutions LLC	01 1100 610 000 1105 001	Art Supplies	89.36
07/19/2023				
	Innovative Office Solutions LLC	01 1100 610 000 0000 002	Elem Teachers	11.30
07/31/2023				
	Innovative Office Solutions LLC	01 1100 610 000 0000 000	CO Supplies	27.80
	Innovative Office Solutions LLC	01 3541 610 000 1193 000	Sixpence Toddler	13.72
			Vendor Total:	142.18
08/07/2023				
	IXL Learning	01 1100 643 000 1138 000	IXL Math (Yr 1 of 3)	6,932.75
	IXL Learning	01 1100 643 000 1114 000	IXL ELA (Yr 1 of 3)	6,932.75
	IXL Learning	01 1100 643 000 1173 001	IXL Spanish (Yr 1 of 3)	525.00
	IXL Learning	01 1100 643 000 1114 001	IXL ELA Gr 12 (Yr 1 of 3)	984.50
			Vendor Total:	15,375.00
08/13/2023				
	J.W. Pepper & Son, Inc.	01 1100 610 000 1141 002	Instrument Fun For Everyone	27.95
			Vendor Total:	27.95
07/18/2023				
	JourneyEd.com, Inc.	01 1100 643 000 0000 000	Adobe K-12 12 mo License	2,500.00
07/26/2023				
	JourneyEd.com, Inc.	01 1100 643 000 0000 000	Microsoft Office ProPlus Edu 1 yr	3,114.00
			Vendor Total:	5,614.00
07/30/2023				

<u>Invoice Date</u>									
<u>Vendor Name</u>	<u>Account Number</u>						<u>Description</u>		<u>Amount</u>
KBRX Radio	01	2310	540	000	0000	000	Ads		27.00
							Vendor Total:	27.00	
08/11/2023									
Kraniewski, Leonard	01	2610	610	000	0000	000	Pull Behind Trailer		800.00
							Vendor Total:	800.00	
08/02/2023									
KSB School Law	01	2330	317	000	0000	000	Legal Services - July 2023		720.00
							Vendor Total:	720.00	
07/07/2023									
Lakeshore Learning Materials	01	3541	610	000	1193	000	Lakeshore Easy Stack Cot		79.99
Lakeshore Learning Materials	01	3541	610	000	1193	000	Classic Birch Transition Chair 12"		139.00
Lakeshore Learning Materials	01	3541	610	000	1193	000	shipping		32.85
07/22/2023									
Lakeshore Learning Materials	01	3541	610	000	1193	000	Clear-View Bins set of 20		215.00
Lakeshore Learning Materials	01	3541	610	000	1193	000	Large Unbreakable Craft Jars set of 3		13.59
Lakeshore Learning Materials	01	3541	610	000	1193	000	Lid for Lakeshore Clear View Storage Box		99.80
Lakeshore Learning Materials	01	3541	610	000	1193	000	Shipping Order# 456227527		49.26
							Vendor Total:	629.49	
08/07/2023									
Leaf Funding Inc	01	3541	442	000	1193	000	Copiers - Sixpence Sites		71.32
Leaf Funding Inc	01	3541	442	000	1194	000	Copiers - Sixpence Sites		71.32
08/01/2023									
Leaf Funding Inc	01	2530	442	000	0000	000	Copier Contract		989.00
08/07/2023									
Leaf Funding Inc	01	3541	442	000	1194	000	Copiers - Sixpence Sites		71.32
Leaf Funding Inc	01	3541	442	000	1193	000	Copiers - Sixpence Sites		71.32
							Vendor Total:	1,274.28	
08/01/2023									
Little Disciples Child Development Center	01	3541	440	000	1193	000	Rent for Early Childhood Sites Aug 2023		800.00
Little Disciples Child Development Center	01	3541	440	000	1194	000	Rent for Early Childhood Sites Aug 2023		800.00
							Vendor Total:	1,600.00	
07/31/2023									
Lunchtime Solutions, Inc..	06	3100	630	000	1748	000	SFSP - July 2023		2,724.85
							Vendor Total:	2,724.85	
07/13/2023									
McGraw-Hill School Education Holdings, LLC	01	1200	643	000	0000	001	ALEKS 9 month subscription for 23/24 SY		362.40
							Vendor Total:	362.40	
08/03/2023									
Mid-American Research Chemical	01	2610	610	000	0000	001	Citation Stainless Steel & Metal Polish		924.00

