

Regular Meeting  
Tuesday, August 19, 2025 6:00 PM

MS/HS Library  
109 Charles W St  
Petersburg, AK 99833

## **Agenda**

1. **CALL TO ORDER**
2. **DETERMINE QUORUM**
3. **PLEDGE OF ALLEGIANCE**
4. **APPROVAL OF AGENDA**
5. **STUDENT PRESENTATION**
6. **STUDENT REPRESENTATIVE REPORT**
7. **CORRESPONDENCE**
8. **COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS**
9. **COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS**
10. **COMMENTS FROM BOARD MEMBERS**
11. **CONSENT AGENDA**
  - 11.1. JUNE, 2025, Monthly accounting report, bills, payroll, and electronic fund transfers, Fundraised Student Activities Summary Report and P-Card statements in the amount of \$1,845,053.60  
  
JULY, 2025, Monthly accounting report, bills, payroll, and electronic fund transfers, Fundraised Student Activities Summary Report and P-Card statements in the amount of \$1,020,224.68  
  
FY25 Q4 Investment Report
  - 11.2. JUNE.17, 2025, regular board meeting minutes
  - 11.3. PERSONNEL ACTION REPORT
12. **ADMINISTRATIVE REPORTS**
  - 12.1. Superintendent's report  
**Presenter:** Superintendent Taylor
  - 12.2. Elementary Principal's Report  
**Presenter:** Principal Heather Conn
  - 12.3. MS/HS Principal's Report  
**Presenter:** Principal Brad King
  - 12.4. Director of Activities Report  
**Presenter:** AD Jaime Cabral
  - 12.5. Director of Food Service Report  
**Presenter:** Carlee Johnson McIntosh
  - 12.6. Director of Technology Report  
**Presenter:** Jon Kludt-Painter
13. **SCHOOL BOARD COMMITTEE REPORTS**
14. **OLD BUSINESS**
15. **NEW BUSINESS**
  - 15.1. Action: Six-Year (CIP) Capital Improvement Plan

15.2. Action 25-26 Extra duty contracts

15.3. Informational: 25-26 updated School Handbook Review

**Presenter:** Principals / AD

15.4. Informational: Back-to-School information

15.5. Informational: Miscellaneous Board Business

16. **ADDITIONAL COMMENTS FROM BOARD MEMBERS**

17. **UPCOMING DATES AND MEETING ANNOUNCEMENTS**

18. **FUTURE AGENDA ITEMS**

19. **OTHER NEW BUSINESS**

20. **ADJOURNMENT**

## Petersburg School District

### Revenue Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

**Fiscal Year: 2024-2025**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 100 GENERAL FUND</b>					
100.000.000.000.011 BOROUGH DIRECT APPROPRIATIONS	\$3,400,000.00	\$283,333.00	\$3,399,996.00	\$4.00	0.00%
100.000.000.000.031 INTEREST	\$21,575.00	\$2,290.53	\$29,098.81	(\$7,523.81)	-34.87%
100.000.000.000.032 GAIN ON INVESTMENT UNREALIZED	\$17,450.00	\$1,869.78	\$23,636.01	(\$6,186.01)	-35.45%
100.000.000.000.040 OTHER LOCAL REVENUES	\$35,000.00	\$13,575.34	\$55,522.91	(\$20,522.91)	-58.64%
100.000.000.000.043 STUDENT ACTIVITY REVENUE	\$52,395.00	\$8,353.78	\$52,070.55	\$324.45	0.62%
100.000.000.000.044 STUDENT CLASS FEES	\$10,000.00	\$544.00	\$11,399.00	(\$1,399.00)	-13.99%
100.000.000.000.045 STUDENT TECH FEE REVENUE	\$12,725.00	\$1,002.16	\$13,690.16	(\$965.16)	-7.58%
100.000.000.000.046 LOCAL RENATL REVENUE	\$5,000.00	\$755.00	\$1,870.00	\$3,130.00	62.60%
100.000.000.000.047 E-RATE REVENUE	\$87,160.00	\$14,526.40	\$87,158.40	\$1.60	0.00%
100.000.000.000.051 FOUNDATION PROGRAM	\$6,656,301.00	\$407,632.00	\$6,636,325.00	\$19,976.00	0.30%
100.000.000.000.056 TRS ON-BEHALF PAYMENTS	\$607,619.00	\$0.00	\$0.00	\$607,619.00	100.00%
100.000.000.000.057 PERS ON-BEHALF PAYMENTS	\$75,738.00	\$0.00	\$0.00	\$75,738.00	100.00%
100.000.000.000.090 OTHER STATE REVENUES	\$21,358.00	\$0.00	\$22,262.00	(\$904.00)	-4.23%
<b>Fund 100 Total:</b>	\$11,002,321.00	\$733,881.99	\$10,333,028.84	\$669,292.16	6.08%
<b>Grand Total:</b>	\$11,002,321.00	\$733,881.99	\$10,333,028.84	\$669,292.16	6.08%

End of Report

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 100 GENERAL FUND						
100.100.100.000.315 CERTIFICATED TEACHER	\$792,137.55	\$125,929.49	\$765,093.86	\$27,043.69	\$0.00	\$27,043.69 3.41%
100.100.100.000.329 HS REG INSTRUCTION SUB	\$48,682.80	\$3,824.00	\$40,077.38	\$8,605.42	\$0.00	\$8,605.42 17.68%
100.100.100.000.363 WORKERS COMPENSATION	\$4,010.48	\$620.84	\$3,877.97	\$132.51	\$0.00	\$132.51 3.30%
100.100.100.000.364 INSURANCE-HEALTH/LIFE	\$167,007.36	\$30,610.81	\$185,958.58	(\$18,951.22)	\$0.00	(\$18,951.22) -11.35%
100.100.100.000.365 RETIREMENT CONTRIBUTION-TRS	\$225,704.46	\$15,631.47	\$91,628.80	\$134,075.66	\$0.00	\$134,075.66 59.40%
100.100.100.000.367 MEDICARE TAX	\$12,152.96	\$1,770.81	\$11,115.55	\$1,037.41	\$0.00	\$1,037.41 8.54%
100.100.100.000.368 SOCIAL SECURITY TAX	\$2,232.00	\$165.85	\$731.34	\$1,500.66	\$0.00	\$1,500.66 67.23%
100.100.100.000.369 OTHER EMPLOYEE BENEFITS	\$4,500.00	\$0.00	\$5,354.01	(\$854.01)	\$0.00	(\$854.01) -18.98%
100.100.100.000.426 STUDENT TRANSPORTATION	\$2,600.00	\$300.00	\$2,300.00	\$300.00	\$0.00	\$300.00 11.54%
100.100.100.000.450 FRESHMAN LAPTOP COMPUTERS	\$98,720.00	\$93,028.99	\$96,277.32	\$2,442.68	\$0.00	\$2,442.68 2.47%
100.100.100.000.451 GENERAL HS TEACHING SUPPLIES	\$2,300.00	\$119.05	\$6,000.69	(\$3,700.69)	\$0.00	(\$3,700.69) -160.90%
100.100.100.000.474 HS CURRICULUM ADOPTION	\$19,000.00	\$0.00	\$18,449.23	\$550.77	\$0.00	\$550.77 2.90%
100.100.100.000.476 HS COPIER SUPPLIES	\$12,320.00	\$212.21	\$9,822.64	\$2,497.36	\$0.00	\$2,497.36 20.27%
100.100.100.000.479 HS TEACHER OTHER SUPPLIES AND MAT	\$600.00	\$0.00	\$871.30	(\$271.30)	\$0.00	(\$271.30) -45.22%
100.100.100.000.491 HS DUES AND FEES	\$10,000.00	\$0.00	\$10,178.50	(\$178.50)	\$0.00	(\$178.50) -1.79%
100.100.100.000.510 EQUIPMENT	\$17,500.00	\$0.00	\$16,271.00	\$1,229.00	\$0.00	\$1,229.00 7.02%
100.100.100.401.451 HS ENGLISH SUPPLIES	\$900.00	\$800.51	\$1,432.72	(\$532.72)	\$0.00	(\$532.72) -59.19%
100.100.100.402.451	\$700.00	\$0.00	\$618.58	\$81.42	\$0.00	\$81.42

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
HS MATH SUPPLIES						11.63%
100.100.100.403.451	\$2,500.00	\$75.00	\$2,482.95	\$17.05	\$0.00	\$17.05
HS SCIENCE SUPPLIES						0.68%
100.100.100.404.451	\$700.00	\$0.00	\$719.46	(\$19.46)	\$0.00	(\$19.46)
HS SOCIAL STUDIES SUPPLIES						-2.78%
100.100.100.407.451	\$500.00	\$0.00	\$572.41	(\$72.41)	\$0.00	(\$72.41)
HS PE SUPPLIES						-14.48%
100.100.100.408.451	\$1,900.00	\$551.00	\$2,493.79	(\$593.79)	\$0.00	(\$593.79)
HS MUSIC SUPPLIES						-31.25%
100.100.100.413.451	\$500.00	\$0.00	\$276.57	\$223.43	\$0.00	\$223.43
HS SPANISH SUPPLIES						44.69%
100.100.100.414.451	\$300.00	\$0.00	\$61.18	\$238.82	\$0.00	\$238.82
DRAMA SUPPLIES						79.61%
100.100.100.421.451	\$600.00	\$0.00	\$597.77	\$2.23	\$0.00	\$2.23
HS ART/JEWELRY/PHOTO SUPPLIES						0.37%
100.100.160.000.315	\$104,182.10	\$16,991.50	\$104,243.97	(\$61.87)	\$0.00	(\$61.87)
CERTIFICATED TEACHER						-0.06%
100.100.160.000.329	\$800.00	\$0.00	\$1,600.00	(\$800.00)	\$0.00	(\$800.00)
HS CTE SUB						-100.00%
100.100.160.000.363	\$502.34	\$81.30	\$506.45	(\$4.11)	\$0.00	(\$4.11)
WORKERS COMPENSATION						-0.82%
100.100.160.000.364	\$30,492.48	\$5,082.08	\$30,492.48	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.100.160.000.365	\$29,785.66	\$2,134.13	\$12,993.21	\$16,792.45	\$0.00	\$16,792.45
RETIREMENT CONTRIBUTION-TRS						56.38%
100.100.160.000.367	\$1,522.24	\$227.95	\$1,426.32	\$95.92	\$0.00	\$95.92
MEDICARE TAX						6.30%
100.100.160.000.368	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
SOCIAL SECURITY TAX						100.00%
100.100.160.406.451	\$500.00	\$0.00	\$117.21	\$382.79	\$0.00	\$382.79
AQUACULTURE SUPPLIES						76.56%
100.100.160.450.451	\$6,300.00	(\$1,209.25)	\$2,929.16	\$3,370.84	\$33.59	\$3,337.25
CULINARY SUPPLIES						52.97%
100.100.160.455.451	\$2,000.00	\$0.00	\$1,913.33	\$86.67	\$0.00	\$86.67
FOOD SCIENCE/CULINARY						4.33%
100.100.160.460.451	\$2,000.00	\$0.00	\$886.24	\$1,113.76	\$0.00	\$1,113.76

# Petersburg School District

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 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SHOP SUPPLIES						55.69%
100.100.200.000.315	\$83,911.99	\$136.00	\$81,314.00	\$2,597.99	\$0.00	\$2,597.99
CERTIFICATED TEACHER						3.10%
100.100.200.000.323	\$145,543.77	\$4,617.00	\$143,022.16	\$2,521.61	\$0.00	\$2,521.61
AIDES						1.73%
100.100.200.000.329	\$6,000.00	\$0.00	\$7,269.00	(\$1,269.00)	\$0.00	(\$1,269.00)
HS SPED SUB						-21.15%
100.100.200.000.363	\$1,126.66	\$22.74	\$1,148.43	(\$21.77)	\$0.00	(\$21.77)
WORKERS COMPENSATION						-1.93%
100.100.200.000.364	\$121,399.68	\$936.01	\$98,684.52	\$22,715.16	\$0.00	\$22,715.16
INSURANCE-HEALTH/LIFE						18.71%
100.100.200.000.365	\$23,990.44	\$0.00	\$10,451.09	\$13,539.35	\$0.00	\$13,539.35
RETIREMENT CONTRIBUTION-TRS						56.44%
100.100.200.000.366	\$38,947.51	\$1,187.31	\$26,876.86	\$12,070.65	\$0.00	\$12,070.65
RETIREMENT CONTRIBUTION-PERS						30.99%
100.100.200.000.367	\$3,414.11	\$67.37	\$3,168.74	\$245.37	\$0.00	\$245.37
MEDICARE TAX						7.19%
100.100.200.000.368	\$250.00	\$8.43	\$1,585.04	(\$1,335.04)	\$0.00	(\$1,335.04)
SOCIAL SECURITY TAX						-534.02%
100.100.200.000.369	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
OTHER EMPLOYEE BENEFITS						0.00%
100.100.200.000.451	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
HS SPED SUPPLIES						0.00%
100.100.300.000.315	\$90,199.55	\$15,638.53	\$91,402.83	(\$1,203.28)	\$0.00	(\$1,203.28)
CERTIFICATED TEACHER						-1.33%
100.100.300.000.329	\$2,600.00	\$0.00	\$2,200.00	\$400.00	\$0.00	\$400.00
SUBSTITUTES/TEMPORARIES						15.38%
100.100.300.000.363	\$444.05	\$74.83	\$462.23	(\$18.18)	\$0.00	(\$18.18)
WORKERS COMPENSATION						-4.09%
100.100.300.000.364	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.100.300.000.365	\$25,788.04	\$1,964.20	\$11,463.57	\$14,324.47	\$0.00	\$14,324.47
RETIREMENT CONTRIBUTION-TRS						55.55%
100.100.300.000.367	\$1,345.59	\$226.76	\$1,400.70	(\$55.11)	\$0.00	(\$55.11)
MEDICARE TAX						-4.10%
100.100.300.000.368	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00

## Petersburg School District

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 Summary Only

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SOCIAL SECURITY TAX						100.00%
100.100.300.000.369	\$500.00	\$0.00	\$1,294.97	(\$794.97)	\$0.00	(\$794.97)
OTHER EMPLOYEE BENEFITS						-158.99%
100.100.300.000.451	\$4,500.00	\$3.66	\$4,124.79	\$375.21	\$0.00	\$375.21
SECONDARY COUNSELOR SUPPLIES						8.34%
100.100.350.000.315	\$83,281.00	\$13,508.00	\$83,077.98	\$203.02	\$0.00	\$203.02
CERTIFICATED TEACHER						0.24%
100.100.350.000.329	\$1,200.00	\$450.00	\$650.00	\$550.00	\$0.00	\$550.00
SUBSTITUTES/TEMPORARIES						45.83%
100.100.350.000.363	\$412.22	\$66.79	\$400.65	\$11.57	\$0.00	\$11.57
WORKERS COMPENSATION						2.81%
100.100.350.000.364	\$9,977.28	\$1,662.88	\$9,977.28	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.100.350.000.365	\$24,286.91	\$1,696.61	\$10,368.01	\$13,918.90	\$0.00	\$13,918.90
RETIREMENT CONTRIBUTION-TRS						57.31%
100.100.350.000.367	\$1,249.16	\$196.60	\$1,179.42	\$69.74	\$0.00	\$69.74
MEDICARE TAX						5.58%
100.100.350.000.368	\$74.40	\$0.00	\$0.00	\$74.40	\$0.00	\$74.40
SOCIAL SECURITY TAX						100.00%
100.100.350.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.100.350.000.451	\$400.00	\$0.00	\$416.59	(\$16.59)	\$0.00	(\$16.59)
TEACHING SUPPLIES						-4.15%
100.100.350.000.472	\$2,300.00	\$775.00	\$1,979.41	\$320.59	\$116.16	\$204.43
SECONDARY LIBRARY BOOKS						8.89%
100.100.350.000.473	\$800.00	\$99.00	\$704.38	\$95.62	\$0.00	\$95.62
SECONDARY PERIODICALS						11.95%
100.100.350.000.479	\$1,300.00	\$0.00	\$1,319.05	(\$19.05)	\$0.00	(\$19.05)
SECONDARY SUPPLIES AND MATERIALS						-1.47%
100.100.350.418.316	\$1,668.00	\$0.00	\$0.00	\$1,668.00	\$0.00	\$1,668.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.350.418.363	\$7.98	\$0.00	\$0.00	\$7.98	\$0.00	\$7.98
WORKERS COMPENSATION						100.00%
100.100.350.418.365	\$476.88	\$0.00	\$0.00	\$476.88	\$0.00	\$476.88
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.350.418.367	\$24.19	\$0.00	\$0.00	\$24.19	\$0.00	\$24.19

Petersburg School District

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						100.00%
100.100.400.000.313	\$118,100.00	\$9,716.63	\$118,100.00	\$0.00	\$0.00	\$0.00
PRINCIPAL						0.00%
100.100.400.000.363	\$567.98	\$46.49	\$565.07	\$2.91	\$0.00	\$2.91
WORKERS COMPENSATION						0.51%
100.100.400.000.364	\$31,635.95	\$2,636.32	\$31,635.95	\$0.00	\$0.00	\$0.00
INSURANCE HEALTH/LIFE						0.00%
100.100.400.000.365	\$33,764.79	\$1,214.13	\$14,757.96	\$19,006.83	\$0.00	\$19,006.83
RETIREMENT CONTRIBUTION-TRS						56.29%
100.100.400.000.367	\$1,705.20	\$133.06	\$1,619.20	\$86.00	\$0.00	\$86.00
MEDICARE TAX						5.04%
100.100.400.000.421	\$3,400.00	\$0.00	\$3,356.14	\$43.86	\$0.00	\$43.86
SECONDARY PRINCIPAL TRANSPORTATION						1.29%
100.100.400.000.479	\$2,500.00	\$923.55	\$2,151.41	\$348.59	\$0.00	\$348.59
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS						13.94%
100.100.400.000.491	\$650.00	\$0.00	\$625.00	\$25.00	\$0.00	\$25.00
PRINCIPAL DUES AND FEES						3.85%
100.100.450.000.324	\$86,642.40	\$5,799.35	\$82,415.03	\$4,227.37	\$0.00	\$4,227.37
SUPPORT STAFF						4.88%
100.100.450.000.329	\$2,000.00	\$0.00	\$3,320.00	(\$1,320.00)	\$0.00	(\$1,320.00)
SUBSTITUTES/TEMPORARIES						-66.00%
100.100.450.000.363	\$424.15	\$28.54	\$416.11	\$8.04	\$0.00	\$8.04
WORKERS COMPENSATION						1.90%
100.100.450.000.364	\$12,977.28	\$250.00	\$23,063.72	(\$10,086.44)	\$0.00	(\$10,086.44)
INSURANCE-HEALTH/LIFE						-77.72%
100.100.450.000.366	\$23,185.51	\$801.79	\$17,255.36	\$5,930.15	\$0.00	\$5,930.15
RETIREMENT CONTRIBUTION-PERS						25.58%
100.100.450.000.367	\$1,285.31	\$87.72	\$1,203.89	\$81.42	\$0.00	\$81.42
MEDICARE TAX						6.33%
100.100.450.000.368	\$80.00	\$134.39	\$216.42	(\$136.42)	\$0.00	(\$136.42)
SOCIAL SECURITY TAX						-170.53%
100.100.450.000.433	\$2,200.00	\$172.53	\$2,065.25	\$134.75	\$0.00	\$134.75
SECONDARY COMMUNICATIONS						6.13%
100.100.450.000.434	\$250.00	\$0.00	\$337.93	(\$87.93)	\$0.00	(\$87.93)
SECONDARY POSTAGE						-35.17%
100.100.450.000.454	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SECONDARY OFFICE SUPPLIES						100.00%
100.100.700.000.316	\$2,919.00	\$129.71	\$2,501.99	\$417.01	\$0.00	\$417.01
CERTIFICATED EXTRA DUTY PAY						14.29%
100.100.700.000.322	\$1,500.00	\$150.00	\$1,500.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.000.329	\$2,500.00	\$0.00	\$100.00	\$2,400.00	\$0.00	\$2,400.00
SUBSTITUTES/TEMPORARIES						96.00%
100.100.700.000.363	\$33.10	\$1.33	\$19.63	\$13.47	\$0.00	\$13.47
WORKERS COMPENSATION						40.69%
100.100.700.000.364	\$0.00	\$335.77	\$4,715.28	(\$4,715.28)	\$0.00	(\$4,715.28)
INSURANCE-HEALTH/LIFE						0.00%
100.100.700.000.365	\$834.55	\$16.29	\$314.32	\$520.23	\$0.00	\$520.23
RETIREMENT CONTRIBUTION-TRS						62.34%
100.100.700.000.366	\$401.40	\$33.00	\$329.99	\$71.41	\$0.00	\$71.41
RETIREMENT CONTRIBUTION-PERS						17.79%
100.100.700.000.367	\$100.33	\$3.94	\$58.22	\$42.11	\$0.00	\$42.11
MEDICARE TAX						41.97%
100.100.700.000.368	\$155.00	\$0.00	\$9.30	\$145.70	\$0.00	\$145.70
SOCIAL SECURITY TAX						94.00%
100.100.700.000.369	\$0.00	\$0.00	\$30.90	(\$30.90)	\$0.00	(\$30.90)
OTHER EMPLOYEE BENEFITS						0.00%
100.100.700.000.418	\$0.00	\$45.00	\$45.00	(\$45.00)	\$0.00	(\$45.00)
ACTIVITIES PROFESSIONAL SERVICES						0.00%
100.100.700.000.421	\$6,500.00	\$404.12	\$6,429.66	\$70.34	\$0.00	\$70.34
STAFF TRANSPORTATION						1.08%
100.100.700.000.426	\$3,930.00	\$484.99	\$4,342.81	(\$412.81)	\$0.00	(\$412.81)
STUDENT TRANSPORTATION						-10.50%
100.100.700.000.433	\$1,500.00	\$0.00	\$776.40	\$723.60	\$0.00	\$723.60
COMMUNICATIONS						48.24%
100.100.700.000.479	\$6,250.00	\$1,184.39	\$6,950.75	(\$700.75)	\$0.00	(\$700.75)
OTHER SUPPLIES AND MATERIALS						-11.21%
100.100.700.000.491	\$7,000.00	\$2,929.00	\$6,489.00	\$511.00	\$0.00	\$511.00
DUES AND FEES						7.30%
100.100.700.408.316	\$3,753.00	\$625.50	\$3,753.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.408.329	\$1,200.00	\$0.00	\$1,375.00	(\$175.00)	\$0.00	(\$175.00)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						-14.58%
100.100.700.408.363	\$23.70	\$3.00	\$24.58	(\$0.88)	\$0.00	(\$0.88)
WORKERS COMPENSATION						-3.71%
100.100.700.408.365	\$1,072.99	\$78.56	\$471.36	\$601.63	\$0.00	\$601.63
RETIREMENT CONTRIBUTION-TRS						56.07%
100.100.700.408.367	\$71.82	\$8.33	\$70.00	\$1.82	\$0.00	\$1.82
MEDICARE TAX						2.53%
100.100.700.408.368	\$74.40	\$0.00	\$38.75	\$35.65	\$0.00	\$35.65
SOCIAL SECURITY TAX						47.92%
100.100.700.408.421	\$1,800.00	\$0.00	\$344.19	\$1,455.81	\$0.00	\$1,455.81
MUSIC STAFF TRANSPORTATION						80.88%
100.100.700.408.426	\$3,300.00	\$0.00	\$3,300.00	\$0.00	\$0.00	\$0.00
MUSIC TRANSPORTATION						0.00%
100.100.700.408.479	\$300.00	\$0.00	\$289.63	\$10.37	\$0.00	\$10.37
MUSIC OTHER SUPPLIES						3.46%
100.100.700.414.316	\$3,545.00	\$0.00	\$0.00	\$3,545.00	\$0.00	\$3,545.00
EXTRA DUTY - DDF						100.00%
100.100.700.414.363	\$16.96	\$0.00	\$0.00	\$16.96	\$0.00	\$16.96
WORKERS COMPENSATION						100.00%
100.100.700.414.365	\$1,013.51	\$0.00	\$0.00	\$1,013.51	\$0.00	\$1,013.51
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.414.367	\$51.40	\$0.00	\$0.00	\$51.40	\$0.00	\$51.40
MEDICARE TAX						100.00%
100.100.700.418.316	\$0.00	\$278.00	\$1,529.00	(\$1,529.00)	\$0.00	(\$1,529.00)
EXTRA DUTY - HS GLACIER SURVEY						0.00%
100.100.700.418.363	\$0.00	\$1.33	\$7.36	(\$7.36)	\$0.00	(\$7.36)
WORKERS COMPENSATION						0.00%
100.100.700.418.365	\$0.00	\$34.91	\$192.07	(\$192.07)	\$0.00	(\$192.07)
RETIREMENT CONTRIBUTION-TRS						0.00%
100.100.700.418.367	\$0.00	\$3.66	\$20.24	(\$20.24)	\$0.00	(\$20.24)
MEDICARE TAX						0.00%
100.100.700.424.316	\$2,780.00	\$556.00	\$834.00	\$1,946.00	\$0.00	\$1,946.00
EXTRA DUTY - HS Yearbook						70.00%
100.100.700.424.363	\$13.31	\$2.66	\$3.99	\$9.32	\$0.00	\$9.32
WORKERS COMPENSATION						70.02%
100.100.700.424.365	\$794.80	\$69.83	\$104.75	\$690.05	\$0.00	\$690.05

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-TRS						86.82%
100.100.700.424.367	\$40.31	\$7.82	\$11.74	\$28.57	\$0.00	\$28.57
MEDICARE TAX						70.88%
100.100.700.710.316	\$3,962.00	\$0.00	\$3,962.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.710.322	\$1,584.80	\$0.00	\$0.00	\$1,584.80	\$0.00	\$1,584.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.710.329	\$750.00	\$0.00	\$1,225.00	(\$475.00)	\$0.00	(\$475.00)
CROSS COUNTRY SUB						-63.33%
100.100.700.710.363	\$30.13	\$0.00	\$24.81	\$5.32	\$0.00	\$5.32
WORKERS COMPENSATION						17.66%
100.100.700.710.365	\$1,132.74	\$0.00	\$497.63	\$635.11	\$0.00	\$635.11
RETIREMENT CONTRIBUTION-TRS						56.07%
100.100.700.710.366	\$424.10	\$0.00	\$0.00	\$424.10	\$0.00	\$424.10
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.710.367	\$91.30	\$0.00	\$71.49	\$19.81	\$0.00	\$19.81
MEDICARE TAX						21.70%
100.100.700.710.368	\$46.50	\$0.00	\$38.74	\$7.76	\$0.00	\$7.76
SOCIAL SECURITY TAX						16.69%
100.100.700.710.426	\$21,900.00	\$0.00	\$21,900.00	\$0.00	\$0.00	\$0.00
XCOUNTRY TRANSPORTATION						0.00%
100.100.700.710.479	\$2,250.00	\$0.00	\$2,193.15	\$56.85	\$0.00	\$56.85
XCOUNTRY SUPPLIES AND MATERIALS						2.53%
100.100.700.715.322	\$7,881.80	\$0.00	\$7,881.80	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.715.329	\$1,500.00	\$0.00	\$97.75	\$1,402.25	\$0.00	\$1,402.25
SUBSTITUTES/TEMPORARIES						93.48%
100.100.700.715.363	\$44.89	\$0.00	\$38.19	\$6.70	\$0.00	\$6.70
WORKERS COMPENSATION						14.93%
100.100.700.715.366	\$602.59	\$0.00	\$611.27	(\$8.68)	\$0.00	(\$8.68)
RETIREMENT CONTRIBUTION-PERS						-1.44%
100.100.700.715.367	\$136.04	\$0.00	\$115.73	\$20.31	\$0.00	\$20.31
MEDICARE TAX						14.93%
100.100.700.715.368	\$442.06	\$0.00	\$355.11	\$86.95	\$0.00	\$86.95
SOCIAL SECURITY TAX						19.67%
100.100.700.715.426	\$13,900.00	\$0.00	\$14,108.71	(\$208.71)	\$0.00	(\$208.71)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SWIM TRANSPORTATION						-1.50%
100.100.700.715.479	\$1,500.00	\$0.00	\$1,180.00	\$320.00	\$0.00	\$320.00
SWIM SUPPLIES AND MATERIALS						21.33%
100.100.700.720.316	\$7,296.80	\$0.00	\$6,713.00	\$583.80	\$0.00	\$583.80
CERTIFICATED EXTRA DUTY PAY						8.00%
100.100.700.720.329	\$1,200.00	\$0.00	\$4,070.00	(\$2,870.00)	\$0.00	(\$2,870.00)
SUBSTITUTES/TEMPORARIES						-239.17%
100.100.700.720.363	\$40.65	\$0.00	\$51.60	(\$10.95)	\$0.00	(\$10.95)
WORKERS COMPENSATION						-26.94%
100.100.700.720.365	\$2,086.16	\$0.00	\$843.18	\$1,242.98	\$0.00	\$1,242.98
RETIREMENT CONTRIBUTION-TRS						59.58%
100.100.700.720.367	\$123.20	\$0.00	\$151.57	(\$28.37)	\$0.00	(\$28.37)
MEDICARE TAX						-23.03%
100.100.700.720.368	\$74.40	\$0.00	\$91.76	(\$17.36)	\$0.00	(\$17.36)
SOCIAL SECURITY TAX						-23.33%
100.100.700.720.426	\$27,400.00	\$0.00	\$27,400.00	\$0.00	\$0.00	\$0.00
VB TRANSPORTATION						0.00%
100.100.700.725.322	\$6,713.80	\$0.00	\$4,379.00	\$2,334.80	\$0.00	\$2,334.80
NON-CERT SPECIALIST/EXTRA DUTY						34.78%
100.100.700.725.329	\$0.00	\$0.00	\$1,560.00	(\$1,560.00)	\$0.00	(\$1,560.00)
SUBSTITUTES/TEMPORARIES						0.00%
100.100.700.725.363	\$32.13	\$0.00	\$28.41	\$3.72	\$0.00	\$3.72
WORKERS COMPENSATION						11.58%
100.100.700.725.367	\$97.35	\$0.00	\$86.13	\$11.22	\$0.00	\$11.22
MEDICARE TAX						11.53%
100.100.700.725.368	\$416.26	\$0.00	\$368.22	\$48.04	\$0.00	\$48.04
SOCIAL SECURITY TAX						11.54%
100.100.700.725.426	\$21,900.00	\$0.00	\$22,115.39	(\$215.39)	\$0.00	(\$215.39)
WRESTLING TRANSPORTATION						-0.98%
100.100.700.725.479	\$0.00	\$0.00	\$863.17	(\$863.17)	\$0.00	(\$863.17)
WRESTLING SUPPLIES AND MATERIALS						0.00%
100.100.700.730.316	\$6,462.00	\$0.00	\$6,045.00	\$417.00	\$0.00	\$417.00
CERTIFICATED EXTRA DUTY PAY						6.45%
100.100.700.730.322	\$2,585.80	\$0.00	\$2,419.00	\$166.80	\$0.00	\$166.80
NON-CERT SPECIALIST/EXTRA DUTY						6.45%
100.100.700.730.329	\$5,400.00	\$0.00	\$6,982.75	(\$1,582.75)	\$0.00	(\$1,582.75)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						-29.31%
100.100.700.730.363	\$69.14	\$0.00	\$73.93	(\$4.79)	\$0.00	(\$4.79)
WORKERS COMPENSATION						-6.93%
100.100.700.730.365	\$1,847.49	\$0.00	\$866.61	\$980.88	\$0.00	\$980.88
RETIREMENT CONTRIBUTION-TRS						53.09%
100.100.700.730.366	\$691.96	\$0.00	\$554.17	\$137.79	\$0.00	\$137.79
RETIREMENT CONTRIBUTION-PERS						19.91%
100.100.700.730.367	\$209.49	\$0.00	\$217.29	(\$7.80)	\$0.00	(\$7.80)
MEDICARE TAX						-3.72%
100.100.700.730.368	\$334.80	\$0.00	\$260.26	\$74.54	\$0.00	\$74.54
SOCIAL SECURITY TAX						22.26%
100.100.700.730.426	\$25,600.00	\$32.44	\$25,579.09	\$20.91	\$0.00	\$20.91
BOYS BB TRANSPORTATION						0.08%
100.100.700.730.479	\$3,210.00	\$0.00	\$3,845.45	(\$635.45)	\$0.00	(\$635.45)
BOYS BB SUPPLIES AND MATERIALS						-19.80%
100.100.700.735.316	\$9,047.80	\$0.00	\$2,419.00	\$6,628.80	\$0.00	\$6,628.80
CERTIFICATED EXTRA DUTY PAY						73.26%
100.100.700.735.322	\$0.00	\$0.00	\$6,045.00	(\$6,045.00)	\$0.00	(\$6,045.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.735.329	\$4,800.00	\$0.00	\$2,755.50	\$2,044.50	\$0.00	\$2,044.50
SUBSTITUTES/TEMPORARIES						42.59%
100.100.700.735.363	\$66.26	\$0.00	\$53.67	\$12.59	\$0.00	\$12.59
WORKERS COMPENSATION						19.00%
100.100.700.735.365	\$1,091.22	\$0.00	\$60.27	\$1,030.95	\$0.00	\$1,030.95
RETIREMENT CONTRIBUTION-TRS						94.48%
100.100.700.735.366	\$0.00	\$0.00	\$545.39	(\$545.39)	\$0.00	(\$545.39)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.735.367	\$200.79	\$0.00	\$159.38	\$41.41	\$0.00	\$41.41
MEDICARE TAX						20.62%
100.100.700.735.368	\$621.92	\$0.00	\$492.29	\$129.63	\$0.00	\$129.63
SOCIAL SECURITY TAX						20.84%
100.100.700.735.426	\$25,600.00	\$0.00	\$25,667.60	(\$67.60)	\$0.00	(\$67.60)
GIRLS BB TRANSPORTATION						-0.26%
100.100.700.735.479	\$710.00	\$0.00	\$876.57	(\$166.57)	\$0.00	(\$166.57)
GIRLS BB SUPPLIES AND MATERIALS						-23.46%
100.100.700.740.322	\$9,047.80	\$0.00	\$8,464.00	\$583.80	\$0.00	\$583.80

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT SPECIALIST/EXTRA DUTY						6.45%
100.100.700.740.363	\$43.30	\$0.00	\$64.35	(\$21.05)	\$0.00	(\$21.05)
WORKERS COMPENSATION						-48.61%
100.100.700.740.366	\$0.00	\$0.00	(\$221.98)	\$221.98	\$0.00	\$221.98
RETIREMENT CONTRIBUTION-PERS						0.00%
100.100.700.740.367	\$131.19	\$0.00	\$122.74	\$8.45	\$0.00	\$8.45
MEDICARE TAX						6.44%
100.100.700.740.368	\$460.96	\$0.00	\$524.80	(\$63.84)	\$0.00	(\$63.84)
SOCIAL SECURITY TAX						-13.85%
100.100.700.740.426	\$6,600.00	\$0.00	\$6,624.03	(\$24.03)	\$0.00	(\$24.03)
CHEERLEADING TRANSPORTATION						-0.36%
100.100.700.740.479	\$0.00	\$0.00	\$126.44	(\$126.44)	\$0.00	(\$126.44)
CHEER SUPPLIES & MATERIALS						0.00%
100.100.700.745.316	\$5,212.00	\$583.80	\$7,296.80	(\$2,084.80)	\$0.00	(\$2,084.80)
CERTIFICATED EXTRA DUTY PAY						-40.00%
100.100.700.745.322	\$2,084.80	\$0.00	\$0.00	\$2,084.80	\$0.00	\$2,084.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.745.329	\$1,200.00	\$575.00	\$1,475.00	(\$275.00)	\$0.00	(\$275.00)
SUBSTITUTES/TEMPORARIES						-22.92%
100.100.700.745.363	\$40.65	\$5.54	\$41.98	(\$1.33)	\$0.00	(\$1.33)
WORKERS COMPENSATION						-3.27%
100.100.700.745.365	\$1,490.11	\$52.38	\$654.63	\$835.48	\$0.00	\$835.48
RETIREMENT CONTRIBUTION-TRS						56.07%
100.100.700.745.367	\$123.20	\$16.80	\$122.48	\$0.72	\$0.00	\$0.72
MEDICARE TAX						0.58%
100.100.700.745.368	\$203.66	\$4.65	\$4.65	\$199.01	\$0.00	\$199.01
SOCIAL SECURITY TAX						97.72%
100.100.700.745.426	\$34,900.00	\$18,105.15	\$34,999.10	(\$99.10)	\$0.00	(\$99.10)
TRACK TRANSPORTATION						-0.28%
100.100.700.745.479	\$0.00	\$0.00	\$150.99	(\$150.99)	\$0.00	(\$150.99)
TRACK SUPPLIES AND MATERIALS						0.00%
100.100.700.750.316	\$7,881.80	\$0.00	\$5,213.00	\$2,668.80	\$0.00	\$2,668.80
CERTIFICATED EXTRA DUTY PAY						33.86%
100.100.700.750.322	\$0.00	\$0.00	\$2,085.00	(\$2,085.00)	\$0.00	(\$2,085.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.750.329	\$1,200.00	\$0.00	\$920.00	\$280.00	\$0.00	\$280.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						23.33%
100.100.700.750.363	\$43.46	\$0.00	\$39.33	\$4.13	\$0.00	\$4.13
WORKERS COMPENSATION						9.50%
100.100.700.750.365	\$2,253.40	\$0.00	\$654.75	\$1,598.65	\$0.00	\$1,598.65
RETIREMENT CONTRIBUTION-TRS						70.94%
100.100.700.750.367	\$131.69	\$0.00	\$114.62	\$17.07	\$0.00	\$17.07
MEDICARE TAX						12.96%
100.100.700.750.368	\$74.40	\$0.00	\$155.32	(\$80.92)	\$0.00	(\$80.92)
SOCIAL SECURITY TAX						-108.76%
100.100.700.750.426	\$21,900.00	\$8,720.30	\$13,583.80	\$8,316.20	\$0.00	\$8,316.20
BASEBALL TRANSPORTATION						37.97%
100.100.700.750.479	\$3,780.00	\$373.05	\$3,154.35	\$625.65	\$0.00	\$625.65
BASEBALL SUPPLIES AND MATERIALS						16.55%
100.100.700.760.316	\$2,294.00	\$0.00	\$0.00	\$2,294.00	\$0.00	\$2,294.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.760.363	\$10.98	\$0.00	\$0.00	\$10.98	\$0.00	\$10.98
WORKERS COMPENSATION						100.00%
100.100.700.760.365	\$655.86	\$0.00	\$0.00	\$655.86	\$0.00	\$655.86
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.760.367	\$33.26	\$0.00	\$0.00	\$33.26	\$0.00	\$33.26
MEDICARE TAX						100.00%
100.100.700.825.316	\$834.00	\$83.40	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.825.363	\$3.99	\$0.40	\$4.00	(\$0.01)	\$0.00	(\$0.01)
WORKERS COMPENSATION						-0.25%
100.100.700.825.365	\$238.44	\$10.49	\$104.89	\$133.55	\$0.00	\$133.55
RETIREMENT CONTRIBUTION-TRS						56.01%
100.100.700.825.367	\$12.09	\$1.11	\$11.16	\$0.93	\$0.00	\$0.93
MEDICARE TAX						7.69%
100.100.700.825.426	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00
STUDENT GOVT TRANSPORTATION						100.00%
100.100.700.835.316	\$1,529.00	\$305.80	\$1,529.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.835.363	\$7.31	\$1.46	\$7.30	\$0.01	\$0.00	\$0.01
WORKERS COMPENSATION						0.14%
100.100.700.835.365	\$437.14	\$38.40	\$192.00	\$245.14	\$0.00	\$245.14

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-TRS						56.08%
100.100.700.835.367	\$22.17	\$4.43	\$22.19	(\$0.02)	\$0.00	(\$0.02)
MEDICARE TAX						-0.09%
100.100.700.840.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.840.363	\$2.87	\$0.00	\$0.00	\$2.87	\$0.00	\$2.87
WORKERS COMPENSATION						100.00%
100.100.700.840.367	\$8.70	\$0.00	\$0.00	\$8.70	\$0.00	\$8.70
MEDICARE TAX						100.00%
100.100.700.840.368	\$37.20	\$0.00	\$0.00	\$37.20	\$0.00	\$37.20
SOCIAL SECURITY TAX						100.00%
100.100.700.840.421	\$1,000.00	\$0.00	\$422.00	\$578.00	\$0.00	\$578.00
ARTFEST TRANSPORTATION						57.80%
100.100.700.845.316	\$834.00	\$0.00	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.845.363	\$3.99	\$0.00	\$3.99	\$0.00	\$0.00	\$0.00
WORKERS COMPENSATION						0.00%
100.100.700.845.365	\$238.44	\$0.00	\$104.73	\$133.71	\$0.00	\$133.71
RETIREMENT CONTRIBUTION-TRS						56.08%
100.100.700.845.367	\$12.09	\$0.00	\$12.09	\$0.00	\$0.00	\$0.00
MEDICARE TAX						0.00%
100.100.700.870.316	\$834.00	\$166.80	\$834.00	\$0.00	\$0.00	\$0.00
CERTIFICATED EXTRA DUTY PAY						0.00%
100.100.700.870.363	\$3.99	\$0.80	\$3.99	\$0.00	\$0.00	\$0.00
WORKERS COMPENSATION						0.00%
100.100.700.870.365	\$238.44	\$20.94	\$104.51	\$133.93	\$0.00	\$133.93
RETIREMENT CONTRIBUTION-TRS						56.17%
100.100.700.870.367	\$12.09	\$2.21	\$11.06	\$1.03	\$0.00	\$1.03
MEDICARE TAX						8.52%
100.200.100.000.314	\$0.00	\$819.97	\$1,094.97	(\$1,094.97)	\$0.00	(\$1,094.97)
CERT DIRECTOR/COORD/MANAGER						0.00%
100.200.100.000.315	\$435,931.07	\$76,741.22	\$462,743.49	(\$26,812.42)	\$0.00	(\$26,812.42)
CERTIFICATED TEACHER						-6.15%
100.200.100.000.323	\$0.00	\$968.18	\$24,405.49	(\$24,405.49)	\$0.00	(\$24,405.49)
AIDES						0.00%
100.200.100.000.329	\$73,498.40	\$3,775.50	\$48,703.75	\$24,794.65	\$0.00	\$24,794.65