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
	Mid-American Research Chemical	01 2610 610 000 0000 001	Bacterizer Cleaner - Quarts	294.00
	Mid-American Research Chemical	01 2610 610 000 0000 001	Ring B Gone Quarts	140.00
	Mid-American Research Chemical	01 2610 610 000 0000 001	Metered Aerosol Dispenser Cabinet	108.40
	Mid-American Research Chemical	01 2610 610 000 0000 001	Freight	65.76
08/03/2023				
	Mid-American Research Chemical	01 2610 610 000 0000 002	Wave 3D Urinal Screen	366.00
	Mid-American Research Chemical	01 2610 610 000 0000 002	Spot B Gone	101.00
	Mid-American Research Chemical	01 2610 610 000 0000 002	Cucumber Melon Deodorizer	358.00
	Mid-American Research Chemical	01 2610 610 000 0000 002	Freight	31.22
			Vendor Total:	2,388.38
06/28/2023				
	Midwest Restaurant Supply LLC	06 3100 730 000 0000 000	Combi Oven, Gas - Henny Penny	20,107.00
07/19/2023				
	Midwest Restaurant Supply LLC	06 3100 730 000 0000 000	Planetary Mixer	7,115.00
			Vendor Total:	27,222.00
08/04/2023				
	NASB ALICAP	01 2310 520 000 0000 000	23/24 Policy	30,509.00
			Vendor Total:	30,509.00
07/17/2023				
	National Art & School Supplies, Inc	01 1100 610 000 1141 001	Music	4.56
	National Art & School Supplies, Inc	01 1100 610 000 1145 001	PE Suppleis	31.30
	National Art & School Supplies, Inc	01 1100 610 000 1148 001	Science	75.70
	National Art & School Supplies, Inc	01 1100 610 000 1105 001	Art	147.06
	National Art & School Supplies, Inc	01 1100 610 000 1114 001	English	99.93
	National Art & School Supplies, Inc	01 1200 610 000 0000 001	SPED	28.90
	National Art & School Supplies, Inc	01 1100 610 000 0000 001	Supplies KP	1,647.44
07/17/2023				
	National Art & School Supplies, Inc	01 1100 610 000 0000 002	Elem Class	4.56
	National Art & School Supplies, Inc	01 1100 610 000 0000 000	CO Supplies	797.83
	National Art & School Supplies, Inc	01 3541 610 000 1193 000	Sixpence KT	37.75
07/17/2023				
	National Art & School Supplies, Inc	01 3541 610 000 1193 000	SixPence	4.56
	National Art & School Supplies, Inc	01 2151 610 000 0000 002	Speech	12.52
	National Art & School Supplies, Inc	01 1100 610 000 0000 002	Class/ElemOff	2,829.82

<u>Invoice Date</u>	<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
	National Art & School Supplies, Inc	01 1150 610 000 0000 002	ELL	9.36
	National Art & School Supplies, Inc	01 1200 610 000 0000 002	SPED	29.44
	National Art & School Supplies, Inc	01 1190 610 000 1190 002	PreK	38.40
			Vendor Total:	5,799.13
08/11/2023				
	Nebraska Department of Motor Vehicles	01 2710 350 000 0000 000	2023-2024 Motor Vehicle Records	1,027.50
			Vendor Total:	1,027.50
07/13/2023				
	Nebraska Safety Center	01 2710 330 000 0000 000	Bus Driver Trng-Cahoy/Hilker/Welke	810.00
			Vendor Total:	810.00
07/31/2023				
	Neu You Physical Therapy, PC,	01 6408 320 002 0000 002	PT Services - July 2023	210.00
	Neu You Physical Therapy, PC,	01 2171 320 000 0000 002	PT Services - July 2023	59.25
	Neu You Physical Therapy, PC,	01 2171 320 000 0000 001	PT Services - July 2023	59.25
			Vendor Total:	328.50
08/01/2023				
	NPPD	01 2610 621 000 0000 000	Electricity	224.45
	NPPD	01 2610 621 000 0000 001	Electricity	7,167.15
	NPPD	01 2610 621 000 0000 002	Electricity	6,573.41
	NPPD	01 3541 621 000 1194 000	Electricity	152.78
	NPPD	01 3541 621 000 1193 000	Electricity	170.06
			Vendor Total:	14,287.85
07/27/2023				
	O'Neill Auto Supply, Inc	01 2730 610 000 0000 000	Vehicle Maintenance	323.28
			Vendor Total:	323.28
08/03/2023				
	O'Neill Car Wash LLC	01 2730 890 000 0000 000	Vehicle Washes	14.58
			Vendor Total:	14.58
07/31/2023				
	O'Neill Lumber & Trailer Sales	01 2610 610 000 0000 002	Custodial Supplies	145.12
			Vendor Total:	145.12
07/10/2023				
	O'Neill Printing Company	01 2510 610 000 0000 000	#10 Regular envelopes (5000)	365.30
07/13/2023				
	O'Neill Printing Company	01 2510 610 000 0000 000	Calendars (1,000)	1,235.00
07/19/2023				
	O'Neill Printing Company	01 2510 610 000 0000 000	Desk calendars (100)	225.75
			Vendor Total:	1,826.05
07/01/2023				
	O'Neill Super Foods	01 3300 610 000 1744 002	Dev Eagles Supplies	272.27
			Vendor Total:	272.27