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						33.73%
100.200.100.000.363	\$2,424.77	\$393.84	\$2,596.70	(\$171.93)	\$0.00	(\$171.93)
WORKERS COMPENSATION						-7.09%
100.200.100.000.364	\$151,456.32	\$18,903.58	\$115,915.52	\$35,540.80	\$0.00	\$35,540.80
INSURANCE-HEALTH/LIFE						23.47%
100.200.100.000.365	\$123,865.03	\$9,453.45	\$57,653.68	\$66,211.35	\$0.00	\$66,211.35
RETIREMENT CONTRIBUTION-TRS						53.45%
100.200.100.000.366	\$0.00	\$257.67	\$5,413.87	(\$5,413.87)	\$0.00	(\$5,413.87)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.200.100.000.367	\$7,347.79	\$1,124.30	\$7,484.20	(\$136.41)	\$0.00	(\$136.41)
MEDICARE TAX						-1.86%
100.200.100.000.368	\$1,800.00	\$106.18	\$275.28	\$1,524.72	\$0.00	\$1,524.72
SOCIAL SECURITY TAX						84.71%
100.200.100.000.369	\$2,000.00	\$0.00	\$764.99	\$1,235.01	\$0.00	\$1,235.01
OTHER EMPLOYEE BENEFITS						61.75%
100.200.100.000.418	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
MS OTHER PROFESSIONAL SVCS						100.00%
100.200.100.000.451	\$12,900.00	\$3,135.00	\$14,339.70	(\$1,439.70)	\$0.00	(\$1,439.70)
MS GENERAL TEACHING SUPPLIES						-11.16%
100.200.100.000.474	\$56,650.00	\$0.00	\$56,528.58	\$121.42	\$0.00	\$121.42
MS CURRICULUM ADOPTION						0.21%
100.200.100.000.476	\$13,590.00	\$212.22	\$12,688.22	\$901.78	\$0.00	\$901.78
MS COPIER SUPPLIES						6.64%
100.200.100.000.479	\$300.00	\$0.00	\$541.82	(\$241.82)	\$0.00	(\$241.82)
MS TEACHER OTHER SUPPLIES AND MATERIALS						-80.61%
100.200.100.401.451	\$567.00	\$363.76	\$567.00	\$0.00	\$0.00	\$0.00
MS ENGLISH SUPPLIES						0.00%
100.200.100.402.451	\$700.00	\$0.00	\$785.29	(\$85.29)	\$0.00	(\$85.29)
MS MATH SUPPLIES						-12.18%
100.200.100.403.451	\$2,200.00	\$0.00	\$2,200.00	\$0.00	\$0.00	\$0.00
MS SCIENCE SUPPLIES						0.00%
100.200.100.404.451	\$400.00	\$0.00	\$401.65	(\$1.65)	\$0.00	(\$1.65)
MS SOCIAL STUDIES SUPPLIES						-0.41%
100.200.100.408.451	\$400.00	\$0.00	\$653.40	(\$253.40)	\$0.00	(\$253.40)
MS MUSIC SUPPLIES						-63.35%
100.200.100.419.451	\$250.00	\$0.00	\$104.90	\$145.10	\$0.00	\$145.10

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MS ROBOTICS						58.04%
100.200.100.421.451	\$100.00	\$0.00	\$99.76	\$0.24	\$0.00	\$0.24
MS ART/JEWELRY/PHOTO SUPPLIES						0.24%
100.200.200.000.315	\$81,206.99	\$13,337.36	\$82,916.40	(\$1,709.41)	\$0.00	(\$1,709.41)
CERTIFICATED TEACHER						-2.11%
100.200.200.000.323	\$57,774.80	\$954.55	\$23,818.02	\$33,956.78	\$0.00	\$33,956.78
AIDES						58.77%
100.200.200.000.329	\$4,800.00	\$0.00	\$26,550.30	(\$21,750.30)	\$0.00	(\$21,750.30)
SUBSTITUTES/TEMPORARIES						-453.13%
100.200.200.000.363	\$688.00	\$68.39	\$652.07	\$35.93	\$0.00	\$35.93
WORKERS COMPENSATION						5.22%
100.200.200.000.364	\$15,977.28	\$0.00	\$10,938.14	\$5,039.14	\$0.00	\$5,039.14
INSURANCE-HEALTH/LIFE						31.54%
100.200.200.000.365	\$23,217.08	\$1,675.17	\$10,347.73	\$12,869.35	\$0.00	\$12,869.35
RETIREMENT CONTRIBUTION-TRS						55.43%
100.200.200.000.366	\$15,460.54	\$0.00	\$8,999.54	\$6,461.00	\$0.00	\$6,461.00
RETIREMENT CONTRIBUTION-PERS						41.79%
100.200.200.000.367	\$2,084.84	\$207.23	\$1,942.81	\$142.03	\$0.00	\$142.03
MEDICARE TAX						6.81%
100.200.200.000.368	\$200.00	\$59.18	\$640.40	(\$440.40)	\$0.00	(\$440.40)
SOCIAL SECURITY TAX						-220.20%
100.200.200.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.200.200.000.451	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00
MS SPED SUPPLIES						0.00%
100.200.400.000.314	\$32,250.00	\$2,512.50	\$31,650.00	\$600.00	\$0.00	\$600.00
DEAN OF STUDENTS						1.86%
100.200.400.000.363	\$154.32	\$12.02	\$151.42	\$2.90	\$0.00	\$2.90
WORKERS COMPENSATION						1.88%
100.200.400.000.364	\$9,719.48	\$809.94	\$9,330.07	\$389.41	\$0.00	\$389.41
INSURANCE - HEALTH/LIFE						4.01%
100.200.400.000.365	\$9,048.74	\$315.57	\$3,975.23	\$5,073.51	\$0.00	\$5,073.51
RETIREMENT CONTRIBUTION-TRS						56.07%
100.200.400.000.367	\$467.63	\$34.55	\$435.25	\$32.38	\$0.00	\$32.38
MEDICARE TAX						6.92%
100.200.400.000.479	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
OTHER SUPPLIES AND MATERIALS						0.00%
100.200.400.000.491	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
DUES AND FEES						100.00%
100.200.450.000.324	\$40,163.10	\$2,374.30	\$31,041.15	\$9,121.95	\$0.00	\$9,121.95
SUPPORT STAFF						22.71%
100.200.450.000.329	\$720.00	\$0.00	\$2,645.00	(\$1,925.00)	\$0.00	(\$1,925.00)
SUBSTITUTES/TEMPORARIES						-267.36%
100.200.450.000.363	\$195.63	\$12.34	\$168.23	\$27.40	\$0.00	\$27.40
WORKERS COMPENSATION						14.01%
100.200.450.000.364	\$20,941.44	\$214.26	\$4,247.58	\$16,693.86	\$0.00	\$16,693.86
INSURANCE-HEALTH/LIFE						79.72%
100.200.450.000.366	\$10,747.64	\$522.35	\$4,435.79	\$6,311.85	\$0.00	\$6,311.85
RETIREMENT CONTRIBUTION-PERS						58.73%
100.200.450.000.367	\$592.80	\$37.54	\$500.25	\$92.55	\$0.00	\$92.55
MEDICARE TAX						15.61%
100.200.450.000.368	\$30.00	\$0.00	\$741.57	(\$711.57)	\$0.00	(\$711.57)
SOCIAL SECURITY TAX						-2371.90%
100.200.450.000.433	\$1,500.00	\$71.79	\$1,434.52	\$65.48	\$0.00	\$65.48
COMMUNICATIONS						4.37%
100.200.450.000.434	\$100.00	\$0.00	\$13.16	\$86.84	\$0.00	\$86.84
MS POSTAGE						86.84%
100.200.450.000.454	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
MS OFFICE SUPPLIES						100.00%
100.200.700.000.316	\$4,926.00	\$139.00	\$4,792.00	\$134.00	\$0.00	\$134.00
CERTIFICATED EXTRA DUTY PAY						2.72%
100.200.700.000.322	\$5,427.00	\$0.00	\$5,427.00	\$0.00	\$0.00	\$0.00
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.200.700.000.329	\$3,000.00	\$0.00	\$2,430.00	\$570.00	\$0.00	\$570.00
SUBSTITUTES/TEMPORARIES						19.00%
100.200.700.000.363	\$63.90	\$0.67	\$60.53	\$3.37	\$0.00	\$3.37
WORKERS COMPENSATION						5.27%
100.200.700.000.364	\$0.00	\$39.89	\$648.35	(\$648.35)	\$0.00	(\$648.35)
INSURANCE-HEALTH/LIFE						0.00%
100.200.700.000.365	\$1,408.35	\$17.46	\$666.31	\$742.04	\$0.00	\$742.04
RETIREMENT CONTRIBUTION-TRS						52.69%
100.200.700.000.366	\$1,452.27	\$0.00	\$13.19	\$1,439.08	\$0.00	\$1,439.08

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						99.09%
100.200.700.000.367	\$193.62	\$1.87	\$177.77	\$15.85	\$0.00	\$15.85
MEDICARE TAX						8.19%
100.200.700.000.368	\$522.47	\$0.00	\$449.31	\$73.16	\$0.00	\$73.16
SOCIAL SECURITY TAX						14.00%
100.200.700.000.426	\$20,300.00	\$300.00	\$19,936.60	\$363.40	\$0.00	\$363.40
MS ACTIVITIES STUDENT TRANSPORTATION						1.79%
100.200.700.000.479	\$3,180.00	\$0.00	\$3,178.97	\$1.03	\$0.00	\$1.03
MS ACTIVITIES SUPPLIES AND MATERIALS						0.03%
100.200.700.424.316	\$1,390.00	\$0.00	\$0.00	\$1,390.00	\$0.00	\$1,390.00
EXTRA DUTY - MS Yearbook						100.00%
100.200.700.424.363	\$6.89	\$0.00	\$0.00	\$6.89	\$0.00	\$6.89
WORKERS COMP						100.00%
100.200.700.424.365	\$411.69	\$0.00	\$0.00	\$411.69	\$0.00	\$411.69
RETIREMENT CONTRIBUTION TRS						100.00%
100.200.700.424.367	\$20.88	\$0.00	\$0.00	\$20.88	\$0.00	\$20.88
FICA MEDICARE						100.00%
100.200.700.825.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
EXTRA DUTY - MS Student Government						100.00%
100.200.700.825.363	\$4.13	\$0.00	\$0.00	\$4.13	\$0.00	\$4.13
WORKERS COMP						100.00%
100.200.700.825.365	\$247.02	\$0.00	\$0.00	\$247.02	\$0.00	\$247.02
RETIREMENT CONTRIBUTION TRS						100.00%
100.200.700.825.367	\$12.53	\$0.00	\$0.00	\$12.53	\$0.00	\$12.53
FICA MEDICARE						100.00%
100.300.100.000.315	\$922,579.93	\$91,981.88	\$913,845.96	\$8,733.97	\$0.00	\$8,733.97
CERTIFICATED TEACHER						0.95%
100.300.100.000.323	\$66,206.62	\$1,421.72	\$40,964.89	\$25,241.73	\$0.00	\$25,241.73
AIDES						38.13%
100.300.100.000.329	\$36,000.00	\$850.00	\$36,200.25	(\$200.25)	\$0.00	(\$200.25)
SUBSTITUTES/TEMPORARIES						-0.56%
100.300.100.000.363	\$4,852.21	\$451.01	\$4,768.34	\$83.87	\$0.00	\$83.87
WORKERS COMPENSATION						1.73%
100.300.100.000.364	\$311,559.36	\$22,217.71	\$281,512.03	\$30,047.33	\$0.00	\$30,047.33
INSURANCE-HEALTH/LIFE						9.64%
100.300.100.000.365	\$260,694.95	\$11,552.92	\$106,284.03	\$154,410.92	\$0.00	\$154,410.92

Petersburg School District

Expenditure Budget Balance Report

Summary Only

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To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-TRS						59.23%
100.300.100.000.366	\$17,319.33	\$355.87	\$8,440.08	\$8,879.25	\$0.00	\$8,879.25
RETIREMENT CONTRIBUTION-PERS						51.27%
100.300.100.000.367	\$14,703.67	\$1,286.22	\$13,459.20	\$1,244.47	\$0.00	\$1,244.47
MEDICARE TAX						8.46%
100.300.100.000.368	\$1,600.00	\$9.30	\$1,207.78	\$392.22	\$0.00	\$392.22
SOCIAL SECURITY TAX						24.51%
100.300.100.000.369	\$5,000.00	\$1,261.21	\$3,221.18	\$1,778.82	\$0.00	\$1,778.82
OTHER EMPLOYEE BENEFITS						35.58%
100.300.100.000.410	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
PROFESSIONAL & TECH SERVICES						100.00%
100.300.100.000.451	\$16,680.00	\$1,132.22	\$18,202.55	(\$1,522.55)	\$0.00	(\$1,522.55)
ES GENERAL TEACHING SUPPLIES						-9.13%
100.300.100.000.454	\$1,000.00	\$0.00	\$793.45	\$206.55	\$0.00	\$206.55
ES GENERAL OFFICE SUPPLIES						20.66%
100.300.100.000.474	\$69,500.00	\$0.00	\$69,816.20	(\$316.20)	\$0.00	(\$316.20)
CURRICULUM ADOPTION						-0.45%
100.300.100.000.476	\$24,760.00	\$0.00	\$21,610.26	\$3,149.74	\$0.00	\$3,149.74
COPIER SUPPLIES						12.72%
100.300.100.000.479	\$500.00	\$0.00	\$474.90	\$25.10	\$0.00	\$25.10
ES TEACHER OTHER SUPPLIES AND MATERIALS						5.02%
100.300.100.408.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES MUSIC SUPPLIES						100.00%
100.300.100.411.451	\$900.00	\$0.00	\$905.97	(\$5.97)	\$0.00	(\$5.97)
ES READING TEACHING SUPPLIES						-0.66%
100.300.100.421.451	\$300.00	\$0.00	\$299.73	\$0.27	\$0.00	\$0.27
ES ART TEACHING SUPPLIES						0.09%
100.300.100.429.451	\$300.00	\$0.00	\$280.76	\$19.24	\$0.00	\$19.24
KINDER WILLIS SUPPLIES						6.41%
100.300.100.430.451	\$300.00	\$0.00	\$286.39	\$13.61	\$0.00	\$13.61
1ST NORMAN SUPPLIES						4.54%
100.300.100.431.451	\$300.00	\$0.00	\$289.97	\$10.03	\$0.00	\$10.03
1ST MULLEN SUPPLIES						3.34%
100.300.100.432.451	\$300.00	\$0.00	\$294.87	\$5.13	\$0.00	\$5.13
2ND BELL SUPPLIES						1.71%
100.300.100.433.451	\$300.00	\$0.00	\$294.61	\$5.39	\$0.00	\$5.39

Petersburg School District

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Budget Balance

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2ND HOFACRE SUPPLIES						1.80%
100.300.100.434.451	\$300.00	\$0.00	\$297.56	\$2.44	\$0.00	\$2.44
3RD MARTIN SUPPLIES						0.81%
100.300.100.435.451	\$300.00	\$0.00	\$291.68	\$8.32	\$0.00	\$8.32
3RD MIDKIFF SUPPLIES						2.77%
100.300.100.436.451	\$300.00	\$0.00	\$300.14	(\$0.14)	\$0.00	(\$0.14)
4TH PAULSON SUPPLIES						-0.05%
100.300.100.437.451	\$300.00	\$0.00	\$297.83	\$2.17	\$0.00	\$2.17
4TH WILLIAMS SUPPLIES						0.72%
100.300.100.438.451	\$300.00	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00
5TH PENNINGTON SUPPLIES						0.00%
100.300.100.439.451	\$300.00	\$0.00	\$293.17	\$6.83	\$0.00	\$6.83
5TH MILLER SUPPLIES						2.28%
100.300.100.440.451	\$300.00	\$0.00	\$278.89	\$21.11	\$0.00	\$21.11
ES SWIM/PE SUPPLIES						7.04%
100.300.200.000.315	\$238,426.96	\$24,281.70	\$239,565.89	(\$1,138.93)	\$0.00	(\$1,138.93)
CERTIFICATED TEACHER						-0.48%
100.300.200.000.323	\$331,666.15	\$9,101.18	\$298,882.90	\$32,783.25	\$0.00	\$32,783.25
AIDES						9.88%
100.300.200.000.329	\$18,000.00	\$1,070.46	\$15,113.58	\$2,886.42	\$0.00	\$2,886.42
SUBSTITUTES/TEMPORARIES						16.04%
100.300.200.000.363	\$2,814.03	\$164.85	\$2,695.67	\$118.36	\$0.00	\$118.36
WORKERS COMPENSATION						4.21%
100.300.200.000.364	\$186,410.88	(\$482.73)	\$183,651.61	\$2,759.27	\$0.00	\$2,759.27
INSURANCE-HEALTH/LIFE						1.48%
100.300.200.000.365	\$68,166.27	\$3,049.78	\$29,917.01	\$38,249.26	\$0.00	\$38,249.26
RETIREMENT CONTRIBUTION-TRS						56.11%
100.300.200.000.366	\$88,753.86	\$2,455.90	\$65,251.05	\$23,502.81	\$0.00	\$23,502.81
RETIREMENT CONTRIBUTION-PERS						26.48%
100.300.200.000.367	\$8,527.35	\$551.16	\$7,573.06	\$954.29	\$0.00	\$954.29
MEDICARE TAX						11.19%
100.300.200.000.368	\$800.00	\$41.31	\$1,146.06	(\$346.06)	\$0.00	(\$346.06)
SOCIAL SECURITY TAX						-43.26%
100.300.200.000.369	\$1,000.00	\$0.00	\$1,029.98	(\$29.98)	\$0.00	(\$29.98)
OTHER EMPLOYEE BENEFITS						-3.00%
100.300.200.000.451	\$1,400.00	\$0.00	\$1,093.77	\$306.23	\$0.00	\$306.23

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ES SPED SUPPLIES						21.87%
100.300.300.000.364	\$0.00	\$0.00	\$1,156.19	(\$1,156.19)	\$0.00	(\$1,156.19)
INSURANCE-HEALTH/LIFE						0.00%
100.300.300.424.322	\$0.00	\$0.00	\$1,390.00	(\$1,390.00)	\$0.00	(\$1,390.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.300.300.424.363	\$0.00	\$0.00	\$6.59	(\$6.59)	\$0.00	(\$6.59)
WORKERS COMPENSATION						0.00%
100.300.300.424.366	\$0.00	\$0.00	\$305.83	(\$305.83)	\$0.00	(\$305.83)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.300.300.424.367	\$0.00	\$0.00	\$16.11	(\$16.11)	\$0.00	(\$16.11)
MEDICARE TAX						0.00%
100.300.350.000.315	\$83,281.00	\$0.00	\$83,342.97	(\$61.97)	\$0.00	(\$61.97)
CERTIFICATED TEACHER						-0.07%
100.300.350.000.329	\$1,200.00	\$0.00	\$300.00	\$900.00	\$0.00	\$900.00
SUBSTITUTES/TEMPORARIES						75.00%
100.300.350.000.363	\$404.24	\$0.00	\$400.22	\$4.02	\$0.00	\$4.02
WORKERS COMPENSATION						0.99%
100.300.350.000.364	\$9,977.28	\$0.00	\$9,977.28	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.300.350.000.365	\$23,810.03	\$0.00	\$10,368.00	\$13,442.03	\$0.00	\$13,442.03
RETIREMENT CONTRIBUTION-TRS						56.46%
100.300.350.000.367	\$1,224.97	\$0.00	\$1,178.33	\$46.64	\$0.00	\$46.64
MEDICARE TAX						3.81%
100.300.350.000.368	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
SOCIAL SECURITY TAX						100.00%
100.300.350.000.451	\$355.00	\$0.00	\$355.00	\$0.00	\$0.00	\$0.00
LIBRARY TEACHING SUPPLIES						0.00%
100.300.350.000.472	\$2,000.00	\$0.00	\$1,796.18	\$203.82	\$0.00	\$203.82
LIBRARY BOOKS						10.19%
100.300.350.000.473	\$500.00	\$0.00	\$417.37	\$82.63	\$0.00	\$82.63
PERIODICALS						16.53%
100.300.350.000.479	\$1,200.00	\$0.00	\$1,319.05	(\$119.05)	\$0.00	(\$119.05)
OTHER SUPPLIES AND MATERIALS						-9.92%
100.300.400.000.313	\$103,850.00	\$8,570.18	\$103,733.58	\$116.42	\$0.00	\$116.42
PRINCIPAL						0.11%
100.300.400.000.363	\$496.92	\$41.01	\$496.37	\$0.55	\$0.00	\$0.55

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						0.11%
100.300.400.000.364	\$34,304.04	\$2,866.29	\$34,357.38	(\$53.34)	\$0.00	(\$53.34)
INSURANCE - HEALTH/LIFE						-0.16%
100.300.400.000.365	\$29,519.18	\$1,070.13	\$12,953.48	\$16,565.70	\$0.00	\$16,565.70
RETIREMENT CONTRIBUTION-TRS						56.12%
100.300.400.000.367	\$1,505.83	\$124.27	\$1,504.14	\$1.69	\$0.00	\$1.69
MEDICARE TAX						0.11%
100.300.400.000.421	\$2,400.00	\$0.00	\$2,178.20	\$221.80	\$0.00	\$221.80
STAFF TRANSPORTATION						9.24%
100.300.400.000.479	\$3,620.00	\$923.56	\$3,423.56	\$196.44	\$0.00	\$196.44
ES PRINCIPAL SUPPLIES AND MATERIALS						5.43%
100.300.400.000.491	\$650.00	\$0.00	\$625.00	\$25.00	\$0.00	\$25.00
DUES AND FEES						3.85%
100.300.450.000.324	\$40,896.00	\$2,361.19	\$41,355.41	(\$459.41)	\$0.00	(\$459.41)
SUPPORT STAFF						-1.12%
100.300.450.000.329	\$1,000.00	\$0.00	\$1,286.25	(\$286.25)	\$0.00	(\$286.25)
SUBSTITUTES/TEMPORARIES						-28.63%
100.300.450.000.363	\$200.47	\$11.28	\$202.86	(\$2.39)	\$0.00	(\$2.39)
WORKERS COMPENSATION						-1.19%
100.300.450.000.364	\$30,492.48	\$0.03	\$29,336.29	\$1,156.19	\$0.00	\$1,156.19
INSURANCE-HEALTH/LIFE						3.79%
100.300.450.000.366	\$10,943.77	\$519.46	\$9,098.17	\$1,845.60	\$0.00	\$1,845.60
RETIREMENT CONTRIBUTION-PERS						16.86%
100.300.450.000.367	\$607.49	\$34.24	\$511.83	\$95.66	\$0.00	\$95.66
MEDICARE TAX						15.75%
100.300.450.000.368	\$40.00	\$0.00	\$48.74	(\$8.74)	\$0.00	(\$8.74)
SOCIAL SECURITY TAX						-21.85%
100.300.450.000.410	\$2,400.00	\$0.00	\$1,803.70	\$596.30	\$0.00	\$596.30
PROFESSIONAL & TECH SERVICES						24.85%
100.300.450.000.433	\$2,200.00	\$172.53	\$2,065.25	\$134.75	\$0.00	\$134.75
COMMUNICATIONS						6.13%
100.300.450.000.434	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
POSTAGE						100.00%
100.300.450.000.454	\$200.00	\$0.00	\$54.67	\$145.33	\$0.00	\$145.33
OFFICE SUPPLIES						72.67%
100.300.700.000.364	\$0.00	\$0.00	\$318.88	(\$318.88)	\$0.00	(\$318.88)

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						0.00%
100.300.700.424.322	\$1,390.00	\$0.00	\$0.00	\$1,390.00	\$0.00	\$1,390.00
EXTRA DUTY - ES Yearbook						100.00%
100.300.700.424.363	\$6.65	\$0.00	\$0.00	\$6.65	\$0.00	\$6.65
WORKERS COMPENSATION						100.00%
100.300.700.424.366	\$371.96	\$0.00	\$0.00	\$371.96	\$0.00	\$371.96
RETIREMENT CONTRIBUTION PERS						100.00%
100.300.700.424.367	\$20.16	\$0.00	\$0.00	\$20.16	\$0.00	\$20.16
MEDICARE TAX						100.00%
100.300.700.825.316	\$834.00	\$0.00	\$834.00	\$0.00	\$0.00	\$0.00
EXTRA DUTY - ES Student Govt						0.00%
100.300.700.825.363	\$3.99	\$0.00	\$4.00	(\$0.01)	\$0.00	(\$0.01)
WORKERS COMPENSATION						-0.25%
100.300.700.825.365	\$238.44	\$0.00	\$104.73	\$133.71	\$0.00	\$133.71
RETIREMENT CONTRIBUTION-TRS						56.08%
100.300.700.825.367	\$12.09	\$0.00	\$10.99	\$1.10	\$0.00	\$1.10
MEDICARE TAX						9.10%
100.500.100.000.315	\$15,861.12	\$0.00	\$0.00	\$15,861.12	\$0.00	\$15,861.12
CERTIFICATED TEACHER						100.00%
100.500.100.000.329	\$12,300.00	\$0.00	\$4,875.00	\$7,425.00	\$0.00	\$7,425.00
SUBSTITUTES/TEMPORARIES						60.37%
100.500.100.000.362	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
UNEMPLOYMENT INSURANCE						100.00%
100.500.100.000.363	\$0.00	\$0.00	\$55.71	(\$55.71)	\$0.00	(\$55.71)
WORKERS COMPENSATION						0.00%
100.500.100.000.365	\$19,486.79	\$0.00	\$0.00	\$19,486.79	\$0.00	\$19,486.79
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.100.000.367	\$0.00	\$0.00	\$127.87	(\$127.87)	\$0.00	(\$127.87)
MEDICARE TAX						0.00%
100.500.100.000.368	\$0.00	\$0.00	\$4.65	(\$4.65)	\$0.00	(\$4.65)
SOCIAL SECURITY TAX						0.00%
100.500.100.000.369	\$16,000.00	\$377.90	\$19,381.01	(\$3,381.01)	\$0.00	(\$3,381.01)
OTHER EMPLOYEE BENEFITS						-21.13%
100.500.100.000.410	\$600.00	\$0.00	\$105.75	\$494.25	\$0.00	\$494.25
PROFESSIONAL & TECH SERVICES						82.38%
100.500.200.000.315	\$56,018.08	\$6,777.14	\$54,843.88	\$1,174.20	\$0.00	\$1,174.20

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED TEACHER						2.10%
100.500.200.000.329	\$22,000.00	\$76.50	\$3,151.50	\$18,848.50	\$0.00	\$18,848.50
SUBSTITUTES/TEMPORARIES						85.68%
100.500.200.000.363	\$255.20	\$34.29	\$279.03	(\$23.83)	\$0.00	(\$23.83)
WORKERS COMPENSATION						-9.34%
100.500.200.000.364	\$19,057.80	\$1,588.15	\$19,057.80	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.500.200.000.365	\$23,289.01	\$528.58	\$6,520.35	\$16,768.66	\$0.00	\$16,768.66
RETIREMENT CONTRIBUTION-TRS						72.00%
100.500.200.000.367	\$773.33	\$99.39	\$840.92	(\$67.59)	\$0.00	(\$67.59)
MEDICARE TAX						-8.74%
100.500.200.000.368	\$0.00	\$96.74	\$101.39	(\$101.39)	\$0.00	(\$101.39)
SOCIAL SECURITY TAX						0.00%
100.500.200.000.418	\$5,050.00	\$387.20	\$5,009.83	\$40.17	\$0.00	\$40.17
OTHER PROFESSIONAL SERVICES						0.80%
100.500.200.000.421	\$1,600.00	\$0.00	\$1,558.04	\$41.96	\$0.00	\$41.96
STAFF TRANSPORTATION						2.62%
100.500.200.000.426	\$900.00	\$0.00	\$886.80	\$13.20	\$0.00	\$13.20
SPED STUDENT TRANSPORTATION						1.47%
100.500.200.000.440	\$2,500.00	\$0.00	\$2,596.50	(\$96.50)	\$0.00	(\$96.50)
PURCHASED SERVICES						-3.86%
100.500.200.000.451	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00
DISTRICT WIDE SPED SUPPLIES						0.00%
100.500.200.000.491	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
DW SPED DUES AND FEES						0.00%
100.500.300.000.365	\$4,925.58	\$0.00	\$0.00	\$4,925.58	\$0.00	\$4,925.58
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.300.000.366	\$11,142.72	\$0.00	\$0.00	\$11,142.72	\$0.00	\$11,142.72
RETIREMENT CONTRIBUTION-PERS						100.00%
100.500.330.000.418	\$62,000.00	\$14,597.94	\$46,158.31	\$15,841.69	\$0.00	\$15,841.69
STUDENT HEALTH SRVCS						25.55%
100.500.330.000.450	\$5,750.00	\$964.03	\$5,711.38	\$38.62	\$0.00	\$38.62
STUDENT HEALTH SVCS SUPPLIES & MATERIALS						0.67%
100.500.350.000.316	\$6,600.00	\$120.00	\$5,400.00	\$1,200.00	\$0.00	\$1,200.00
CERTIFIED EXTRA DUTY PAY						18.18%
100.500.350.000.318	\$103,100.00	\$8,466.63	\$103,100.00	\$0.00	\$0.00	\$0.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED SPECIALISTS						0.00%
100.500.350.000.324	\$48,338.40	\$4,296.93	\$44,296.10	\$4,042.30	\$0.00	\$4,042.30
SUPPORT STAFF						8.36%
100.500.350.000.329	\$1,800.00	\$1,406.75	\$5,469.75	(\$3,669.75)	\$0.00	(\$3,669.75)
SUBSTITUTES/TEMPORARIES						-203.88%
100.500.350.000.363	\$764.83	\$68.37	\$757.13	\$7.70	\$0.00	\$7.70
WORKERS COMPENSATION						1.01%
100.500.350.000.364	\$48,092.88	\$4,007.74	\$47,261.44	\$831.44	\$0.00	\$831.44
INSURANCE-HEALTH/LIFE						1.73%
100.500.350.000.365	\$31,191.69	\$1,072.21	\$13,552.24	\$17,639.45	\$0.00	\$17,639.45
RETIREMENT CONTRIBUTION-TRS						56.55%
100.500.350.000.366	\$12,774.80	\$912.71	\$7,073.51	\$5,701.29	\$0.00	\$5,701.29
RETIREMENT CONTRIBUTION-PERS						44.63%
100.500.350.000.367	\$2,317.66	\$204.04	\$2,256.94	\$60.72	\$0.00	\$60.72
MEDICARE TAX						2.62%
100.500.350.000.368	\$40.00	\$87.22	\$1,031.30	(\$991.30)	\$0.00	(\$991.30)
SOCIAL SECURITY TAX						-2478.25%
100.500.350.000.410	\$3,434.00	\$0.00	\$3,434.00	\$0.00	\$0.00	\$0.00
DW PROFESSIONAL SERVICES						0.00%
100.500.350.000.417	\$41,230.00	\$0.00	\$41,230.00	\$0.00	\$0.00	\$0.00
TECHNOLOGY SUPPORT						0.00%
100.500.350.000.421	\$2,000.00	\$0.00	\$1,427.66	\$572.34	\$0.00	\$572.34
STAFF TRANSPORTATION						28.62%
100.500.350.000.433	\$120,000.00	\$18,757.66	\$115,204.64	\$4,795.36	\$0.00	\$4,795.36
COMMUNICATIONS						4.00%
100.500.350.000.440	\$85,092.60	\$2,974.76	\$64,958.81	\$20,133.79	\$0.00	\$20,133.79
PURCHASED SERVICES						23.66%
100.500.350.000.446	\$9,000.00	\$0.00	\$7,925.20	\$1,074.80	\$0.00	\$1,074.80
PROPERTY INSURANCE						11.94%
100.500.350.000.450	\$34,370.00	\$0.00	\$27,489.52	\$6,880.48	\$0.00	\$6,880.48
TEACHER TOOL SUBSCRIPTIONS						20.02%
100.500.350.000.475	\$122,000.00	\$3,251.29	\$119,064.43	\$2,935.57	\$0.00	\$2,935.57
TECHNOLOGY SUPPLIES						2.41%
100.500.600.000.321	\$85,100.00	\$7,016.63	\$85,700.00	(\$600.00)	\$0.00	(\$600.00)
NON-CERT DIRECTOR/COORD/MANAGR						-0.71%
100.500.600.000.324	\$49,940.00	\$5,095.41	\$57,831.31	(\$7,891.31)	\$0.00	(\$7,891.31)

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUPPORT STAFF						-15.80%
100.500.600.000.325	\$181,791.84	\$11,753.23	\$143,278.38	\$38,513.46	\$0.00	\$38,513.46
MAINTENANCE/CUSTODIAL						21.19%
100.500.600.000.329	\$9,000.00	\$481.50	\$23,277.99	(\$14,277.99)	\$0.00	(\$14,277.99)
SUBSTITUTES/TEMPORARIES						-158.64%
100.500.600.000.363	\$7,985.16	\$597.38	\$6,965.59	\$1,019.57	\$0.00	\$1,019.57
WORKERS COMPENSATION						12.77%
100.500.600.000.364	\$58,436.93	\$2,926.56	\$54,561.86	\$3,875.07	\$0.00	\$3,875.07
INSURANCE-HEALTH/LIFE						6.63%
100.500.600.000.366	\$84,784.20	\$5,233.94	\$57,467.91	\$27,316.29	\$0.00	\$27,316.29
RETIREMENT CONTRIBUTION-PERS						32.22%
100.500.600.000.367	\$4,724.56	\$353.41	\$4,310.88	\$413.68	\$0.00	\$413.68
MEDICARE TAX						8.76%
100.500.600.000.368	\$400.00	\$10.01	\$1,631.30	(\$1,231.30)	\$0.00	(\$1,231.30)
SOCIAL SECURITY TAX						-307.83%
100.500.600.000.418	\$23,000.00	\$5,072.59	\$22,210.42	\$789.58	\$0.00	\$789.58
OTHER PROFESSIONAL SERVICES						3.43%
100.500.600.000.421	\$2,000.00	\$0.00	\$2,120.46	(\$120.46)	\$0.00	(\$120.46)
STAFF TRANSPORTATION						-6.02%
100.500.600.000.431	\$30,900.00	\$2,799.90	\$31,642.64	(\$742.64)	\$0.00	(\$742.64)
WATER AND SEWER						-2.40%
100.500.600.000.432	\$41,200.00	\$4,196.66	\$44,775.91	(\$3,575.91)	\$0.00	(\$3,575.91)
GARBAGE						-8.68%
100.500.600.000.433	\$1,000.00	\$57.89	\$692.70	\$307.30	\$0.00	\$307.30
COMMUNICATIONS						30.73%
100.500.600.000.436	\$232,388.32	\$7,376.19	\$178,413.54	\$53,974.78	\$0.00	\$53,974.78
ENERGY - ELECTRICITY						23.23%
100.500.600.000.438	\$270,000.00	\$22,858.25	\$282,976.86	(\$12,976.86)	\$0.00	(\$12,976.86)
ENERGY - HEATING OIL						-4.81%
100.500.600.000.440	\$46,000.00	\$7,632.50	\$39,397.57	\$6,602.43	\$0.00	\$6,602.43
PURCHASED SERVICES						14.35%
100.500.600.000.441	\$5,000.00	\$0.00	\$4,860.00	\$140.00	\$0.00	\$140.00
RENTAL/LEASE						2.80%
100.500.600.000.446	\$149,716.97	(\$10,748.00)	\$139,996.26	\$9,720.71	\$0.00	\$9,720.71
PROPERTY INSURANCE						6.49%
100.500.600.000.452	\$51,350.00	\$1,108.72	\$47,994.03	\$3,355.97	\$0.00	\$3,355.97

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MAINTENANCE/CONSTR SUPPLIES						6.54%
100.500.600.000.453	\$24,000.00	\$1,032.56	\$18,355.29	\$5,644.71	\$0.00	\$5,644.71
JANITORIAL SUPPLIES						23.52%
100.500.600.000.457	\$10,500.00	\$450.00	\$5,513.48	\$4,986.52	\$0.00	\$4,986.52
SMALL TOOLS AND EQUIPMENT						47.49%
100.500.600.000.458	\$7,210.00	\$366.31	\$5,144.72	\$2,065.28	\$0.00	\$2,065.28
VEHICLE GAS AND OIL						28.64%
100.500.600.000.479	\$2,650.00	\$0.00	\$2,568.33	\$81.67	\$0.00	\$81.67
MAINTENANCE OTHER SUPPLIES AND MATERIALS						3.08%
100.500.600.000.491	\$4,000.00	\$0.00	\$1,309.00	\$2,691.00	\$0.00	\$2,691.00
DUES AND FEES						67.28%
100.500.600.000.510	\$6,000.00	\$9,316.50	\$9,316.50	(\$3,316.50)	\$0.00	(\$3,316.50)
EQUIPMENT						-55.28%
100.500.700.000.314	\$55,275.00	\$4,631.25	\$55,575.00	(\$300.00)	\$0.00	(\$300.00)
CERT DIRECTOR/COORD/MANAGER						-0.54%
100.500.700.000.316	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
EXTRA DUTY - Activity Assistant						100.00%
100.500.700.000.322	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	\$0.00	(\$2,500.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.500.700.000.363	\$276.46	\$22.16	\$277.89	(\$1.43)	\$0.00	(\$1.43)
WORKERS COMPENSATION						-0.52%
100.500.700.000.364	\$17,819.04	\$1,484.89	\$17,105.10	\$713.94	\$0.00	\$713.94
INSURANCE-HEALTH/LIFE						4.01%
100.500.700.000.365	\$16,517.87	\$578.55	\$6,942.55	\$9,575.32	\$0.00	\$9,575.32
RETIREMENT CONTRIBUTION-TRS						57.97%
100.500.700.000.366	\$0.00	\$0.00	\$550.08	(\$550.08)	\$0.00	(\$550.08)
RETIREMENT CONTRIBUTION-PERS						0.00%
100.500.700.000.367	\$837.74	\$63.68	\$800.41	\$37.33	\$0.00	\$37.33
MEDICARE TAX						4.46%
100.500.900.000.554	\$300,000.00	\$300,000.00	\$300,000.00	\$0.00	\$0.00	\$0.00
TRANS TO CAPITAL PROJECT FD						0.00%
100.500.900.501.554	\$40,000.00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
TRANS TO CAPITAL PROJECT FD						0.00%
100.600.510.000.311	\$151,620.00	\$23,019.56	\$162,004.56	(\$10,384.56)	\$0.00	(\$10,384.56)
SUPERINTENDENT						-6.85%
100.600.510.000.315	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)	\$0.00	(\$5,000.00)

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED TEACHER						0.00%
100.600.510.000.324	\$90,500.00	\$6,666.63	\$92,000.00	(\$1,500.00)	\$0.00	(\$1,500.00)
SUPPORT STAFF						-1.66%
100.600.510.000.329	\$600.00	\$0.00	\$2,885.00	(\$2,285.00)	\$0.00	(\$2,285.00)
SUBSTITUTES/TEMPORARIES						-380.83%
100.600.510.000.363	\$1,161.42	\$144.51	\$1,488.94	(\$327.52)	\$0.00	(\$327.52)
WORKERS COMPENSATION						-28.20%
100.600.510.000.364	\$42,315.60	\$3,689.90	\$46,819.09	(\$4,503.49)	\$0.00	(\$4,503.49)
INSURANCE-HEALTH/LIFE						-10.64%
100.600.510.000.365	\$42,885.00	\$1,570.00	\$19,468.00	\$23,417.00	\$0.00	\$23,417.00
RETIREMENT CONTRIBUTION-TRS						54.60%
100.600.510.000.366	\$24,217.80	\$1,466.66	\$20,072.58	\$4,145.22	\$0.00	\$4,145.22
RETIREMENT CONTRIBUTION-PERS						17.12%
100.600.510.000.367	\$3,519.44	\$437.89	\$3,868.82	(\$349.38)	\$0.00	(\$349.38)
MEDICARE TAX						-9.93%
100.600.510.000.368	\$0.00	\$0.00	\$225.37	(\$225.37)	\$0.00	(\$225.37)
SOCIAL SECURITY TAX						0.00%
100.600.510.000.414	\$16,000.00	\$276.50	\$6,873.00	\$9,127.00	\$0.00	\$9,127.00
LEGAL SERVICES						57.04%
100.600.510.000.418	\$6,029.00	\$0.00	\$7,601.90	(\$1,572.90)	\$0.00	(\$1,572.90)
OTHER PROFESSIONAL SERVICES						-26.09%
100.600.510.000.421	\$12,600.00	\$618.68	\$9,396.09	\$3,203.91	\$0.00	\$3,203.91
STAFF TRANSPORTATION						25.43%
100.600.510.000.433	\$1,500.00	\$62.26	\$1,268.38	\$231.62	\$0.00	\$231.62
COMMUNICATIONS						15.44%
100.600.510.000.434	\$3,900.00	\$0.00	\$3,692.78	\$207.22	\$0.00	\$207.22
POSTAGE						5.31%
100.600.510.000.454	\$500.00	\$0.00	\$283.65	\$216.35	\$0.00	\$216.35
OFFICE SUPPLIES						43.27%
100.600.510.000.476	\$4,900.00	\$0.00	\$3,940.00	\$960.00	\$0.00	\$960.00
COPIER SUPPLIES						19.59%
100.600.510.000.479	\$2,000.00	\$0.00	\$1,220.15	\$779.85	\$0.00	\$779.85
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						38.99%
100.600.510.000.491	\$14,030.00	\$375.00	\$13,567.91	\$462.09	\$0.00	\$462.09
DUES AND FEES						3.29%
100.600.511.000.418	\$10,625.00	\$0.00	\$6,840.00	\$3,785.00	\$0.00	\$3,785.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
BOARD - OTHER PROFESSIONAL SERVICES						35.62%
100.600.511.000.421	\$5,000.00	\$0.00	\$4,065.67	\$934.33	\$0.00	\$934.33
BOARD- STAFF TRANSPORTATION						18.69%
100.600.511.000.454	\$2,000.00	\$0.00	\$762.00	\$1,238.00	\$0.00	\$1,238.00
COMMUNICATION MAILER/FLYER SUPPLIES						61.90%
100.600.511.000.479	\$3,050.00	\$0.00	\$3,068.17	(\$18.17)	\$0.00	(\$18.17)
BOE OTHER SUPPLIES AND MATERIALS						-0.60%
100.600.511.000.490	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
BOARD- OTHER EXPENSES						100.00%
100.600.511.000.491	\$8,895.00	\$0.00	\$8,001.59	\$893.41	\$0.00	\$893.41
BOARD - DUES AND FEES						10.04%
100.600.550.000.321	\$87,500.00	\$7,166.63	\$87,500.00	\$0.00	\$0.00	\$0.00
NON-CERT DIRECTOR/COORD/MANAGR						0.00%
100.600.550.000.324	\$30,849.45	\$2,372.70	\$28,454.50	\$2,394.95	\$0.00	\$2,394.95
SUPPORT STAFF						7.76%
100.600.550.000.363	\$566.30	\$45.64	\$554.72	\$11.58	\$0.00	\$11.58
WORKERS COMPENSATION						2.04%
100.600.550.000.364	\$26,176.80	\$2,181.40	\$26,176.80	\$0.00	\$0.00	\$0.00
INSURANCE-HEALTH/LIFE						0.00%
100.600.550.000.366	\$31,670.31	\$2,098.65	\$25,510.01	\$6,160.30	\$0.00	\$6,160.30
RETIREMENT CONTRIBUTION-PERS						19.45%
100.600.550.000.367	\$1,716.07	\$138.32	\$1,681.38	\$34.69	\$0.00	\$34.69
MEDICARE TAX						2.02%
100.600.550.000.412	\$82,000.00	\$0.00	\$72,486.35	\$9,513.65	\$0.00	\$9,513.65
AUDITING & ACCOUNTING SERVICES						11.60%
100.600.550.000.418	\$40,500.00	\$0.00	\$30,702.41	\$9,797.59	\$0.00	\$9,797.59
OTHER PROFESSIONAL SERVICES						24.19%
100.600.550.000.421	\$6,000.00	\$0.00	\$4,959.97	\$1,040.03	\$0.00	\$1,040.03
STAFF TRANSPORTATION						17.33%
100.600.550.000.447	\$76,997.14	\$0.00	\$77,796.11	(\$798.97)	\$0.00	(\$798.97)
LIABILITY INSURANCE						-1.04%
100.600.550.000.454	\$700.00	\$0.00	\$755.18	(\$55.18)	\$0.00	(\$55.18)
OFFICE SUPPLIES						-7.88%
100.600.550.000.479	\$250.00	\$0.00	\$314.00	(\$64.00)	\$0.00	(\$64.00)
OTHER SUPPLIES AND MATERIALS						-25.60%
100.600.550.000.491	\$8,000.00	\$1,144.91	\$4,846.43	\$3,153.57	\$0.00	\$3,153.57