Invoice Date									
Vendor Name	Account Number						Description	Amount	
08/01/2023									
Ogden Hardware	01	3541	610	000	1193	000	Sixpence Supplies	19.99	
Ogden Hardware	01	2610	610	000	0000	001	Custodial Supplies	1,027.57	
Ogden Hardware	01	2610	610	000	0000	002	Paint	409.84	
Vendor Total:								1,457.40	
07/28/2023									
One Office Solution	01	1100	610	000	0000	002	Copies	104.36	
One Office Solution	01	1100	610	000	0000	001	Copies	168.14	
One Office Solution	01	2510	610	000	0000	000	Copies	113.97	
Vendor Total:								386.47	
08/01/2023									
One Source, The Background Check Co., Inc	01	2510	350	000	0000	002	Background Checks	15.00	
One Source, The Background Check Co., Inc	01	3300	350	000	1744	002	Background Checks	24.00	
One Source, The Background Check Co., Inc	01	6990	350	000	1198	002	Background Checks	17.00	
Vendor Total:								56.00	
07/20/2023									
OPS Imprest Account	01	2410	810	000	0000	002	Region III NAESP 23/24 Dues J York	20.00	
OPS Imprest Account	01	2410	810	000	0000	001	Region III NAESP 23/24 Dues W Wragge	20.00	
Vendor Total:								40.00	
08/04/2023									
Pitney Bowes Bank Inc	01	2510	531	000	0000	002	Postage	225.09	
Pitney Bowes Bank Inc	01	2510	531	000	0000	001	Postage	282.18	
Pitney Bowes Bank Inc	01	2510	531	000	0000	000	Postage	64.41	
Pitney Bowes Bank Inc	01	1200	531	000	0000	002	Postage	3.75	
Pitney Bowes Bank Inc	06	3100	531	000	0000	000	Postage	172.77	
Pitney Bowes Bank Inc	01	3300	531	000	1744	002	Postage	9.45	
Vendor Total:								757.65	
07/25/2023									
Pitney Bowes Inc	01	2510	531	000	0000	000	Postage Meter Lease	331.97	
Vendor Total:								331.97	
07/31/2023									
Ranchland Auto Parts	01	2610	610	000	0000	001	Custodial Supplies	30.64	
Ranchland Auto Parts	01	2610	610	000	0000	002	Custodial Supplies	58.95	
Vendor Total:								89.59	
08/03/2023									
Really Good Stuff, LLC	01	1100	610	000	0000	002	All-in-one subjects 4-pocket folders	141.42	
Really Good Stuff, LLC	01	1100	610	000	0000	002	shipping	21.21	
Vendor Total:								162.63	
05/23/2023									
Respondus	01	1100	643	000	0000	000	K-12 LockDown Site License 8/23-	2,995.00	