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 6/1/2025

To Date: 6/30/2025

Fiscal Year: 2024-2025

Budget Balance

Account Number / Description                      Budget                      Range To Date                      YTD                      Balance                      Encumbrance                      % Remaining Bud

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
DUES AND FEES						39.42%
100.600.550.000.495	(\$29,530.00)	(\$12,092.83)	(\$30,598.32)	\$1,068.32	\$0.00	\$1,068.32
INDIRECT COST RECOVERY						-3.62%
Fund 100 Total:	\$10,946,783.74	\$1,272,448.94	\$9,758,599.45	\$1,188,184.29	\$149.75	\$1,188,034.54
						10.85%
Grand Total:	\$10,946,783.74	\$1,272,448.94	\$9,758,599.45	\$1,188,184.29	\$149.75	\$1,188,034.54
						10.85%

End of Report

Petersburg School District

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/20/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74382	06/02/2025	ALASKA BASKETBALL ACADEMY	\$4,560.00	1282	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74383	06/06/2025	APEA-00222	\$552.89	1286	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2025	
74384	06/06/2025	ATP-00262	\$4,811.60	1286	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2025	
74385	06/06/2025	GREAT-WEST LIFE & ANNUITY	\$19,217.86	1286	Printed	Payroll Ded	<input checked="" type="checkbox"/>	06/30/2025	
74386	06/09/2025	ACT FINANCE	\$13.50	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74387	06/09/2025	ALASKA MARINE LINES-00120	\$365.73	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74388	06/09/2025	APPLE, INC.-00225	\$90,720.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74389	06/09/2025	ARROWHEAD LP GAS-00236	\$75.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74390	06/09/2025	BREAKAWAY ADVENTURES LLC.-00392	\$800.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74391	06/09/2025	BRENDA LOUISE	\$28.50	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74392	06/09/2025	CDW GOVERNMENT	\$2,085.61	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74393	06/09/2025	CENA WORHATCH-00478	\$500.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74394	06/09/2025	CHRISTINE YATCHMENOFF	\$54.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74395	06/09/2025	COLLETTE BELL	\$39.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74396	06/09/2025	DRAKE BROCK-00740	\$676.60	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74397	06/09/2025	GCI COMMUNICATION CORP-00953	\$1,915.80	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74398	06/09/2025	GSD EDUCATIONAL SERVICES	\$90.00	1289	Printed	Expense	<input type="checkbox"/>		
74399	06/09/2025	HAILEY TATE	\$18.00	1289	Printed	Expense	<input type="checkbox"/>		
74400	06/09/2025	JENNIFER PAYNE	\$57.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74401	06/09/2025	JESSICA DORIL	\$60.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74402	06/09/2025	JESSICA JOSEY	\$57.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74403	06/09/2025	JILL LENHARD-01239	\$39.87	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74404	06/09/2025	JOHNSON CONTROLS FIRE PROTECTION LP	\$5,052.59	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/20/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74405	06/09/2025	KELSIE CAPLES	\$54.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74406	06/09/2025	KERRI CURTISS-01331	\$499.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74407	06/09/2025	LEAH VICK	\$60.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74408	06/09/2025	MAGGIE ROBINSON	\$60.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74409	06/09/2025	MAVIS WORTHINGTON-01553	\$60.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74410	06/09/2025	PETERSBURG IGA	\$18.13	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74411	06/09/2025	PETERSBURG MEDICAL CENTER-01892	\$7,593.75	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74412	06/09/2025	PRICILA CHIM	\$60.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74413	06/09/2025	RACHEL HUDSON	\$57.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74414	06/09/2025	RING CENTRAL INC	\$2,704.76	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74415	06/09/2025	STIKINE SERVICES, INC	\$1,200.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74416	06/09/2025	THOMAS KOJIMA	\$105.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74417	06/09/2025	VICTORIA MOORE-02593	\$51.00	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74418	06/09/2025	WRANGELL GOLF CLUB	\$212.15	1289	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74419	06/13/2025	ALASKAN INDUSTRIES-00135	\$7,000.00	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74420	06/13/2025	ASAA-00239	\$200.00	1291	Printed	Expense	<input type="checkbox"/>		
74421	06/13/2025	AT&T MOBILITY-00004	\$658.23	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74422	06/13/2025	CARLEE JOHNSON-00454	\$250.00	1291	Printed	Expense	<input type="checkbox"/>		
74423	06/13/2025	CF SERVICES - CYNTHIA FRY	\$240.00	1291	Printed	Expense	<input type="checkbox"/>		
74424	06/13/2025	ECOIMPRINT LLC	\$540.00	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74425	06/13/2025	HARBOR FOODSERVICE	\$6,396.46	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74426	06/13/2025	MICHAELYN COIL	\$750.00	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74427	06/13/2025	PETERSBURG PARKS & RECREATIO-01895	\$6,028.12	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/20/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74428	06/13/2025	SEDOR, WENDLANDT, EVENS,-02211	\$276.50	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74429	06/13/2025	UNUM LIFE INSURANCE COMPANY OF-02556	\$445.59	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74430	06/13/2025	US FOODS, INC.	\$1,374.83	1291	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74431	06/20/2025	ALASKA MARINE LINES-00120	\$551.00	1293	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74432	06/20/2025	BSN SPORTS LLC	\$2,940.39	1293	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74433	06/20/2025	DR POWER EQUIPMENT	\$5,366.25	1293	Printed	Expense	<input type="checkbox"/>		
74434	06/20/2025	GSD EDUCATIONAL SERVICES	\$180.00	1293	Printed	Expense	<input type="checkbox"/>		
74435	06/20/2025	PUBLIC EDUCATION HEALTH TRUST-01982	\$149,545.50	1293	Printed	Expense	<input checked="" type="checkbox"/>	06/30/2025	
74436	06/20/2025	RICK BROCK-02059	\$131.06	1293	Printed	Expense	<input type="checkbox"/>		
74437	06/20/2025	SERENA HELMS	\$20.00	1293	Printed	Expense	<input type="checkbox"/>		
74438	06/20/2025	STAPLES CONTRACT & COMMERCIAL LLC	\$1,376.14	1293	Printed	Expense	<input type="checkbox"/>		

Total Amount: \$328,795.41

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

Account: XX3970

06/02/2025	CBC CONSTRUCTION INC	\$93,005.00	1283	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	CBC CONSTRUCTION INC	\$171,000.00	1283	Posted to G/L AP	<input type="checkbox"/>
06/06/2025	EFTPS-00804	\$5,798.07	1284	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	EFTPS-00804	\$25,547.25	1284	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	EFTPS-00804	\$104.72	1284	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	EFTPS-00804	\$5,798.07	1284	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	EFTPS-00804	\$104.72	1284	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	FIRST BANK-00894	\$308,179.42	1285	Posted to G/L PR	<input type="checkbox"/>
06/06/2025	FIRST BANK-00894	\$1,400.00	1285	Posted to G/L PR	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$404.12	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	BUSINESS CARD-00283	\$560.36	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$5,523.00	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$281.60	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$93.62	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$5,932.25	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$17.00	1287	Posted to G/L AP	<input type="checkbox"/>
06/02/2025	ALASKA AIRLINES INC	\$11.20	1287	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

Date	Description	Amount	Voucher #	Posted	Account	AP
06/02/2025	ALASKA AIRLINES INC	\$8,092.10	1287	Posted to G/L	AP	<input type="checkbox"/>
06/12/2025	PUBLIC EDUCATION HEALTH TRUST-01982	\$135,882.70	1290	Posted to G/L	AP	<input type="checkbox"/>
06/09/2025	FIRST BANK-00894	\$7.00	1292	Posted to G/L	AP	<input type="checkbox"/>
06/09/2025	FIRST BANK-00894	\$5.00	1292	Posted to G/L	AP	<input type="checkbox"/>
06/09/2025	REVTRAK INC.-02052	\$19.95	1292	Posted to G/L	AP	<input type="checkbox"/>
06/09/2025	REVTRAK INC.-02052	\$1,072.96	1292	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$29.22	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$347.68	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$496.03	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$496.03	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$21.98	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$29.22	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$349.24	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$496.03	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	-\$93.62	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$19.48	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$1,060.00	1294	Posted to G/L	AP	<input type="checkbox"/>
06/27/2025	PETERSBURG BOROUGH-01881	\$2,799.90	1295	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posted	AP	AP	AP
06/27/2025	PETERSBURG BOROUGH-01881	\$4,196.66	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	ALASKA POWER & TELEPHONE-00125	\$57.89	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	PETERSBURG BOROUGH-01881	\$7,376.19	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	PETRO MARINE SERVICES-01909	\$22,858.25	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	PETERSBURG BOROUGH-01881	\$632.50	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	ALASKA POWER & TELEPHONE-00125	\$110.27	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	PETERSBURG BOROUGH-01881	\$366.31	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$93.15	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$2,995.00	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$17.00	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	PILOT PUBLISHING-01896	\$82.00	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	ALASKA POWER & TELEPHONE-00125	\$110.27	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$409.87	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$1,055.99	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$2,117.88	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$327.38	1295	Posted to G/L	AP		<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$210.06	1296	Posted to G/L	AP		<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

06/27/2025	ALASKA FIBRE-00112	\$1,153.85	1296	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BLOMSTER HUS	\$248.00	1296	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$300.00	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$387.20	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$52.89	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$2,268.78	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$375.00	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$230.69	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$13.09	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	US POSTMASTER-02565	\$38.00	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$90.68	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$156.13	1298	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$55.06	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$230.14	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	AMAZON.COM-00164	\$199.98	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$55.96	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$60.98	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$506.60	1299	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posting	Check
06/27/2025	GRAINGER-00995	\$555.59	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	GRAINGER-00995	\$132.04	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$41.98	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$20.00	1299	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	CBC CONSTRUCTION INC	\$193,420.00	1300	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	CBC CONSTRUCTION INC	\$310,840.00	1300	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$725.00	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	ENTERPRISE CAR RENTAL	\$579.08	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$1,265.26	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$214.86	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$353.11	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	COACH EVALUATOR LP	\$298.00	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$271.15	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	JUNEAU CAR RENTAL	\$714.11	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	JUNEAU CAR RENTAL	\$714.11	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$3,626.46	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$45.00	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	HAMMER & WIKAN-01038	\$140.50	1301	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

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Criteria:

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From Date: 06/01/2025

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From Voucher:

To Voucher:

06/27/2025	STUDEBAKER'S PIZZA-02332	\$232.55	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$16.84	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$100.00	1301	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	P-CARD PROGRAM-01850	\$22.01	1301	Posted to G/L AP	<input type="checkbox"/>
06/30/2025	FIRST BANK-00894	\$125,135.81	1303	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	FIRST BANK-00894	\$2,200.00	1303	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	FIRST BANK-00894	\$530.00	1303	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$829.17	1304	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$2,380.15	1304	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$829.17	1304	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$2,380.15	1304	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$14,108.98	1304	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	FIRST BANK-00894	\$2,578.20	1308	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$42.78	1309	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$42.78	1309	Posted to G/L PR	<input type="checkbox"/>
06/30/2025	EFTPS-00804	\$93.07	1309	Posted to G/L PR	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$338.80	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$1,859.60	1312	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

To Date: 06/30/2025

From Voucher:

To Voucher:

06/27/2025	BUSINESS CARD-00283	\$263.50	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$9,483.46	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	-\$11.20	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	-\$11.20	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$11.20	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$869.30	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$2,458.00	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$6,187.50	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$11.20	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$1,534.98	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$363.60	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$385.70	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$618.68	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$637.95	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	BUSINESS CARD-00283	\$829.53	1312	Posted to G/L AP	<input type="checkbox"/>
06/27/2025	ALASKA AIRLINES INC	\$618.68	1312	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:

122

Total Amount:

\$1,516,258.19

Total Amount:

\$1,516,258.19

Petersburg School District

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Non-Check Batch Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 06/01/2025

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From Voucher:

To Voucher:

End of Report

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To: 6/30/2025

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Page Break by Activity

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Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.100.422.830 HS ART FUND BALANCE	404.87	35.00	(327.38)	112.49	.00	112.49
710.100.100.423.830 HS JEWELRY FUND BALANCE	841.59	108.00	.00	949.59	.00	949.59
710.100.160.450.830 HS CULINARY ARTS FUND BALANCE	551.41	.00	.00	551.41	.00	551.41
710.100.200.475.830 HS SPED ACTIVITIES FUND BALANCE	988.59	184.17	.00	1,172.76	15.96	1,188.72
710.100.350.402.830 HS MATH FUND BALANCE	603.40	.00	.00	603.40	.00	603.40
710.100.350.415.830 HS LIBRARY FUND BALANCE	2,055.27	209.95	.00	2,265.22	.00	2,265.22
710.100.350.418.830 HS GLACIER SURVEY FUND BALANCE	1,013.11	.00	.00	1,013.11	.00	1,013.11
710.100.350.460.830 HS SHOP FUND BALANCE	8,497.39	11,160.00	.00	19,657.39	1.65	19,659.04
710.100.350.480.830 HS TESTING FEES FUND BALANCE	233.72	53.00	.00	286.72	.00	286.72
710.100.350.620.830 NATURAL HELPERS/GREEN DOT FUND BALANCE	1,227.91	.00	.00	1,227.91	.00	1,227.91
710.100.350.865.830 NATIONAL HONOR SOCIETY FUND BALANCE	469.87	.00	.00	469.87	.00	469.87
710.100.350.875.830 MARK FOSSE AWARD FUND BALANCE	193.60	.00	.00	193.60	.00	193.60
710.100.400.410.830 HS PRINCIPALS FUND BALANCE	808.44	.00	.00	808.44	.00	808.44
710.100.700.408.830 HS MUSIC FUND BALANCE	7,876.11	85.00	.00	7,961.11	.00	7,961.11
710.100.700.409.830 HS JAZZ BAND FUND BALANCE	35.22	.00	.00	35.22	.00	35.22
710.100.700.414.830 HS DDF FUND BALANCE	17,797.95	2,980.78	.00	20,778.73	240.66	21,019.39
710.100.700.424.830 HS YEARBOOK FUND BALANCE	(1,954.00)	270.00	.00	(1,684.00)	.00	(1,684.00)
710.100.700.610.830 CLOSE UP FUND BALANCE	8,604.32	189.20	.00	8,793.52	.00	8,793.52
710.100.700.625.830 TSUMANI BOWL FUND BALANCE	1,951.27	.00	.00	1,951.27	.00	1,951.27
710.100.700.710.830 HS CROSS COUNTRY FUND BALANCE	3,916.73	300.00	.00	4,216.73	.00	4,216.73

Petersburg School District

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From: 6/1/2025

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Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.700.715.830 HS SWIM/DIVE TEAM FUND BALANCE	810.53	.00	.00	810.53	.00	810.53
710.100.700.720.830 HS VOLLEYBALL FUND BALANCE	(1,003.24)	54.25	(.20)	(949.19)	.00	(949.19)
710.100.700.725.830 HS WRESTLING FUND BALANCE	1,190.91	.00	.00	1,190.91	.00	1,190.91
710.100.700.730.830 HS BOYS BASKETBALL FUND BALANCE	408.99	6,013.47	(2,600.35)	3,822.11	.00	3,822.11
710.100.700.735.830 HS GIRLS BASKETBALL FUND BALANCE	(5,135.59)	3,872.58	(9,836.57)	(11,099.58)	.00	(11,099.58)
710.100.700.740.830 HS CHEERLEADING FUND BALANCE	1,552.43	.00	.00	1,552.43	.00	1,552.43
710.100.700.745.830 HS TRACK FUND BALANCE	3,955.76	6,010.12	(14,093.05)	(4,127.17)	.00	(4,127.17)
710.100.700.746.830 TRACK FACILITIES FUND BALANCE	158.28	.00	.00	158.28	.00	158.28
710.100.700.750.830 HS BASEBALL FUND BALANCE	7,486.58	2,418.00	(2,559.14)	7,345.44	2,371.90	9,717.34
710.100.700.751.830 BASEBALL FIELD FUND BALANCE	251.00	.00	.00	251.00	.00	251.00
710.100.700.760.830 HS ESPORTS FUND BALANCE	.00	.00	.00	.00	.00	.00
710.100.700.765.830 HS SOFTBALL FUND BALANCE	440.52	.00	.00	440.52	.00	440.52
710.100.700.785.830 REGION V TOURNAMENTS FUND BALANCE	(10,737.96)	.00	.00	(10,737.96)	.00	(10,737.96)
710.100.700.810.830 VIKING STORE - ACTIVITIES FUND BALANCE	556.23	.00	.00	556.23	.00	556.23
710.100.700.825.830 STUDENT GOVERNMENT FUND BALANCE	9,206.85	123.80	.00	9,330.65	.00	9,330.65
710.100.700.835.830 HS SCHOOL WIDE PLAY FUND BALANCE	3,671.31	.00	.00	3,671.31	.00	3,671.31
710.100.700.840.830 HS ARTFEST FUND BALANCE	4,993.22	111.90	.00	5,105.12	.00	5,105.12
710.100.700.921.830 CLASS OF 2021 FUND BALANCE	83.18	.00	.00	83.18	.00	83.18
710.100.700.922.830 CLASS OF 2022 FUND BALANCE	952.90	.00	.00	952.90	.00	952.90

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Exclude Encumbrances

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Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.700.923.830 CLASS OF 2023 FUND BALANCE	1,002.41	.00	.00	1,002.41	.00	1,002.41
710.100.700.924.830 CLASS OF 2024 FUND BALANCE	2,282.80	.00	.00	2,282.80	.00	2,282.80
710.100.700.925.830 CLASS OF 2025 FUND BALANCE	1,554.69	668.00	(2,117.88)	104.81	.00	104.81
710.100.700.926.830 CLASS OF 2026 FUND BALANCE	3,293.21	.00	.00	3,293.21	67.85	3,361.06
710.100.700.927.830 CLASS OF 2027 FUND BALANCE	1,784.36	56.00	.00	1,840.36	.00	1,840.36
710.100.700.928.830 CLASS OF 2028 FUND BALANCE	562.00	.00	.00	562.00	.00	562.00
710.100.700.929.830 CLASS OF 2029 FUND BALANCE	.00	.00	.00	.00	.00	.00
710.200.350.408.830 MS MUSIC FUND BALANCE	33.95	.00	.00	33.95	.00	33.95
710.200.350.865.830 NATIONAL HONOR SOCIETY - JUNIOR FUND BALANCE	848.31	.00	.00	848.31	.00	848.31
710.200.400.410.830 MS PRINCIPALS FUND BALANCE	125.07	.00	.00	125.07	.00	125.07
710.200.700.419.830 MS ROBOTICS FUND BALANCE	2,739.93	.00	(579.08)	2,160.85	564.91	2,725.76
710.200.700.424.830 MS YEARBOOK FUND BALANCE	(404.25)	50.05	.00	(354.20)	.00	(354.20)
710.200.700.710.830 MS CROSS COUNTRY FUND BALANCE	50.00	.00	.00	50.00	.00	50.00
710.200.700.725.830 MS WRESTLING FUND BALANCE	250.00	.00	.00	250.00	.00	250.00
710.200.700.740.830 MS CHEERLEADING FUND BALANCE	321.09	.00	.00	321.09	.00	321.09
710.200.700.755.830 MS NYO FUND BALANCE	465.68	.00	.00	465.68	.00	465.68
710.200.700.780.830 MS ACTIVITIES & TOURNAMENTS FUND BALANCE	660.98	.00	.00	660.98	.00	660.98
710.200.700.825.830 MS STUDENT GOVERNMENT FUND BALANCE	4,961.71	595.00	(1,052.02)	4,504.69	.00	4,504.69
710.200.700.850.830 MS BAKING CLUB FUND BALANCE	1,167.66	238.75	.00	1,406.41	.00	1,406.41
710.300.200.475.830 ES SPED ACTIVITIES FUND BALANCE	308.00	.00	.00	308.00	.00	308.00

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From: 6/1/2025

To: 6/30/2025

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Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.300.350.615.830 ES STIKINE RIVER TRIP FUND BALANCE	4,100.20	2,705.00	.00	6,805.20	.00	6,805.20
710.300.700.424.830 ES YEARBOOK FUND BALANCE	3,346.04	330.00	.00	3,676.04	.00	3,676.04
710.300.700.815.830 ES SCHOOL STORE & CLUBS FUND BALANCE	1,086.18	.00	.00	1,086.18	.00	1,086.18
710.300.700.825.830 ES STUDENT GOVERNMENT FUND BALANCE	272.31	.00	.00	272.31	.00	272.31
710.300.700.860.830 ES EARTH CLUB FUND BALANCE	58.00	.00	.00	58.00	.00	58.00
710.500.200.470.830 SPED MEMORIAL ACCOUNT FUND BALANCE	10,000.50	.00	.00	10,000.50	.00	10,000.50
710.500.700.600.830 CONCESSIONS FUND BALANCE	160.86	.00	.00	160.86	.00	160.86
710.500.700.665.830 STUDENT BASIC NEEDS SUPPORT FUND BALANCE	1,686.88	400.00	(82.87)	2,004.01	91.20	2,095.21
710.500.700.670.830 STEREO REPAIR/REPLACEMENT FUND BALANCE	906.59	.00	.00	906.59	.00	906.59
710.500.700.675.830 ACTIVITY ADS & DONATIONS FUND BALANCE	27,076.12	1,329.99	(2,968.69)	25,437.42	725.00	26,162.42
710.500.700.700.830 ACTIVITY DIRECTOR FUND BALANCE	(15.74)	1,500.00	.00	1,484.26	.00	1,484.26
710.500.700.855.830 SCHOOL GARDEN FUND BALANCE	4,976.50	.00	.00	4,976.50	.00	4,976.50
710.500.700.880.830 MARQUEE SIGN FUND BALANCE	197.49	.00	.00	197.49	.00	197.49
<b>GRAND TOTALS</b>	<b>150,818.20</b>	<b>42,052.01</b>	<b>(36,217.23)</b>	<b>156,652.98</b>	<b>4,079.13</b>	<b>160,732.11</b>

End of Report



# INVOICE

June 20, 2025

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

ATTN:

**Invoice Number: 0703724-2506**

**Invoice Amount: \$ 65,558.54**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending June 20, 2025.

Your payment is due **July 17, 2025**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16-digit card numbers or billing account and the total amount to be paid.

BMO Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.



Please attach a copy of this invoice or the information below this line with your cheque payment.

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

Invoice Number: 0703724-2506  
Amount Paid: \$ 65,558.54  
Payment Due Date: July 17, 2025



## Statement

<b>Account Name:</b>	BILLING ACCOUNT 033153	<b>Card Number:</b>	xxxx-xxxx-xxxx-3153
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 300,000.00
<b>Employee ID:</b>	772180000055104	<b>Available Credit:</b>	\$ 234,441.46
<b>Statement Date (MM/DD/YYYY):</b>	06/20/2025	<b>Currency:</b>	U.S. DOLLAR
<b>Payment Due Date (MM/DD/YYYY):</b>	07/17/2025		

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Previous Balance:</b>	\$ 79,957.41
<b>Payments:</b>	\$ -79,957.41
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 65,558.54
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 65,558.54

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
<b>Card Number xxxx-xxxx-xxxx-3153 BILLING ACCOUNT 033153</b>					
05/26	05/26 593140938	AUTOMATIC PYMT RECEIVED	\$ -79,957.41	\$ 0.00	\$ -79,957.41
			<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-3153</b>	<b>\$ -79,957.41</b>
			<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-3153</b>	<b>\$ 0.00</b>
<b>Card Number xxxx-xxxx-xxxx-8103 BAIRD, SHANNON</b>					
05/22	05/26 593402686	PAYPAL PILOTPUBLIS 4029357733 CA	\$ 82.00 045662	\$ 0.00 (e)	\$ 82.00
05/27	05/28 593738573	NYTIMES 800-698-4637 NY	\$ 17.00 055108	\$ 0.00	\$ 17.00
05/29	05/30 594496836	AMAZON.COM N69RN0JS2 AMZN.COM/BILL WA	\$ 93.15 030283	\$ 0.00	\$ 93.15
06/03	06/04 595270413	AMAZON.COM NH9IK9O92 AMZN.COM/BILL WA	\$ 2,117.88 099439	\$ 0.00	\$ 2,117.88
06/03	06/04 595270414	SP BP STRIKE ZONES CAMERON PARK CA	\$ 382.16 031734	\$ 27.71 (e)	\$ 409.87
06/03	06/05 595449070	BEACON ATHLETICS, LLC MIDDLETON WI	\$ 1,055.99 025892	\$ 0.00 (e)	\$ 1,055.99
06/06	06/09 596105283	AMAZON MARK N68TB0900 SEATTLE WA	\$ 296.67 067001	\$ 30.71 (e)	\$ 327.38
06/09	06/10 596311041	ALASKA TELEPHONE COMPA PORT TOWNSEND WA	\$ 278.43 051252	\$ 0.00	\$ 278.43

06/10	06/11 596510745	PETRO MARINE SERVICES PETERSBURG AK	\$ 22,858.25 053032	\$ 0.00	
06/13	06/16 597166601	PSN PETERSBURG UTILITY PETERSBURG AK	\$ 15,371.56 086922	\$ 0.00 (e)	\$ 15,371.56
06/19	06/19 597893959	THE MANDT SYSTEM INC 512-897-9298 TX	\$ 2,766.74 066188	\$ 228.26 (e)	\$ 2,995.00

**TOTAL CREDITS** xxxx-xxxx-xxxx-8103 **\$ 0.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-8103 **\$ 45,606.51**

**Card Number xxxx-xxxx-xxxx-9601 BULLER, AARON S**

05/20	05/21 592420470	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 41.98 031822	\$ 0.00 (e)	\$ 41.98
05/20	05/21 592420471	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 55.96 013205	\$ 0.00 (e)	\$ 55.96
05/22	05/23 592896471	AMAZON MKTPL NZ5DB6A40 AMZN.COM/BILL WA	\$ 55.06 040103	\$ 0.00	\$ 55.06
05/30	06/02 594926435	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 60.98 099987	\$ 0.00 (e)	\$ 60.98
06/05	06/06 595707385	GRAINGER LAKE FOREST IL	\$ 555.59 063267	\$ 0.00	\$ 555.59
06/05	06/06 595707384	GRAINGER LAKE FOREST IL	\$ 132.04 071881	\$ 0.00	\$ 132.04
06/06	06/09 596105207	AMAZON MKTPL NH8TX7MM2 AMZN.COM/BILL WA	\$ 230.14 055822	\$ 0.00	\$ 230.14
06/09	06/10 596311040	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 506.60 097091	\$ 0.00 (e)	\$ 506.60
06/10	06/11 596510744	OPENAI CHATGPT SUBSCR SAN FRANCISCO CA	\$ 20.00 095991	\$ 0.00	\$ 20.00
06/17	06/17 597490953	AMAZON MKTPL NA4X56BK0 AMZN.COM/BILL WA	\$ 199.98 009141	\$ 0.00	\$ 199.98

**TOTAL CREDITS** xxxx-xxxx-xxxx-9601 **\$ 0.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-9601 **\$ 1,858.33**

**Card Number xxxx-xxxx-xxxx-4710 CABRAL, JAIME**

05/22	05/23 592896470	JUNEAU CAR RENTAL JUNEAU AK	\$ 714.11 098272	\$ 0.00 (e)	\$ 714.11
05/22	05/23 592896469	JUNEAU CAR RENTAL JUNEAU AK	\$ 714.11 004156	\$ 0.00 (e)	\$ 714.11
05/23	05/26 593402611	HAMMER & WIKAN, INC. PETERSBURG AK	\$ 140.50 047515	\$ 0.00 (e)	\$ 140.50
05/23	05/26 593402612	STUDEBAKER'S PIZZA PETERSBURG AK	\$ 232.55 015315	\$ 0.00 (e)	\$ 232.55
05/25	05/28 593738336	NFHSLEARN.C 3175652023 IN	\$ 42.06 078124	\$ 2.94 (e)	\$ 45.00
05/30	06/02 594926434	TURO INC. TRIP JUN 8 SAN FRANCISCO CA	\$ 353.11 070660	\$ 0.00	\$ 353.11
06/01	06/02 594926358	WYNDHAM ANCHORAGE AK	\$ 604.41 056895	\$ 0.00	\$ 604.41
06/01	06/02 594926432	WYNDHAM ANCHORAGE AK	\$ 604.41 039488	\$ 0.00	\$ 604.41

06/01	06/02 594926356	WYNDHAM ANCHORAGE AK	\$ 604.41 005580	\$ 0.00	\$ 604.41
06/01	06/02 594926360	WYNDHAM ANCHORAGE AK	\$ 604.41 081617	\$ 0.00	\$ 604.41
06/01	06/02 594926357	WYNDHAM ANCHORAGE AK	\$ 632.63 030539	\$ 0.00	\$ 632.63
06/01	06/03 595140202	MARATHON 5319 ANCHORAGE AK	\$ 16.84 048401	\$ 0.00	\$ 16.84
06/01	06/02 594926283	WYNDHAM ANCHORAGE AK	\$ 632.63 067760	\$ 0.00	\$ 632.63
06/01	06/02 594926282	ENTERPRISE RENT-A-CAR ANCHORAGE AK	\$ 214.86 008420	\$ 0.00	\$ 214.86
06/01	06/03 595140201	MARATHON 5319 ANCHORAGE AK	\$ 22.01 005987	\$ 0.00	\$ 22.01
06/01	06/02 594926433	WYNDHAM ANCHORAGE AK	\$ 604.41 056363	\$ 0.00	\$ 604.41
06/01	06/02 594926359	WYNDHAM ANCHORAGE AK	\$ 604.41 073659	\$ 0.00	\$ 604.41
06/01	06/04 595270341	ALASKA A ANCHORAGE AK	\$ 100.00 069944	\$ 0.00	\$ 100.00
06/02	06/03 595140203	SQ COACH EVALUATOR GOSQ.COM PA	\$ 298.00 089813	\$ 0.00	\$ 298.00
06/03	06/04 595270340	SCHOOL PRIDE LTD COLUMBUS OH	\$ 652.50 071020	\$ 72.50	\$ 725.00
06/05	06/06 595707383	USPS PO 0269030845 PETERSBURG AK	\$ 271.15 083616	\$ 0.00	\$ 271.15
06/16	06/17 597490952	ENTERPRISE RENT-A-CAR EAST BOSTON MA	\$ 579.08 090603	\$ 0.00	\$ 579.08

**TOTAL CREDITS** xxxx-xxxx-xxxx-4710 **\$ 0.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-4710 **\$ 9,318.04**

**Card Number xxxx-xxxx-xxxx-6889 JOHNSON MCINTOSH, CARLEE**

05/20	05/21 592420394	SQ BLOMSTER HUS PETERSBURG AK	\$ 248.00 097264	\$ 0.00	\$ 248.00
05/20	05/21 592420393	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 210.06 020184	\$ 0.00 (e)	\$ 210.06
05/20	05/22 592617574	ALASKA FIBRE PETERSBURG AK	\$ 1,153.85 075794	\$ 0.00 (e)	\$ 1,153.85

**TOTAL CREDITS** xxxx-xxxx-xxxx-6889 **\$ 0.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-6889 **\$ 1,611.91**

**Card Number xxxx-xxxx-xxxx-3497 KLUDT-PAINTER, JON**

05/20	05/21 592420314	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 29.22 010380	\$ 0.00	\$ 29.22
05/21	05/21 592420390	APPLE.COM/US CUPERTINO CA	\$ 290.00 011106	\$ 0.00	\$ 290.00
05/21	05/21 592420392	APPLE.COM/US 800-676-2775 CA	\$ 390.00 086762	\$ 0.00	\$ 390.00

05/21	05/21 592420391	APPLE.COM/US 800-676-2775 CA	\$ 380.00 062902	\$ 0.00	
05/25	05/26 593402610	APPLE.COM/US CUPERTINO CA	\$ 318.61 037250	\$ 29.07 (e)	\$ 347.68
05/27	05/27 593500424	APPLE.COM/US 800-676-2775 CA	\$ 454.55 012167	\$ 41.48 (e)	\$ 496.03
05/27	05/27 593500425	APPLE.COM/US 800-676-2775 CA	\$ 454.55 075996	\$ 41.48 (e)	\$ 496.03
05/28	06/02 594926281	GETKEYSMART 8889005947 IL	\$ 19.94 063591	\$ 2.04 (e)	\$ 21.98
06/04	06/05 595449069	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 29.22 024577	\$ 0.00	\$ 29.22
06/06	06/09 596105205	AMAZON MARK NH3QU3MW2 SEATTLE WA	\$ 316.48 058551	\$ 32.76 (e)	\$ 349.24
06/08	06/09 596105203	MICROSOFT 365 MSBILL.INFO WA	\$ -93.62 000000	\$ 0.00 (e)	\$ -93.62
06/08	06/09 596105204	APPLE.COM/US 800-676-2775 CA	\$ 454.55 040833	\$ 41.48 (e)	\$ 496.03
06/12	06/13 596876760	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 19.48 079177	\$ 0.00	\$ 19.48

**TOTAL CREDITS** xxxx-xxxx-xxxx-3497 **\$ -93.62**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-3497 **\$ 3,344.91**

**Card Number xxxx-xxxx-xxxx-9406 LUTOMSKI, MARA**

05/23	05/26 593402685	AXYZ OHIO VALLEY REGIO TALLMADGE OH	\$ 209.02 034811	\$ 0.00 (e)	\$ 209.02
05/27	05/28 593738337	EB PAYIN FOR EVENT 8014137200 CA	\$ 90.68 049944	\$ 0.00	\$ 90.68
06/06	06/09 596105206	SQ INGAS GALLEY PETERSBURG AK	\$ 285.00 005446	\$ 15.00	\$ 300.00
06/09	06/10 596311039	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 230.69 038488	\$ 0.00	\$ 230.69
06/09	06/11 596510742	MGM GRAND - ADV DEP 877-880-0880 NV	\$ 756.26 065695	\$ 0.00	\$ 756.26
06/09	06/11 596510743	PETERSBURG PILOT PETERSBURG AK	\$ 13.09 021582	\$ 0.00 (e)	\$ 13.09
06/09	06/11 596510741	MGM GRAND - ADV DEP 877-880-0880 NV	\$ 756.26 067090	\$ 0.00	\$ 756.26
06/09	06/11 596510667	MGM GRAND - ADV DEP 877-880-0880 NV	\$ 756.26 010430	\$ 0.00	\$ 756.26
06/11	06/12 596655534	WESTERN PSYCHOLOGICAL TORRANCE CA	\$ 387.20 086271	\$ 0.00	\$ 387.20
06/12	06/13 596876762	ASDN_ACSA HMNFPDWDJWD JUNEAU AK	\$ 375.00 062475	\$ 0.00	\$ 375.00
06/12	06/13 596876761	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 38.00 069171	\$ 0.00	\$ 38.00

**TOTAL CREDITS** xxxx-xxxx-xxxx-9406 **\$ 0.00**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-9406 **\$ 3,912.46**

# Petersburg School District

## Revenue Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

**Fiscal Year: 2025-2026**

Account Number / Description	Budget	Range To Date	YTD	Uncollected Balance	% Remaining
<b>Fund: 100 GENERAL FUND</b>					
100.000.000.000.011 BOROUGH DIRECT APPROPRIATIONS	\$3,250,000.00	\$283,333.00	\$283,333.00	\$2,966,667.00	91.28%
100.000.000.000.031 INTEREST	\$28,050.00	\$2,230.70	\$2,230.70	\$25,819.30	92.05%
100.000.000.000.032 GAIN ON INVESTMENT UNREALIZED	\$15,900.00	\$1,869.79	\$1,869.79	\$14,030.21	88.24%
100.000.000.000.040 OTHER LOCAL REVENUES	\$40,000.00	\$0.00	\$0.00	\$40,000.00	100.00%
100.000.000.000.043 STUDENT ACTIVITY REVENUE	\$51,000.00	\$0.00	\$0.00	\$51,000.00	100.00%
100.000.000.000.044 STUDENT CLASS FEES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
100.000.000.000.045 STUDENT TECH FEE REVENUE	\$12,850.00	\$0.00	\$0.00	\$12,850.00	100.00%
100.000.000.000.046 LOCAL RENATL REVENUE	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
100.000.000.000.047 E-RATE REVENUE	\$87,160.00	\$0.00	\$0.00	\$87,160.00	100.00%
100.000.000.000.051 FOUNDATION PROGRAM	\$6,147,921.00	\$483,939.00	\$483,939.00	\$5,663,982.00	92.13%
100.000.000.000.056 TRS ON-BEHALF PAYMENTS	\$784,120.03	\$0.00	\$0.00	\$784,120.03	100.00%
100.000.000.000.057 PERS ON-BEHALF PAYMENTS	\$93,219.65	\$0.00	\$0.00	\$93,219.65	100.00%
100.000.000.000.090 OTHER STATE REVENUES	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
<b>Fund 100 Total:</b>	\$10,524,720.68	\$771,372.49	\$771,372.49	\$9,753,348.19	92.67%
<b>Grand Total:</b>	\$10,524,720.68	\$771,372.49	\$771,372.49	\$9,753,348.19	92.67%

**End of Report**

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Fund: 100 GENERAL FUND						
100.100.100.000.315 CERTIFICATED TEACHER	\$833,458.84	\$0.00	\$0.00	\$833,458.84	\$1,475.02	\$831,983.82 99.82%
100.100.100.000.322 PIANIST FOR CHIOR	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
100.100.100.000.329 HS REG INSTRUCTION SUB	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$43,188.00	(\$21,188.00) -96.31%
100.100.100.000.363 WORKERS COMPENSATION	\$3,747.17	\$0.00	\$0.00	\$3,747.17	\$0.00	\$3,747.17 100.00%
100.100.100.000.364 INSURANCE-HEALTH/LIFE	\$205,740.64	\$0.00	\$0.00	\$205,740.64	\$0.00	\$205,740.64 100.00%
100.100.100.000.365 RETIREMENT CONTRIBUTION-TRS	\$259,204.94	\$0.00	\$0.00	\$259,204.94	\$0.00	\$259,204.94 100.00%
100.100.100.000.367 MEDICARE TAX	\$12,447.65	\$0.00	\$0.00	\$12,447.65	\$0.00	\$12,447.65 100.00%
100.100.100.000.368 SOCIAL SECURITY TAX	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00 100.00%
100.100.100.000.369 OTHER EMPLOYEE BENEFITS	\$8,926.56	\$0.00	\$0.00	\$8,926.56	\$0.00	\$8,926.56 100.00%
100.100.100.000.426 STUDENT TRANSPORTATION	\$3,300.00	\$0.00	\$0.00	\$3,300.00	\$0.00	\$3,300.00 100.00%
100.100.100.000.450 FRESHMAN LAPTOP COMPUTERS	\$53,000.00	\$0.00	\$0.00	\$53,000.00	\$0.00	\$53,000.00 100.00%
100.100.100.000.451 GENERAL HS TEACHING SUPPLIES	\$8,200.00	\$0.00	\$0.00	\$8,200.00	\$1,149.80	\$7,050.20 85.98%
100.100.100.000.474 HS CURRICULUM ADOPTION	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00 100.00%
100.100.100.000.476 HS COPIER SUPPLIES	\$7,298.75	\$7,644.95	\$7,644.95	(\$346.20)	\$0.00	(\$346.20) -4.74%
100.100.100.000.479 HS TEACHER OTHER SUPPLIES AND MAT	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00 100.00%
100.100.100.000.491 HS DUES AND FEES	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00 100.00%
100.100.100.401.451 HS ENGLISH SUPPLIES	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00 100.00%
100.100.100.402.451	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
HS MATH SUPPLIES						100.00%
100.100.100.403.451	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
HS SCIENCE SUPPLIES						100.00%
100.100.100.404.451	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
HS SOCIAL STUDIES SUPPLIES						100.00%
100.100.100.407.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
HS PE SUPPLIES						100.00%
100.100.100.408.451	\$2,000.00	\$533.38	\$533.38	\$1,466.62	\$0.00	\$1,466.62
HS MUSIC SUPPLIES						73.33%
100.100.100.408.479	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
HS MUSIC OTHER SUPPLIES						100.00%
100.100.100.413.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
HS SPANISH SUPPLIES						100.00%
100.100.100.414.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
DRAMA SUPPLIES						100.00%
100.100.100.421.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
HS ART/JEWELRY/PHOTO SUPPLIES						100.00%
100.100.160.000.315	\$96,141.00	\$0.00	\$0.00	\$96,141.00	\$0.00	\$96,141.00
CERTIFICATED TEACHER						100.00%
100.100.160.000.329	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
HS CTE SUB						100.00%
100.100.160.000.363	\$423.15	\$0.00	\$0.00	\$423.15	\$0.00	\$423.15
WORKERS COMPENSATION						100.00%
100.100.160.000.364	\$35,101.44	\$0.00	\$0.00	\$35,101.44	\$0.00	\$35,101.44
INSURANCE-HEALTH/LIFE						100.00%
100.100.160.000.365	\$29,881.31	\$0.00	\$0.00	\$29,881.31	\$0.00	\$29,881.31
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.160.000.367	\$1,405.64	\$0.00	\$0.00	\$1,405.64	\$0.00	\$1,405.64
MEDICARE TAX						100.00%
100.100.160.000.368	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
SOCIAL SECURITY TAX						100.00%
100.100.160.406.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
AQUACULTURE SUPPLIES						100.00%
100.100.160.450.451	\$6,300.00	\$0.00	\$0.00	\$6,300.00	\$0.00	\$6,300.00
CULINARY SUPPLIES						100.00%
100.100.160.455.451	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
FOOD SCIENCE/CULINARY						100.00%
100.100.160.460.451	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
SHOP SUPPLIES						100.00%
100.100.200.000.315	\$82,814.66	\$0.00	\$0.00	\$82,814.66	\$0.00	\$82,814.66
CERTIFICATED TEACHER						100.00%
100.100.200.000.323	\$56,837.78	\$0.00	\$0.00	\$56,837.78	\$0.00	\$56,837.78
AIDES						100.00%
100.100.200.000.329	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
HS SPED SUB						100.00%
100.100.200.000.363	\$635.77	\$0.00	\$0.00	\$635.77	\$0.00	\$635.77
WORKERS COMPENSATION						100.00%
100.100.200.000.364	\$58,656.32	\$0.00	\$0.00	\$58,656.32	\$0.00	\$58,656.32
INSURANCE-HEALTH/LIFE						100.00%
100.100.200.000.365	\$25,586.48	\$0.00	\$0.00	\$25,586.48	\$0.00	\$25,586.48
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.200.000.366	\$16,102.14	\$0.00	\$0.00	\$16,102.14	\$0.00	\$16,102.14
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.200.000.367	\$2,111.96	\$0.00	\$0.00	\$2,111.96	\$0.00	\$2,111.96
MEDICARE TAX						100.00%
100.100.200.000.368	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
SOCIAL SECURITY TAX						100.00%
100.100.200.000.369	\$1,776.66	\$0.00	\$0.00	\$1,776.66	\$0.00	\$1,776.66
OTHER EMPLOYEE BENEFITS						100.00%
100.100.200.000.451	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
HS SPED SUPPLIES						100.00%
100.100.300.000.315	\$91,974.12	\$0.00	\$0.00	\$91,974.12	\$0.00	\$91,974.12
CERTIFICATED TEACHER						100.00%
100.100.300.000.329	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.300.000.363	\$403.21	\$0.00	\$0.00	\$403.21	\$0.00	\$403.21
WORKERS COMPENSATION						100.00%
100.100.300.000.364	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
INSURANCE-HEALTH/LIFE						100.00%
100.100.300.000.365	\$28,575.82	\$0.00	\$0.00	\$28,575.82	\$0.00	\$28,575.82
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.300.000.367	\$1,339.42	\$0.00	\$0.00	\$1,339.42	\$0.00	\$1,339.42