Invoice Date

<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
		7/24	
		Vendor Total:	2,995.00
07/01/2023			
Scenario Learning LLC	01 2290 643 000 0000 000	Vector Evaluations Certified Staff Renew	2,351.24
Scenario Learning LLC	01 2290 643 000 0000 000	Vector Evaluations Classified Staff Rene	285.20
		Vendor Total:	2,636.44
08/07/2023			
Schaecher Electric LLC	01 2620 610 000 0000 002	Elem heat tape	(2.66)
Schaecher Electric LLC	01 2620 352 000 0000 002	Elem heat tape	1,315.92
08/07/2023			
Schaecher Electric LLC	01 2620 352 000 0000 002	Elem window	600.00
08/07/2023			
Schaecher Electric LLC	01 2620 352 000 0000 002	Elem N pole lights	361.38
Schaecher Electric LLC	01 2620 610 000 0000 002	Elem N pole lights	200.00
08/07/2023			
Schaecher Electric LLC	01 2620 610 000 0000 002	Elem entrance/exit/fire alarm	136.76
Schaecher Electric LLC	01 2620 352 000 0000 002	Elem entrance/exit/fire alarm	500.00
11/25/2028			
Schaecher Electric LLC	01 2620 352 000 0000 002	Elem exit/emergency lights	520.00
Schaecher Electric LLC	01 2620 610 000 0000 002	Elem exit/emergency lights	605.28
		Vendor Total:	4,236.68
07/25/2023			
Scholastic Inc	01 1100 643 000 0000 002	Scholastic Let's Find Out!	395.34
		Vendor Total:	395.34
05/25/2023			
Scholastic Inc	01 1100 640 000 0000 002	Scholastic News 1 - H. Froman	395.34
Scholastic Inc	01 1100 640 000 0000 002	Scholastic News 3 - B Wholert	434.87
Scholastic Inc	01 1200 640 000 0000 001	Scope - MJ. Nordby	109.89
Scholastic Inc	01 1200 640 000 0000 001	Scholastic News 2 -BDean	65.89
Scholastic Inc	01 1200 640 000 0000 001	Super STEM- BDean	82.39
Scholastic Inc	01 1100 640 000 1171 001	NYT Upfront - A. Hajek	219.78
		Vendor Total:	1,308.16
06/12/2023			
SpecialNeedsWare,Inc DBA Ori Learning	01 1200 643 000 0000 001	Core Curriculum & Financial Literacy 1 y	1,215.00
		Vendor Total:	1,215.00
06/01/2023			
Stuhr Museum	01 1100 810 000 2190 002	Field Trip	531.00
		Vendor Total:	531.00
07/20/2023			
Sudbeck Underground	01 2620 352 000 0000 001	Bore & Install 2" water line Concessions	3,930.00

Invoice Date

<u>Vendor Name</u>	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
Vendor Total:			3,930.00
08/01/2023			
Three River	01 3541 382 000 1193 000	Phone & Internet	119.11
08/01/2023			
Three River	01 2580 382 000 0000 000	Fiber Internet	311.95
08/01/2023			
Three River	01 3541 382 000 1194 000	Phone	49.53
Vendor Total:			480.59
07/31/2023			
Torpin's Rodeo Market	01 3599 610 000 1193 000	Sixpence Supplies	826.76
Torpin's Rodeo Market	01 3599 610 000 1194 000	Sixpence Supplies	239.33
Torpin's Rodeo Market	01 2120 610 000 0000 002	Sixpence Supplies	9.38
Vendor Total:			1,075.47
08/07/2023			
Viaero Wireless	01 6990 382 000 1198 002	5 Hot Spots - Family Literacy	98.35
Viaero Wireless	01 2224 382 019 0000 000	3 Hot Spots	59.47
Vendor Total:			157.82
07/28/2023			
Wiester, George	01 2620 352 000 0000 002	Refinish Elem Gym Floor	2,655.00
Vendor Total:			2,655.00
07/25/2023			
Wm Krotter Co	01 2620 610 000 0000 002	Paint	131.97
Vendor Total:			131.97
Checking Account Total:			232,816.77