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
MEDICARE TAX						100.00%
100.100.300.000.368	\$20.00	\$0.00	\$0.00	\$20.00	\$0.00	\$20.00
SOCIAL SECURITY TAX						100.00%
100.100.300.000.369	\$1,329.98	\$0.00	\$0.00	\$1,329.98	\$0.00	\$1,329.98
OTHER EMPLOYEE BENEFITS						100.00%
100.100.300.000.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SECONDARY COUNSELOR SUPPLIES						100.00%
100.100.300.000.491	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
HS SSS DUES & FEES						100.00%
100.100.350.000.315	\$89,182.00	\$0.00	\$0.00	\$89,182.00	\$0.00	\$89,182.00
CERTIFICATED TEACHER						100.00%
100.100.350.000.329	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.350.000.363	\$401.80	\$0.00	\$0.00	\$401.80	\$0.00	\$401.80
WORKERS COMPENSATION						100.00%
100.100.350.000.364	\$11,484.48	\$0.00	\$0.00	\$11,484.48	\$0.00	\$11,484.48
INSURANCE-HEALTH/LIFE						100.00%
100.100.350.000.365	\$28,223.63	\$0.00	\$0.00	\$28,223.63	\$0.00	\$28,223.63
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.350.000.367	\$1,334.73	\$0.00	\$0.00	\$1,334.73	\$0.00	\$1,334.73
MEDICARE TAX						100.00%
100.100.350.000.368	\$24.00	\$0.00	\$0.00	\$24.00	\$0.00	\$24.00
SOCIAL SECURITY TAX						100.00%
100.100.350.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.100.350.000.451	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
TEACHING SUPPLIES						100.00%
100.100.350.000.472	\$2,300.00	\$0.00	\$0.00	\$2,300.00	\$0.00	\$2,300.00
SECONDARY LIBRARY BOOKS						100.00%
100.100.350.000.473	\$800.00	\$23.00	\$23.00	\$777.00	\$44.00	\$733.00
SECONDARY PERIODICALS						91.63%
100.100.350.000.479	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SECONDARY SUPPLIES AND MATERIALS						100.00%
100.100.350.418.316	\$1,668.00	\$0.00	\$0.00	\$1,668.00	\$0.00	\$1,668.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.350.418.363	\$7.98	\$0.00	\$0.00	\$7.98	\$0.00	\$7.98

# Petersburg School District

## Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMPENSATION						100.00%
100.100.350.418.365	\$476.88	\$0.00	\$0.00	\$476.88	\$0.00	\$476.88
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.350.418.367	\$24.19	\$0.00	\$0.00	\$24.19	\$0.00	\$24.19
MEDICARE TAX						100.00%
100.100.400.000.313	\$118,920.00	\$9,910.00	\$9,910.00	\$109,010.00	\$109,010.00	\$0.00
PRINCIPAL						0.00%
100.100.400.000.363	\$519.09	\$43.26	\$43.26	\$475.83	\$0.00	\$475.83
WORKERS COMPENSATION						91.67%
100.100.400.000.364	\$36,417.74	\$3,034.82	\$3,034.82	\$33,382.92	\$0.00	\$33,382.92
INSURANCE HEALTH/LIFE						91.67%
100.100.400.000.365	\$37,069.65	\$1,238.42	\$1,238.42	\$35,831.23	\$0.00	\$35,831.23
RETIREMENT CONTRIBUTION-TRS						96.66%
100.100.400.000.367	\$1,724.34	\$134.68	\$134.68	\$1,589.66	\$0.00	\$1,589.66
MEDICARE TAX						92.19%
100.100.400.000.421	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00
SECONDARY PRINCIPAL TRANSPORTATION						100.00%
100.100.400.000.479	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$0.00	\$1,600.00
SECONDARY PRINCIPAL SUPPLIES AND MATERIALS						100.00%
100.100.400.000.491	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
PRINCIPAL DUES AND FEES						100.00%
100.100.450.000.324	\$90,657.15	\$0.00	\$0.00	\$90,657.15	\$84,796.76	\$5,860.39
SUPPORT STAFF						6.46%
100.100.450.000.329	\$1,800.00	\$0.00	\$0.00	\$1,800.00	\$0.00	\$1,800.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.450.000.363	\$453.66	\$0.00	\$0.00	\$453.66	\$0.00	\$453.66
WORKERS COMPENSATION						100.00%
100.100.450.000.364	\$35,596.80	\$0.00	\$0.00	\$35,596.80	\$0.00	\$35,596.80
INSURANCE-HEALTH/LIFE						100.00%
100.100.450.000.366	\$26,349.60	\$0.00	\$0.00	\$26,349.60	\$0.00	\$26,349.60
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.450.000.367	\$1,374.74	\$0.00	\$0.00	\$1,374.74	\$0.00	\$1,374.74
MEDICARE TAX						100.00%
100.100.450.000.368	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
SOCIAL SECURITY TAX						100.00%
100.100.450.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
OTHER EMPLOYEE BENEFITS						100.00%
100.100.450.000.421	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00
HS ADMIN SUPPORT TRVL						100.00%
100.100.450.000.433	\$2,266.00	\$62.26	\$62.26	\$2,203.74	\$0.00	\$2,203.74
SECONDARY COMMUNICATIONS						97.25%
100.100.450.000.434	\$250.00	\$0.00	\$0.00	\$250.00	\$200.00	\$50.00
SECONDARY POSTAGE						20.00%
100.100.450.000.454	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SECONDARY OFFICE SUPPLIES						100.00%
100.100.700.000.316	\$2,919.00	\$0.00	\$0.00	\$2,919.00	\$0.00	\$2,919.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.000.322	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$450.00	\$1,050.00
NON-CERT SPECIALIST/EXTRA DUTY						70.00%
100.100.700.000.329	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.000.363	\$30.19	\$0.00	\$0.00	\$30.19	\$0.00	\$30.19
WORKERS COMPENSATION						100.00%
100.100.700.000.365	\$834.55	\$0.00	\$0.00	\$834.55	\$0.00	\$834.55
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.000.366	\$401.40	\$0.00	\$0.00	\$401.40	\$0.00	\$401.40
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.000.367	\$100.33	\$0.00	\$0.00	\$100.33	\$0.00	\$100.33
MEDICARE TAX						100.00%
100.100.700.000.368	\$155.00	\$0.00	\$0.00	\$155.00	\$0.00	\$155.00
SOCIAL SECURITY TAX						100.00%
100.100.700.000.421	\$6,500.00	\$820.46	\$820.46	\$5,679.54	\$11.20	\$5,668.34
STAFF TRANSPORTATION						87.21%
100.100.700.000.426	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00
STUDENT TRANSPORTATION						100.00%
100.100.700.000.433	\$1,545.00	\$0.00	\$0.00	\$1,545.00	\$0.00	\$1,545.00
COMMUNICATIONS						100.00%
100.100.700.000.479	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.100.700.000.491	\$3,800.00	\$295.00	\$295.00	\$3,505.00	\$0.00	\$3,505.00
DUES AND FEES						92.24%
100.100.700.408.316	\$3,753.00	\$0.00	\$0.00	\$3,753.00	\$0.00	\$3,753.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.408.329	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.408.363	\$21.62	\$0.00	\$0.00	\$21.62	\$0.00	\$21.62
WORKERS COMPENSATION						100.00%
100.100.700.408.365	\$1,072.99	\$0.00	\$0.00	\$1,072.99	\$0.00	\$1,072.99
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.408.367	\$71.82	\$0.00	\$0.00	\$71.82	\$0.00	\$71.82
MEDICARE TAX						100.00%
100.100.700.408.368	\$74.40	\$0.00	\$0.00	\$74.40	\$0.00	\$74.40
SOCIAL SECURITY TAX						100.00%
100.100.700.408.421	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
MUSIC STAFF TRANSPORTATION						100.00%
100.100.700.408.426	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
MUSIC TRANSPORTATION						100.00%
100.100.700.408.479	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
MUSIC OTHER SUPPLIES						100.00%
100.100.700.414.316	\$3,545.00	\$0.00	\$0.00	\$3,545.00	\$0.00	\$3,545.00
EXTRA DUTY - DDF						100.00%
100.100.700.414.363	\$15.47	\$0.00	\$0.00	\$15.47	\$0.00	\$15.47
WORKERS COMPENSATION						100.00%
100.100.700.414.365	\$1,013.51	\$0.00	\$0.00	\$1,013.51	\$0.00	\$1,013.51
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.414.367	\$51.40	\$0.00	\$0.00	\$51.40	\$0.00	\$51.40
MEDICARE TAX						100.00%
100.100.700.424.316	\$2,780.00	\$0.00	\$0.00	\$2,780.00	\$0.00	\$2,780.00
EXTRA DUTY - HS Yearbook						100.00%
100.100.700.424.363	\$12.14	\$0.00	\$0.00	\$12.14	\$0.00	\$12.14
WORKERS COMPENSATION						100.00%
100.100.700.424.365	\$794.80	\$0.00	\$0.00	\$794.80	\$0.00	\$794.80
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.424.367	\$40.31	\$0.00	\$0.00	\$40.31	\$0.00	\$40.31
MEDICARE TAX						100.00%
100.100.700.710.316	\$3,962.00	\$0.00	\$0.00	\$3,962.00	\$0.00	\$3,962.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.710.322	\$1,584.80	\$0.00	\$0.00	\$1,584.80	\$0.00	\$1,584.80

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.710.329	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
CROSS COUNTRY SUB						100.00%
100.100.700.710.363	\$27.49	\$0.00	\$0.00	\$27.49	\$0.00	\$27.49
WORKERS COMPENSATION						100.00%
100.100.700.710.365	\$1,132.74	\$0.00	\$0.00	\$1,132.74	\$0.00	\$1,132.74
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.710.366	\$424.10	\$0.00	\$0.00	\$424.10	\$0.00	\$424.10
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.710.367	\$91.30	\$0.00	\$0.00	\$91.30	\$0.00	\$91.30
MEDICARE TAX						100.00%
100.100.700.710.368	\$46.50	\$0.00	\$0.00	\$46.50	\$0.00	\$46.50
SOCIAL SECURITY TAX						100.00%
100.100.700.710.426	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
XCOUNTRY TRANSPORTATION						100.00%
100.100.700.710.479	\$0.00	\$120.00	\$120.00	(\$120.00)	\$0.00	(\$120.00)
XCOUNTRY SUPPLIES AND MATERIALS						0.00%
100.100.700.715.322	\$7,881.80	\$0.00	\$0.00	\$7,881.80	\$0.00	\$7,881.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.715.329	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.715.363	\$40.95	\$0.00	\$0.00	\$40.95	\$0.00	\$40.95
WORKERS COMPENSATION						100.00%
100.100.700.715.366	\$602.59	\$0.00	\$0.00	\$602.59	\$0.00	\$602.59
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.715.367	\$136.04	\$0.00	\$0.00	\$136.04	\$0.00	\$136.04
MEDICARE TAX						100.00%
100.100.700.715.368	\$442.06	\$0.00	\$0.00	\$442.06	\$0.00	\$442.06
SOCIAL SECURITY TAX						100.00%
100.100.700.715.426	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
SWIM TRANSPORTATION						100.00%
100.100.700.715.479	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
SWIM SUPPLIES AND MATERIALS						100.00%
100.100.700.720.316	\$7,296.80	\$0.00	\$0.00	\$7,296.80	\$0.00	\$7,296.80
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.720.329	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$2,270.00	\$1,730.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						43.25%
100.100.700.720.363	\$37.08	\$0.00	\$0.00	\$37.08	\$0.00	\$37.08
WORKERS COMPENSATION						100.00%
100.100.700.720.365	\$2,086.16	\$0.00	\$0.00	\$2,086.16	\$0.00	\$2,086.16
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.720.367	\$123.20	\$0.00	\$0.00	\$123.20	\$0.00	\$123.20
MEDICARE TAX						100.00%
100.100.700.720.368	\$74.40	\$0.00	\$0.00	\$74.40	\$0.00	\$74.40
SOCIAL SECURITY TAX						100.00%
100.100.700.720.426	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00
VB TRANSPORTATION						100.00%
100.100.700.720.479	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
VB SUPPLIES AND MATERIALS						100.00%
100.100.700.725.322	\$6,713.80	\$0.00	\$0.00	\$6,713.80	\$0.00	\$6,713.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.725.329	\$1,600.00	\$0.00	\$0.00	\$1,600.00	\$520.00	\$1,080.00
SUBSTITUTES/TEMPORARIES						67.50%
100.100.700.725.363	\$29.31	\$0.00	\$0.00	\$29.31	\$0.00	\$29.31
WORKERS COMPENSATION						100.00%
100.100.700.725.367	\$97.35	\$0.00	\$0.00	\$97.35	\$0.00	\$97.35
MEDICARE TAX						100.00%
100.100.700.725.368	\$416.26	\$0.00	\$0.00	\$416.26	\$0.00	\$416.26
SOCIAL SECURITY TAX						100.00%
100.100.700.725.426	\$20,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	\$20,000.00
WRESTLING TRANSPORTATION						100.00%
100.100.700.730.316	\$6,462.00	\$0.00	\$0.00	\$6,462.00	\$0.00	\$6,462.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.730.322	\$2,585.80	\$0.00	\$0.00	\$2,585.80	\$0.00	\$2,585.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.730.329	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$5,325.62	\$674.38
SUBSTITUTES/TEMPORARIES						11.24%
100.100.700.730.363	\$63.07	\$0.00	\$0.00	\$63.07	\$0.00	\$63.07
WORKERS COMPENSATION						100.00%
100.100.700.730.365	\$1,847.49	\$0.00	\$0.00	\$1,847.49	\$0.00	\$1,847.49
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.730.366	\$691.96	\$0.00	\$0.00	\$691.96	\$0.00	\$691.96

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						100.00%
100.100.700.730.367	\$209.49	\$0.00	\$0.00	\$209.49	\$0.00	\$209.49
MEDICARE TAX						100.00%
100.100.700.730.368	\$334.80	\$0.00	\$0.00	\$334.80	\$0.00	\$334.80
SOCIAL SECURITY TAX						100.00%
100.100.700.730.426	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$27,000.00
BOYS BB TRANSPORTATION						100.00%
100.100.700.730.479	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
BOYS BB SUPPLIES AND MATERIALS						100.00%
100.100.700.735.316	\$9,047.80	\$0.00	\$0.00	\$9,047.80	\$0.00	\$9,047.80
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.735.322	\$0.00	\$0.00	\$0.00	\$0.00	\$6,045.00	(\$6,045.00)
NON-CERT SPECIALIST/EXTRA DUTY						0.00%
100.100.700.735.329	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$2,329.38	\$670.62
SUBSTITUTES/TEMPORARIES						22.35%
100.100.700.735.363	\$60.44	\$0.00	\$0.00	\$60.44	\$0.00	\$60.44
WORKERS COMPENSATION						100.00%
100.100.700.735.365	\$1,091.22	\$0.00	\$0.00	\$1,091.22	\$0.00	\$1,091.22
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.735.367	\$200.79	\$0.00	\$0.00	\$200.79	\$0.00	\$200.79
MEDICARE TAX						100.00%
100.100.700.735.368	\$621.92	\$0.00	\$0.00	\$621.92	\$0.00	\$621.92
SOCIAL SECURITY TAX						100.00%
100.100.700.735.426	\$27,000.00	\$0.00	\$0.00	\$27,000.00	\$0.00	\$27,000.00
GIRLS BB TRANSPORTATION						100.00%
100.100.700.735.479	\$3,500.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$3,500.00
GIRLS BB SUPPLIES AND MATERIALS						100.00%
100.100.700.740.322	\$9,047.80	\$0.00	\$0.00	\$9,047.80	\$0.00	\$9,047.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.740.363	\$39.50	\$0.00	\$0.00	\$39.50	\$0.00	\$39.50
WORKERS COMPENSATION						100.00%
100.100.700.740.367	\$131.19	\$0.00	\$0.00	\$131.19	\$0.00	\$131.19
MEDICARE TAX						100.00%
100.100.700.740.368	\$460.96	\$0.00	\$0.00	\$460.96	\$0.00	\$460.96
SOCIAL SECURITY TAX						100.00%
100.100.700.740.426	\$6,600.00	\$0.00	\$0.00	\$6,600.00	\$0.00	\$6,600.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
CHEERLEADING TRANSPORTATION						100.00%
100.100.700.740.479	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$0.00	\$2,250.00
CHEER SUPPLIES & MATERIALS						100.00%
100.100.700.745.316	\$5,212.00	\$0.00	\$0.00	\$5,212.00	\$0.00	\$5,212.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.745.322	\$2,084.80	\$0.00	\$0.00	\$2,084.80	\$0.00	\$2,084.80
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.100.700.745.329	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.745.363	\$37.08	\$0.00	\$0.00	\$37.08	\$0.00	\$37.08
WORKERS COMPENSATION						100.00%
100.100.700.745.365	\$1,490.11	\$0.00	\$0.00	\$1,490.11	\$0.00	\$1,490.11
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.745.367	\$123.20	\$0.00	\$0.00	\$123.20	\$0.00	\$123.20
MEDICARE TAX						100.00%
100.100.700.745.368	\$203.66	\$0.00	\$0.00	\$203.66	\$0.00	\$203.66
SOCIAL SECURITY TAX						100.00%
100.100.700.745.426	\$23,000.00	\$0.00	\$0.00	\$23,000.00	\$0.00	\$23,000.00
TRACK TRANSPORTATION						100.00%
100.100.700.745.479	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
TRACK SUPPLIES AND MATERIALS						100.00%
100.100.700.750.316	\$7,881.80	\$0.00	\$0.00	\$7,881.80	\$0.00	\$7,881.80
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.750.329	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$420.00	\$780.00
SUBSTITUTES/TEMPORARIES						65.00%
100.100.700.750.363	\$39.65	\$0.00	\$0.00	\$39.65	\$0.00	\$39.65
WORKERS COMPENSATION						100.00%
100.100.700.750.365	\$2,253.40	\$0.00	\$0.00	\$2,253.40	\$0.00	\$2,253.40
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.750.367	\$131.69	\$0.00	\$0.00	\$131.69	\$0.00	\$131.69
MEDICARE TAX						100.00%
100.100.700.750.368	\$74.40	\$0.00	\$0.00	\$74.40	\$0.00	\$74.40
SOCIAL SECURITY TAX						100.00%
100.100.700.750.426	\$22,000.00	\$0.00	\$0.00	\$22,000.00	\$0.00	\$22,000.00
BASEBALL TRANSPORTATION						100.00%
100.100.700.750.479	\$2,960.00	\$0.00	\$0.00	\$2,960.00	\$0.00	\$2,960.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
BASEBALL SUPPLIES AND MATERIALS						100.00%
100.100.700.760.316	\$2,294.00	\$0.00	\$0.00	\$2,294.00	\$0.00	\$2,294.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.760.363	\$10.02	\$0.00	\$0.00	\$10.02	\$0.00	\$10.02
WORKERS COMPENSATION						100.00%
100.100.700.760.365	\$655.86	\$0.00	\$0.00	\$655.86	\$0.00	\$655.86
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.760.367	\$33.26	\$0.00	\$0.00	\$33.26	\$0.00	\$33.26
MEDICARE TAX						100.00%
100.100.700.825.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.825.363	\$3.64	\$0.00	\$0.00	\$3.64	\$0.00	\$3.64
WORKERS COMPENSATION						100.00%
100.100.700.825.365	\$238.44	\$0.00	\$0.00	\$238.44	\$0.00	\$238.44
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.825.367	\$12.09	\$0.00	\$0.00	\$12.09	\$0.00	\$12.09
MEDICARE TAX						100.00%
100.100.700.825.426	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00
STUDENT GOVT TRANSPORTATION						100.00%
100.100.700.835.316	\$1,529.00	\$0.00	\$0.00	\$1,529.00	\$0.00	\$1,529.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.835.363	\$6.67	\$0.00	\$0.00	\$6.67	\$0.00	\$6.67
WORKERS COMPENSATION						100.00%
100.100.700.835.365	\$437.14	\$0.00	\$0.00	\$437.14	\$0.00	\$437.14
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.835.367	\$22.17	\$0.00	\$0.00	\$22.17	\$0.00	\$22.17
MEDICARE TAX						100.00%
100.100.700.840.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.100.700.840.363	\$2.62	\$0.00	\$0.00	\$2.62	\$0.00	\$2.62
WORKERS COMPENSATION						100.00%
100.100.700.840.367	\$8.70	\$0.00	\$0.00	\$8.70	\$0.00	\$8.70
MEDICARE TAX						100.00%
100.100.700.840.368	\$37.20	\$0.00	\$0.00	\$37.20	\$0.00	\$37.20
SOCIAL SECURITY TAX						100.00%
100.100.700.840.421	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
ARTFEST TRANSPORTATION						100.00%
100.100.700.845.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.845.363	\$3.64	\$0.00	\$0.00	\$3.64	\$0.00	\$3.64
WORKERS COMPENSATION						100.00%
100.100.700.845.365	\$238.44	\$0.00	\$0.00	\$238.44	\$0.00	\$238.44
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.845.367	\$12.09	\$0.00	\$0.00	\$12.09	\$0.00	\$12.09
MEDICARE TAX						100.00%
100.100.700.870.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.100.700.870.363	\$3.64	\$0.00	\$0.00	\$3.64	\$0.00	\$3.64
WORKERS COMPENSATION						100.00%
100.100.700.870.365	\$238.44	\$0.00	\$0.00	\$238.44	\$0.00	\$238.44
RETIREMENT CONTRIBUTION-TRS						100.00%
100.100.700.870.367	\$12.09	\$0.00	\$0.00	\$12.09	\$0.00	\$12.09
MEDICARE TAX						100.00%
100.200.100.000.314	\$0.00	\$25.00	\$25.00	(\$25.00)	\$275.00	(\$300.00)
CERT DIRECTOR/COORD/MANAGER						0.00%
100.200.100.000.315	\$552,463.88	\$0.00	\$0.00	\$552,463.88	\$1,475.03	\$550,988.85
CERTIFICATED TEACHER						99.73%
100.200.100.000.323	\$28,341.50	\$0.00	\$0.00	\$28,341.50	\$0.00	\$28,341.50
AIDES						100.00%
100.200.100.000.329	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$129,564.00	(\$120,564.00)
SUBSTITUTES/TEMPORARIES						-1339.60%
100.200.100.000.363	\$2,574.50	\$0.11	\$0.11	\$2,574.39	\$0.00	\$2,574.39
WORKERS COMPENSATION						100.00%
100.200.100.000.364	\$177,503.04	\$0.00	\$0.00	\$177,503.04	\$0.00	\$177,503.04
INSURANCE-HEALTH/LIFE						100.00%
100.200.100.000.365	\$171,648.57	\$0.00	\$0.00	\$171,648.57	\$0.00	\$171,648.57
RETIREMENT CONTRIBUTION-TRS						100.00%
100.200.100.000.366	\$8,029.15	\$0.00	\$0.00	\$8,029.15	\$0.00	\$8,029.15
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.100.000.367	\$8,552.18	\$0.36	\$0.36	\$8,551.82	\$0.00	\$8,551.82
MEDICARE TAX						100.00%
100.200.100.000.368	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SOCIAL SECURITY TAX						100.00%
100.200.100.000.369	\$5,266.60	\$0.00	\$0.00	\$5,266.60	\$0.00	\$5,266.60
OTHER EMPLOYEE BENEFITS						100.00%
100.200.100.000.451	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
MS GENERAL TEACHING SUPPLIES						100.00%
100.200.100.000.474	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
MS CURRICULUM ADOPTION						100.00%
100.200.100.000.476	\$7,298.75	\$7,644.94	\$7,644.94	(\$346.19)	\$0.00	(\$346.19)
MS COPIER SUPPLIES						-4.74%
100.200.100.000.479	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
MS TEACHER OTHER SUPPLIES AND MATERIALS						100.00%
100.200.100.401.451	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00
MS ENGLISH SUPPLIES						100.00%
100.200.100.402.451	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
MS MATH SUPPLIES						100.00%
100.200.100.403.451	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
MS SCIENCE SUPPLIES						100.00%
100.200.100.404.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS SOCIAL STUDIES SUPPLIES						100.00%
100.200.100.407.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
MS PE TEACHING SUPPLIES						100.00%
100.200.100.408.451	\$700.00	\$583.38	\$583.38	\$116.62	\$0.00	\$116.62
MS MUSIC SUPPLIES						16.66%
100.200.100.419.451	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
MS ROBOTICS						100.00%
100.200.100.421.451	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00
MS ART/JEWELRY/PHOTO SUPPLIES						100.00%
100.200.200.000.315	\$58,490.66	\$0.00	\$0.00	\$58,490.66	\$264.99	\$58,225.67
CERTIFICATED TEACHER						99.55%
100.200.200.000.323	\$104,032.66	\$0.00	\$0.00	\$104,032.66	\$0.00	\$104,032.66
AIDES						100.00%
100.200.200.000.329	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
SUBSTITUTES/TEMPORARIES						100.00%
100.200.200.000.363	\$729.06	\$0.00	\$0.00	\$729.06	\$0.00	\$729.06
WORKERS COMPENSATION						100.00%
100.200.200.000.364	\$59,145.76	\$0.00	\$0.00	\$59,145.76	\$0.00	\$59,145.76

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
INSURANCE-HEALTH/LIFE						100.00%
100.200.200.000.365	\$18,085.45	\$0.00	\$0.00	\$18,085.45	\$0.00	\$18,085.45
RETIREMENT CONTRIBUTION-TRS						100.00%
100.200.200.000.366	\$29,472.46	\$0.00	\$0.00	\$29,472.46	\$0.00	\$29,472.46
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.200.000.367	\$2,421.84	\$0.00	\$0.00	\$2,421.84	\$0.00	\$2,421.84
MEDICARE TAX						100.00%
100.200.200.000.368	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
SOCIAL SECURITY TAX						100.00%
100.200.200.000.369	\$2,776.66	\$0.00	\$0.00	\$2,776.66	\$0.00	\$2,776.66
OTHER EMPLOYEE BENEFITS						100.00%
100.200.200.000.451	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
MS SPED SUPPLIES						100.00%
100.200.400.000.314	\$32,100.00	\$2,625.00	\$2,625.00	\$29,475.00	\$28,875.00	\$600.00
DEAN OF STUDENTS						1.87%
100.200.400.000.363	\$134.22	\$11.46	\$11.46	\$122.76	\$0.00	\$122.76
WORKERS COMPENSATION						91.46%
100.200.400.000.364	\$13,163.04	\$1,096.92	\$1,096.92	\$12,066.12	\$0.00	\$12,066.12
INSURANCE - HEALTH/LIFE						91.67%
100.200.400.000.365	\$9,446.00	\$329.70	\$329.70	\$9,116.30	\$0.00	\$9,116.30
RETIREMENT CONTRIBUTION-TRS						96.51%
100.200.400.000.367	\$445.88	\$38.06	\$38.06	\$407.82	\$0.00	\$407.82
MEDICARE TAX						91.46%
100.200.400.000.479	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.200.400.000.491	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
DUES AND FEES						100.00%
100.200.450.000.324	\$32,029.20	\$0.00	\$0.00	\$32,029.20	\$120,935.22	(\$88,906.02)
SUPPORT STAFF						-277.58%
100.200.450.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.200.450.000.363	\$144.17	\$0.00	\$0.00	\$144.17	\$0.00	\$144.17
WORKERS COMPENSATION						100.00%
100.200.450.000.364	\$34,371.84	\$0.00	\$0.00	\$34,371.84	\$0.00	\$34,371.84
INSURANCE-HEALTH/LIFE						100.00%
100.200.450.000.366	\$9,073.87	\$0.00	\$0.00	\$9,073.87	\$0.00	\$9,073.87

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.450.000.367	\$478.92	\$0.00	\$0.00	\$478.92	\$0.00	\$478.92
MEDICARE TAX						100.00%
100.200.450.000.368	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
SOCIAL SECURITY TAX						100.00%
100.200.450.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.200.450.000.433	\$1,545.00	\$71.79	\$71.79	\$1,473.21	\$0.00	\$1,473.21
COMMUNICATIONS						95.35%
100.200.450.000.434	\$100.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00
MS POSTAGE						0.00%
100.200.450.000.454	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
MS OFFICE SUPPLIES						100.00%
100.200.700.000.316	\$4,926.00	\$0.00	\$0.00	\$4,926.00	\$0.00	\$4,926.00
CERTIFICATED EXTRA DUTY PAY						100.00%
100.200.700.000.322	\$5,427.00	\$0.00	\$0.00	\$5,427.00	\$2,430.00	\$2,997.00
NON-CERT SPECIALIST/EXTRA DUTY						55.22%
100.200.700.000.329	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$1,220.00	\$2,780.00
SUBSTITUTES/TEMPORARIES						69.50%
100.200.700.000.363	\$62.65	\$0.00	\$0.00	\$62.65	\$0.00	\$62.65
WORKERS COMPENSATION						100.00%
100.200.700.000.365	\$1,543.32	\$0.00	\$0.00	\$1,543.32	\$0.00	\$1,543.32
RETIREMENT CONTRIBUTION-TRS						100.00%
100.200.700.000.366	\$1,537.47	\$0.00	\$0.00	\$1,537.47	\$0.00	\$1,537.47
RETIREMENT CONTRIBUTION-PERS						100.00%
100.200.700.000.367	\$208.12	\$0.00	\$0.00	\$208.12	\$0.00	\$208.12
MEDICARE TAX						100.00%
100.200.700.000.368	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00
SOCIAL SECURITY TAX						100.00%
100.200.700.000.426	\$30,700.00	\$0.00	\$0.00	\$30,700.00	\$0.00	\$30,700.00
MS ACTIVITIES STUDENT TRANSPORTATION						100.00%
100.200.700.000.479	\$4,000.00	\$120.00	\$120.00	\$3,880.00	\$1,156.44	\$2,723.56
MS ACTIVITIES SUPPLIES AND MATERIALS						68.09%
100.200.700.424.316	\$1,390.00	\$0.00	\$0.00	\$1,390.00	\$0.00	\$1,390.00
EXTRA DUTY - MS Yearbook						100.00%
100.200.700.424.363	\$6.29	\$0.00	\$0.00	\$6.29	\$0.00	\$6.29

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
WORKERS COMP						100.00%
100.200.700.424.365	\$411.69	\$0.00	\$0.00	\$411.69	\$0.00	\$411.69
RETIREMENT CONTRIBUTION TRS						100.00%
100.200.700.424.367	\$20.88	\$0.00	\$0.00	\$20.88	\$0.00	\$20.88
FICA MEDICARE						100.00%
100.200.700.825.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
EXTRA DUTY - MS Student Government						100.00%
100.200.700.825.363	\$3.77	\$0.00	\$0.00	\$3.77	\$0.00	\$3.77
WORKERS COMP						100.00%
100.200.700.825.365	\$247.02	\$0.00	\$0.00	\$247.02	\$0.00	\$247.02
RETIREMENT CONTRIBUTION TRS						100.00%
100.200.700.825.367	\$12.53	\$0.00	\$0.00	\$12.53	\$0.00	\$12.53
FICA MEDICARE						100.00%
100.300.100.000.315	\$1,127,733.72	\$0.00	\$0.00	\$1,127,733.72	\$10,039.42	\$1,117,694.30
CERTIFICATED TEACHER						99.11%
100.300.100.000.323	\$57,241.02	\$0.00	\$0.00	\$57,241.02	\$0.00	\$57,241.02
AIDES						100.00%
100.300.100.000.329	\$34,541.56	\$0.00	\$0.00	\$34,541.56	\$23,010.00	\$11,531.56
SUBSTITUTES/TEMPORARIES						33.38%
100.300.100.000.363	\$5,323.19	\$0.00	\$0.00	\$5,323.19	\$0.00	\$5,323.19
WORKERS COMPENSATION						100.00%
100.300.100.000.364	\$377,201.92	\$0.00	\$0.00	\$377,201.92	\$0.00	\$377,201.92
INSURANCE-HEALTH/LIFE						100.00%
100.300.100.000.365	\$350,921.60	\$0.00	\$0.00	\$350,921.60	\$0.00	\$350,921.60
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.100.000.366	\$16,216.38	\$0.00	\$0.00	\$16,216.38	\$0.00	\$16,216.38
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.100.000.367	\$17,682.99	\$0.00	\$0.00	\$17,682.99	\$0.00	\$17,682.99
MEDICARE TAX						100.00%
100.300.100.000.368	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
SOCIAL SECURITY TAX						100.00%
100.300.100.000.369	\$12,033.20	\$0.00	\$0.00	\$12,033.20	\$0.00	\$12,033.20
OTHER EMPLOYEE BENEFITS						100.00%
100.300.100.000.410	\$200.00	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00
PROFESSIONAL & TECH SERVICES						100.00%
100.300.100.000.451	\$18,000.00	\$0.00	\$0.00	\$18,000.00	\$0.00	\$18,000.00

Petersburg School District

**Expenditure Budget Balance Report**

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
ES GENERAL TEACHING SUPPLIES						100.00%
100.300.100.000.454	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
ES GENERAL OFFICE SUPPLIES						100.00%
100.300.100.000.474	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
CURRICULUM ADOPTION						100.00%
100.300.100.000.476	\$13,198.13	\$11,980.66	\$11,980.66	\$1,217.47	\$0.00	\$1,217.47
COPIER SUPPLIES						9.22%
100.300.100.000.479	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
ES TEACHER OTHER SUPPLIES AND MATERIALS						100.00%
100.300.100.408.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES MUSIC SUPPLIES						100.00%
100.300.100.411.451	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
ES READING TEACHING SUPPLIES						100.00%
100.300.100.421.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES ART TEACHING SUPPLIES						100.00%
100.300.100.427.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
PRESCHOOL TEACHING SUPPLIES						100.00%
100.300.100.428.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
KINDER TEACHING SUPPLIES						100.00%
100.300.100.429.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
KINDER WILLIS SUPPLIES						100.00%
100.300.100.430.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
1ST NORMAN SUPPLIES						100.00%
100.300.100.431.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
1ST MULLEN SUPPLIES						100.00%
100.300.100.432.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2ND BELL SUPPLIES						100.00%
100.300.100.433.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
2ND HOFACRE SUPPLIES						100.00%
100.300.100.434.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
3RD MARTIN SUPPLIES						100.00%
100.300.100.435.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
3RD MIDKIFF SUPPLIES						100.00%
100.300.100.436.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
4TH PAULSON SUPPLIES						100.00%
100.300.100.437.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
4TH WILLIAMS SUPPLIES						100.00%
100.300.100.438.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
5TH PENNINGTON SUPPLIES						100.00%
100.300.100.439.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
5TH MILLER SUPPLIES						100.00%
100.300.100.440.451	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
ES SWIM/PE SUPPLIES						100.00%
100.300.200.000.315	\$319,293.98	\$0.00	\$0.00	\$319,293.98	\$276.66	\$319,017.32
CERTIFICATED TEACHER						99.91%
100.300.200.000.323	\$303,495.48	\$0.00	\$0.00	\$303,495.48	\$0.00	\$303,495.48
AIDES						100.00%
100.300.200.000.329	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.200.000.363	\$2,757.76	\$0.00	\$0.00	\$2,757.76	\$0.00	\$2,757.76
WORKERS COMPENSATION						100.00%
100.300.200.000.364	\$208,276.64	\$0.00	\$0.00	\$208,276.64	\$0.00	\$208,276.64
INSURANCE-HEALTH/LIFE						100.00%
100.300.200.000.365	\$99,555.14	\$0.00	\$0.00	\$99,555.14	\$0.00	\$99,555.14
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.200.000.366	\$85,980.27	\$0.00	\$0.00	\$85,980.27	\$0.00	\$85,980.27
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.200.000.367	\$9,160.95	\$0.00	\$0.00	\$9,160.95	\$0.00	\$9,160.95
MEDICARE TAX						100.00%
100.300.200.000.368	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
SOCIAL SECURITY TAX						100.00%
100.300.200.000.369	\$6,383.30	\$0.00	\$0.00	\$6,383.30	\$0.00	\$6,383.30
OTHER EMPLOYEE BENEFITS						100.00%
100.300.200.201.451	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
ES SPEAD SUPPLIES - PRIMARY						100.00%
100.300.200.202.451	\$750.00	\$0.00	\$0.00	\$750.00	\$0.00	\$750.00
ES SPEAD SUPPLIES - INTERMEDIATE						100.00%
100.300.200.203.451	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
ES SPEAD SUPPLIES - SLP						100.00%
100.300.300.000.315	\$78,279.00	\$0.00	\$0.00	\$78,279.00	\$0.00	\$78,279.00
CERTIFICATED TEACHER						100.00%
100.300.300.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUBSTITUTES/TEMPORARIES						100.00%
100.300.300.000.363	\$346.05	\$0.00	\$0.00	\$346.05	\$0.00	\$346.05
WORKERS COMPENSATION						100.00%
100.300.300.000.364	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
INSURANCE-HEALTH/LIFE						100.00%
100.300.300.000.365	\$24,524.81	\$0.00	\$0.00	\$24,524.81	\$0.00	\$24,524.81
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.300.000.367	\$1,149.55	\$0.00	\$0.00	\$1,149.55	\$0.00	\$1,149.55
MEDICARE TAX						100.00%
100.300.300.000.368	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
SOCIAL SECURITY TAX						100.00%
100.300.300.000.451	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
COUNSELOR TEACHING SUPPLIES						100.00%
100.300.350.000.315	\$86,848.00	\$0.00	\$0.00	\$86,848.00	\$0.00	\$86,848.00
CERTIFICATED TEACHER						100.00%
100.300.350.000.329	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.350.000.363	\$380.12	\$0.00	\$0.00	\$380.12	\$0.00	\$380.12
WORKERS COMPENSATION						100.00%
100.300.350.000.364	\$11,484.48	\$0.00	\$0.00	\$11,484.48	\$0.00	\$11,484.48
INSURANCE-HEALTH/LIFE						100.00%
100.300.350.000.365	\$26,730.13	\$0.00	\$0.00	\$26,730.13	\$0.00	\$26,730.13
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.350.000.367	\$1,262.70	\$0.00	\$0.00	\$1,262.70	\$0.00	\$1,262.70
MEDICARE TAX						100.00%
100.300.350.000.368	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
SOCIAL SECURITY TAX						100.00%
100.300.350.000.451	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
LIBRARY TEACHING SUPPLIES						100.00%
100.300.350.000.472	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
LIBRARY BOOKS						100.00%
100.300.350.000.473	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
PERIODICALS						100.00%
100.300.350.000.479	\$4,000.00	\$579.62	\$579.62	\$3,420.38	\$131.67	\$3,288.71
OTHER SUPPLIES AND MATERIALS						82.22%
100.300.400.000.313	\$107,088.00	\$8,924.00	\$8,924.00	\$98,164.00	\$98,164.00	\$0.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
PRINCIPAL						0.00%
100.300.400.000.363	\$467.44	\$38.96	\$38.96	\$428.48	\$0.00	\$428.48
WORKERS COMPENSATION						91.67%
100.300.400.000.364	\$39,489.12	\$3,290.76	\$3,290.76	\$36,198.36	\$0.00	\$36,198.36
INSURANCE - HEALTH/LIFE						91.67%
100.300.400.000.365	\$33,362.69	\$1,114.57	\$1,114.57	\$32,248.12	\$0.00	\$32,248.12
RETIREMENT CONTRIBUTION-TRS						96.66%
100.300.400.000.367	\$1,552.78	\$129.40	\$129.40	\$1,423.38	\$0.00	\$1,423.38
MEDICARE TAX						91.67%
100.300.400.000.421	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00
STAFF TRANSPORTATION						100.00%
100.300.400.000.479	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00
ES PRINCIPAL SUPPLIES AND MATERIALS						100.00%
100.300.400.000.491	\$650.00	\$0.00	\$0.00	\$650.00	\$0.00	\$650.00
DUES AND FEES						100.00%
100.300.450.000.324	\$45,542.80	\$0.00	\$0.00	\$45,542.80	\$45,098.48	\$444.32
SUPPORT STAFF						0.98%
100.300.450.000.329	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
SUBSTITUTES/TEMPORARIES						100.00%
100.300.450.000.363	\$202.29	\$0.00	\$0.00	\$202.29	\$0.00	\$202.29
WORKERS COMPENSATION						100.00%
100.300.450.000.364	\$35,101.44	\$0.00	\$0.00	\$35,101.44	\$0.00	\$35,101.44
INSURANCE-HEALTH/LIFE						100.00%
100.300.450.000.366	\$12,902.28	\$0.00	\$0.00	\$12,902.28	\$0.00	\$12,902.28
RETIREMENT CONTRIBUTION-PERS						100.00%
100.300.450.000.367	\$671.97	\$0.00	\$0.00	\$671.97	\$0.00	\$671.97
MEDICARE TAX						100.00%
100.300.450.000.368	\$30.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
SOCIAL SECURITY TAX						100.00%
100.300.450.000.410	\$2,400.00	\$0.00	\$0.00	\$2,400.00	\$0.00	\$2,400.00
PROFESSIONAL & TECH SERVICES						100.00%
100.300.450.000.433	\$2,266.00	\$62.26	\$62.26	\$2,203.74	\$0.00	\$2,203.74
COMMUNICATIONS						97.25%
100.300.450.000.434	\$150.00	\$0.00	\$0.00	\$150.00	\$150.00	\$0.00
POSTAGE						0.00%
100.300.450.000.454	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
OFFICE SUPPLIES						100.00%
100.300.700.424.322	\$1,390.00	\$0.00	\$0.00	\$1,390.00	\$0.00	\$1,390.00
EXTRA DUTY - ES Yearbook						100.00%
100.300.700.424.363	\$6.07	\$0.00	\$0.00	\$6.07	\$0.00	\$6.07
WORKERS COMPENSATION						100.00%
100.300.700.424.366	\$371.96	\$0.00	\$0.00	\$371.96	\$0.00	\$371.96
RETIREMENT CONTRIBUTION PERS						100.00%
100.300.700.424.367	\$20.16	\$0.00	\$0.00	\$20.16	\$0.00	\$20.16
MEDICARE TAX						100.00%
100.300.700.825.316	\$834.00	\$0.00	\$0.00	\$834.00	\$0.00	\$834.00
EXTRA DUTY - ES Student Govt						100.00%
100.300.700.825.363	\$3.64	\$0.00	\$0.00	\$3.64	\$0.00	\$3.64
WORKERS COMPENSATION						100.00%
100.300.700.825.365	\$238.44	\$0.00	\$0.00	\$238.44	\$0.00	\$238.44
RETIREMENT CONTRIBUTION-TRS						100.00%
100.300.700.825.367	\$12.09	\$0.00	\$0.00	\$12.09	\$0.00	\$12.09
MEDICARE TAX						100.00%
100.500.100.000.315	(\$87,712.50)	\$0.00	\$0.00	(\$87,712.50)	\$0.00	(\$87,712.50)
CERTIFICATED TEACHER						100.00%
100.500.100.000.329	\$6,000.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$6,000.00
SUBSTITUTES/TEMPORARIES						100.00%
100.500.100.000.362	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00
UNEMPLOYMENT INSURANCE						100.00%
100.500.100.000.363	(\$356.68)	\$0.00	\$0.00	(\$356.68)	\$0.00	(\$356.68)
WORKERS COMPENSATION						100.00%
100.500.100.000.365	(\$5,480.33)	\$0.00	\$0.00	(\$5,480.33)	\$0.00	(\$5,480.33)
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.100.000.367	(\$1,184.83)	\$0.00	\$0.00	(\$1,184.83)	\$0.00	(\$1,184.83)
MEDICARE TAX						100.00%
100.500.100.000.368	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00
SOCIAL SECURITY TAX						100.00%
100.500.100.000.369	\$7,000.00	\$6,070.30	\$6,070.30	\$929.70	\$0.00	\$929.70
OTHER EMPLOYEE BENEFITS						13.28%
100.500.100.000.410	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
PROFESSIONAL & TECH SERVICES						100.00%
100.500.100.000.474	\$40,000.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$40,000.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
DISTRICT WIDE CURRICULUM						100.00%
100.500.100.000.475	\$35,735.00	\$15,384.05	\$15,384.05	\$20,350.95	\$1,087.50	\$19,263.45
INSTRUCTIONAL SUBSCRIPTIONS						53.91%
100.500.200.000.315	\$43,851.51	\$4,441.67	\$4,441.67	\$39,409.84	\$50,342.25	(\$10,932.41)
CERTIFICATED TEACHER						-24.93%
100.500.200.000.363	\$191.41	\$19.39	\$19.39	\$172.02	\$0.00	\$172.02
WORKERS COMPENSATION						89.87%
100.500.200.000.364	\$21,938.40	\$1,790.20	\$1,790.20	\$20,148.20	\$0.00	\$20,148.20
INSURANCE-HEALTH/LIFE						91.84%
100.500.200.000.365	\$23,847.53	\$554.75	\$554.75	\$23,292.78	\$0.00	\$23,292.78
RETIREMENT CONTRIBUTION-TRS						97.67%
100.500.200.000.367	\$635.85	\$64.40	\$64.40	\$571.45	\$0.00	\$571.45
MEDICARE TAX						89.87%
100.500.200.000.418	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
OTHER PROFESSIONAL SERVICES						100.00%
100.500.200.000.421	\$4,500.00	\$0.00	\$0.00	\$4,500.00	\$0.00	\$4,500.00
STAFF TRANSPORTATION						100.00%
100.500.200.000.426	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
SPED STUDENT TRANSPORTATION						100.00%
100.500.200.000.440	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00
PURCHASED SERVICES						100.00%
100.500.200.000.451	\$1,000.00	\$236.20	\$236.20	\$763.80	\$0.00	\$763.80
DISTRICT WIDE SPED SUPPLIES						76.38%
100.500.200.000.476	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
SPED COPIER SUPPLIES						100.00%
100.500.200.000.491	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
DW SPED DUES AND FEES						100.00%
100.500.300.000.365	\$4,179.82	\$0.00	\$0.00	\$4,179.82	\$0.00	\$4,179.82
RETIREMENT CONTRIBUTION-TRS						100.00%
100.500.300.000.366	\$11,888.48	\$0.00	\$0.00	\$11,888.48	\$0.00	\$11,888.48
RETIREMENT CONTRIBUTION-PERS						100.00%
100.500.300.000.450	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
DW TESTING SUPPLIES						100.00%
100.500.330.000.418	\$78,000.00	\$3,000.00	\$3,000.00	\$75,000.00	\$0.00	\$75,000.00
STUDENT HEALTH SRVCS						96.15%
100.500.330.000.450	\$2,600.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$2,600.00