Invoice Date	Vendor Name	Account Number	Description	Amount
Checking	1			
06/21/2023				
Amazon.com	01 1200 610 000 0000 002	PigPigPen Kids Tunnel for Toddlers, Pop	19.99	
Amazon.com	01 1200 610 000 0000 002	LotFancy Play Tent for Boys, with Star L	23.99	
Amazon.com	01 1200 610 000 0000 002	SANHO Dynamic Movement Sensory Body Sock	24.96	
Amazon.com	01 1200 610 000 0000 002	SANHO Dynamic Movement Sensory Body Sock	26.98	
Amazon.com	01 1200 610 000 0000 002	Topcee Weighted Blanket for Kids(5lbs 36	25.99	
07/11/2023				
Amazon.com	01 1100 610 000 0000 002	Shimfun 143 play food	27.49	
Amazon.com	01 1100 610 000 0000 002	Froogly 50 piece suction toys	39.95	
Amazon.com	01 1100 610 000 0000 002	Picasso Tiles 100 piece set	39.98	
06/21/2023				
Amazon.com	01 1100 650 000 0000 000	USB C Hub, ABLEWE USB C to HDMI Multipor	293.85	
07/12/2023				
Amazon.com	01 3541 610 000 1193 000	Ball Pit Play Tent and Tunnels	79.95	
Amazon.com	01 3541 610 000 1193 000	Ball Pit Balls 150	29.99	
Amazon.com	01 3541 610 000 1193 000	Pop Tubes Toys 8	9.97	
Amazon.com	01 3541 610 000 1193 000	18inch Hopper ball large 3 pc	22.99	
		Vendor Total:	666.08	
07/01/2023				
Caseys #3577	01 2710 626 000 0000 001	Vehicle Fuel	46.40	
		Vendor Total:	46.40	
07/13/2023				
Essential Elements Music Class	01 1100 643 000 0000 002	EE Music Class 1 yr. Download Subscripti	299.00	
		Vendor Total:	299.00	
07/07/2023				
Loves #377	01 2710 626 000 0000 001	Vehicle Fuel	57.45	
		Vendor Total:	57.45	
07/13/2023				
NIAAA	01 2490 330 000 0000 001	Registration - Nat'l AD Conf	300.00	
		Vendor Total:	300.00	
07/23/2023				
Procare Software	01 3300 643 000 1744 002	Childcare Software	79.00	
		Vendor Total:	79.00	
06/05/2023				
Rosettastone.com	01 1150 643 000 0000 001	Credit for Rosetta Stone Subscription	(107.91)	
		Vendor Total:	(107.91)	
06/30/2023				

O'Neill Public School
08/11/2023 4:26 PM

O'NEILL PUBLIC SCHOOLS - PAYABLES
Credit Card - August, 2023

Page: 2
User ID: CBOSN

Invoice Date

Vendor Name

Account Number

Description

Amount

TAESE/USU

01 1200 330 000 0000 000

Tri State Sped Conference - D.
Clifton

255.00

Vendor Total: 255.00

07/13/2023

United Airlines

01 2490 580 000 0000 001

Airfare - Nat'l AD Conf

493.39

Vendor Total: 493.39

Checking Account Total: 2,088.41

O'Neill Public Schools
Income - Expense Summary
July-2023

GENERAL - DEPRECIATION - LUNCH

GPS Bank - Checking Account Balance	1,754,978.71	
First Citizens Bank - Checking Account Balance	<u>257,201.84</u>	
		\$2,012,180.55

EMPLOYEE BENEFIT FUND

GPS Bank- Checking Account Balance	<u>14,849.35</u>	
		\$14,849.35

BUILDING FUND

First Citizens Bank - Checking Account Balance	<u>932,802.56</u>	
		\$932,802.56

FLEX BENEFITS FUND

GPS Bank - Checking Account Balance	<u>14,232.82</u>	
		\$14,232.82

O'Neill Public Schools
Income - Expense Summary
July-2023

GENERAL FUND

BALANCE - 06/30/2023		\$2,340,525.65
REVENUE		
Taxes	45,740.51	
Motor Vehicle Taxes	47,192.90	
Interest - GPS Checking	4,580.06	
Community Services Act - Dev Eagles	110.00	
Policy Court Fees (City Fines)	110.00	
Postsecondary Receipts	6,889.07	
Other Misc Local Revenue	730.44	
Other Misc Local Revenue	557.86	
County Fines & License Fees	3,012.31	
Homestead Exemption	16,296.84	
Pro-Rate Motor Vehicle	4,766.73	
Early Childhood Endowment Grants	26,122.00	
IDEA Part B (611) ARP Base & EP	4,549.00	
IDEA Part B ARP Proportionate Share	1,780.00	
Title I, Part A	12,952.00	
Title II, Part A	2,116.00	
IDEA Part B Base & E/P	13,733.00	
IDEA Part B Proportionate Share	2,607.00	
Federal Vocational (Carl Perkins)	929.90	
Other Federal Grants - Family Lit	8,462.79	
ESSER III	48,505.00	
Other Non-Revenue Receipts	1,457.00	
TOTAL REVENUE		\$253,200.41
EXPENDITURES		
Payables	(1,165,512.61)	
TOTAL EXPENDITURES		(\$1,165,512.61)
LIABILITIES		
BCBS Employer Share	(5,420.03)	
Life Insurance Payable	(161.16)	
TOTAL LIABILITIES		(\$5,581.19)
TOTAL GENERAL FUND BALANCE - 07/31/2023		\$1,422,632.26