## Petersburg School District

### Expenditure Budget Balance Report

 Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
STUDENT HEALTH SVCS SUPPLIES & MATERIALS						100.00%
100.500.350.000.316	\$6,600.00	\$0.00	\$0.00	\$6,600.00	\$0.00	\$6,600.00
CERTIFIED EXTRA DUTY PAY						100.00%
100.500.350.000.318	\$106,620.00	\$8,885.00	\$8,885.00	\$97,735.00	\$97,735.00	\$0.00
CERTIFICATED SPECIALISTS						0.00%
100.500.350.000.324	\$52,579.20	\$3,919.04	\$3,919.04	\$48,660.16	\$48,130.96	\$529.20
SUPPORT STAFF						1.01%
100.500.350.000.329	\$8,000.00	\$836.25	\$836.25	\$7,163.75	\$10,302.00	(\$3,138.25)
SUBSTITUTES/TEMPORARIES						-39.23%
100.500.350.000.363	\$758.63	\$59.52	\$59.52	\$699.11	\$0.00	\$699.11
WORKERS COMPENSATION						92.15%
100.500.350.000.364	\$55,361.28	\$4,613.44	\$4,613.44	\$50,747.84	\$0.00	\$50,747.84
INSURANCE-HEALTH/LIFE						91.67%
100.500.350.000.365	\$34,964.28	\$1,099.00	\$1,099.00	\$33,865.28	\$0.00	\$33,865.28
RETIREMENT CONTRIBUTION-TRS						96.86%
100.500.350.000.366	\$14,725.70	\$851.19	\$851.19	\$13,874.51	\$0.00	\$13,874.51
RETIREMENT CONTRIBUTION-PERS						94.22%
100.500.350.000.367	\$2,520.09	\$194.32	\$194.32	\$2,325.77	\$0.00	\$2,325.77
MEDICARE TAX						92.29%
100.500.350.000.368	\$450.00	\$51.85	\$51.85	\$398.15	\$0.00	\$398.15
SOCIAL SECURITY TAX						88.48%
100.500.350.000.369	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.500.350.000.410	\$3,700.00	\$2,375.00	\$2,375.00	\$1,325.00	\$0.00	\$1,325.00
DW PROFESSIONAL SERVICES						35.81%
100.500.350.000.417	\$43,291.50	\$0.00	\$0.00	\$43,291.50	\$41,230.00	\$2,061.50
TECHNOLOGY SUPPORT						4.76%
100.500.350.000.421	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
STAFF TRANSPORTATION						100.00%
100.500.350.000.433	\$123,600.00	\$399.66	\$399.66	\$123,200.34	\$110,148.00	\$13,052.34
COMMUNICATIONS						10.56%
100.500.350.000.440	\$84,583.00	\$10,225.48	\$10,225.48	\$74,357.52	\$37,986.38	\$36,371.14
PURCHASED SERVICES						43.00%
100.500.350.000.446	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$0.00	\$9,000.00
PROPERTY INSURANCE						100.00%
100.500.350.000.450	\$20,900.00	\$13,871.69	\$13,871.69	\$7,028.31	\$5,013.51	\$2,014.80

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
TEACHER TOOL SUBSCRIPTIONS						9.64%
100.500.350.000.475	\$75,000.00	\$1,157.82	\$1,157.82	\$73,842.18	\$9,007.94	\$64,834.24
TECHNOLOGY SUPPLIES						86.45%
100.500.350.000.476	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
DW COPIER SUPPLIES						100.00%
100.500.350.000.479	\$950.00	\$0.00	\$0.00	\$950.00	\$0.00	\$950.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.500.600.000.321	\$86,600.00	\$7,266.67	\$7,266.67	\$79,333.33	\$79,933.33	(\$600.00)
NON-CERT DIRECTOR/COORD/MANAGR						-0.69%
100.500.600.000.324	\$58,375.83	\$4,044.00	\$4,044.00	\$54,331.83	\$49,980.00	\$4,351.83
SUPPORT STAFF						7.45%
100.500.600.000.325	\$143,940.47	\$10,699.22	\$10,699.22	\$133,241.25	\$135,086.07	(\$1,844.82)
MAINTENANCE/CUSTODIAL						-1.28%
100.500.600.000.329	\$12,000.00	\$815.00	\$815.00	\$11,185.00	\$4,760.00	\$6,425.00
SUBSTITUTES/TEMPORARIES						53.54%
100.500.600.000.363	\$7,049.27	\$552.00	\$552.00	\$6,497.27	\$0.00	\$6,497.27
WORKERS COMPENSATION						92.17%
100.500.600.000.364	\$38,619.65	\$2,644.08	\$2,644.08	\$35,975.57	\$8,250.00	\$27,725.57
INSURANCE-HEALTH/LIFE						71.79%
100.500.600.000.366	\$81,510.03	\$4,820.17	\$4,820.17	\$76,689.86	\$0.00	\$76,689.86
RETIREMENT CONTRIBUTION-PERS						94.09%
100.500.600.000.367	\$4,363.29	\$334.99	\$334.99	\$4,028.30	\$0.00	\$4,028.30
MEDICARE TAX						92.32%
100.500.600.000.368	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
SOCIAL SECURITY TAX						100.00%
100.500.600.000.369	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
OTHER EMPLOYEE BENEFITS						100.00%
100.500.600.000.418	\$18,000.00	\$3,641.00	\$3,641.00	\$14,359.00	\$220.00	\$14,139.00
OTHER PROFESSIONAL SERVICES						78.55%
100.500.600.000.421	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00
STAFF TRANSPORTATION						100.00%
100.500.600.000.431	\$31,827.00	\$2,591.30	\$2,591.30	\$29,235.70	\$0.00	\$29,235.70
WATER AND SEWER						91.86%
100.500.600.000.432	\$42,436.00	\$4,945.76	\$4,945.76	\$37,490.24	\$0.00	\$37,490.24
GARBAGE						88.35%
100.500.600.000.433	\$1,030.00	\$0.00	\$0.00	\$1,030.00	\$0.00	\$1,030.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
COMMUNICATIONS						100.00%
100.500.600.000.436	\$239,600.00	\$6,488.46	\$6,488.46	\$233,111.54	\$0.00	\$233,111.54
ENERGY - ELECTRICITY						97.29%
100.500.600.000.438	\$340,000.00	\$15,764.74	\$15,764.74	\$324,235.26	\$0.00	\$324,235.26
ENERGY - HEATING OIL						95.36%
100.500.600.000.440	\$35,000.00	\$279.00	\$279.00	\$34,721.00	\$837.00	\$33,884.00
PURCHASED SERVICES						96.81%
100.500.600.000.441	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00
RENTAL/LEASE						100.00%
100.500.600.000.446	\$137,938.17	\$148,938.17	\$148,938.17	(\$11,000.00)	\$0.00	(\$11,000.00)
PROPERTY INSURANCE						-7.97%
100.500.600.000.452	\$55,000.00	\$1,115.18	\$1,115.18	\$53,884.82	\$4,038.82	\$49,846.00
MAINTENANCE/CONSTR SUPPLIES						90.63%
100.500.600.000.453	\$27,000.00	\$65.46	\$65.46	\$26,934.54	\$1,934.54	\$25,000.00
JANITORIAL SUPPLIES						92.59%
100.500.600.000.457	\$10,500.00	\$0.00	\$0.00	\$10,500.00	\$0.00	\$10,500.00
SMALL TOOLS AND EQUIPMENT						100.00%
100.500.600.000.458	\$7,210.00	\$57.05	\$57.05	\$7,152.95	\$0.00	\$7,152.95
VEHICLE GAS AND OIL						99.21%
100.500.600.000.479	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
MAINTENANCE OTHER SUPPLIES AND MATERIALS						100.00%
100.500.600.000.491	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
DUES AND FEES						100.00%
100.500.600.000.510	\$18,000.00	\$2,040.17	\$2,040.17	\$15,959.83	\$15,682.14	\$277.69
EQUIPMENT						1.54%
100.500.700.000.314	\$57,750.00	\$4,837.50	\$4,837.50	\$52,912.50	\$53,212.50	(\$300.00)
CERT DIRECTOR/COORD/MANAGER						-0.52%
100.500.700.000.322	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
NON-CERT SPECIALIST/EXTRA DUTY						100.00%
100.500.700.000.363	\$262.99	\$21.12	\$21.12	\$241.87	\$0.00	\$241.87
WORKERS COMPENSATION						91.97%
100.500.700.000.364	\$24,132.24	\$2,011.02	\$2,011.02	\$22,121.22	\$0.00	\$22,121.22
INSURANCE-HEALTH/LIFE						91.67%
100.500.700.000.365	\$18,093.08	\$604.45	\$604.45	\$17,488.63	\$0.00	\$17,488.63
RETIREMENT CONTRIBUTION-TRS						96.66%
100.500.700.000.366	\$708.25	\$0.00	\$0.00	\$708.25	\$0.00	\$708.25

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
RETIREMENT CONTRIBUTION-PERS						100.00%
100.500.700.000.367	\$873.63	\$70.14	\$70.14	\$803.49	\$0.00	\$803.49
MEDICARE TAX						91.97%
100.600.510.000.311	\$156,620.00	\$13,051.67	\$13,051.67	\$143,568.33	\$143,568.33	\$0.00
SUPERINTENDENT						0.00%
100.600.510.000.324	\$85,000.00	\$7,133.33	\$7,133.33	\$77,866.67	\$78,466.67	(\$600.00)
SUPPORT STAFF						-0.71%
100.600.510.000.329	\$600.00	\$0.00	\$0.00	\$600.00	\$0.00	\$600.00
SUBSTITUTES/TEMPORARIES						100.00%
100.600.510.000.363	\$1,057.29	\$90.35	\$90.35	\$966.94	\$0.00	\$966.94
WORKERS COMPENSATION						91.45%
100.600.510.000.364	\$50,056.80	\$4,171.40	\$4,171.40	\$45,885.40	\$5,665.00	\$40,220.40
INSURANCE-HEALTH/LIFE						80.35%
100.600.510.000.365	\$48,561.50	\$1,622.33	\$1,622.33	\$46,939.17	\$0.00	\$46,939.17
RETIREMENT CONTRIBUTION-TRS						96.66%
100.600.510.000.366	\$24,080.50	\$1,558.33	\$1,558.33	\$22,522.17	\$0.00	\$22,522.17
RETIREMENT CONTRIBUTION-PERS						93.53%
100.600.510.000.367	\$3,512.19	\$300.15	\$300.15	\$3,212.04	\$0.00	\$3,212.04
MEDICARE TAX						91.45%
100.600.510.000.368	\$10.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
SOCIAL SECURITY TAX						100.00%
100.600.510.000.414	\$12,000.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$12,000.00
LEGAL SERVICES						100.00%
100.600.510.000.418	\$6,865.00	\$4,400.00	\$4,400.00	\$2,465.00	\$0.00	\$2,465.00
OTHER PROFESSIONAL SERVICES						35.91%
100.600.510.000.421	\$11,000.00	\$258.00	\$258.00	\$10,742.00	\$2,894.07	\$7,847.93
STAFF TRANSPORTATION						71.34%
100.600.510.000.433	\$775.00	\$62.26	\$62.26	\$712.74	\$0.00	\$712.74
COMMUNICATIONS						91.97%
100.600.510.000.434	\$750.00	\$6.84	\$6.84	\$743.16	\$693.16	\$50.00
POSTAGE						6.67%
100.600.510.000.454	\$500.00	\$0.00	\$0.00	\$500.00	\$21.99	\$478.01
OFFICE SUPPLIES						95.60%
100.600.510.000.476	\$3,899.37	\$3,733.62	\$3,733.62	\$165.75	\$0.00	\$165.75
COPIER SUPPLIES						4.25%
100.600.510.000.479	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
SUPERINTENDENT OTHER SUPPLIES AND MATERIALS						100.00%
100.600.510.000.491	\$16,485.00	\$5,985.00	\$5,985.00	\$10,500.00	\$0.00	\$10,500.00
DUES AND FEES						63.69%
100.600.511.000.418	\$7,225.00	\$0.00	\$0.00	\$7,225.00	\$0.00	\$7,225.00
BOARD - OTHER PROFESSIONAL SERVICES						100.00%
100.600.511.000.421	\$6,500.00	\$0.00	\$0.00	\$6,500.00	\$0.00	\$6,500.00
BOARD- STAFF TRANSPORTATION						100.00%
100.600.511.000.454	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
COMMUNICATION MAILER/FLYER SUPPLIES						100.00%
100.600.511.000.479	\$4,800.00	\$0.00	\$0.00	\$4,800.00	\$0.00	\$4,800.00
BOE OTHER SUPPLIES AND MATERIALS						100.00%
100.600.511.000.490	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00
BOARD- OTHER EXPENSES						100.00%
100.600.511.000.491	\$8,895.00	\$0.00	\$0.00	\$8,895.00	\$0.00	\$8,895.00
BOARD - DUES AND FEES						100.00%
100.600.550.000.321	\$90,100.00	\$7,508.33	\$7,508.33	\$82,591.67	\$82,591.67	\$0.00
NON-CERT DIRECTOR/COORD/MANAGR						0.00%
100.600.550.000.324	\$35,197.50	\$2,498.70	\$2,498.70	\$32,698.80	\$32,219.27	\$479.53
SUPPORT STAFF						1.36%
100.600.550.000.363	\$546.92	\$43.68	\$43.68	\$503.24	\$0.00	\$503.24
WORKERS COMPENSATION						92.01%
100.600.550.000.364	\$29,516.40	\$2,459.70	\$2,459.70	\$27,056.70	\$0.00	\$27,056.70
INSURANCE-HEALTH/LIFE						91.67%
100.600.550.000.366	\$35,326.80	\$2,190.54	\$2,190.54	\$33,136.26	\$0.00	\$33,136.26
RETIREMENT CONTRIBUTION-PERS						93.80%
100.600.550.000.367	\$1,816.81	\$145.10	\$145.10	\$1,671.71	\$0.00	\$1,671.71
MEDICARE TAX						92.01%
100.600.550.000.412	\$78,000.00	\$20,000.00	\$20,000.00	\$58,000.00	\$0.00	\$58,000.00
AUDITING & ACCOUNTING SERVICES						74.36%
100.600.550.000.418	\$34,950.00	\$1,250.00	\$1,250.00	\$33,700.00	\$0.00	\$33,700.00
OTHER PROFESSIONAL SERVICES						96.42%
100.600.550.000.421	\$7,500.00	\$1,202.12	\$1,202.12	\$6,297.88	\$36.60	\$6,261.28
STAFF TRANSPORTATION						83.48%
100.600.550.000.447	\$86,050.21	\$81,185.59	\$81,185.59	\$4,864.62	\$0.00	\$4,864.62
LIABILITY INSURANCE						5.65%
100.600.550.000.454	\$700.00	\$0.00	\$0.00	\$700.00	\$0.00	\$700.00

Petersburg School District

Expenditure Budget Balance Report

Summary Only

From Date: 7/1/2025

To Date: 7/31/2025

Fiscal Year: 2025-2026

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
OFFICE SUPPLIES						100.00%
100.600.550.000.479	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
OTHER SUPPLIES AND MATERIALS						100.00%
100.600.550.000.491	\$10,000.00	\$64.30	\$64.30	\$9,935.70	\$0.00	\$9,935.70
DUES AND FEES						99.36%
100.600.550.000.495	(\$29,530.00)	\$0.00	\$0.00	(\$29,530.00)	\$0.00	(\$29,530.00)
INDIRECT COST RECOVERY						100.00%
Fund 100 Total:	\$11,219,521.07	\$528,195.39	\$528,195.39	\$10,691,325.68	\$1,831,475.39	\$8,859,850.29
						78.97%
Grand Total:	\$11,219,521.07	\$528,195.39	\$528,195.39	\$10,691,325.68	\$1,831,475.39	\$8,859,850.29
						78.97%

End of Report

Petersburg School District

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74475	07/09/2025	CF SERVICES - CYNTHIA FRY	\$258.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74476	07/09/2025	HEIDI CABRAL	\$198.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74477	07/09/2025	LJ ANSWERING & ALARM-01447	\$279.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74478	07/09/2025	MARCIA BRENNER ASSOCIATES, LLC	\$1,000.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74479	07/09/2025	RACHEL ETCHER-00843	\$318.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74480	07/09/2025	SHANNON BAIRD	\$258.00	1000	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74481	07/15/2025	AT&T MOBILITY-00004	\$658.23	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74482	07/15/2025	CF SERVICES - CYNTHIA FRY	\$218.19	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74483	07/15/2025	DEBORAH TICE-00679	\$318.00	1001	Printed	Expense	<input type="checkbox"/>		
74484	07/15/2025	DUSTIN CRUMP	\$318.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74485	07/15/2025	GAGGLE.NET INC	\$4,720.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74486	07/15/2025	HEIDI CABRAL	\$318.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74487	07/15/2025	JAIME CABRAL-01202	\$318.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74488	07/15/2025	KHAN ACADEMY, INC	\$7,240.00	1001	Printed	Expense	<input type="checkbox"/>		
74489	07/15/2025	LIMINEX, INC. DBA GOGUARDIAN	\$1,485.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74490	07/15/2025	OETC	\$1,276.00	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74491	07/15/2025	RING CENTRAL INC	\$2,681.52	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74492	07/15/2025	STEPHANIE PAWUK-02318	\$67.83	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74493	07/15/2025	UNUM LIFE INSURANCE COMPANY OF-02556	\$535.34	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74494	07/15/2025	US FOODS, INC.	\$1,499.84	1001	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74495	07/18/2025	AMPLIFY EDUCATION, INC.	\$10,462.00	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74496	07/18/2025	ASDN-00246	\$985.00	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74497	07/18/2025	BATTING CAGES INC	\$1,908.79	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	

Petersburg School District

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74498	07/18/2025	CYBERSOFT TECHNOLOGIES, INC	\$1,880.00	1003	Printed	Expense	<input type="checkbox"/>		
74499	07/18/2025	HMH EDUCATION COMPANY	\$2,375.00	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74500	07/18/2025	JAIME CABRAL-01202	\$820.46	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74501	07/18/2025	KELLEY CREATE	\$29,444.57	1003	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74502	07/22/2025	ALASKA MARINE LINES-00120	\$369.99	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74503	07/22/2025	CF SERVICES - CYNTHIA FRY	\$83.81	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74504	07/22/2025	EDPUZZLE, INC	\$1,518.00	1005	Printed	Expense	<input type="checkbox"/>		
74505	07/22/2025	HARBOR FOODSERVICE	\$1,117.12	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74506	07/22/2025	LIMINEX, INC. DBA GOGUARDIAN	\$8,872.20	1005	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74507	07/22/2025	THE CHARIOT GROUP, INC	\$1,244.60	1005	Printed	Expense	<input type="checkbox"/>		
74508	07/22/2025	WESTMARK BARANOF-02655	\$908.00	1005	Printed	Expense	<input type="checkbox"/>		
74509	07/25/2025	AFLAC-00068	\$846.31	1010	Printed	Expense	<input type="checkbox"/>		
74510	07/25/2025	ALASKA MARINE LINES-00120	\$609.41	1010	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74511	07/25/2025	COALITION FOR EDUCATION EQUITY, INC	\$5,000.00	1010	Printed	Expense	<input type="checkbox"/>		
74512	07/25/2025	PETERSBURG LUTHERAN CHURCH	\$750.00	1010	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74513	07/25/2025	PUBLIC EDUCATION HEALTH TRUST-01982	\$149,545.50	1010	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74514	07/25/2025	PETERSBURG LUTHERAN CHURCH	\$75.00	1011	Printed	Expense	<input type="checkbox"/>		
74515	07/25/2025	ROBYN TAYLOR	\$258.00	1011	Printed	Expense	<input checked="" type="checkbox"/>	07/31/2025	
74516	07/31/2025	APEA-00222	\$191.40	1012	Printed	Payroll Ded	<input type="checkbox"/>		
74517	07/31/2025	GREAT-WEST LIFE & ANNUITY	\$2,500.00	1012	Printed	Payroll Ded	<input type="checkbox"/>		
74518	07/31/2025	MINNESOTA CHILD SUPPORT PAYMENT CENTER	\$543.00	1012	Printed	Payroll Ded	<input type="checkbox"/>		
74519	07/31/2025	STATE OF ALASKA-02310	\$18,560.03	1015	Printed	Payroll Ded	<input type="checkbox"/>		

Petersburg School District

Reprint Check Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Check:

To Check:

From Voucher:

To Voucher:

Check Number	Date	Payee	Amount	Voucher	Status	Type	Cleared?	Clear Date	Void Date
74520	07/31/2025	STATE OF ALASKA-02310	\$12,386.05	1016	Printed	Payroll Ded	<input type="checkbox"/>		

Total Amount: \$277,219.19

End of Report

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

Account: XX3970

07/14/2025	FIRST BANK-00894	\$20.00	1002	Posted to G/L AP	<input type="checkbox"/>
07/14/2025	FIRST BANK-00894	\$14.00	1002	Posted to G/L AP	<input type="checkbox"/>
07/14/2025	REVTRAK INC.-02052	\$19.95	1002	Posted to G/L AP	<input type="checkbox"/>
07/14/2025	REVTRAK INC.-02052	\$10.35	1002	Posted to G/L AP	<input type="checkbox"/>
07/03/2025	FIRST BANK-00894	\$2,168.51	1004	Posted to G/L PR	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$59.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$69.98	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$19.06	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$34.49	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$40.25	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$98.50	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$36.12	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$23.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	-\$189.68	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$579.62	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$228.66	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$34.53	1006	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

07/30/2025	AMAZON.COM-00164	\$27.60	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$126.74	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$178.13	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$275.71	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$185.63	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$424.73	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$9.91	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$10.53	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$81.91	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$327.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$5.53	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$84.91	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$32.43	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$34.76	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$114.14	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$12.95	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$14.77	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$14.86	1006	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

07/30/2025	AMAZON.COM-00164	\$10.50	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$299.31	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$8.54	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$10.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$523.38	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$19.84	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$23.23	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$60.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$523.38	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$128.27	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$775.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$8.99	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	AMAZON.COM-00164	\$10.89	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	SCHOOL OUTFITTERS-02169	\$525.00	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	SCHOOL OUTFITTERS-02169	\$905.76	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	PETERSBURG BOROUGH-01881	\$2,591.30	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	PETERSBURG BOROUGH-01881	\$4,945.76	1006	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	PETERSBURG BOROUGH-01881	\$6,488.46	1006	Posted to G/L AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

Date	Description	Amount	Account	Posted to	AP	AP
07/30/2025	PETERSBURG BOROUGH-01881	\$57.05	1006	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	PETRO MARINE SERVICES-01909	\$15,764.74	1006	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	UNITED STATES POSTAL SERVICE-02544	\$7.54	1006	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$1,291.68	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	UNITED STATES POSTAL SERVICE-02544	\$6.84	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$968.76	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$1,619.35	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$924.92	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$925.70	1007	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	-\$13.51	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$496.03	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$496.03	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	STAPLES CONTRACT & COMMERCIAL LLC	\$779.80	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	STAPLES CONTRACT & COMMERCIAL LLC	\$389.90	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	STAPLES CONTRACT & COMMERCIAL LLC	\$389.90	1008	Posted to G/L	AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$20.00	1009	Posted to G/L	AP	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

07/30/2025	P-CARD PROGRAM-01850	\$154.00	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$128.47	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$17.58	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$48.99	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$399.99	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$84.27	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$63.97	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$178.92	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$38.99	1009	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	HAMMER & WIKAN-01038	\$65.46	1009	Posted to G/L AP	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$107.64	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$10,450.50	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$36.45	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$308.99	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$1,801.98	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$36.45	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$308.99	1013	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	EFTPS-00804	\$1,801.98	1013	Posted to G/L PR	<input type="checkbox"/>

Petersburg School District

Non-Check Batch Listing

Fiscal Year: 2025-2026

Criteria:

Bank Account: OPERATING ACCOUNT XX3970

From Date: 07/01/2025

To Date: 07/31/2025

From Voucher:

To Voucher:

07/31/2025	FIRST BANK-00894	\$95,411.81	1014	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	FIRST BANK-00894	\$2,200.00	1014	Posted to G/L PR	<input type="checkbox"/>
07/31/2025	FIRST BANK-00894	\$530.00	1014	Posted to G/L PR	<input type="checkbox"/>
07/30/2025	CBC CONSTRUCTION INC	\$333,925.00	1017	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	CBC CONSTRUCTION INC	\$247,127.49	1017	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$295.00	1018	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$120.00	1018	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$120.00	1018	Posted to G/L AP	<input type="checkbox"/>
07/30/2025	P-CARD PROGRAM-01850	\$31.65	1018	Posted to G/L AP	<input type="checkbox"/>

Total for Fund:

96

Total Amount:

\$743,005.49

Total Amount:

\$743,005.49

End of Report

Petersburg School District

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025

To: 7/31/2025

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.100.422.830 HS ART FUND BALANCE	112.49	.00	.00	112.49	.00	112.49
710.100.100.423.830 HS JEWELRY FUND BALANCE	949.59	.00	.00	949.59	.00	949.59
710.100.160.450.830 HS CULINARY ARTS FUND BALANCE	551.41	.00	.00	551.41	.00	551.41
710.100.200.475.830 HS SPED ACTIVITIES FUND BALANCE	1,172.76	.00	.00	1,172.76	.00	1,172.76
710.100.350.402.830 HS MATH FUND BALANCE	603.40	.00	.00	603.40	.00	603.40
710.100.350.415.830 HS LIBRARY FUND BALANCE	2,265.22	.00	.00	2,265.22	.00	2,265.22
710.100.350.418.830 HS GLACIER SURVEY FUND BALANCE	1,013.11	.00	.00	1,013.11	.00	1,013.11
710.100.350.460.830 HS SHOP FUND BALANCE	19,657.39	.00	.00	19,657.39	.00	19,657.39
710.100.350.480.830 HS TESTING FEES FUND BALANCE	286.72	.00	.00	286.72	.00	286.72
710.100.350.620.830 NATURAL HELPERS/GREEN DOT FUND BALANCE	1,227.91	.00	.00	1,227.91	.00	1,227.91
710.100.350.865.830 NATIONAL HONOR SOCIETY FUND BALANCE	469.87	.00	.00	469.87	.00	469.87
710.100.350.875.830 MARK FOSSE AWARD FUND BALANCE	193.60	.00	.00	193.60	.00	193.60
710.100.400.410.830 HS PRINCIPALS FUND BALANCE	808.44	.00	.00	808.44	.00	808.44
710.100.700.408.830 HS MUSIC FUND BALANCE	8,062.61	.00	.00	8,062.61	.00	8,062.61
710.100.700.409.830 HS JAZZ BAND FUND BALANCE	35.22	.00	.00	35.22	.00	35.22
710.100.700.414.830 HS DDF FUND BALANCE	20,778.73	.00	539.12	21,317.85	.00	21,317.85
710.100.700.424.830 HS YEARBOOK FUND BALANCE	(1,684.00)	.00	.00	(1,684.00)	.00	(1,684.00)
710.100.700.610.830 CLOSE UP FUND BALANCE	8,793.52	.00	(757.31)	8,036.21	(400.00)	7,636.21
710.100.700.625.830 TSUMANI BOWL FUND BALANCE	1,951.27	.00	.00	1,951.27	.00	1,951.27
710.100.700.710.830 HS CROSS COUNTRY FUND BALANCE	4,216.73	.00	.00	4,216.73	.00	4,216.73

Petersburg School District

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025

To: 7/31/2025

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.700.715.830 HS SWIM/DIVE TEAM FUND BALANCE	810.53	.00	.00	810.53	.00	810.53
710.100.700.720.830 HS VOLLEYBALL FUND BALANCE	(859.44)	.00	.00	(859.44)	.00	(859.44)
710.100.700.725.830 HS WRESTLING FUND BALANCE	1,190.91	.00	.00	1,190.91	.00	1,190.91
710.100.700.730.830 HS BOYS BASKETBALL FUND BALANCE	3,349.97	.00	.00	3,349.97	.00	3,349.97
710.100.700.735.830 HS GIRLS BASKETBALL FUND BALANCE	(11,099.58)	.00	.00	(11,099.58)	.00	(11,099.58)
710.100.700.740.830 HS CHEERLEADING FUND BALANCE	1,552.43	.00	.00	1,552.43	.00	1,552.43
710.100.700.745.830 HS TRACK FUND BALANCE	(4,127.17)	.00	.00	(4,127.17)	.00	(4,127.17)
710.100.700.746.830 TRACK FACILITIES FUND BALANCE	158.28	.00	.00	158.28	.00	158.28
710.100.700.750.830 HS BASEBALL FUND BALANCE	7,345.44	.00	(2,113.02)	5,232.42	.00	5,232.42
710.100.700.751.830 BASEBALL FIELD FUND BALANCE	251.00	.00	.00	251.00	.00	251.00
710.100.700.760.830 HS ESPORTS FUND BALANCE	.00	.00	.00	.00	.00	.00
710.100.700.765.830 HS SOFTBALL FUND BALANCE	440.52	.00	.00	440.52	.00	440.52
710.100.700.785.830 REGION V TOURNAMENTS FUND BALANCE	(10,737.96)	.00	.00	(10,737.96)	.00	(10,737.96)
710.100.700.810.830 VIKING STORE - ACTIVITIES FUND BALANCE	556.23	.00	.00	556.23	.00	556.23
710.100.700.825.830 STUDENT GOVERNMENT FUND BALANCE	9,330.65	.00	.00	9,330.65	.00	9,330.65
710.100.700.835.830 HS SCHOOL WIDE PLAY FUND BALANCE	3,671.31	.00	.00	3,671.31	.00	3,671.31
710.100.700.840.830 HS ARTFEST FUND BALANCE	5,105.12	.00	.00	5,105.12	.00	5,105.12
710.100.700.921.830 CLASS OF 2021 FUND BALANCE	83.18	.00	.00	83.18	.00	83.18
710.100.700.922.830 CLASS OF 2022 FUND BALANCE	952.90	.00	.00	952.90	.00	952.90

Petersburg School District

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025

To: 7/31/2025

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.100.700.923.830 CLASS OF 2023 FUND BALANCE	1,002.41	.00	.00	1,002.41	.00	1,002.41
710.100.700.924.830 CLASS OF 2024 FUND BALANCE	2,282.80	.00	.00	2,282.80	.00	2,282.80
710.100.700.925.830 CLASS OF 2025 FUND BALANCE	512.06	.00	.00	512.06	.00	512.06
710.100.700.926.830 CLASS OF 2026 FUND BALANCE	3,293.21	.00	.00	3,293.21	.00	3,293.21
710.100.700.927.830 CLASS OF 2027 FUND BALANCE	1,840.36	.00	.00	1,840.36	.00	1,840.36
710.100.700.928.830 CLASS OF 2028 FUND BALANCE	562.00	.00	.00	562.00	.00	562.00
710.100.700.929.830 CLASS OF 2029 FUND BALANCE	.00	.00	.00	.00	.00	.00
710.200.350.408.830 MS MUSIC FUND BALANCE	33.95	.00	.00	33.95	.00	33.95
710.200.350.865.830 NATIONAL HONOR SOCIETY - JUNIOR FUND BALANCE	848.31	.00	.00	848.31	.00	848.31
710.200.400.410.830 MS PRINCIPALS FUND BALANCE	125.07	.00	.00	125.07	.00	125.07
710.200.700.419.830 MS ROBOTICS FUND BALANCE	2,160.85	.00	(31.65)	2,129.20	.00	2,129.20
710.200.700.424.830 MS YEARBOOK FUND BALANCE	(354.20)	.00	.00	(354.20)	.00	(354.20)
710.200.700.710.830 MS CROSS COUNTRY FUND BALANCE	50.00	.00	.00	50.00	.00	50.00
710.200.700.725.830 MS WRESTLING FUND BALANCE	250.00	.00	.00	250.00	.00	250.00
710.200.700.740.830 MS CHEERLEADING FUND BALANCE	321.09	.00	.00	321.09	.00	321.09
710.200.700.755.830 MS NYO FUND BALANCE	465.68	.00	.00	465.68	.00	465.68
710.200.700.780.830 MS ACTIVITIES & TOURNAMENTS FUND BALANCE	660.98	.00	.00	660.98	.00	660.98
710.200.700.825.830 MS STUDENT GOVERNMENT FUND BALANCE	4,504.69	.00	.00	4,504.69	.00	4,504.69
710.200.700.850.830 MS BAKING CLUB FUND BALANCE	1,543.66	.00	.00	1,543.66	.00	1,543.66
710.300.200.475.830 ES SPED ACTIVITIES FUND BALANCE	308.00	.00	.00	308.00	.00	308.00

Petersburg School District

Student Activities Summary Report

Fiscal Year: 2025-2026

From: 7/1/2025

To: 7/31/2025

Print Detail

Page Break by Activity

Exclude Encumbrances

Reverse Signs

Subtotal By Journal

	Range Beg. Balance	Range Revenue	Range Expenditures	Balance	Encumbrances	Available Balance
710.300.350.615.830 ES STIKINE RIVER TRIP FUND BALANCE	6,805.20	.00	.00	6,805.20	.00	6,805.20
710.300.700.424.830 ES YEARBOOK FUND BALANCE	3,676.04	.00	.00	3,676.04	.00	3,676.04
710.300.700.815.830 ES SCHOOL STORE & CLUBS FUND BALANCE	1,086.18	.00	.00	1,086.18	.00	1,086.18
710.300.700.825.830 ES STUDENT GOVERNMENT FUND BALANCE	272.31	.00	.00	272.31	.00	272.31
710.300.700.860.830 ES EARTH CLUB FUND BALANCE	58.00	.00	.00	58.00	.00	58.00
710.500.200.470.830 SPED MEMORIAL ACCOUNT FUND BALANCE	10,000.50	.00	.00	10,000.50	.00	10,000.50
710.500.700.600.830 CONCESSIONS FUND BALANCE	160.86	.00	.00	160.86	.00	160.86
710.500.700.665.830 STUDENT BASIC NEEDS SUPPORT FUND BALANCE	2,004.01	.00	.00	2,004.01	.00	2,004.01
710.500.700.670.830 STEREO REPAIR/REPLACEMENT FUND BALANCE	906.59	.00	.00	906.59	.00	906.59
710.500.700.675.830 ACTIVITY ADS & DONATIONS FUND BALANCE	25,437.42	.00	.00	25,437.42	.00	25,437.42
710.500.700.700.830 ACTIVITY DIRECTOR FUND BALANCE	1,484.26	.00	.00	1,484.26	.00	1,484.26
710.500.700.855.830 SCHOOL GARDEN FUND BALANCE	4,976.50	.00	.00	4,976.50	.00	4,976.50
710.500.700.880.830 MARQUEE SIGN FUND BALANCE	197.49	.00	.00	197.49	.00	197.49
<b>GRAND TOTALS</b>	<b>156,916.59</b>	<b>.00</b>	<b>(2,362.86)</b>	<b>154,553.73</b>	<b>(400.00)</b>	<b>154,153.73</b>

End of Report



# INVOICE

July 20, 2025

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

ATTN:

**Invoice Number: 0703724-2507**

**Invoice Amount: \$ 46,725.40**

This invoice amount represents the total balances of all Corporate Card accounts for the billing period ending July 20, 2025.

Your payment is due **August 16, 2025**.

Payment will be automatically withdrawn from your bank account if your organization has pre-arranged payment. If not, please remit payment by electronic means or by mailing a cheque for the Invoice amount to the appropriate address below. Payments must be sent with a detailed breakdown of how the payment needs to be applied, including the 16-digit card numbers or billing account and the total amount to be paid.

BMO Accounts	Diners Club Accounts
Payment By Mail	Payment By Mail
BMO P.O. Box 5732 Carol Stream, IL 60197-5732	Diners Club P.O. Box 5732 Carol Stream, IL 60197-5732
Payment By Overnight Delivery	Payment By Overnight Delivery
FIS BMO Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440	FIS BMO Attn: Lockbox# 5732 270 Remington Blvd, Suite B Bolingbrook, IL 60440

If you have any questions regarding this invoice or supporting documents, please contact Corporate Client Services:

BMO Accounts	Diners Club Accounts
By Phone: 1-855-825-9234	By Phone: 1-800-2-DINERS (1-800-234-6377)
By e-mail: corporate.clientservices@bmo.com	By e-mail: dinersclub.service@bmo.com

Thank you for your continued business.



Please attach a copy of this invoice or the information below this line with your cheque payment.

Petersburg School Dist  
201 Charles W St Box 289  
Petersburg, AK 99833

Invoice Number: 0703724-2507  
Amount Paid: \$ 46,725.40  
Payment Due Date: August 16, 2025



## Statement

<b>Account Name:</b>	BILLING ACCOUNT 033153	<b>Card Number:</b>	xxxx-xxxx-xxxx-3153
<b>Company Name:</b>	PETERSBURG SCHOOL DIST	<b>Account Limit:</b>	\$ 300,000.00
<b>Employee ID:</b>	772180000055104	<b>Available Credit:</b>	\$ 253,274.60
<b>Statement Date (MM/DD/YYYY):</b>	07/20/2025	<b>Currency:</b>	U.S. DOLLAR
<b>Payment Due Date (MM/DD/YYYY):</b>	08/16/2025		

### Statement Summary:

*Report any items which do not agree with your records within 30 days of the statement date.*

<b>Previous Balance:</b>	\$ 65,558.54
<b>Payments:</b>	\$ -65,558.54
<b>Adjustments:</b>	\$ 0.00
<b>Net Purchases:</b>	\$ 46,725.40
<b>Cash Advance:</b>	\$ 0.00
<b>Fees:</b>	\$ 0.00
<b>Other Charges:</b>	\$ 0.00
<b>New Account Balance:</b>	\$ 46,725.40

### Transaction Summary:

Trans Date	Posting Date Trans ID	Description	Pre-Tax Amount Auth #	Total Tax	Trans Amount
<b>Card Number xxxx-xxxx-xxxx-3153 BILLING ACCOUNT 033153</b>					
06/26	06/26 598831775	AUTOMATIC PYMT RECEIVED	\$ -65,558.54	\$ 0.00	\$ -65,558.54
			<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-3153</b>	<b>\$ -65,558.54</b>
			<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-3153</b>	<b>\$ 0.00</b>
<b>Card Number xxxx-xxxx-xxxx-8103 BAIRD, SHANNON</b>					
06/23	06/24 598613088	AMAZON MARK NO07529L1 SEATTLE WA	\$ 702.31 057163	\$ 72.69 (e)	\$ 775.00
06/23	06/24 598613087	SCHOOL OUTFITTERS LLC CINCINNATI OH	\$ 905.76 016789	\$ 0.00	\$ 905.76
06/24	06/25 598665020	NYTIMES 800-698-4637 NY	\$ 23.00 066066	\$ 0.00	\$ 23.00
06/25	06/25 598665095	EB 2025 ALASKA SCIENC 8014137200 CA	\$ -189.68 000000	\$ 0.00 (e)	\$ -189.68
06/27	06/30 599434028	AMAZON MARK NQ35C5HR1 SEATTLE WA	\$ 525.26 064786	\$ 54.36 (e)	\$ 579.62
06/27	06/30 599434027	SCHOOL OUTFITTERS LLC CINCINNATI OH	\$ 525.00 082906	\$ 0.00	\$ 525.00
07/01	07/01 599669678	AMAZON MKTPL N32921B12 AMZN.COM/BILL WA	\$ 8.54 076501	\$ 0.00	\$ 8.54
07/01	07/01 599669679	AMAZON MKTPL N39JO6O41 AMZN.COM/BILL WA	\$ 5.53 023937	\$ 0.00	\$ 5.53

07/01	07/01 599669680	AMAZON MKTPL N384F4FM1 AMZN.COM/BILL WA	\$ 19.84 060652	\$ 0.00	
07/01	07/02 599756602	AMAZON MKTPL N36GN24U1 AMZN.COM/BILL WA	\$ 23.23 001697	\$ 0.00	\$ 23.23
07/01	07/02 599756603	AMAZON MKTPL N37Y73QN2 AMZN.COM/BILL WA	\$ 14.77 024302	\$ 0.00	\$ 14.77
07/01	07/02 599756585	AMAZON MKTPL N384X04B0 AMZN.COM/BILL WA	\$ 8.99 017078	\$ 0.00	\$ 8.99
07/01	07/02 599756600	AMAZON MKTPL N30GL4ZI0 AMZN.COM/BILL WA	\$ 12.95 069182	\$ 0.00	\$ 12.95
07/01	07/02 599756604	AMAZON MKTPL N32EX8F60 AMZN.COM/BILL WA	\$ 9.91 099978	\$ 0.00	\$ 9.91
07/01	07/02 599756601	AMAZON MKTPL N39Y23NY1 AMZN.COM/BILL WA	\$ 14.86 026646	\$ 0.00	\$ 14.86
07/02	07/03 599900651	AMAZON MKTPL N33WZ6TL0 AMZN.COM/BILL WA	\$ 10.50 074949	\$ 0.00	\$ 10.50
07/02	07/03 599900652	AMAZON MKTPL N30K27AG0 AMZN.COM/BILL WA	\$ 10.89 094030	\$ 0.00	\$ 10.89
07/06	07/07 600388182	AMAZON MARK N32UY29V0 SEATTLE WA	\$ 271.24 067615	\$ 28.07 (e)	\$ 299.31
07/06	07/07 600388258	AMAZON MARK N31ZI0YD0 SEATTLE WA	\$ 296.33 022446	\$ 30.67 (e)	\$ 327.00
07/07	07/08 600714806	AMAZON MARK NL4IU7802 SEATTLE WA	\$ 161.42 085129	\$ 16.71 (e)	\$ 178.13
07/07	07/08 600714805	AMAZON MARK NL6HU10Q1 SEATTLE WA	\$ 76.95 076530	\$ 7.96 (e)	\$ 84.91
07/07	07/08 600714729	AMAZON MKTPL NL0D40CK1 AMZN.COM/BILL WA	\$ 32.43 088792	\$ 0.00	\$ 32.43
07/07	07/08 600714728	AMAZON MKTPL NL8NO44Q0 AMZN.COM/BILL WA	\$ 34.76 008428	\$ 0.00	\$ 34.76
07/07	07/08 600714727	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 7.54 028114	\$ 0.00	\$ 7.54
07/08	07/08 600714807	AMAZON MARK NL1YC2632 SEATTLE WA	\$ 103.43 051176	\$ 10.71 (e)	\$ 114.14
07/08	07/09 600823091	AMAZON MKTPL NL16P2TQ0 AMZN.COM/BILL WA	\$ 34.53 047292	\$ 0.00	\$ 34.53
07/08	07/09 600823324	HEGGERTY.ORG OAK PARK IL	\$ 59.00 004596	\$ 0.00 (e)	\$ 59.00
07/08	07/09 600823090	AMAZON MKTPL NL1KG6DC2 AMZN.COM/BILL WA	\$ 27.60 070885	\$ 0.00	\$ 27.60
07/09	07/09 600823323	AMAZON MARK NL2CY9RF2 SEATTLE WA	\$ 384.89 035005	\$ 39.84 (e)	\$ 424.73
07/09	07/09 600823092	SQ 80% STUDIOS GOSQ.COM WA	\$ 69.98 089436	\$ 0.00	\$ 69.98
07/09	07/10 600949997	AMAZON MARK NL1ZA0WH2 SEATTLE WA	\$ 114.85 040640	\$ 11.89 (e)	\$ 126.74
07/09	07/10 600949919	BARNES&NOBLE PAPERSOUR WESTBURY NY	\$ 17.98 012003	\$ 1.08	\$ 19.06
07/09	07/10 600949920	ROSENPUBLIS 8777773017 NY	\$ 98.50 006983	\$ 0.00	\$ 98.50

07/09	07/10 600949998	LERNERKARBENSUNDANCE MINNEAPOLIS MN	\$ 34.49 067056	\$ 0.00	
07/09	07/10 600949996	AMAZON MKTPL NR16G5CR2 AMZN.COM/BILL WA	\$ 10.53 071033	\$ 0.00	\$ 10.53
07/09	07/11 601277785	HIGH NOON BOOKS ATP NOVATO CA	\$ 40.25 019773	\$ 0.00 (e)	\$ 40.25
07/10	07/11 601277784	PETRO MARINE SERVICES PETERSBURG AK	\$ 15,764.74 087474	\$ 0.00	\$ 15,764.74
07/13	07/14 601467882	AMAZON MARK NR9AQ6XZ0 SEATTLE WA	\$ 249.85 069468	\$ 25.86 (e)	\$ 275.71
07/13	07/14 601467881	AMAZON MARK J54JQ2SD3 SEATTLE WA	\$ 207.21 090603	\$ 21.45 (e)	\$ 228.66
07/14	07/15 601715185	AMAZON MARK 3Q74M3FU3 SEATTLE WA	\$ 74.23 035815	\$ 7.68 (e)	\$ 81.91
07/14	07/15 601715184	UBER TRIP 8005928996 CA	\$ 34.75 003626	\$ 1.37	\$ 36.12
07/15	07/16 601884745	PSN PETERSBURG UTILITY PETERSBURG AK	\$ 14,082.57 032841	\$ 0.00 (e)	\$ 14,082.57
07/15	07/16 601884746	AMAZON MARK BJ4FK46I3 SEATTLE WA	\$ 116.24 013961	\$ 12.03 (e)	\$ 128.27
07/16	07/17 602019105	AMAZON MARK LC1ET7743 SEATTLE WA	\$ 168.22 045587	\$ 17.41 (e)	\$ 185.63
07/17	07/18 602222287	AMAZON MARK JI6HK2UC3 SEATTLE WA	\$ 1,012.02 006642	\$ 104.74 (e)	\$ 1,116.76

**TOTAL CREDITS** xxxx-xxxx-xxxx-8103 **\$ -189.68**  
**TOTAL DEBITS** xxxx-xxxx-xxxx-8103 **\$ 36,872.39**

**Card Number xxxx-xxxx-xxxx-9601 BULLER, AARON S**

07/01	07/02 599756584	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 128.47 068524	\$ 0.00 (e)	\$ 128.47
07/01	07/02 599756583	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 17.58 019463	\$ 0.00 (e)	\$ 17.58
07/03	07/07 600388181	PAYPAL MASTERELEVA 6468444888 NY	\$ 145.28 073362	\$ 8.72	\$ 154.00
07/07	07/08 600714726	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 48.99 072780	\$ 0.00 (e)	\$ 48.99
07/10	07/11 601277705	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 399.99 044818	\$ 0.00 (e)	\$ 399.99
07/10	07/11 601277783	OPENAI CHATGPT SUBSCR SAN FRANCISCO CA	\$ 20.00 053720	\$ 0.00	\$ 20.00
07/10	07/11 601277706	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 84.27 080875	\$ 0.00 (e)	\$ 84.27
07/10	07/11 601277707	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 38.99 014372	\$ 0.00 (e)	\$ 38.99
07/10	07/11 601277704	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 65.46 056700	\$ 0.00 (e)	\$ 65.46
07/13	07/14 601467805	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 63.97 058302	\$ 0.00 (e)	\$ 63.97
07/17	07/18 602222286	HAMMER & WIKAN #5828 PETERSBURG AK	\$ 178.92 056776	\$ 0.00 (e)	\$ 178.92

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-9601</b>	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-9601</b>	<b>\$ 1,200.64</b>

**Card Number xxxx-xxxx-xxxx-4710 CABRAL, JAIME**

06/23	06/24 598613011	ERACTOLL 572567785 877-860-1258 MA	\$ 29.77 010836	\$ 1.88 (e)	\$ 31.65
07/01	07/01 599669662	ATHLETIC.NET XC SS SHERWOOD OR	\$ 120.00 027258	\$ 0.00	\$ 120.00
07/01	07/01 599669661	ATHLETIC.NET XC SS SHERWOOD OR	\$ 120.00 003253	\$ 0.00	\$ 120.00
07/09	07/10 600949918	NIAAA INDIANAPOLIS IN	\$ 275.70 042745	\$ 19.30	\$ 295.00

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-4710</b>	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-4710</b>	<b>\$ 566.65</b>

**Card Number xxxx-xxxx-xxxx-3497 KLUDT-PAINTER, JON**

06/27	06/27 599201116	APPLE.COM/US 800-676-2775 CA	\$ 454.55 037625	\$ 41.48 (e)	\$ 496.03
06/27	06/27 599201117	APPLE.COM/US 800-676-2775 CA	\$ 454.55 009704	\$ 41.48 (e)	\$ 496.03
06/29	06/30 599435135	STAPLS7660325994000001 877-8267755 NJ	\$ 1,559.60 080389	\$ 0.00	\$ 1,559.60
07/08	07/09 600823089	MICROSOFT 365 MSBILL.INFO WA	\$ -13.51	\$ 0.00 (e)	\$ -13.51

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-3497</b>	<b>\$ -13.51</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-3497</b>	<b>\$ 2,551.66</b>

**Card Number xxxx-xxxx-xxxx-9406 LUTOMSKI, MARA**

06/23	06/24 598613086	USPS.COM CLICKNSHIP 800-3447779 DC	\$ 6.84 065570	\$ 0.00	\$ 6.84
07/03	07/03 599900614	AIRBNB HM5SMFD43Z 4158005959 CA	\$ 852.20 088019	\$ 73.50 (e)	\$ 925.70
07/03	07/03 599900650	AIRBNB HM85RAN8TQ 4158005959 CA	\$ 1,490.77 005448	\$ 128.58 (e)	\$ 1,619.35
07/15	07/16 601884743	CLARION HOTEL & SUITES FAIRBANKS AK	\$ 1,291.68 060349	\$ 0.00	\$ 1,291.68
07/15	07/16 601884744	CLARION HOTEL & SUITES FAIRBANKS AK	\$ 968.76 092921	\$ 0.00	\$ 968.76
07/15	07/17 602019104	LONG BEACH HILTON LONG BEACH CA	\$ 924.92 048002	\$ 0.00	\$ 924.92

<b>TOTAL CREDITS</b>	<b>xxxx-xxxx-xxxx-9406</b>	<b>\$ 0.00</b>
<b>TOTAL DEBITS</b>	<b>xxxx-xxxx-xxxx-9406</b>	<b>\$ 5,737.25</b>

# Investment Report

August 2025 Regular School Board Meeting  
Shannon Baird, Finance Director

## FY25 Quarter 4

### AMLIP Series I

- Realized \$6,786.88 in revenue during quarter four of FY25.

### AMLIP Series II

- Realized \$2.76 in revenue during quarter four of FY25.
- Additionally had an unrealized gain on investment of \$5,513.47 in quarter four of FY25.
- Total value increase of \$5,516.23

Please see attached

## FY25 Overview

- Our interest rates are decreasing compared to a year ago. See the AMLIP quarterly newsletter attached for details, investment fund recaps, and a 5-Year Money Market Comparison.
- Our total investment revenue for FY25, \$52,734.82, is way up from previous years.
- Our new(as of FY24 Q4) investments are still out earning our old portfolio, but they will be more volatile and follow market trends. In a bad year we should still be earning more than FY23 and prior.

### Yearly interest revenue comparison

	FY2025	FY2024	FY2023	FY2022
<b>Q1</b>	\$15,005.34	\$260.30	\$200.23	\$159.70
<b>Q2</b>	\$13,432.53	\$260.36	\$260.09	\$159.73
<b>Q3</b>	\$11,993.84	\$219.92	\$257.07	\$158.00
<b>Q4</b>	\$12,303.11	\$12,125.64	\$258.69	\$158.91
<b>TOTAL</b>	<b>\$52,734.82</b>	<b>\$12,866.22</b>	<b>\$976.08</b>	<b>\$636.34</b>

## Looking Ahead...

We anticipate the district will increase earnings in FY26, even if our rates decline a moderate amount. This is because we will be investing more of our cash on hand. This will require us to move capital in and out of our investments as needed to meet the fluctuating cash activity in our checking account throughout the year.

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Petersburg School District

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Cash Balances

Fiscal Year: 2024-2025

Date Range: 04/01/2025 - 06/30/2025

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
100.000.000.000.621	AMLIP SERIES I INVESTMENT	642,824.40	6,786.88	0.00	649,611.28
		<u>642,824.40</u>	<u>6,786.88</u>	<u>0.00</u>	<u>649,611.28</u>
		642,824.40	6,786.88	0.00	649,611.28
		End of Report			

Petersburg School District

Reprint Deposit Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: AMLIP SERIES I INVESTMENT XX01761

From Date: 04/01/2025

To Date: 06/30/2025

From Deposit:

To Deposit:

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared?	Clear Date	Void Date
13	04/01/2025	APRIL 2025 INTEREST - AMLIP 1	\$2,280.05	\$0.00	\$2,280.05	<input checked="" type="checkbox"/>	04/30/2025	
14	05/01/2025	MAY 2025 INTEREST - AMLIP 2	\$2,217.23	\$0.00	\$2,217.23	<input checked="" type="checkbox"/>	05/31/2025	
15	06/01/2025	JUNE 2025 INTEREST - AMLIP 1	\$2,289.60	\$0.00	\$2,289.60	<input checked="" type="checkbox"/>	06/30/2025	
Total Deposits :		3	Total Amount:	\$6,786.88	\$0.00	\$6,786.88		

End of Report

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Petersburg School District

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Cash Balances

Fiscal Year: 2024-2025

Date Range: 04/01/2025 - 06/30/2025

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
100.000.000.000.622	AMLIP SERIES II INVESTMENT	524,747.25	5,516.23	0.00	530,263.48
		<u>524,747.25</u>	<u>5,516.23</u>	<u>0.00</u>	<u>530,263.48</u>
		524,747.25	5,516.23	0.00	530,263.48
		End of Report			

Petersburg School District

Reprint Deposit Listing

Fiscal Year: 2024-2025

Criteria:

Bank Account: AMLIP SERIES II INVESTMENT XX01762      From Date: 04/01/2025      To Date: 06/30/2025  
 From Deposit:      To Deposit:

Deposit Number	Date	Memo	Cash/Other	Checks/Credit	Deposit Total	Cleared?	Clear Date	Void Date
16	04/01/2025	APRIL 2025 INTEREST/GAIN - AMLIP 2	\$1,678.94	\$0.00	\$1,678.94	<input checked="" type="checkbox"/>	04/30/2025	
17	05/01/2025	MAY 2025 INTEREST/GAIN - AMLIP 2	\$1,966.58	\$0.00	\$1,966.58	<input checked="" type="checkbox"/>	05/31/2025	
18	06/01/2025	JUNE 2025 INTEREST/GIAN - AMLIP 2	\$1,870.71	\$0.00	\$1,870.71	<input checked="" type="checkbox"/>	06/30/2025	
Total Deposits :			3	Total Amount:	\$5,516.23	\$0.00	\$5,516.23	
End of Report								

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**Safeguarding public investments for over 30 years**

**[WWW.AMLIP.ORG](http://WWW.AMLIP.ORG)**

Quarterly Letter to Members

## **A Pause in the Fog**

**By KeyBank Institutional Advisors**

The Federal Reserve held its benchmark interest rate steady at 4.25% to 4.50%, extending its pause into a fourth consecutive meeting in 2025. But beneath the surface of the status quo lies a more complicated story – one marked by slower growth, persistent inflation, and a policy path growing harder to read.

Today's updated Summary of Economic Projections ("SEP") still shows two rate cuts penciled in for 2025, maintaining the median outlook from March. But that apparent consistency masks growing internal division. A rising number of Fed participants now foresee fewer or even zero cuts this year. The once-clear road to easing has become a narrowing trail, surrounded by geopolitical uncertainty and stubborn price pressures. Powell's Message: Data Will Decide In his post-meeting press conference, Chair Powell emphasized a familiar refrain: patience, flexibility, and vigilance. He acknowledged the Fed's progress on inflation but stopped well short of declaring victory. "We need greater confidence that inflation is sustainably moving toward 2%," he said, reiterating that policy decisions will remain data dependent, not calendar driven.

When pressed on whether two cuts remain realistic this year, Powell avoided commitment, noting that "the risks are two-sided." He pointed to recent economic crosscurrents: softening consumer spending, improving supply chains, but also tariff-related price pressures and

labor market resilience. The implication was clear: the Fed isn't yet convinced it can cut without consequence.

### Slower Growth, Stubborn Inflation

The Fed revised its 2025 GDP growth estimate downward to 1.4%, a notable slowdown from the prior 1.7%. At the same time, core PCE inflation remains above target, projected at 3.0% by year-end. The labor market is expected to soften modestly, with unemployment rising to 4.5%, but remains relatively stable by historical standards.

Taken together, the projections paint a portrait of a slow-moving economy with sticky inflation – a mix that justifies the Fed's reluctance to ease prematurely. It also underscores the challenge of achieving a so-called "soft landing" without leaving policy too tight for too long.

### Markets Watch the Dots and the Silence Between Them

While the SEP remains technically unchanged, Powell's caution and the widening range of views within the Committee are resonating with markets. Treasury yields nudged higher on the day, and the futures markets trimmed their odds of a September rate cut. What markets once viewed as a near certainty is now a question of timing, conditionality, and inflation's unpredictable path.

### What It Means for Investors

The June announcement reinforces a single theme: the Fed is in no rush to cut, and investors shouldn't rush to reposition.

The "higher-for-longer" stance strengthens. Short-term debt and U.S. Treasury Bills remain attractive for income and flexibility. The yield curve could stay flat or even invert further. Consider barbell strategies that balance short-term liquidity with selective long-term exposure. With a rate relief delayed, valuation pressure persists in the equity market. Growth in stocks may wobble; defensive sectors gain appeal. Stick to quality. Prolonged high rates challenge lower-rated corporate debt, especially near refinancing windows. Cash yields are still compelling. Liquid alternatives and ultra-short duration vehicles can help manage volatility while preserving optionality.

The Fed hasn't ruled out easing, but it's made it clear it will only do so with conviction, not hope. In this environment, discipline, diversification, and patience matter more than ever.

### Still Walking Through the Fog

The June decision offers no surprise in substance, but the context around it has shifted. The Fed remains in a holding pattern, but the grip is tighter and the room to maneuver narrower. With inflation not yet yielding and growth decelerating, the Fed's margin for error has grown thin.

The pause continues. But so does the fog.

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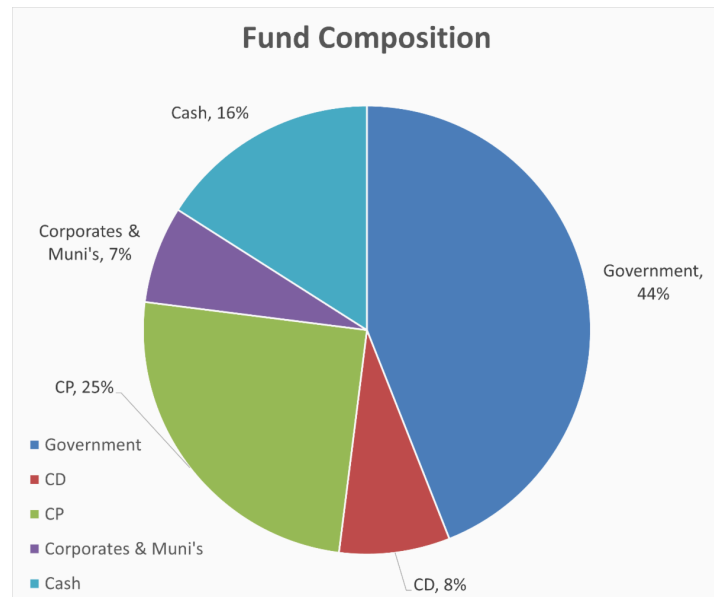
## Series I Recap

The month opened with a \$807,640,578 share balance and closed with a balance of \$773,115,105. The seven-day effective yield ended the month at 4.30%. The monthly seven-day average yield in June was 4.26%. Average maturity ended the month at 25 days.

As of June 30, 2025, the Series I portfolio had 16% of its portfolio assets allocated to overnight

investments/cash, corporate securities made up 7% of the assets, Commercial Paper represented 25%, CDs represented 8%, and Treasury & Agency represented 44%.

Data: KeyBank, NA

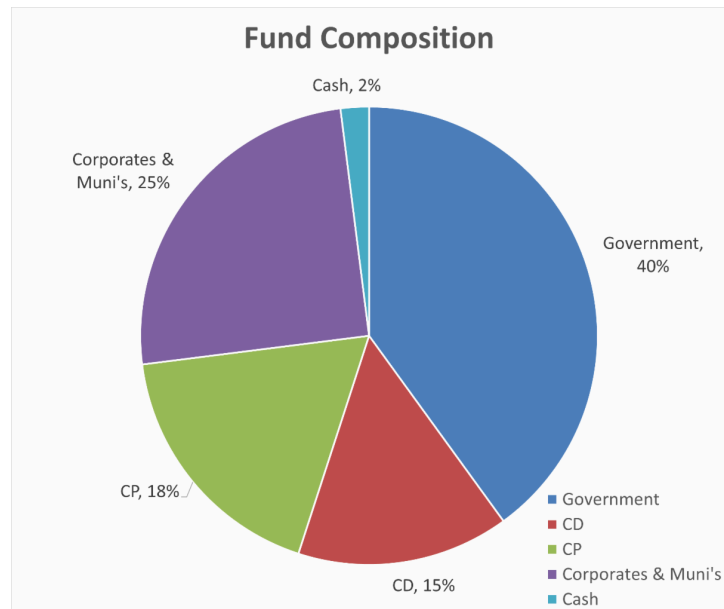


## Series I Fact Sheet

## Series II Recap

The month opened with a \$114,904,470 share balance and closed with a balance of \$115,308,367. The thirty-day SEC yield ended the month at 4.30%.

At June 30, 2025, the Series II portfolio had 2% of its portfolio assets allocated to overnight investments/cash, corporate securities made up 25% of the assets, Commercial Paper represented 18%, CDs represented 15%, and Treasury & Agency represented 40%.

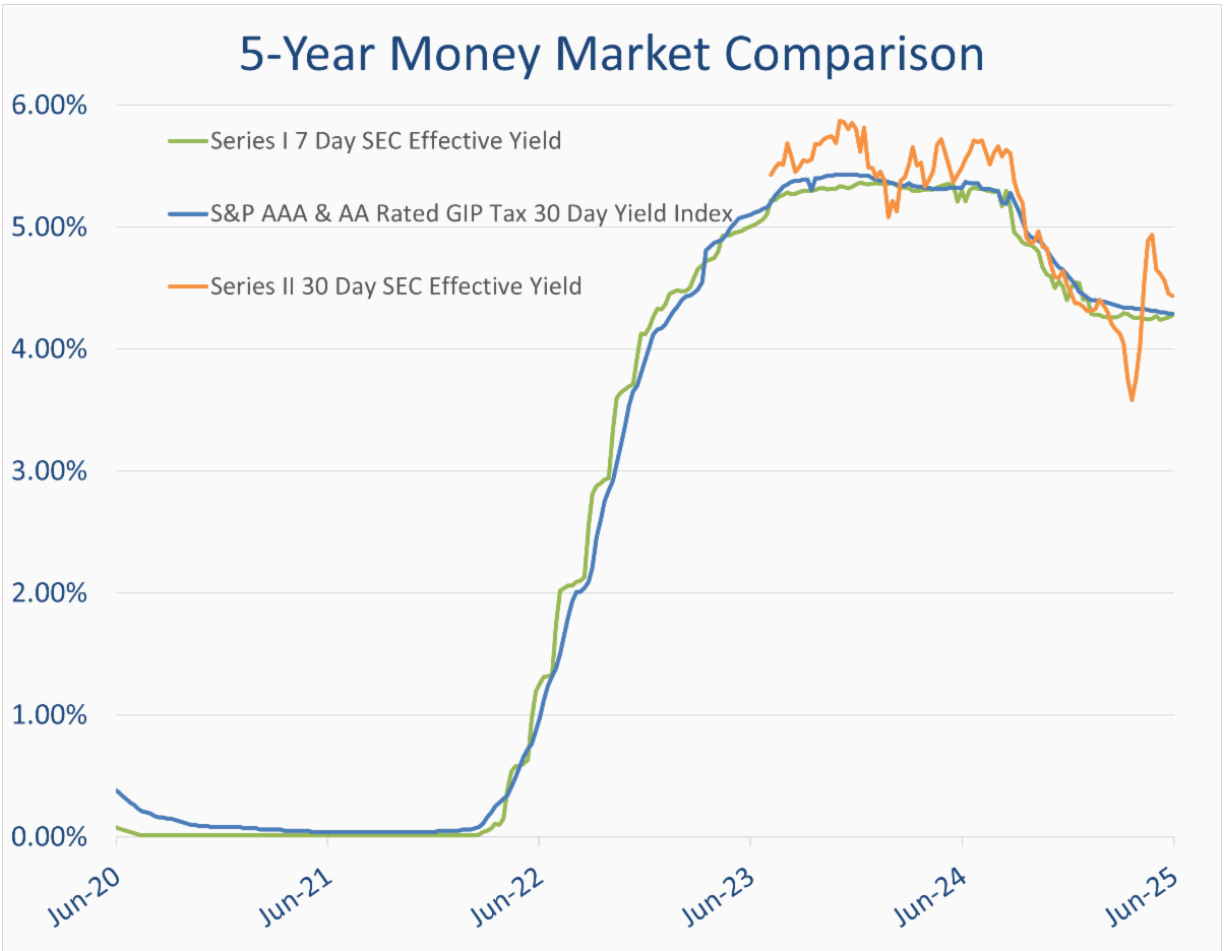


Data: KeyBank, NA

### SERIES II Fact Sheet

## Comparisons

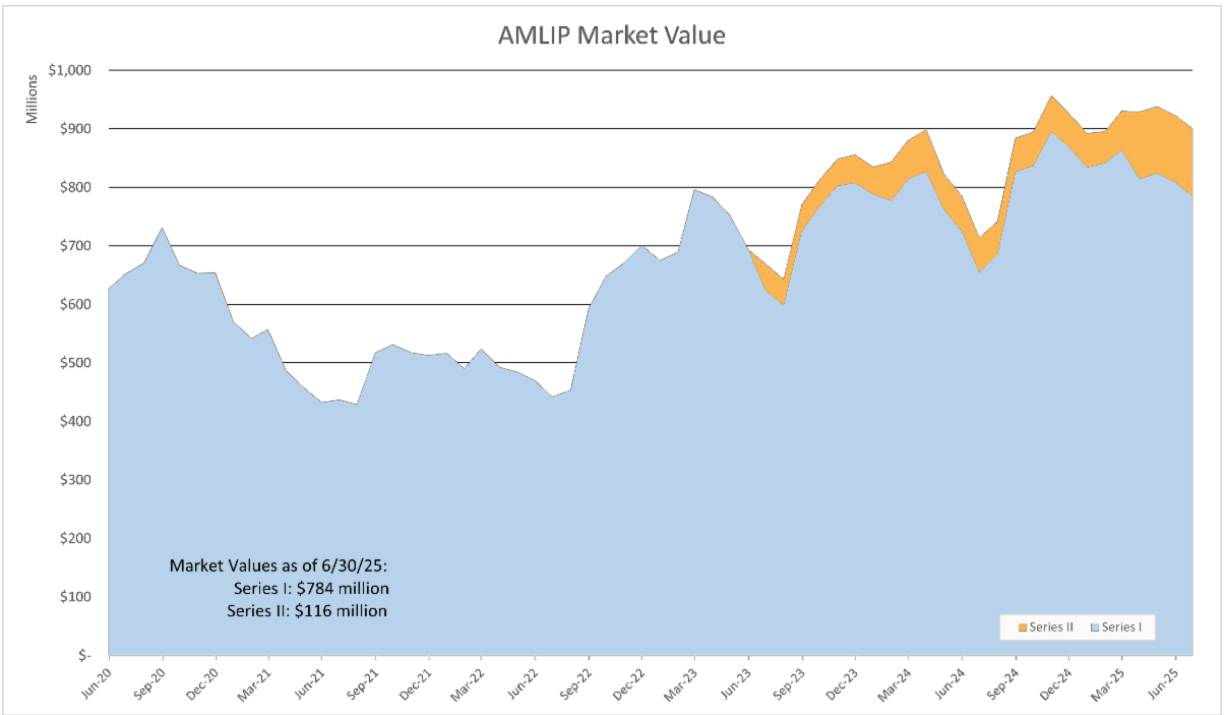
On June 30th, 2025, the S&P AAA & AA Rated GIP Tax 30 Day Yield Index was 4.29%, the Series I Pool's 7-day SEC effective rate was 4.30%, and the Series II Pool's 30-day SEC effective rate was 4.30%. *All Pool rates are quoted net of fees and expenses.*



Data: KeyBank, NA & S&P

Portfolio Comparison

**AMLIP Market Values**



**WWW.AMLIP.ORG**

**AMLIP Board Members**

**Cheyenne Heindel - President**  
 Matanuska-Susitna Borough

**Angie Flick - Vice President**  
 City & Borough of Juneau

**Seat Vacant**

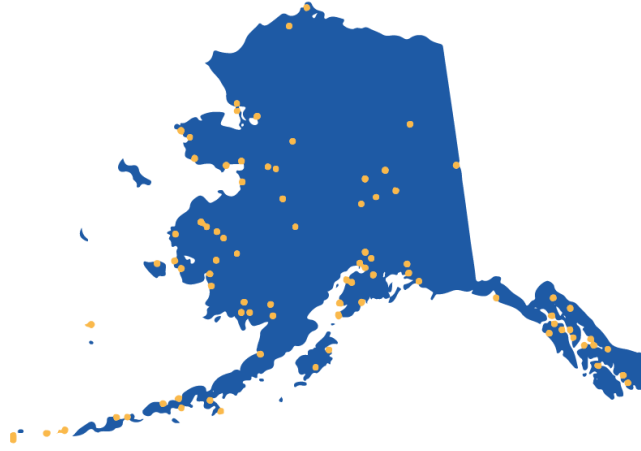
**Jody Tow - Treasurer**  
 Petersburg Borough

**Mason Villarma**  
 City & Borough of Wrangell

**Brennan Hickok**  
 APRA

**Kris Erchinger**  
 City of Whittier

**Nils Andreassen - Executive Director**  
 Alaska Municipal League



## AMLIP Membership

If any of your local school districts or municipal agencies are interested in enrolling, please reach out to [info@amlip.org](mailto:info@amlip.org).

### 90 Members Representing 240 Total Accounts

Adak, City of	Fairbanks, City of	Nulato, City of
AIDEA	False Pass, City of	Old Harbor, City of
Akutan, City of	Fort Yukon, City of	Palmer, City of
Alaska Association of Municipal Clerks	Galena, City of	Pelican City School District
Alaska Govt Finance Officers Association	Gustavus, City of	Pelican, City of
Alaska Municipal League	Haines, City and Borough	Petersburg School District
Alaska Municipal Management Association	Homer, City of	Petersburg Borough
Aleknagik, City of	Hoonah, City of	Pilot Station, City of
Aleutians East Borough	Huslia, City of	Pribilof School District
AML/JIA	Juneau, City and Borough	Quinhagak, City of
Anderson, City of	Kachemak, City of	Sand Point, City of
Angoon, City of	Kake City School District	Selawik, City of
Annette Island School District	Kenai Peninsula Borough	Seldovia, City of
Atka, City of	Kenai, City of	Seward, City of
Atkasuk, City of	Ketchikan Gateway Borough	Sitka, City and Borough
Bethel, City of	King Cove, City of	Soldotna, City of
Brevig Mission, City of	Kodiak Island Borough	Southwest Alaska Municipal Conference
Bristol Bay Borough	Kodiak, City of	St. Paul, City of
Chevak, City of	Kotzebue, City of	Tenakee Springs, City of
Chuathbaluk, City of	Koyuk, City of	Toksook Bay
Cold Bay, City of	Manakotak, City of	Unalakleet, City of
Cordova, City of	Marshall, City of	Unalaska, City of
Delta Junction, City of	Matanuska-Susitna Borough	Upper Kalskag, City of
Denali Borough	McGrath, City of	Utqiagvik, City of
Dillingham, City of	Mekoryuk, City of	Wasilla, City of
Eagle, City of	Mekoryuk, Village of	Whale Pass, City of
Eek, City of	New Stuyahok, City of	Whittier, City of
Egegik, City of	Nome, City of	Wrangell School District
Elim, City of	North Pole, City of	Wrangell, City and Borough
	Northwest Arctic Borough	Yakutat, City and Borough
	Nulato, City of	
	Old Harbor, City of	

Fairbanks North Star  
Borough

## Interested in enrolling one of your municipal agencies or school districts?

Contact us at [info@amlip.org](mailto:info@amlip.org)!

### Account information:

**Brian Crosby**

Vice President and Sr. Relationship  
Manager  
216-689-5190  
[brian\\_crosby@keybank.com](mailto:brian_crosby@keybank.com)

**Kris Nedwick**

Vice President and Sr. Relationship  
Manager  
907-564-0409  
[kris\\_nedwick@keybank.com](mailto:kris_nedwick@keybank.com)

### Investment Related Questions:

**Blake Phillips**

Director of Institutional Solutions  
907-646-3505  
[blake@apcm.net](mailto:blake@apcm.net)

**Lindsey Cashman**

Client Relationship Manager  
(907) 646-3532  
[lindsey@apcm.net](mailto:lindsey@apcm.net)



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## Regular Meeting

Tuesday, June 17, 2025 6:00 PM

MS/HS Library, 109 Charles W St, Petersburg, AK 99833

Carey Case: Present  
Sarah Holmgrain: Present  
Katie Holmlund: Absent  
Niccole Olsen: Present  
Kari Petersen: Present  
Member Holmlund was excused

### 1. CALL TO ORDER

**Discussion:** Meeting was called to order at 6 pm  
by President Holmgrain

### 2. DETERMINE QUORUM

### 3. PLEDGE OF ALLEGIANCE

**Discussion:** President Holmgrain led the group in  
the Pledge of Allegiance

### 4. APPROVAL OF AGENDA

**Action(s):**

Approve agenda as written. This motion, made by  
Sarah Holmgrain and seconded by Carey Case,  
Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah Holmgrain: Yea  
Katie Holmlund: Absent  
Niccole Olsen: Yea  
Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

### 5. COMMENTS FROM AUDIENCE UNRELATED TO AGENDA ITEMS

**Discussion:** None

### 6. COMMENTS FROM AUDIENCE RELATED TO AGENDA ITEMS

**Discussion:** None

### 7. COMMENTS FROM BOARD MEMBERS

**Discussion:** None

### 8. CONSENT AGENDA

**Action(s):**

Approve Consent Agenda. This motion, made by  
Sarah Holmgrain and seconded by Kari Petersen,  
Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah Holmgrain: Yea  
Katie Holmlund: Absent  
Niccole Olsen: Yea  
Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

- 8.1. MAY, 2025, Monthly accounting report, bills, payroll, and electronic fund transfers, Fundraised Student Activities Summary Report and P-Card statements in the amount of \$1,140,346.08
- 8.2. JUNE, 20, 2025, regular board meeting minutes

8.3. Personnel Action Report

9. **ADMINISTRATIVE REPORTS**

- 9.1. Superintendent's report  
**Discussion:** See attached  
**Presenter:** Superintendent Taylor
- 9.2. MS/HS Principal's Report  
**Discussion:** See Attached  
**Presenter:** Principal Brad King

10. **OLD BUSINESS**

10.1. Action: Board Policies 2nd Reading

**Action(s):**

Approve the policy updates in their second and final reading. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah Holmgrain: Yea  
Katie Holmlund: Absent  
Niccole Olsen: Yea  
Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** AR 5141.3 Health Examination Insurance, BP 5141.4 Child Abuse and Neglect, and AR 5141.4 Child Abuse and Neglect have all been reviewed by the policy committee and are being recommended for update of minor changes.

BP 3430 Investing: A minor change would allow the Superintendent or Director of Finance to authorize investments without going to the board. The purpose is to be able to aggressively invest and move liquid cash in and out of investments more quickly to meet district needs.

There will be a public hearing - a public hearing was open; no one was present to speak.

11. **NEW BUSINESS**

11.1. Action: Substitute Wage Increase

**Action(s):**

Approve the wage increase for classified subs to \$18 an hour. This motion, made by Sarah Holmgrain and seconded by Kari Petersen, Passed.

**Voting Detail:**

Carey Case: Yea  
Sarah Holmgrain: Yea  
Katie Holmlund: Absent

Niccole Olsen: Yea

Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** The 2025-2028 Labor agreement between the School District and PDSP employees increased wages, in order to stay competitive and to fairly compensate classified substitutes, the District recommends increasing the substitute hourly wage from \$17/hr to \$18/hr for all classified substitute categories.

The District is also recommending removing the requirement for teachers to have retired out of Petersburg SD in order to get the increased Retired Certified Teacher daily sub rate.

11.2. Action: FY26 Budget

**Action(s):**

Approve the FY26 budget as presented. This motion, made by Sarah Holmgrain and seconded by Niccole Olsen, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Absent

Niccole Olsen: Yea

Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Finance Director Baird will present the final draft of the FY26 Budget for Board Approval. The budget includes Revenue totaling \$10,524,721 and Expenditures totaling \$11,204,553. Please see the attached Budget document and presentation for details.

11.3. Action: Trask Land Purchase Application

**Action(s):**

Recommend not selling the parcel #01-066-010 to the Trasks. This motion, made by Sarah Holmgrain and seconded by Carey Case, Passed.

**Voting Detail:**

Carey Case: Yea

Sarah Holmgrain: Yea

Katie Holmlund: Absent

Niccole Olsen: Yea

Kari Petersen: Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

**Discussion:** Grant and Lila Trask have applied to the Borough to purchase a portion of Parcel #01-066-010, which is in Reserve for Petersburg School District Use. The Borough is asking the School Board to weigh in on this purchase, as the lot portion was purchased by the School Board in 1954 to hold in reserve for the School District. The Trask's have a greenhouse that is encroaching

on the parcel, and they have asked to purchase that portion of the lot. See the attached map.

There was discussion, and the board ultimately came to the conclusion to recommend NOT selling the piece of land to the Trasks.

**12. ADDITIONAL COMMENTS FROM BOARD MEMBERS**

**Discussion:** None

**13. FUTURE AGENDA ITEMS**

**Discussion:** None

**14. OTHER NEW BUSINESS**

**Discussion:** None

**15. ADJOURNMENT**

**Action(s) :**

Adjourn. This motion, made by Sarah Holmgrain and seconded by Kari Petersen, Passed.

**Voting Detail:**

Carey Case:	Yea
Sarah Holmgrain:	Yea
Katie Holmlund:	Absent
Niccole Olsen:	Yea
Kari Petersen:	Yea

**Voting Summary:** Yea: 4, Nay: 0, Absent: 1

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Board Secretary

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Board President

# **Personnel Action Report for 2025-26**

August 19, 2025

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## **EMPLOYMENT OF CERTIFIED PERSONNEL**

Alenna Nilsen  
RTI/Credit Recovery

Sharon Balcos  
Special Education Teacher

## **RESIGNATION/RETIREMENT CERTIFIED PERSONNEL**

## **EMPLOYMENT OF CLASSIFIED PERSONNEL**

Mackenzie Larson  
Parapro

Rose Villazor  
Parapro

Rossy Wise  
Parapro

Ronald Dela Cruz  
Food Service

Amie Grim  
Food Service

## **RESIGNATION/RETIREMENT CLASSIFIED PERSONNEL**

Nina McCay  
June 2, 2025

## **EXTRA DUTY CONTRACT**

See the attached list for 25-26 Extra  
Duty Assignments

### **2025-2026 School Year**

Teachers	42.00
Classified	29.00
Principals	2.00
District Administration/Exempt (Superintendent, Finance, Maintenance, Food Service, Board Admin, Special education, tech , athletics)	8.00

**Total Employees 81**



# Superintendent Report

## August 2025

**Enrollment** as of 8/14/25:

PK-

K- 30

1- 19

2- 43

3- 39

4- 30

5- 41

6- 38

7- 34

8- 41

9- 36.5

10- 46

11- 30

12- 33

Total Projected: 460 (as of 8/15/25)

Total Budgeted: 435.5 - submitted to the State of Alaska June 2025

Teachers first day- August 25th

Students first day- September 2nd

### **School Day Grades K-12**

Monday - Thursday 8:00-3:00

Friday 8:00-1:30

### **BUDGET**

After months of anticipation, we are confident that we now have a finalized budget. Federal funding was released this summer, and the legislature convened in Juneau in early August to override the Governor's line-item veto of the BSA (Base Student Allocation) increase associated with House Bill 57. While these funds provide some relief, we will still be operating at a deficit this school year and anticipate the need to make operational reductions beginning in FY27.