O'Neill Public Schools
Income - Expense Summary
July-2023

NUTRITION FUND

CHECKING ACCOUNT BALANCE - 06/30/2023

\$336,975.00

REVENUE

Federal Reimbursement Nutrition Programs - Lunch	0.00
Federal Reimbursement Nutrition Programs - Breakfast	0.00
Federal Reimbursement Nutrition Programs - Snack	0.00
Federal Reimbursement Nutrition Programs-SNP Emergency	0.00
Federal Reimbursement Nutrition Programs SFSP	7,507.40
Federal Reimbursement Nutrition Programs FFVP	0.00
State Reimbursement Nutrition Programs	0.00
Lunch/Breakfast Receipts	1,814.25
SFSP Adult Meals	50.00
Online Fees Received	13.24
Other Receipts	0.00

TOTAL REVENUE

\$9,384.89

EXPENDITURES

Salaries	(462.08)
Benefits	(81.01)
Advertising	0.00
Food - NSLP	0.00
Food - FFVP	0.00
Food - SFSP	(5,583.36)
Postage	(70.80)
Equipment (>5000)	0.00
Supplies & Equipment (<5000)	(3,506.92)
Travel Expense	0.00
Repairs/Services	(4,252.00)
Computer Hardware	0.00
Computer Software	0.00
Online Payment Fees	(57.27)
Other - Refund Lunch Acct Balance, etc	0.00

TOTAL EXPENDITURES

(\$14,013.44)

TOTAL NUTRITION FUND BALANCE - 07/31/2023

\$332,346.45

O'Neill Public Schools
Income - Expense Summary
July-2023

DEPRECIATION FUND

BALANCE - 06/30/2023		\$256,928.94
REVENUE		
Interest - April	272.90	
TOTAL REVENUE		\$272.90
EXPENDITURES		
Payables		
TOTAL EXPENDITURES		\$0.00
TOTAL DEPRECIATION FUND BALANCE - 07/31/2023		\$257,201.84

EMPLOYEE BENEFIT FUND

TOTAL EMPLOYEE BENEFIT FUND BALANCE - 06/30/2023		\$14,831.84
REVENUE		
Interest - Great Plains State Bank Checking	17.51	
TOTAL REVENUE		\$17.51
EXPENDITURES		
TOTAL EXPENDITURES		\$0.00
TOTAL EMPLOYEE BENEFIT FUND BALANCE - 07/31/2023		\$14,849.35

O'Neill Public Schools
Income - Expense Summary
July-2023

BUILDING FUND

TOTAL BUILDING FUND BALANCE - 06/30/2023 **\$918,053.82**

REVENUE

Taxes 7,868.16

Homestead Exemption 2,802.35

Prorate Motor Vehicle Taxes 819.68

Sale of Property 2,274.20

Interest 984.35

TOTAL REVENUE **\$14,748.74**

EXPENDITURES

Expenses 0.00

TOTAL EXPENDITURES **\$0.00**

TOTAL BUILDING FUND BALANCE - 07/31/2023 **\$932,802.56**

FLEX BENEFITS FUND

GPS Bank - Checking Account Balance 14,107.67

BALANCE - 06/30/2023 **\$14,107.67**

REVENUE

Dist. 7 General Fund - Payroll Deductions - GPS Bank 4,780.57

Great Plains State Bank - Interest 27.97

TOTAL REVENUE **\$4,808.54**

EXPENDITURES

GPS - Employee Reimbursements (4,683.39)

TOTAL EXPENDITURES **(\$4,683.39)**

GPS Bank - Checking Account Balance 14,232.82

TOTAL FLEX BENEFIT FUND BALANCE - 07/31/2023 **\$14,232.82**

Revenue Summary Report

Processing Month: 07/2023

Regular; Processing Month 07/2023; Accounts to Include Accounts with
Activity; Fund Number 08