### **STAFFING:**

**Certified Positions Vacant:** Preschool Teacher, Reading Interventionist

**Classified Positions Vacant:** Special Education Paraprofessionals (4), Part-Time Custodian

We are working with the Alaska Education Retention and Recruitment Center (AERRC) to bring special education teacher Sharon Balcos from the Philippines. An anticipated arrival date has not yet been determined.

Administration has also reached out to retired teachers to serve in long-term substitute roles to help fill gaps while we continue to work toward permanent placements.

#### **CLSD GRANT:**

The district has been awarded the Comprehensive Literacy Statewide Development (CLSD) grant. This five-year grant provides \$350,000 annually to support data-driven literacy instruction and professional development for children from birth through 12th grade.

Lee Ann Jenkins has transitioned into the role of District Literacy Coach and will serve as the grant coordinator.]

#### **EARLY EDUCATION PROGRAM (EEP) APPLICATION**

The district submitted its EEP application to the State of Alaska on May 14. The state indicated districts would be notified by September 1 regarding acceptance; as of this report, we have not yet received notification from Alaska DEED.

#### **CAPITAL IMPROVEMENT PROJECTS:**

1. **PHS Safety and Security Upgrade** – The high school office remodel is nearly complete. Final touches are underway, and staff will return the week of August 18, 2025.
2. **PHS/MMS Roof Replacement** – Favorable weather has allowed significant progress. The front side of the building will be completed before the first day of school, with the back side to be finished in the fall.
3. **Code and Condition Survey** – LCG conducted a multi-day site visit earlier this summer and is finalizing the report. One significant concern is the lack of proper ventilation and drainage beneath the elementary school building. Once finalized, the report will be included in the board packet.
4. **Door Replacement Safety and Security Project** – Due to increased costs, the scope of work is being revised. Priority will be given to key exterior doors for electronic swipe access, rather than replacing all exterior and interior doors.
5. **Six-Year CIP List** – Included in this board packet. We anticipate the FY27 list will incorporate items identified in the Code and Condition Survey.

#### **AUDITS**

The State of Alaska Department of Education and Early Development will audit multiple areas of school operations this year, including:

- Fiscal
- Special Education
- Facilities
- National School Lunch Program

## **Elementary Report**

### **Tuesday, August 19th**

1. Shout Outs!
  - a. Aaron and His Summer Crew!!
  - b. Debi Tice and Tanya Thynes for Library Work
  - c. Lee Ann Jenkins and her work with CLSD and Congrats on Literacy Coach Position
2. What has happened?
3. 25-26 Enrollment
  - a. Unknown
4. Important Information to Know
  - a. 25-26 School Year
    - i. We can NOT offer daily Swim or Gym to all students.
5. Focus
  - a. Start-up
  - b. Prep for August Inservice: Visible Learning
  - c. Finalizing all Federal, State, District, and Building Documents
6. What is to come?
  - a. School Starts for 1st thru 5th September 2nd
  - b. School Starts for Kindergarten September 3rd
  - c. Fall Benchmarking for mClass Math Assessment, AK Literacy Screening, and MAP
  - d. NIET Visit
  - e. Cyber Safety Talk
  - f. Intro to My Child Conferences
  - g.

Principal's School Board Report  
Mitkof Middle School/Petersburg High School  
8/14/2025

- Amplify MS mathematics materials have arrived. Savvas HS Math materials have arrived.
- We will be starting a curriculum committee for Social Studies this year.
- I have met our new teachers and we are getting them settled into their classrooms.
- We have unified the assembly schedules to avoid coverage problems when the MS or HS has an assembly and the other does not. The shared teacher situation makes these coverage anomalies difficult to handle so we will be scheduling assemblies on the same days to avoid this situation.
- The deadline senior work for commencement inclusion has been included in the handbook this year as we want to establish this completion criteria.
- The office is looking forward to moving back into the offices. We will have a limited presence in the MS office in the mornings next year.
- We have revised the handbooks. A substantial changes page is included in this report.
- The school staff for the 2025-26 school year is shaping up nicely. I believe in my people to do an excellent job in the coming year and am honored to work with them.

Projected Student Counts: MMS = ?  
PHS = ?

(I believe we will be larger than expected in both schools.)

## Substantial Handbook Changes – High School

### **ATTENDANCE**

#### **ABSENCES REPORTING**

Students who are absent 20+ consecutive school days will be unenrolled from classes and will need to seek comparative coursework through an accredited Homeschool program. This may include options available in Petersburg High School independent study programs.

#### **ELECTRONICS--PERSONAL (Cell Phones, AirPods, Headphones, Ear Buds, Smart Watches, etc.)**

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director and administration.

Student cell phone and other personal device use is not a right. The following points outline the policy and enforcement.

1. Cell phones are **NOT** to be on the student's person during school. This means cell phones **MUST** in the cell phone classroom hotel, not in a pocket, in hand, or out in the classroom.
2. Cell phones and other devices **MUST** be placed in the cell hotel of the first period class or the office cell phone hotel if the student does not have a first period. Students may retrieve these during lunch if they are going off campus. They **MUST** do this immediately following the bell release for lunch.
3. Upon return from lunch, students who retrieved their devices **MUST** place them in the cell hotel in the class that follows lunch. They may retrieve them at the end of the school day. They **MUST** do this immediately following the bell release from the last class.

4. Cell phone notifications/ringers are to be silenced.
5. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act.
6. Students **MUST** surrender personal electronic devices, including cell phones, to a PSD staff member when requested as they are a disruption to the learning environment.
7. The return of personal devices **WILL REQUIRE A PARENT** to pick up the device at the school office. This policy includes the use of personal electronic devices of any kind.
8. Exceptions to the head phone usage will only be made for medical necessities and **MUST** be documented with the office and special education department.
9. Any devices that takes pictures **SHALL** not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.
10. Students leaving on school sponsored or other trips during the school day shall leave their cell phones in the office so as to avoid disrupting classes to retrieve the phone prior to departure.

It is highly recommended that students do not bring cell phones or other electronic devices to school. The school will not be liable for lost or damaged devices.

## ***LATE/MISSING WORK***

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

**Assignment Deadlines:** Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

**Late Submissions:** Assignments submitted after the established deadline will be considered late/missing.

**Gradebook Entry:** A grade of "zero" (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student's current grade without the late/missing work.

**Late Work Penalties:** Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

**Gradebook Indicators:** Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

**Academic Quarter Deadline:** The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

**Appeals Process:** Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

## ***SENIOR WORK COMPLETION DEADLINE***

Graduating seniors/students for the class of 2026 must complete and submit all course work to fulfill graduation requirements by May 27th, 2026 by 4:00 PM. This allows teachers to complete grading and for all aspects of graduation ceremonies to be finalized.

## Substantial Handbook Changes – Middle School

### ***Electronics –Personal (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)***

Student cell phone and electronic device use is not a right. All devices that can receive or transmit a signal are not to be on the student's person during school. This includes cell phones, airpods, smartwatches, headphones, etc. Devices will be placed in the secure lock box of the student's first period teacher for the duration of the school day. Device notifications/ringers are to be silenced. At no time may students create a hotspot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member upon request as they are a disruption to the learning environment. **The return of personal devices will require a parent to pick up the device at the school office.** Exceptions to the head phone usage will only be made for medical necessities and must be documented with the office or special education department. Any devices that take pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

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calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.



***PHS & MMS Activities & Athletics – Board Report - August – 2025***

**PHS Cross Country**

Season is underway and students have been practicing since July 30<sup>th</sup>! PHS XC heading to their first meet on August 23, 2025 to Wrangell.

Season schedule is posted on the pcsd.us website.

**PHS Swim & Dive**

Season is underway and students have been practicing since August 6<sup>th</sup>. PHS Swim & Dive will be heading to Craig for their first meet on September 5, 2025.

Season schedule is posted on the pcsd.us website.

**MMS Cross Country**

MMS Cross Country begins Wednesday August 20, 2025 @ 5:15pm. MMS Cross Country has their meet scheduled for September 13, 2025 in Petersburg.

**PHS Baseball New Conference Assignment**

The PHS Baseball team has been placed into a new conference for Division II Baseball. The ASAA Division II State Baseball Tournament has been modified due to new classification numbers for Baseball & Softball. PHS Baseball is now part of the Aurora Coastal Baseball Conference with Delta, Hutchinson, and Monroe Catholic.

**SALT Program**

The Student Activities Leadership Team will be meeting for the first time on September 8, 2025 for a yearlong program. The program is designed to equip student-athletes to lead their teammates and school, promote the growth of leadership skills, create alignment on core values from coach to athlete, inspire the next generation of leaders and help build player-led team comradery.

**Upcoming Home Events**

MMS Cross Country	September 13, 2025
PHS Swim & Dive	September 19-20, 2025

## **CLUB ACTIVITIES/ATHLETICS @ PETERSBURG SCHOOL DISTRICT**

When considering the sponsorship or addition of a new activity and/or athletics program, the district will review multiple factors, in no specific order, including:

- Compliance with Title IX and Office of Civil Rights regulations
- Liability and safety considerations
- Alignment with the rules and regulations of PSD, Region 5 of ASAA, and ASAA
- Appropriateness for the intended student group
- Demonstrated need and student interest in the activity
- Availability of adequate supervision
- Availability of adequate facilities
- Long-term sustainability
- Availability of transportation
- Funding for both transportation and facilities

Historically, the Petersburg School District (PSD) has required new activities to operate as a club team representing the district for a minimum of five (5) to nine (9) years before possibly becoming a funded activity through the district. In some cases, clubs have operated for up to ten (10) years with no district funding before adoption.

Regardless of funding or adoption status, any team seeking recognition as a PSD club team must agree to the following:

- Abide by all Petersburg School District policies and procedures regarding extracurricular activities.
- Abide by the constitution, bylaws, policies, and procedures of Region 5 of the Alaska School Activities Association (ASAA).
- Abide by the constitution, bylaws, policies, and procedures of the Alaska School Activities Association (ASAA).
- Abide by all applicable National Federation of High Schools (NFHS) rules and regulations.
- Follow any additional policies or procedures deemed necessary to represent the Petersburg School District and Petersburg High School.

### **Additional Information**

Club teams are not insured by the Petersburg School District. Coaches are considered volunteers, serve without pay, and must comply with all policies, procedures, constitutions, and bylaws of:

- Petersburg School District (PSD)
- Petersburg High School (PHS)
- Region 5 of the Alaska School Activities Association (ASAA)
- Alaska School Activities Association (ASAA)
- National Federation of High School Sports (NFHS)

- Supplemental insurance information will be made available to participants and their families through a private insurance carrier that is no cost to the district.

- Any activity or athletic group seeking recognition as a club team must meet with the Activities & Athletics Director, Principal, and Superintendent before a final decision regarding representation and/or approval.
- There is no guarantee that a group or team will receive district funding, even after fulfilling the period outlined in this document.

**Other Notable Items: ASAA's new Policy (May 2025)**

1. Must have 6 or more schools that are currently competing in the sport/activity within the Region.
2. At least 8 schools must sign an emerging status application and commit to continuing their program in an emerging status.
3. Gain approval from the Board of Directors to be deemed emerging.
4. Remain in emerging status for a minimum of 2 years and a maximum of 5 years.
5. Must reach 12 teams of registered and fully participating teams for two years before becoming eligible for approval as a fully sanctioned interscholastic.
6. If it does not reach 12 teams in 5 years, it is sent back to the Board for review to either provide additional time or remove it from Emerging Status.

## August 2025- Food Service Board Report - Director Johnson McIntosh

### Food Service:

- SY 2025/2026 Full administrative Audit starting with Summer Program.
  - Summer Audit complete with zero findings
  - Breakfast served June and July **2369**
  - Lunches Served June and July **2971**
  
- July 21-26 Site Visit- Went Fantastic!
  - Boise State with Project Scales 4 Representatives
  - LunchAssist 1 Representative
  - Details will be provided as we progress. Will include Farragut Farm visit, tentative OBI, Fishing Vessel, AML, Summer Food Program and School Garden.
  
- Lunch Chronicles
  - <https://www.sfwgroup.org/podcast>
  - Petersburg was chosen to do a blog on school meals.
  - Interviews of Students happened Wednesday April 9th
  
- New Hires
  - **David Hoover-** I was born and raised in Rialto, California (Southern California). I joined the U.S. Coast Guard on February 14, 2000 and after boot camp I was stationed in Sitka, Alaska. I have sailed all around the world, including to the North Pole, through the Panama Canal three times and circumnavigated the globe on the Coast Guard's largest icebreaker in 2023. After multiple tours in Alaska, Washington, Oregon and California I recently retired after 25 years of service as a Senior Chief Culinary Specialist. I have been married to my wife Anna (who is from Petersburg) for 24 years, I have two adult children Christopher and Jacob and a two year old chocolate lab named Charlie with another red lab (Ruby) on the way. I love to cook all types of food but I especially like to grill and make barbecue.
  - **Ronald Dela Cruz-** I am from a small town of Salinas Ca. aka the "Salad Bowl". Agriculture and produce was my backyard. My Mom was my biggest influence and inspiration for cooking. My first job and cooking job was in a pizza hut when I was a sophomore in high school. It wasn't until much later in life that I decided to cook in restaurants, it was 2011 when I took it on as a career path. My favorite meal, Really Good sushi is up there on the list and my mom's chicken adobo. If there is Tiramisu on the menu I am ordering it! Fun fact author John Steinbeck is from my hometown.
  - **Amie Grimm-** I am a proud Coast Guard wife and my husband recently took command of the USCGC Pike. We have two kids, Sam who will be going into 6th grade and Ben who will be entering 5th grade. I love to do

cross stitch, forage wild berries and mushrooms. I volunteer at every place we've ever lived, doing everything from meals on wheels and staffing the homeless shelter to summer lunch programs. My favorite meal is venison crostini with a parmesan cream sauce or coffee rubbed goose breast nachos! My husband is a mean wild game cook! My favorite dessert is creme brulee. We are an incredibly active outdoor family and love to spend time exploring any chance we get with our dog, Aquinnah. A fun fact about me is that my husband and I got married in Italy! We also have been trying to get stationed back in Alaska since we left in 2020 so to say we are excited to make Petersburg our home is an understatement! I am so looking forward to joining your team!

#### Wellness Team:

- Team met for the final time this year. We are looking forward to another year and working on a schedule to get more involvement.

#### Migrant Education

- Fall enrollment!

## **Petersburg School District Technology Department**

### **Board Report – August 15, 2025**

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- **Special thanks to Jakyle Williams and Nolan Lutomski for their outstanding summer work. Their efforts made it possible to prepare all district technology for the new year.**
- 

#### **Technology Infrastructure & Devices**

All K–12 student devices have been cleaned, updated, and inspected over the summer in preparation for fall deployment.

iOS devices were successfully migrated from our previous mobile device management (MDM) platform to the same system used for macOS. This unified platform allows us to manage updates, enforce security settings, and streamline support across devices.

Finance and accounting systems were upgraded from Windows to macOS, enhancing security and enabling these devices to be managed through our MDM for consistent patching and permission control.

---

#### **Smartboard Upgrades**

Our classroom smartboards have undergone a modular upgrade, allowing them to operate independently of a teacher's MacBook.

Teachers and students can now connect and present more efficiently, reducing downtime and preserving instructional minutes.

This upgrade also extends the lifespan of our smartboards and maximizes the district's investment in classroom technology.

---

## Chromebooks

Chromebooks purchased in 2020 are approaching the end of their lifecycle and will not be reissued for home use this school year.

Students in grades 6–8 will continue to have access to devices during the school day. Families who need a device for home use are encouraged to contact the school administration to explore available options. Backpacks will be provided for middle school students upon request to support safe transport when needed.

Students in grades 9–12 will continue to be supported with take-home devices as part of the ongoing 1:1 program.

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## Secondary Office Remodel

The Technology Department has supported the secondary office remodel by updating phone and data ports, as well as installing camera drops for future expansion.

---

## Digital Safety Event

On **September 17–18**, Petersburg School District will host nationally recognized digital health and safety expert **Katie Greer** for a two-day, community-wide event focused on proactive digital citizenship education. Katie will deliver developmentally tailored presentations to students in grades 2–12 during the school day, addressing topics such as online privacy, cyberbullying, social media use, screen time balance, and healthy digital relationships.

An evening presentation for parents and caregivers will provide practical guidance on emerging tech trends, social media safety, family device rules, and how to foster meaningful conversations around digital life at home.

This event is made possible thanks to the generous planning and financial support of **the Petersburg Police Department, Partners in Education, Wave, PIA, and Petersburg Medical Center (PMC)**.

---

## **Communication Tools**

We are preparing to launch the Rooms communication platform districtwide.

Staff will receive training during in-service week, followed by a community-facing PR campaign to promote use and support family engagement.

---

## **Professional Development & Staff Training**

A “Technology Boot Camp” for new certified staff is scheduled for Monday, August 18. Dustin Crump and I will co-facilitate this training.

Throughout In-Service Week, the Technology Department will provide hands-on support to help teachers set up their classrooms, devices, and essential instructional tools.

---

## **Cybersecurity**

As part of our ongoing participation in the 2022 State and Local Cybersecurity Grant Program, PSD has enrolled in two federal services provided by the Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA):

- **Vulnerability Scanning (VS):**

Continuously scans and evaluates internet-accessible devices for risks. Weekly reports and urgent alerts help us take immediate action on any detected vulnerabilities.

- **Web Application Scanning (WAS):**

Evaluates public-facing web applications for security flaws. Monthly and on-demand reports help ensure the security of our online systems.

**In addition:**

The district is transitioning from KnowBe4 to **Hook Security** for staff cybersecurity awareness training.

Hook Security will deliver monthly phishing simulations and brief, engaging training modules to help build skills in reporting, recognizing, and avoiding cyber threats. (Staff will be trained on how to report these simulations, as well as on other emerging cyber threats.)

*“Learning is King. Growth is Queen. ‘Cool’ is the court jester. The jester is technology. And the jester has value, but don’t put him in charge of the kingdom.”*

— *Bold School*, Weston Kieschnick

**Petersburg Borough School District**  
**FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
1	C	<p><b>Petersburg High School/Middle School Entry and Security Renovation</b></p> <p>This project renovates approximately 2,400 square feet of the front office and administrative area at Petersburg High School/Middle School. The renovation is driven by the need to enhance entry security and provide ADA-compliant accessibility for students, staff, and visitors. The work includes site preparation, slab infill, and minor demolition activities, including removal of walls, flooring, ceiling grid, and selected mechanical and electrical components. Interior improvements include new framing, doors, windows, casework, and partitions. The mechanical scope includes plumbing fixture upgrades, HVAC diffusers, hydronic heating elements, and a range hood system. Electrical work includes updated lighting, power distribution, fire alarm modifications, telecom/data cabling, and integration of DDC controls. The project concludes with new flooring, ceiling finishes, and complete interior painting.</p>	X	\$1,700,000
2	C	<p><b>Petersburg Gym Sewer Line Repair</b></p> <p>The project generally consisted of the removal and replacement of a failed sewer line located beneath the indoor concrete slab floor. The scope extended into adjoining rooms containing plumbing fixtures, where work was performed as necessary to complete the system replacement. Approximately 200 linear feet of sanitary sewer piping was removed and replaced with new piping meeting current code requirements.</p> <p>During the course of construction, care was taken to preserve existing wall and ceiling finishes. All disturbed finishes were restored to match original conditions to the greatest extent feasible. However, all floor finishes in affected areas required full replacement due to the extent of slab penetration and removal. Temporary protection and dust control measures were implemented throughout the work to minimize disruption to surrounding spaces.</p>	X	\$501,316
3	C	<p><b>Petersburg Campus Security Upgrades</b></p> <p>The Petersburg Campus Security Upgrades project will enhance campus-wide safety and accessibility through comprehensive improvements to building entry points and interior security systems. The scope includes replacing exterior doors across the middle school, high school, and elementary buildings, integrating them into a new electronic access control system. Work includes</p>	X	\$1,500,000

**Petersburg Borough School District**  
**FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		installation of card readers, electrified door strikes, request-to-exit devices, lockdown alarms, and intercom system upgrades. The main entry will be reconfigured with improved sightlines and protective barriers. Interior classroom doors and key student spaces will be upgraded for ADA accessibility, and all systems will be unified through centralized access management software.		
4	C	<p><b>Petersburg Aquatic Center Sewer Line Repair</b></p> <p>This project addresses sanitary sewer failures at the Petersburg Aquatic Center, primarily affecting the family, women’s, and men’s locker rooms. Due to differential settlement beneath the slab, multiple pipe separations and blockages have occurred, causing sewage backups and foul odors. The work includes replacement of failed horizontal waste lines and reconnection of detached floor drains. Two repair approaches have been developed: tunneling beneath the slab to access and replace piping while minimizing facility disruption, or slab removal and interior demolition to access damaged systems from above. Repairs will restore drainage function and prevent future failures.</p>	X	\$1,213,760

**FY 2027 TOTAL      \$4,715,076**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
5	C	<p><b>Districtwide Electrical Upgrades</b></p> <p>Project will increase the electrical capacity of the classrooms, offices and common spaces to meet the technology needs of the 21st century. Branch panels in the 1975 addition would be replaced. The main switchboard and branch panels in the 1951 and 1985 additions would have their feeder circuit breakers tested/replaced and feeder terminations re-torqued. Remaining T 12 and T8 fixtures in offices, hallways and storage/maintenance replaced with LED, occupancy and ambient light sensors.</p>	X	\$2,000,000

**FY 2028 TOTAL      \$2,000,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
6	C	<p><b>Petersburg High School/Middle School HVAC Controls Replacement</b></p>	X	\$500,000

**Petersburg Borough School District  
FY 2027 – 2032 Six-Year Capital Improvement Plan**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost
		Project will replace all room thermostats, fin-tube and heating unit automatic valves located in the original 1951 and 1985 addition with DDC controls. It will also include the replacement of the pneumatic zone mixing dampers actuators in the building fan rooms.		

**FY 2029 TOTAL                    \$500,000**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2030 TOTAL                    \$ TBA**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2031 TOTAL                    \$ TBA**

District Priority	Primary Purpose	Project Title & Description	SOA Aid	Estimated Project Cost

**FY 2032 TOTAL                    \$ TBA**

Adopted August 19, 2025 at a duly convened meeting of the Petersburg Borough School District at which a quorum was present and voting. I hereby certify that the information presented is true and correct to the best of my knowledge.

\_\_\_\_\_  
Robyn Taylor, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Board President

\_\_\_\_\_  
Date

Submit to the Department of Education & Early Development by September 1

Form #05-19-051

<b>EXTRA DUTY ASSIGNMENTS</b>					
<b>25-26</b>					
<b>Activity</b>	<b>Recommended for 25-26</b>	<b>Board Meeting</b>	<b>Contract signed returned</b>	<b>Paid</b>	
Baseball	James	August			
Assistant baseball	Ethan	August			
Cheerleading	Turland	August			
Assistant cheerleading	Slaven	August			
Cross country	Casey Gates	June			
Cross Country asst	Keely Ware	June			
Debate & Drama	-				
E-Sports	-				
Elem Student Gov	Miller	August			
Elem Yearbook	Worhatch	August			
Extra-Curricular Music	Corrao	August			
Glacier Survey	Cumps	August			
HS Yearbook	Cotta	August			
Middle school basketball-boys	Jesse West	August			
Middle school basketball-girls	Pawuk	August			
Middle school cheerleading	Turland	August			
Middle School Robotics	Ward, B & Crump, D	August			
Middle School Track	Cumps	August			
Middle school volleyball	Cabral	August			
Middle school wrestling	Mike Corl	August			
Middle School x-cc	Joe Vichneicki	June			
MS Yearbook	Short	August			
MS Student Council	Unfilled				
Music	corrao	August			
NHS	Shumway/Etcher/Steph P	August			
NJHS	Unfilled				
NYO	Cabral/Ayriss/Dreisbach	August			
Ocean Science Bowl	Unfilled				
Prom	Ward	August			
School wide play	Elsa Wintersteen	August			
Senior class	Alice/Tim	August			
Student government (AASG) HS	Tim Shumway	August			
Swimming & diving	Andy Carlisle	June			
Assistant swim & dive	Kayla Popp	June			
Track & field	Hofacre	August			
Assistant track & field		Need to Hire			
Varsity basketball - boys	Richard Brock	August			
Assistant basketball - boys	Blaine Volk	August			
Varsity basketball - girls	Matt Pawuk	August			
Assistant basketball - girls	Stevie Schmidt	August			
Varsity volleyball	Jaime Cabral	August			
Assistant volleyball	Kerri Curtiss	August			
Wrestling	James Valentine	August			
Assistant Wrestling		Need to Hire			
Teacher Mentor	Martin, Midkiff, Willis, Paulson, Cotta, Cumps	August			
Activities Asst	Lori Marsh	August			
Facilities Asst	Lori Marsh	August			
Concessions	Carlee	August			



***SOARING INTO A NEW SCHOOL YEAR!***

**RAE C. STEDMAN ELEMENTARY  
STUDENT HANDBOOK  
2025-2026**

*Phone Number: 1(877)526-7656*

*Fax: 1(877)526-7656*

*Principal: Heather Conn*

*Email: [hconn@pcsd.us](mailto:hconn@pcsd.us)*

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**OUR MISSION:**

***Petersburg Schools will advocate for continuous growth, promote a healthy environment, and provide diverse educational opportunities where all students achieve.***

**A message from the principal...**

Welcome to Stedman Elementary School! We are off to the start of another new year and are so glad your children will be with us.

By reading this handbook, you are already showing a vested interest in your child's education. Parents are an integral part of the process for students to become lifelong learners. Research shows that a supportive home environment leads to successful student learning. Please start the year off by joining us in:

- Partners in Education (PIE) Meetings (pg )
- Nightly reading routines
- Checking your child's backpack & planner daily
- Encourage positive habits for routines
- Volunteering in our Stedman community (pg )

This handbook outlines guidelines that are meant to clearly outline our routines, procedures, and expectations, which will foster our children's learning to the fullest. Items in this handbook are subject to change and at times there may be missing pieces. If you find something missing please feel free to email, write a note, or stop by the office.

I believe our mission statement paints a clear picture of who we are as educators and what we want our students to accomplish here at Stedman. When we are all dedicated to continuous growth and provide an environment that is healthy and diverse, there are no limits to what can be achieved.

I really look forward to seeing each of you personally in the coming weeks and then getting to work side-by-side with you through the coming years as we help our students and Stedman community grow. You are always welcome to visit us. Remember that communication is the key to success in everything we do.

*Mrs. Heather Conn*

## 2025-2026 STEDMAN STAFF

<b>Kindergarten:</b>	<b>Counselor:</b> David Fonken
Erin Willis	<b>Administrative Assistant:</b> Cena Worhatch
Kacey Hammer	<b>Special Education Services PreK - K Grade:</b>
<b>First Grade:</b>	Rosal Concepcion
Hillary Mullen	<b>Special Education Services 1st - 2nd Grade:</b>
Jolie Norman	Sharon Balcos (Substitute Carol Wegener until Arrival)
<b>Second Grade:</b>	<b>Special Education Services 3rd - 5th Grade:</b>
Noelle Bell	Heidi Cabral
Erin Hofacre	<b>Gym/Swim:</b> Tyler Thain
<b>Third Grade:</b>	<b>Swim Instructional Aide:</b> Blaine Volk, Pam Speck, and Danya Davis
Mary Midkiff	<b>Music:</b> Chelsea Corrao
Becky Martin	<b>Paraprofessionals:</b>
<b>Fourth Grade:</b>	Christy Ware
Alice Williams	Rocky Peeler
Trevor Wilson	Marketa Ith
<b>Fifth Grade:</b>	Tanya Thynes
Sharon Paulson	Julie Sheldon
Vanessa Miller	Audra Netro
<b>Librarian/Media Specialist:</b> Debi Tice	Kylie Mattingly
<b>Title 1 Interventionists:</b> Kerri Curtiss and Substitute until filled	Ruth Litsheim
<b>Literacy Coach:</b> Lee Ann Jenkins	Rose Villazor
<b>Migrant:</b> Heather Conn and Carlee McIntosh	MacKenzie Larson

### **ACADEMIC INFORMATION & PERMANENT RECORDS:**

An active record of student progress is kept at school. These records are available for parents to review and are not shared with others unless a release is signed by the parent. School records contain:

- \*Personal data such as names of parents or legal guardians, date of birth, immunization records, birth certificate, home address and phone number.
- \*Previous grades and/or copies of report cards.
- \*Student's yearly attendance records.
- \*Behavioral data
- \*Intervention Plans
- \*Reading, writing, and math portfolios.

### **ADMISSIONS:**

Kindergarten students must be five years of age by September 1. There is a registration period for kindergarten students every spring. Families are welcome to come in and register before school officially begins in the fall. Further information about the registration process may be obtained by calling the elementary school office between August 18th, 2025 and June 12th, 2026. Hours of operation are 8:00-4:00, Monday - Friday.

To be eligible for the first grade, a student must be six years of age by September 1.

New students who are entering our school for the first time need to be enrolled by their parents or guardians, who will sign a confidential record release form and other specific permission forms (i.e. field trips, etc.). A copy of the student's BIRTH CERTIFICATE and IMMUNIZATION RECORDS will be needed as certain immunizations are required by Alaska State Law before a student may attend school. Parents are encouraged to enroll their children in school as soon as they arrive in Petersburg. Please call the school office if you have any questions.

### **ATTENDANCE AND ABSENCE REPORTING PROCEDURES:**

Regular and consistent attendance is necessary for a student's success in school. Makeup work does not replace all of the instruction and classroom activities that are essential to keeping up with the rest of the class.

1) The bell rings at 8:00 a.m. and students may enter the building at this time.

- School officially begins at 8:00 a.m. We ask that students arrive no sooner than 7:50.
- Please make every effort to have your children here by 8:00 am. When your child is tardy, they miss the most important part of the day and feel anxious or awkward coming in late and not knowing what to do because instructions have already been given. If your child will be tardy and needs a school lunch, let us know so s/he can be included in our lunch count.

Tardies and absences affect a child socially and academically. Other children notice that a child is not present to rely on as a friend and a collaborator on group projects. If a student's tardiness or attendance

becomes disruptive to their education, a meeting will be scheduled with parents to make a plan so that attendance will not continue to negatively impact the child's education.

2) All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office (9:00 am), we will call to verify the absence. This procedure ensures student safety and is a requirement of the Alaska Statute 14.30.010. (Compulsory Attendance Statute) . You are welcome to use our online [Student Absence Form](#) rather than calling in.

3) Our calendar has built-in leave time, if families decide to take leave outside this allotted time we will not provide missing work. Please use our [Stedman Trip Slip](#) 3 days prior to leaving for communication purposes. The link can be found here: <https://www.pcsd.us/page/stedman-elementary-school>

In accordance with the Every Student Succeeds Act (ESSA), the state of Alaska holds schools responsible for Chronic absences as a measurement of school quality and student success. Chronic absence, defined as missing 10 percent of school days within one academic year (17.2) for any reason, is a powerful early warning predictor of student performance. Attendance is marked by full or half days.

For more information regarding the Alaska State Compulsory Attendance Law (**Alaska Statute 14.30.010**) you may visit the Alaska Legal Resource Center online or contact the school for a copy of the statute.

#### **BUS TRANSPORTATION/RULES:**

The bus drivers have the responsibility for the safety and conduct of all students riding the bus to and from school. Students are expected to obey the driver at ALL times. If students do not heed warnings from the bus driver, they may receive a bus misconduct citation.

##### **First Citation:**

- Conference with student and driver.
- Parents contacted.

##### **Second Citation:**

- Conference with student and driver.
- Parents contacted.
- Student may be denied bus privileges for 2-5 days.

##### **Third Citation:**

- Conference with student, driver, and parents.
- Student may be denied bus privileges for the remainder of the school year.

### **CELL PHONE USE:**

Cell phones need to stay at home. Cell phones are not to be used for any reason throughout the school day. They can be turned on and used once students leave the building at the end of the school day. We ask that all parents and visitors observe the same standard in order to minimize disruptions in the hallway and in classrooms. Cell phones will be taken from students and held in the office for parent pick-up if this standard is not followed. Staff cell phone use is to be restricted for school use only, such as group communication texts, school email, and apps that require cell phone technology.

### **CHANGE OF ADDRESS OR PHONE:**

In order to maintain accurate records, it is important to inform the school of any changes in telephone or post office box numbers. In case of an emergency, the school needs current phone numbers where family members can be reached during school hours.

### **COMMUNICATION:**

Family members play a major role in helping us efficiently manage the day to day activities at school. We want our school to be a safe and productive environment for learning. We ask that parents and/or guardians observe the following considerations:

- Rooms by Apptegy is a secure messaging tool that lets families and school staff communicate directly, share updates, and ask questions in real time. It helps everyone stay informed and connected. Be ready to install this app and communicate with us!
- Safety issues require that all visitors must check into the school office before going to their child's classroom.
- Please call ahead to make an appointment with your child's teacher. Each teacher has a daily plan of instruction and activities. Unexpected visitors require the teacher to shift attention from the students, instructional time is lost, and the children become distracted. It would be much appreciated if you could call ahead to arrange a time to visit with your child's teacher.
- Please call ahead to make an appointment to talk with the principal. She may be away from the office attending meetings, greeting children in the hallway as they arrive or leave the school, or meeting with individual students. She may be elsewhere in the building working with the staff or observing in one of the classrooms. If you call ahead, she will be more than happy to schedule a time to meet with you.
- It is our goal to minimize disruption to the school and classroom routine as little as possible while maintaining the flow of communication between home and school.
- We appreciate it when you send absence notes, permission slips, and lunch money to school when it is due.

Our students show “Eagle Pride” when they are **Respectful, Responsible, and Safe**.

At Stedman, learning dispositions are a core part of who we are. Our staff, students, and community work together to uphold a shared vision of what it means to be a learner. Our motto, **ROCC**, stands for **Resilient, Open-Minded, Confident, and Connected**. When learners embody all four qualities, they find balance, both in life and in learning. *Please see the attached matrix in Appendix A of the student handbook.*

Throughout the year, students are taught specific expectations from a school-wide matrix based on these three behaviors. Staff members model and role-play in order to teach and reinforce expected behaviors. *Please see the attached matrix in Appendix B of the student handbook.* Students are called out for making respectful, responsible, and safe choices.

There are also times when students make poor choices and may face disciplinary consequences. The main goal of any disciplinary action is to help the student learn from their mistake and make better choices in the future. If students choose to continue to be disrespectful, irresponsible, and unsafe their loss of privileges will be seen in extended learning opportunities as well as in alternative choices for lunch, recess, music, library, and physical education times. Consequences may include:

Possible Classroom Consequence, (Minor Offenses):	Possible Classroom Consequence, (Major Offenses):
Warning	Warning
Re-teach behavior	Re-teach behavior
Loss of privilege	Loss of privilege
Parent contact	Parent contact
Behavior contract	Behavior contract
Lunch in a quiet room	Lunch in a quiet room
Walking Track instead of PE or Recess	Walking Track instead of PE or Recess
Sitting out of Extended Learning Opportunities	Sitting out of Extended Learning Opportunities
Office referral: May result in ISS or OSS	In School Suspension (ISS)
	Out of School Suspension (OSS)

*Please see attached Minor/Major Behavior Definitions in Appendix D of the Student Handbook. See attached Stedman Behavior Matrix in Appendix C.*

**DISMISSAL:**

**K-5** students will be dismissed at 3:00 pm Monday - Thursday and 1:30 pm on Fridays.

**\*\*Students should not arrive at school before 7:50 am unless they go directly to the cafeteria for breakfast. Students are not to remain at school after 3:00pm, unless in an after school club, as there is no supervision available\*\***

**DRESS AND GROOMING:**

The dress code for all students shall meet school board requirements. The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and is non-disruptive of the educational activities and processes of the school.

- Shoes or boots shall be worn. Heely wheel shoes are not allowed in the building or outside at our recess and clubs for safety reasons.
- Inside shoes must be worn while inside the school. This helps protect our carpets.
- Clothing that exposes the entire shoulder, strapless tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. We have the two to three finger rule for tank tops, we don't want to see undergarments. All genders need to be treated equally.
- Clothing exposing the torso or the midriff, either front, back, or sides, shall not be worn. Underwear shall not be visible.
- Headwear can be worn in the main areas of the building. Each teacher has discretion in their classrooms. Sweatshirt hoods are to be removed at all times in the building.
- Mini skirts, mini dresses, and short shorts are to be worn only with leggings or tights.
- Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
- We ask that students dress for being out in the rain, snow, or sun.

**Educator Qualification:**

In compliance with federal requirements, parents may request information on the professional qualifications of their child's teachers to include whether the teacher

- has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived: and
- is teaching in the field of discipline of the certification of the teachers.

All of our current teachers meet these requirements. Additionally, any paraprofessional serving as a reading instructor has passed the State paraprofessional qualifying exam and is trained in all our reading programs.

### **EMERGENCY DRILLS:**

Periodic emergency drills are required by law and are an important safety precaution. We practice these drills and take the possibility of a fire, need for evacuation, or need for lock-down or lock-out at school very seriously. Students are taught the run, hide, or fight concepts for safety. The children quickly learn that everyone must look to the trusted adult in the room for instructions during emergency situations.

### **EMERGENCY PROCEDURES and Emergency Commands:**

A.L.I.C.E. is a school safety program created in the year 2000 to offer additional options to students and staff in dealing with an armed intruder situation.

#### **A.L.I.C.E. is an acronym that stands for:**

**ALERT:** Get the word out that a threat exists.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Traditionally, schools have used a procedure known as "lockdown" which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

**FERPA NOTIFICATION FOR ELEMENTARY AND SECONDARY INSTITUTIONS (60 Fed. Reg. 59291, 59297)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the Petersburg City School District to amend the record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3) The right to consent to disclosures of personally identifiable information contained in the students education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company in whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

## HEALTH SERVICES

### 1) ILLNESS

If students become ill during the school day, they will be sent to the office for the nurse or secretary to determine what action should be taken. If necessary, the parent or guardian will be contacted for advice or information or to take the child home. At this time Stedman would like to continue to be a symptom free school. Students with fevers, diarrhea, and vomiting will be asked to stay home for 24 hours after the last incident. Other symptoms not welcomed at Stedman include extreme coughing or extreme running nose.

Please keep your children home if they have a temperature of 100.4 or higher, cough, sore throat, shortness of breath, chills, muscle pain, run or stuffy nose, headache, vomiting, diarrhea, loss of taste or smell, undiagnosed rash or skin condition, or taking antibiotics for the first 24 hours.

### 2) FIRST AID AND EMERGENCY CARE

A) A nurse will be on site **Monday & Wednesday 10:00-3:00, Tuesday & Thursday 11:00-3:00, and Friday 9:30-1:30**

B) The secretary and other staff may have First Aid and CPR training, but they are not nurses.

C) In case of a serious accident or injury, appropriate first aid and emergency care will be provided by the most accessible and qualified first aid care giver. Parents or guardians will be contacted as soon as possible. If deemed necessary, the Emergency Medical System (911) will be activated to provide additional assistance. (Please be sure that all emergency information on your child's school records is current and complete.)

### 3) MEDICATION

A) If it is necessary for your child to take any **prescription or over-the-counter** medication during the school day, you (**and your doctor for prescription medication**) must complete a medication form indicating what is to be administered to your child, when, why, the dosage and the duration. Medication is to be sent to the school in the original bottle or packaging.

**B) All medication must be stored in the office. Please deliver the medication directly to the office and do not send it to school in your child's backpack.**

C) It would be best to ask your doctor for dosages that do not require taking medicine during school hours. Most children's prescriptions can be given at home outside of school hours.

D) You can contact the school for a medication form.

### 4) COMMUNICABLE DISEASES

A) Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, covid, etc.

B) Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until a doctor's note is provided with a return date.

C) Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other staff and students for signs and symptoms.

### 5) FEVER or DIARRHEA

If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian. Students must be fever and diarrhea free for 24 hours before returning to school.

### 6) VOMITING (due to illness):

Children may return to school 24 hours after the last vomiting incident.

7) LICE: **UPDATED based on 2020 Research from National Association of School Nurses**

A) Head lice infestation is a common concern worldwide, with both social and medical implications. In the United States it is estimated that 6-12 million head lice infestations occur in children 3-11 years of age each year. The infestations are most likely to occur in preschool and elementary age students and their household members, regardless of socioeconomic status or geographic region (Centers for Disease Control and Prevention [CDC], 2019, Who Is at Risk section, para. 1).

The cost of treatment in the United States has been estimated to be \$500 million dollars per year (Cummings et al., 2018). A head lice infestation is not a communicable disease and no health risks have been associated with head lice (Pontius, 2014; CDC, 2015, para. 2; CDC, 2019, Do Head Lice Spread Disease section). Current research indicates that families are over- or incorrectly treating pediculosis, which may be a contributing factor in lice resistance (Cummings et al., 2018; Koch et al., 2016). Head lice infestation, including “no live lice” and “no nit” policies, causes unnecessary school absences for students and loss of parent workdays and family wages. Exclusion from school can adversely affect students emotionally, socially and academically (Devore et al., 2015; Pontius, 2014).

For more information please visit:

<https://www.nasn.org/nasn-resources/professional-practice-documents/position-statements/ps-head-lice>

B) Both the American Academy of Pediatrics (AAP) and the CDC advocate for the following practices to be **discontinued**:

- whole classroom screening
- exclusion for nits or live lice
- notification to others except for parents/guardians of students with head lice infestations (Devore et al., 2015; CDC, 2015b, para. 3)

C) To prevent the spread of lice, we take many precautions at school. The students are taught about lice and not to share combs, brushes, hats, clothing, etc. We take special precautions with coats, earphones, carpeting, stuffed animals and anything that may contribute to the spreading of the lice.

D) YOU CAN HELP!

- Inspect your child's head on a regular basis looking for lice or nits. Checking after each bath/shower is the best way to remember – establish it as a routine. Make sure you check the first week of school so we don't start off the year spreading them.
- Notify any groups, neighbors, friends or playmates or anyone who has been in close contact with members of your family who have head lice. This could prevent the re-infestation in your own family and the other families.
- If you ever have questions, or would like assistance, please call the school and we would be happy to help in any way we can.