Fund: 08 Building Fund						
<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	Taxes Levied	0.00	7,868.16	1,398,749.53	0.00	(1,398,749.53)
08 1115	Carline Tax	0.00	0.00	251.24	0.00	(251.24)
08 1510	Interest	0.00	984.35	7,463.21	0.00	(7,463.21)
08 1990	Misc Local Revenue	0.00	0.00	20,392.21	0.00	(20,392.21)
Subtotal: Local Receipts		0.00	8,852.51	1,426,856.19	0.00	(1,426,856.19)
08 3130	Homestead Exemption	0.00	2,802.35	13,987.18	0.00	(13,987.18)
08 3131	Property Tax Credit	0.00	0.00	117,650.04	0.00	(117,650.04)
08 3133	Nameplate Capacity Tax	0.00	0.00	101,077.53	0.00	(101,077.53)
08 3180	Pro-Rate Motor Vehicle	0.00	819.68	3,282.84	0.00	(3,282.84)
Subtotal: STATE RECEIPTS		0.00	3,622.03	235,997.59	0.00	(235,997.59)
08 5300	Proceeds from the Disposal of Property	0.00	2,274.20	14,548.90	0.00	(14,548.90)
Subtotal: NON-REVENUE RECEIPTS		0.00	2,274.20	14,548.90	0.00	(14,548.90)
Fund Total:		0.00	14,748.74	1,677,402.68	0.00	(1,677,402.68)

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget
08	Building Fund				
08 2515 350 000 0000 002	Technical Services - Bldg & Sites	\$0.00	\$0.00	\$0.00	0.00
08 2515 352 000 0000 001	Other Prof Services Bldg & Sites	\$0.00	\$0.00	\$0.00	0.00
08 2515 352 000 0000 002	Other Prof Services Bldg & Sites	\$0.00	\$0.00	\$0.00	0.00
08 2515 610 000 0000 002	Supplies Bldg & Sites	\$0.00	\$0.00	\$0.00	0.00
08 2515 720 000 0000 001	Buildings-Acquiring Buildings & Const	\$0.00	\$0.00	\$0.00	0.00
08 2515 720 000 0000 002	Buildings-Acquiring Buildings & Const	\$0.00	\$0.00	\$0.00	0.00
08 2515 733 000 0000 000	Furniture & Fixtures (>\$5,000)	\$0.00	\$0.00	\$0.00	0.00
2515	Building & Sites	\$0.00	\$0.00	\$0.00	0.00
08 2620 610 000 0000 001	Supplies Maint of Bldg	\$0.00	\$0.00	\$0.00	0.00
2620	Maintenance of Buildings	\$0.00	\$0.00	\$0.00	0.00
08 4200 710 000 0000 001	Land & Land Improvements	\$0.00	\$0.00	\$0.00	0.00
4200	Land Improvement	\$0.00	\$0.00	\$0.00	0.00
08 4300 340 000 0000 001	Other Professional Services Architecture	\$0.00	\$0.00	\$25,840.00	0.00
4300	Architecture and Engineering	\$0.00	\$0.00	\$25,840.00	0.00
08 4700 352 000 0000 001	Other Prof Services Bldg Improv	\$0.00	\$0.00	\$0.00	0.00
08 4700 450 000 0000 001	Construction Services Bldg Improvements	\$0.00	\$0.00	\$0.00	0.00
08 4700 610 000 0000 001	General Supplies Bldg Improvements	\$0.00	\$0.00	\$0.00	0.00
08 4700 739 000 0000 001	Other Equipment	\$0.00	\$0.00	\$0.00	0.00
4700	Building Improvements	\$0.00	\$0.00	\$0.00	0.00
08 5000 831 000 0000 001	Redemption of Principal Bldg Improv	\$0.00	\$0.00	\$1,687,243.75	0.00
08 5000 832 000 0000 001	Interest on Long-Term Debt	\$0.00	\$0.00	\$214,418.27	0.00
08 5000 833 000 0000 001	Other Debt-Related Costs	\$0.00	\$0.00	\$0.00	0.00
5000	DEBT SERVICES	\$0.00	\$0.00	\$1,901,662.02	0.00
08 9000 950 000 0000 000	Special Items	\$0.00	\$0.00	\$0.00	0.00
9000	NON-PROGRAMMED EXPENDITURES	\$0.00	\$0.00	\$0.00	0.00
08	Building Fund	\$0.00	\$0.00	\$1,927,502.02	0.00