### **HOMEWORK POLICY:**

The Stedman staff believes that the practicing of skills is an important part of the educational process. Therefore, skill practice will be assigned during the school year inside the school day. If families would like to establish a routine at home for nightly reading or math here is our recommendation:

**Grades K-3:** Recommended 20 minutes of reading a night

**Grades 4-5:** Recommended 30 minutes of reading a night with 20 minutes of math practice

**NOTE:** Here is a great article on homework to consider as a parent:

<https://www.edutopia.org/article/whats-right-amount-homework/>

The purpose of school work at this age is to cement new skills. The purpose of homework at this age is to practice skills already mastered and practice bringing things back and forth between home and school. If your child is routinely spending more than the recommended time a night on homework (including reading) please let your teacher know!!

### **LABELS AND LOCKS:**

It is not unusual for elementary students to have problems managing their personal belongings. To avoid lost lunch bags, swimsuits, hats, boots, coats, etc., we suggest labeling. If parents/guardians put the child's name and phone number on all items that could be misplaced at school they can be easily identified and returned to the owner.

There is a bike rack for students who ride their bikes to school. To be sure that the bike is safe, parents/guardians are encouraged to invest in a good lock that is large enough to lock the bike to the rack. It is also recommended that students wear bike helmets.

### **LIBRARY:**

The Rae C. Stedman library provides an ever-expanding resource center containing a healthy collection of books and other media tools, which support the curriculum (i.e. computers with internet access, video tapes, books on tape). There are also a variety of fiction and non-fiction books designed to meet the needs of emerging and developing readers.

During library time, students in kindergarten, 1st, and 2nd grade will be able to check in and out books. Students in 3rd, 4th, and 5th grade will be learning research skills, online catalog, locating books using the Dewey Decimal system, internet navigation skills and safety, and book care. They also learn a variety of information literacy skills. The librarian and teachers coordinate as much as possible to link library lessons in grades 3-5 with grade level curriculum.

### **Book Checkout looks like:**

**All grade levels will start with one book for checkout.**

**They may increase as individual students settle into the routine of returning books**

**Kindergarten:** 3 books (Starts with 1 and increases when they get the idea of returning.)

**1st:** 3 books (Starts with 1 and increases when they get the idea of returning.)

**2nd:** 3 books (Starts with 2 and increases when they get the idea of returning.)

**3rd:** 4 books (Starts with 3 and increases when they get the idea of returning.)

**4th:** 4 books

**5th:** 5 books

**LUNCH/BREAKFAST PROGRAM:**

Our award-winning hot lunch and breakfast program is served on full school days and early release days. Students bringing cold lunch will also eat in the lunchroom. BREAKFAST & LUNCH prices are FREE for ALL students. Menus are published in the weekly newsletter, in the newspaper and on the app, and all menus *exceed* state and federal nutritional guidelines.

The school district offers reduced lunch/breakfast prices based on family size and income. Free and reduced meal forms are available at the school office and on the school district website. Please keep filling them out, so we can continue to get FREE Breakfast and Lunch.

Students may leave the school during their scheduled lunchtime, but MUST have a written note from a parent. We encourage families to prepay meals.

**Breakfast** is being served in the cafeteria starting at 7:50 to 8:10 for ALL Grades. Breakfast is offered to everyone and is FREE of charge.

**Recess/Lunch Schedule M-F**

Kindergarten	11:40-12:00	Recess	11:20-11:40	Lunch
1st Grade	11:20-11:40	Recess	11:40-12:00	Lunch
2nd Grade	12:20-12:40	Recess	12:00-12:20	Lunch
3rd Grade	12:00-12:20	Recess	12:20-12:40	Lunch
4th Grade	1:00-1:20	Recess	12:40-1:00	Lunch
5th Grade	12:40-1:00	Recess	1:00-1:20	Lunch

\*\*Parents are welcome to have lunch with their child.

To join your child for lunch, have your child sign you up in the morning or call the office to order that day's lunch.

**Lunchroom rules and courteous behavior:**

- Observe good dining room manners at the table.
- Put your trash in the garbage containers.
- Leave the table and surrounding area clean.
- Return trays to carts.
- Do not take food from the lunchroom.
- Do not crowd others in line in the lunchroom.
- Leave the lunchroom in an orderly fashion when dismissed.

### **PARENT VOLUNTEERS:**

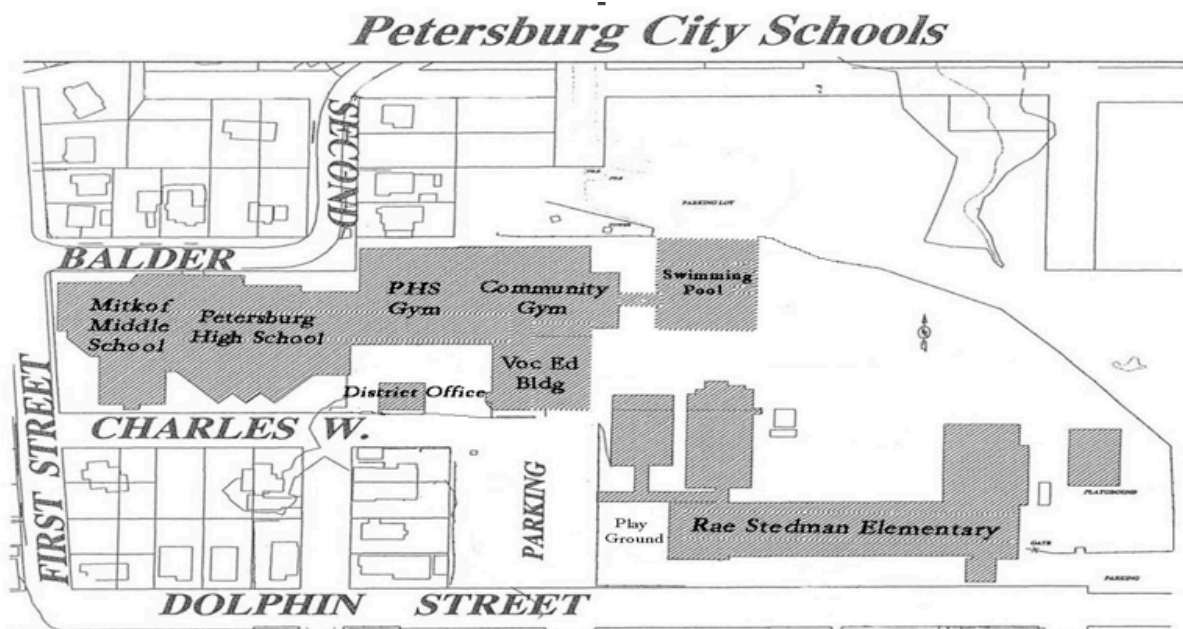
We encourage parents to volunteer time to help both inside and outside the school building. We appreciate the support you give whether it is in the classroom during the regular school day, after school hours, or helping with special projects on the weekends. We do have an active parent/teacher organization called "Partners in Education" (PIE) if you are interested in joining. We welcome your support and involvement! We also recognize that you make valuable contributions to your child's success at school every day when you see that your child completes his or her homework, gets plenty of rest, and eats nutritious meals.

If you are interested in being a volunteer at the elementary school, please let us know.

### **Volunteer Opportunities:**

- Creative Writing Assistant: Helps students write, edit, and bind original books.
- Community Resource Volunteer: On call for special presentations and demonstrations about jobs, special talents, hobbies, etc.
- Library Volunteer: Assists the librarian with filing, shelving books, checking materials in and out, and working on cataloging on-line.
- Classroom Volunteer: Works closely with teachers to coordinate class parties, help with field trips, and other special projects.
- Computer Volunteer: Assists with technology projects.
- Reading Volunteer: Listens to children read and helps children with book reports or other classroom reading activities.
- Yearbook compilation
- Fundraisers
- Partners in Education (P.I.E.)

### **PETERSBURG SCHOOL DISTRICT MAP**



**REPORT CARDS, PARENT CONFERENCES, and POWERSCHOOL:**

Report cards are given to families at the end of each trimester. Scheduled conferences are held at the end of September, then the end of the first and second trimesters. If needed, conferences can be arranged at other times during the year. Call your child’s teacher to set up an additional conference or to request a progress report. “Introduction to My Child” conferences take place at the beginning of the school year in September. This is an opportunity for parents to exchange information about their child with the classroom teacher and for classroom teachers to share the 1st set of testing results with families.

Parents and students can also access current grades and attendance through the internet. The following PowerSchool website will allow you access to your information: **pcsd.powerschool.com/public**. For security purposes, parents are assigned unique usernames and passwords for each individual student at Rae C. Stedman Elementary. To receive your ID and password, please contact the elementary office.

**SOCIAL MEDIA Opt-Out Policy:**

Rae C Stedman Elementary School follows an opt-out policy. Student work, photographs, video images, and/or recorded statements may be posted on District websites, social media pages, and other electronic media to highlight student achievements or showcase educational experiences.

Please complete the online opt-out form if you prefer to opt your student out. This will exclude your child and their work from being posted on the District’s website (PCSD.US), Facebook, Instagram, and Twitter. Please note that only first names will be used in posts.

The opt-out form is available at the website address- <https://www.pcsd.us/page/optout> or scan the following QR Code with your phone-



### **SNACK/CELEBRATION GUIDELINES and Gifts:**

The FFVP program will be served around 10:00 am Monday through Thursday. This will NOT fill up your child, as the purpose of this program is to introduce students to fresh fruit and vegetables. If your child needs more of a snack please have students bring in their own. Parents are asked not to bring in birthday treats on individual student birthdays, as there will be a monthly celebration in each classroom (focusing on healthy food choices and activities, in accordance with district Wellness Policy). Student birthdays will be recognized during morning announcements, as well as receiving a special certificate and gift from the principal (summer birthdays will be recognized during the school year). Gifts brought to the school for students will be kept at the office and students may pick them up after school to avoid disruption in the school day.

### **SUPPORT PROGRAMS:**

Our school offers a variety of support programs to provide the most appropriate learning opportunities for all of our students. Students are identified for programs through careful evaluations administered by qualified personnel. Teams of parents, teachers, students, and appropriate professionals meet to determine which of the following programs might be prescribed to meet the particular needs of students:

- **Hearing and Speech:** Our speech therapist screens all kindergarten for speech articulation every fall. We provide hearing screenings throughout the year as specialists are available.
- **Special Education Program:** Students who qualify for special education services have academic, physical, and/or emotional needs that require specialized learning programs. The special education staff works closely with parents and classroom teachers to identify, test, and develop programs for these students. Our district also contracts occupational and physical therapy for students who require these services.
- **Title I and Migrant Education:** The Title I and Migrant Education programs have been consolidated. This helps provide instructional aides in our classrooms and support early literacy programs for all students.
- **ESL/ELL Program:** This program provides services in the regular classroom to students learning English as a second language. Services include translation (when available), English as a second language instruction, and assistance with regular academics.
- **Counseling Services:** Petersburg School District would like to introduce Mr. F., David Fonken came to us from Oregon and will be an instrumental part of our Stedman Team. All counseling services are determined on a needs basis.

- **Eagle Soar:** We are fortunate to have a full-time counselor, Mr. F, to teach from the Wayfinder Curriculum. Wayfinder focuses on helping young people build resilience, gain a sense of purpose, and understand their emotions in order to navigate life's challenges. This will be a weekly lesson for All grades.
- **Sources of Strength:** The Petersburg School District and Petersburg Medical Center have partnered to bring the Sources of Strength program to local schools, promoting wellness, resilience, and strong connections. This collaboration supports students and families by encouraging healthy relationships, open conversations about mental health, and access to trusted resources, creating a supportive network for success both in and out of school.
- **After School Math Support:** Our paraprofessionals are trained in math interventions. This is for students who qualify as Tier 2 or 3 support for services. Please reach out to the office for additional information.
- **After School Reading Support:** Our paraprofessionals are trained in reading interventions. This is for students who qualify as Tier 2 or 3 support for services. Please reach out to the office for additional information.

### **PHYSICAL EDUCATION:**

All students will spend August through December in the community gym as part of their physical education program. From January to the end of school all physical education will take place in the pool. The Physical Education program both in the gym and pool helps develop fundamental skills, water safety, physical fitness, game play, and sportsmanship.

Clothing needs for each student:

- Swimming suit and towel for swimming class.
- Inside shoes that will remain in the classroom throughout the year. (Outside shoes are removed when children enter their classroom).
- Indoor gym shoes for P.E. class (lace-up or Velcro; no slip-ons). These shoes can be the same ones used for "inside shoes" in the classroom.

Swim Locker Rooms:

Students are being held to a high standard for locker room usage and this includes keeping it clear of urine in order to keep the doors open. Here is our policy for this problem.

1st Citation: Whole class Group Conversation

2nd Citation: The gender group who has this issue will be pulled from swim for one day.

3rd Citation: The gender group who sat out will have a bathroom break halfway through their swim class for four days.

**TECHNOLOGY:**

Stedman Elementary is networked with the district office, the middle school, and the high school. Each classroom has supervised internet access, laptop computers and ipads. Students are taught basic computer skills, word processing skills, internet navigation skills, as well as online safety. Students have the opportunity to explore a variety of age-appropriate software programs and apps. Our technology program continues to grow, progress, and adapt as the student and staff needs change. The emphasis is shifting from “computer instruction” to “technology integration,” as students enter school with more advanced computer skills.

**TEXTBOOKS AND SUPPLIES:**

All classroom textbooks and materials, and library materials are loaned to students free of charge. However, students are responsible for lost or damaged books and materials, and will be expected to pay for them. Students are urged to take good care of their books. Many of the consumable supplies are furnished by the school, but the students will be required to bring some personal supplies. The classroom teacher will indicate what personal materials will be necessary.

**TRANSFERRING TO A NEW SCHOOL:**

When a family is planning to move, we ask that parents or guardians notify the child’s teacher and the principal as far in advance as possible so we can make the transfer to another school as smooth as possible. Library books and textbooks must be returned and outstanding meal balances paid before leaving so that school records can be forwarded.



# PETERSBURG School District

## Stedman Elementary Learners R.O.C.C

**R**esilient

- I persevere.
- I find ways to do my best.
- I try again if something doesn't go right.



**O**pen-minded

- I am curious.
- I wonder.
- I ask questions.



**C**onfident

- I am in charge of what I learn and do.
- I try new things, even if they feel a little scary.
- I can do things by myself.



**C**onnected

- I share my thoughts.
- I listen to others.
- I learn with others.



When we ROCC,  
we balance life and learning.



## Appendix B

In Petersburg, we take pride in being a community of lifelong learners who take responsibility for ourselves and for the world around us. We maintain a safe and positive educational environment through respecting others, and ourselves, as displayed by our efforts and attitudes toward learning and behavior.

	HALLWAYS	BATHROOM	LUNCH AREA	SCHOOL GROUNDS	SCHOOL BUS	AUDITORIUM	COMMUNITY
<b>RESPECTFUL</b>	<p>Use appropriate language and volume.</p> <p>Be kind and courteous.</p> <p>Acknowledge personal space.</p> <p>Respect Surroundings.</p>	<p>Use appropriate language and volume.</p> <p>Respect others' personal space and privacy.</p> <p>Use facility properly.</p> <p>Wait patiently.</p>	<p>Use appropriate language and volume.</p> <p>Hands to yourself.</p> <p>Practice good meal manners.</p>	<p>Use appropriate language and volume.</p> <p>Be kind.</p>	<p>Use appropriate language and volume.</p> <p>Listen to the driver.</p> <p>Keep hands, feet, and other objects to self.</p> <p>Be polite and courteous.</p>	<p>Use appropriate language and volume.</p> <p>Be attentive.</p> <p>Participate appropriately.</p>	<p>Use appropriate language and volume.</p> <p>Be kind and courteous to others.</p> <p>Display good citizenship.</p> <p>Be considerate of others' property.</p>
<b>RESPONSIBLE</b>	<p>Keep it clean.</p> <p>Be on time.</p> <p>Use acceptable noise level.</p>	<p>Keep it clean.</p> <p>Use in a timely manner.</p> <p>Choose appropriate time.</p>	<p>Take what you want; eat what you take.</p> <p>Keep it clean.</p>	<p>Practice self-control.</p> <p>Keep it clean.</p>	<p>Electronic use only when seated.</p> <p>Take care of personal belongings.</p> <p>Communicate change of plans with parents/drivers.</p> <p>Keep it clean.</p>	<p>Keep it clean.</p>	<p>Practice self-control.</p> <p>Take care of personal belongings.</p> <p>Timely communication with chaperone/teacher.</p> <p>Follow rules/laws.</p>
<b>SAFE</b>	<p>Keep hands, feet, and other objects to self.</p> <p>Walk.</p>	<p>Keep hands, feet, and other objects to self.</p> <p>Practice good personal hygiene.</p> <p>Report concerns or inappropriate behavior.</p>	<p>Practice good personal hygiene.</p> <p>Move through line in a calm, orderly fashion.</p>	<p>Comply with rules.</p> <p>Be aware of others.</p> <p>Be aware of your surroundings.</p>	<p>Stay seated.</p> <p>Walk up and down steps.</p> <p>Wait for driver's signal to cross.</p> <p>Keep aisles clear.</p>	<p>Walk.</p> <p>Use aisles.</p> <p>Follow directions.</p>	<p>Appropriate use of electronics.</p> <p>Follow directions.</p> <p>Stay with the group.</p>

# STEDMAN BEHAVIOR MATRIX

Classroom Management

**Minor**

**VERBAL WARNING**

RESTATE  
EXPECTATION/RULE

**2ND OFFENSE**

POST-IT IN MILEPOST  
TRY INTERVENTION

**3RD OFFENSE**

POST-IT IN MILEPOST  
TRY INTERVENTION  
PARENT CONTACT

**4TH OFFENSE**

MAJOR REFERRAL  
POST-IT TO OFFICE  
PARENT CONTACT

Office Referral

**Major**

**REFERRAL**

DOCUMENT INCIDENT  
POST-IT TO OFFICE

PARENT CONTACT

ADMIN DETERMINE  
COURSE OF ACTION

ADMIN FOLLOW UP  
WITH REFERRING STAFF



## Minor Offenses

**Defiance/Disrespect/Non-compliance** - student engages in brief or low-intensity failure to respond to reasonable adult requests.

**Disruption** - student engages in low-intensity, but inappropriate disruption to educational setting

**Dress Code Violation** - student wears clothing that is not within the school's dress code guidelines

**Inappropriate Language** - student engages in low-intensity instance of inappropriate language

**Inappropriate Location/Out of Bounds Area** - student is not where they're supposed to be

**Physical Contact/Aggression** - student engages in inappropriate physical contact (depending on the level could be a Major)

**Property Misuse** - student engages in low-intensity misuse of property

**Off Task** - student does not engage in expected behavior after prompting, but is not disruptive

**Technology Violation** - student engages in inappropriate use of technology equipment and/or failure to comply with the school district's Electronic Use Agreement (depend on level, could be Major)

## Major Offenses

**Arson** - student plans and/or participates in malicious burning of property

**Bomb Threat/False Alarm** - student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosions

**Defiance/Disrespect/Insubordination** - student engages in refusal to follow a "reasonable request," directions, talks back, and/or delivers socially rude interactions

**Disruption** - student engages in behavior causing an interruption in a class or activity. Includes sustained loud talk, yelling, or screaming, noise with materials, horseplay or roughhousing, and/or sustained out-of-seat behavior.

**Fighting** - student is involved in mutual participation in an incident involving physical violence

**Forgery/Theft** - student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

**Harassment/Bullying** - The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Student may deliver disrespectful messages (verbal, written, or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes through the use of electronics and/or social media. Includes negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

**Inappropriate Language/Profanity** - student delivers messages that include swearing, name-calling, or use of words in an appropriate way with intent to harm or cause disturbance/disruption.

**Inappropriate Location** - student is in an area outside of reasonable school boundaries (defined by school) that places that student or others in a potentially dangerous situation

**Cheating/Lying** - student delivers message that is untrue and/or deliberately violates rules or engages in plagiarism

**Physical Aggression/Assault** - student engages in actions involving serious physical contact where injury may occur (hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)

**Property Damage/Vandalism** - student participates in an activity that results in destruction or disfigurement of property

**Technology Violation** - student engages in inappropriate use of technology equipment and/or failure to comply with the school district's Electronic Use Agreement

**Use/Possession of Alcohol/Drugs** - student is in possession of or is using alcohol or drugs while on school property, school-sponsored trips, or otherwise on school jurisdiction or control.

**Use/Possession of Combustible/Weapon with Intent to Harm** - student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm.

# EXTENDED LEARNING PLAN

## Our School Expectations Be Responsible, Respectful, and Safe

We want everyone to have fun and stay safe during extended learning opportunities, both inside and outside our building.  
Extended Learning opportunities may include:  
Guest Speakers, Substitutes, Pumpkin Patch, Caroling, Movies, Beachwalks, Muskeg Walks, Picnics, Town Walks, Petersburg Creek, Stikine River, etc.

## 3 Strikes per Trimester

When someone makes an unsafe or disrespectful choice they will receive a strike.  
Did you hurt someone?  
Did you use verbal profanity or derogatory words towards others?  
Were you defiant or arguing with staff?

### 1st Strike

- Talk with your teacher/principal
- Call home and notify parents

### 2nd Strike

- Talk with your teacher/principal
- Call home and notify parents

### 3rd Strike

At this time for the remainder of the current trimester you will not have an opportunity to attend any Extended Learning opportunities.

Appendix F

**Stedman Elementary School**

**Home of the Stedman Eagles**

**Dear Families,**

We are looking forward to a great year, with students in classes and ready to learn every day.

We have learned that students who miss even a few days of school each month are at far greater risk of academic failure and dropout than students who attend regularly. We have set a goal that every student in our school attends regularly (has nine or fewer absences in a year).

Because attendance is so important, please send your child to school every day unless he or she has a contagious illness or is running a fever.

We have included a chart with this letter that will help you keep track of your student's absences. If your child is at risk of missing too much school, please feel free to contact me. We will also monitor each student's attendance across the year so we can work with families when the number of absences puts a student at risk.

We will be happy to work with you to help your student(s) attend regularly and have greater opportunities for success.

Sincerely,

*Heather Conn, Principal*

Date	Date	Date	Date	Date	Date	Date	Date	Date	Absences 10+
Absence 1 Reason	Absence 2 Reason	Absence 3 Reason	Absence 4 Reason	Absence 5 Reason	Absence 6 Reason	Absence 7 Reason	Absence 8 Reason	Absence 9 Reason	Note: Your child is at an increased risk for academic difficulties and school failure with each absence beyond this point



Parents of Incoming Kindergarteners,

I am so excited to be on this journey with you! Kindergarten is such a wonderful experience and sometimes the 1st experience that children have in our school system. It is our goal to make this the BEST YEAR EVER for the kids and for parents!

Kindergarten will start on Wednesday, September 3rd, 2025. The hours for kindergarten are still being discussed as an administration at this time. The bus is an option in kindergarten, but we will need very clear communication between teachers, the office, and the bus drivers to make this happen.

Next school year will be approaching rapidly and we need your help in making this transition as smooth as possible. Our kindergarten teachers will be focusing on routine, consistency, and independence this upcoming year. We need your help!

**What can I do to support them at school and at home to help themselves?**

**Support them in being independent with:**

- Carrying their own belongings
- Serving themselves at breakfast or lunch
- Zipping and unzipping their coats and pants
- Buttoning and unbuttoning their coats and pants
- Taking outside gear on and off

- Taking their shoes on and off
- Tying, Velcroing, or Slipping on their own shoes
- Getting dressed and undressed in everything they wear

While at school we would like to have you encourage these skills and allow kindergartners the space to put all their gear away on their own in their cubbies. This will allow them to transition independently into their classrooms. This doesn't mean you can't be present, just allow them the space to do this without help.

These types of life skills are skills we will work on every day in kindergarten. These are skills that help our kindergarteners to become independent and grow. We need your help in helping them become independent by allowing them the time and space to do it on their own. This may at times require much patience.

We look forward to partnering with you on this journey from kindergarten to adulthood.

Academics is also another piece that is introduced in kindergarten. Building the foundational skills for reading, writing, and math is a very important part of kindergarten. There are a few laws and requirements in regards to how we proceed in academics. I have included a screener they are required to take, information about the screener, as well as an article about our reading curriculum.

We use a sounds first approach, which means kindergarten students are introduced to a symbol and taught that a sound goes with that symbol. Children do not need to know letter names in order to read, so the idea is to teach them the sounds then letters at a later point. Please read the attached article for more information.

This is a BIG year and we look forward to walking beside you!

Sincerely,

Heather Conn

Here are the DIBELS assessments that will be done at the beginning of the school year for kindergarten. All three of these assessments will be completed in ONE MINUTE.

o r u v C M O L h k  
E U e f A B c I D i  
y N F s g P G d S x  
t p T H a m R j n b  
E L h g x t m S O o  
p T U r v R j n b M  
e c A H i f I B s k  
N G d y P F a u C D  
o h c b r v e p f a  
k d g s i u t m n y

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DIBELS 8th Edition  
Benchmark LNF.K.Beginning

**Above Picture:** This is what is called the LETTER NAME FLUENCY (LNF). At the beginning of the kindergarten year it is said to be able to identify 25 + letters in ONE MINUTE to be proficient.

my /m/ /l/	year /y/ /ear/	the /TH/ /u/
new /n/ /oo/	an /a/ /n/	at /a/ /t/
mine /m/ /l/ /n/	wait /w/ /E/ /t/	made /m/ /E/ /d/
then /TH/ /e/ /n/	both /b/ /O/ /th/	chain /ch/ /E/ /n/
man /m/ /a/ /n/	store /s/ /t/ /or/	blue /b/ /l/ /oo/
ride /r/ /l/ /d/	board /b/ /or/ /d/	hill /h/ /l/ /l/
piece /p/ /E/ /s/	south /s/ /ow/ /th/	rich /r/ /l/ /ch/
safe /s/ /E/ /t/	good /g/ /oo/ /d/	half /h/ /a/ /t/
wrote /r/ /O/ /t/	week /w/ /E/ /k/	few /f/ /y/ /oo/
stay /s/ /t/ /E/	hole /h/ /O/ /l/	other /u/ /TH/ /er/

**AbovePicture:** This is what is called the PHONEMIC SEGMENTATION FLUENCY (PSF). At the beginning of the kindergarten year it is said to be able to identify 5 sounds in ONE MINUTE to be proficient.

sep	rop	lan	tup	nen
het	dem	som	tig	nup
tum	nep	nop	lun	hon
lut	nem	san	dut	nin
dit	sem	rin	nam	fon
reg	yan	yed	tud	dib
fet	yit	fem	rud	seg
pom	pim	mem	dap	nud
teb	hib	sud	pid	gim
gid	seb	vad	mig	yom
wap	yad	lem	yun	reb
vom	wod	fub	mip	wum
yod	vut	wid	wem	kun
kom	pag	wim	dob	bim
vid	vun	yab	pob	vot

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DEVELS 9th Edition  
Benchmark WRF K, Beginning

**Above Picture:** This is what is called the NONSENSE WORD FLUENCY (NWF). At the beginning of the kindergarten year it is said to be able to identify 9 sounds and blend three of them together in ONE MINUTE to be proficient.

by	and	but	has	are
a	in	of	there	have
it	no	more	we	is
help	hold	bring	two	top
put	late	face	front	young
light	left	white	got	speak
need	far	game	point	see
small	out	voice	street	big
free	like	line	sound	play
come	job	same	down	short
needs	some	once	man	did
turn	does	known	find	high
lot	my	four	both	field
who	call	few	start	cut
place	home	end	friend	book
done	get	soon	part	less
years	feel	most	life	much

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DEVELS 9th Edition  
Benchmark WRF K, Beginning

**Above Picture:** This is what is called the WORD READING FLUENCY (WRF). At the beginning of the kindergarten year it is said to be able to identify 1 word in ONE MINUTE to be proficient.

## **What is DIBELS? What does it mean to be proficient?**

### **DIBELS Tips for Families**

#### **Why DIBELS?**

DIBELS stands for Dynamic Indicators of Basic Early Literacy Skills. DIBELS is a series of short, quick assessments that some schools use to determine if students may be struggling with reading and need additional help. Teachers use DIBELS to inform their reading instruction. In other words, DIBELS tells teachers if students are at risk in reading and the type of help they may need.

#### **What are Risk Categories?**

Results of DIBELS subtests are categorized according to the risk, or likelihood, that students will meet end-of-year grade-level goals in reading. The categories were determined based on research in which DIBELS and end-of-year reading tests were administered to many students across the country.

**Blue - Negligible risk:** Students with negligible risk are on track for reading success and should continue to receive the instruction they are getting – sometimes called “Core Support.” We might call these students “Above Benchmark.”

**Green - Minimal risk:** Students with minimal risk are on track for reading success and should continue receiving the instruction that they are getting – sometimes called “Core Support.” We might call these students “At Benchmark.”

**Yellow - Some risk:** Students with some risk may be struggling with one or more components of reading. They need additional instruction, usually in a small group setting. Their progress should be monitored in the area in which they are struggling. In other words, these students need “Strategic Support.”

**Red - At risk:** Students at risk are struggling with reading, either scoring well below the benchmark or struggling with more than one component of reading. They need extra instruction in a small group or one-on-one setting. Their progress should be monitored in the areas in which they are struggling. In other words, these students need “Intensive Support.”

## **What About Percentiles?**

First, percentiles are not like grades. If your child's score is at the 40th percentile, that's not the same as getting 40% on an assignment at school. If your child's score is at the 40th percentile on DIBELS that means they scored as well as or better than 40% of students in the same grade at the same time of year. Scoring 40% on an assignment means your child got 40% of the points possible on that assignment. Most students who fall in the 40th percentile or above on DIBELS are in the minimal or negligible risk categories. That means with regular instruction in reading, they are likely to be a successful reader.

Sometimes percentiles can be confusing if your child is a very good reader – say in the 90th percentile for Oral Reading Fluency Words Correct – but has a much lower percentile in Accuracy – say the 43rd percentile. Many students have excellent accuracy (99-100%) so even if your child has very good accuracy, their percentile could look lower than you expect because most students are also very accurate. Rest assured, in second grade and beyond, if your student's accuracy is high – say above 96% – the percentile on accuracy is not cause for concern.

## **Should I Be Worried if My Student is at Risk?**

The best answer we can provide is maybe. If your child is at risk or at some risk based on their DIBELS scores, there is reason to be watchful. We recommend talking with your child's teacher.

Here are some things to ask about:

- The instruction your child is receiving.
- The intervention provided for students who struggle with reading.
- How they monitor students' progress in reading.
- How you can support your student's progress.

Partnering with the school is one of the best ways to ensure your student's success in reading.

## **My Student Failed DIBELS! What Should I Do?**

Don't panic! DIBELS is an indicator of risk, but it's not a test with a grade. Put another way, students cannot "fail" DIBELS. DIBELS gives teachers information, so they know how to proceed with instruction. It can be thought of as one indicator of reading health, just like taking your student's temperature is an indicator of their physical health. If your student is "at risk" or "at some risk" that tells you and the teacher that your student needs additional or more explicit reading instruction.

**Please read the article below in order to understand what our philosophy is and what we are recommending to parents of kindergarten students.**

## **mCLASS DIBELS Letter Naming Fluency (LNF) and CKLA Kindergarten Instruction**

Many students enter Kindergarten already knowing some letter names. Letter names are widely taught in homes and preschools, on educational television, and by educational toys and games. Knowing the letter names, however, is no guarantee that students have phonemic awareness (knowing the sounds the letters represent) that leads to accurate phoneme-to-grapheme mapping, a critical component of early reading instruction.

Letter Naming Fluency (LNF) is a standardized, individually administered test within mCLASS with DIBELS 8th edition used as an indicator of risk for reading difficulty rather than an instructional target. The ability to recognize and name letters in preschool and at the beginning of kindergarten is a strong predictor of later reading achievement (e.g., Badian, 1995; Walsh, Price, & Gillingham, 1988). Prior to formal education, some students have the benefit of being exposed to words, stories, and books. In those cases, caretakers often teach the alphabet and letter names, particularly those

associated with the child's name. Students who do not demonstrate this ability may be at risk for later reading difficulties; thus, performance on LNF is included within the DIBELS Composite Score in kindergarten and first grade.

However, studies have failed to show that teaching letter names to students enhances their reading ability (e.g., Ehri, 1983) and, in fact, have demonstrated that successful learning of letter-sound correspondences that lead to reading acquisition can occur without the knowledge of letter names (Bruck, Genesee, & Caravolas, 1997; Mann & Wimmer, 2002).

The LNF measure at the beginning of the year does not assume students have had previous letter-naming instruction, whether in Amplify Core Knowledge Language Arts (CKLA) or any other program. If students' DIBELS LNF and Composite Scores indicate that they are at-risk for reading difficulty, teachers should use data on the priority skills assessed by DIBELS to plan instruction for students, and should not plan to emphasize letter naming for the purpose of raising LNF scores. This prioritization of skills is in direct alignment with CKLA, which, particularly in kindergarten, focuses on the use of letter sounds over letter names. The DIBELS 8th Edition Composite Score takes into account performance on each measure and places a substantial weighting on the Nonsense Fluency score.

If students respond to the activities in Kindergarten CKLA units by calling the letters by names, instead of sounds, please gently redirect them; for example say, "That's the letter name. Can you tell me the sound we have been practicing?"

Note that while letter names are not utilized in the initial units of Kindergarten CKLA

instruction, they are introduced in Unit 6. By that unit, students have learned many letter sounds, and since letter names are no longer likely to interfere with decoding, letter names are introduced.

Please note that this is not to say that teachers should discourage parents from instructing their children at home. But in the classroom, LNF does not yield a high return on investment when providing targeted remediation for students that are already at risk.



# Substantial Handbook Changes – High School

## **ATTENDANCE**

### **ABSENCES REPORTING**

Students who are absent 20+ consecutive school days will be unenrolled from classes and will need to seek comparative coursework through an accredited Homeschool program. This may include options available in Petersburg High School independent study programs.

## **ELECTRONICS--PERSONAL (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)**

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director and administration.

Student cell phone and other personal device use is not a right. The following points outline the policy and enforcement.

1. Cell phones are **NOT** to be on the student's person during school. This means cell phones **MUST** in the cell phone classroom hotel, not in a pocket, in hand, or out in the classroom.
2. Cell phones and other devices **MUST** be placed in the cell hotel of the first period class or the office cell phone hotel if the student does not have a first period. Students may retrieve these during lunch if they are going off campus. They **MUST** do this immediately following the bell release for lunch.
3. Upon return from lunch, students who retrieved their devices **MUST** place them in the cell hotel in the class that follows lunch. They may retrieve them at the end of the school day. They **MUST** do this immediately following the bell release from the last class.
4. Cell phone notifications/ringers are to be silenced.
5. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act.
6. Students **MUST** surrender personal electronic devices, including cell phones, to a PSD staff member when requested as they are a disruption to the learning environment.
7. The return of personal devices **WILL REQUIRE A PARENT** to pick up the device at the school office. This policy includes the use of personal electronic devices of any kind.
8. Exceptions to the head phone usage will only be made for medical necessities and **MUST** be documented with the office and special education department.
9. Any devices that takes pictures **SHALL** not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.
10. Students leaving on school sponsored or other trips during the school day shall leave their cell phones in the office so as to avoid disrupting classes to retrieve the phone prior to departure.

It is highly recommended that students do not bring cell phones or other electronic devices to school. The school will not be liable for lost or damaged devices.

## **LATE/MISSING WORK**

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

**Assignment Deadlines:** Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

**Late Submissions:** Assignments submitted after the established deadline will be considered late/missing.

**Gradebook Entry:** A grade of "zero" (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student's current grade without the late/missing work.

**Late Work Penalties:** Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

**Gradebook Indicators:** Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

**Academic Quarter Deadline:** The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

**Appeals Process:** Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

## ***SENIOR WORK COMPLETION DEADLINE***

Graduating seniors/students for the class of 2026 must complete and submit all course work to fulfill graduation requirements by May 27th, 2026 by 4:00 PM. This allows teachers to complete grading and for all aspects of graduation ceremonies to be finalized.

## **Substantial Handbook Changes – Middle School**

### ***Electronics –Personal (Cell Phones, AirPods, Headphones, Ear Buds, Smart Watches, etc.)***

Student cell phone and electronic device use is not a right. All devices that can receive or transmit a signal are not to be on the student's person during school. This includes cell phones, airpods, smartwatches, headphones, etc. Devices will be placed in the secure lock box of the student's first period teacher for the duration of the school day. Device notifications/ringers are to be silenced. At no time may students create a hotspot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member upon request as they are a disruption to the learning environment. **The return of personal devices will require a parent to pick up the device at the school office.** Exceptions to the head phone usage will only be made for medical necessities and must be documented with the office or special education department. Any devices that take pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

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# MITKOF MIDDLE SCHOOL

## VIKINGS

[www.pcsd.us](http://www.pcsd.us)

School colors: Blue, White, and Black  
500 North 1<sup>st</sup> Street  
Petersburg, Alaska 99833  
Phone & Fax: 877-526-7656

### Principal

Brad King

### Dean of Students/Activities Director

Jaime Cabral

### Counselor

Rachel Etcher

### Office Assistants

Nancy Curtiss

Lori Marsh

Tausha Sperl

### Certified Teaching Staff

Beau Ward*	Trinity Edwards*
Hannah Smith	Alenna Nilsen*
Dave Owens*	Stephanie Pawuk
Jill Lenhard *	Casey Gates*
Lisa Adams*	Dustin Crump*
Ashley Lohr*	Chelsea Corrao*
Bridey Short	Carissa Cotta*
Ruby Brock*	

\*denotes staff member teaches in multiple buildings

Email addresses for all staff are as follows: firstinitiallastname@pcsd.us  
example: bward@[pcsd.us](http://pcsd.us)

### Superintendent

Robyn Taylor

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## ***Mission Statement***

The faculty, staff, and administration of Mitkof Middle School recognize the transitional nature as well as the intellectual, social, emotional, and physical needs of adolescents. We are committed to academic excellence in a safe environment that respects the rights of others and enhances individual growth and development. We are dedicated to the creation of a variety of interdisciplinary, active learning opportunities that prepare our students for continued school success and lifelong learning.

## ***School Mission***

Petersburg Schools will advocate for continuous growth, promote a healthy environment and provide diverse educational opportunities where all students achieve.

## ***School Goals***

The following goals were developed after collecting input from school staff, parents and the wider Petersburg Community. The Mitkof Middle School is dedicated to realizing the following goals:

1. Completion of all assigned work to satisfactory standard
2. Provide extra support for Math
3. Provide consistent discipline
4. Provide extra support for Reading

## ***School Values***

Mitkof Middle School provides a positive learning environment that meets the unique and personal needs of our students. Building on basic skills acquired in the elementary school, students explore expanded curriculum while becoming more self-directed. This philosophy is accomplished through the development of:

1. A realistic and wholesome self-concept, as well as an appreciation of others
2. Basic academic skills
3. Exploratory activities and classes
4. Decision making and problem solving skills
5. Individual critical and creative thinking, curiosity, and inquiry
6. Personal pride, positive work attitudes, and a desire for success
7. Career awareness, lifelong learning, safety, consumer responsibilities, and leisure time activities
8. Supportive relationships among home, school, and community

## ***Activities/Athletics***

**Activity Calendar:** The middle school maintains an Activity Calendar on the school webpage. In addition to newsletters, a schedule of activities is found on this calendar. Please ensure the school secretary has a current email address to receive the school newsletter but don't forget to check the Activity Calendar on a regular basis. The calendar can be found at: [pcsd.us](http://pcsd.us)

**Activity Nights:** The middle school hosts Activity Nights throughout the school year. Middle school staff provide supervision during these nights to ensure a fun and safe environment. Access is limited to middle school students. Parents of middle school students are invited and welcome to attend. Students must be in attendance for the duration of the school day in order to attend activity nights. School policy is in effect at these nights as these activities are considered school functions. Activities are organized by the Student Council and include such things as: dance, gym time and other games and activities. Behavioral and academic eligibility can be considerations as to students being allowed to attend.

**Awards Assembly:** The middle school hosts an Awards Assembly at the end of each quarter to recognize the academic, attendance and behavioral success of students. The awards given include:

- Honor Roll for students with Proficient or Advanced academic standing
- Academic Achievement for students who raise their average grade by 10pts from one quarter to the next.
- Teachers often recognize other outstanding student achievement during these assemblies

Parents are always invited and welcomed to these assemblies. Please watch the middle school Activities Calendar to see when these assemblies will occur.

**School Yearbook:** Publication of the school yearbook is under the leadership of a designated teacher(s). Students who have an interest in art, writing, photography, and/or layouts are encouraged to request participation.

**Student Council:** The middle school has an active student government composed of classroom representatives and officers. They are involved in planning and conducting special events and taking part in school leadership and community service. Class nominations and elections are held at the beginning of each school year. Students may not have missing products and/or attendance issues to be a nomination for officer. All students are encouraged to participate in the Student Council election process. Members of the Student Council must have passing grades (C's or better) and regular attendance or may be removed from serving on the council.

### ***Activity Day Eligibility***

Students become ineligible for end-of-the-quarter activity days when they have a D or F in any class. Students with unserved detentions are also ineligible for Activity Day.

The school staff feels that academic support interventions are sufficient to help all students be able to participate in end-of-the-quarter activity days. However, if students fail to make use of these opportunities and complete all missing work, they will have the chance to participate in the next end-of-the-quarter activity day based on the completion of all assignments by the next end of the quarter deadline.

Students with outstanding assignments are ineligible for End-of-the-Quarter Activity Days. Students become ineligible for end of quarter activity days if they receive a disciplinary action that results in an In-School or Out-of-School suspension during the quarter. Students may be ineligible for activity days if they have received several discipline referrals. Administration and staff will evaluate these students and determine eligibility.

### ***Athletic/Activity Eligibility***

## **ACADEMIC CHECK POLICY**

1. All students traveling as part of the PSD activities program must be grade eligible the Wednesday of the week of departure.
  - Activities Director or Designee will pull grades on Tuesday morning.
  - Students who do not meet the grade requirements will get a grade check sheet from the Activities Director
  - Students must return the grade check sheet signed by the teacher no later than Wednesday at 3:45pm for eligibility. This includes home events.
2. If there are extenuating circumstances, the Principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator, coach, or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.
3. The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.
4. The Activities Director will inform the coaches Wednesday evening if a player is ineligible for the next week's event.

Ineligible players may practice if approved by the head coach and administration. MMS students that have been on the grade check for two (2) consecutive weeks will be deemed ineligible for practice until all grades are passing and are placed on a probationary status for the remainder of the activity season. Students that are on a probationary status will be ineligible to practice and participate in any interscholastic competition until the next scheduled grade check and regain practice eligibility by meeting academic minimums.

## **ATTENDANCE REQUIREMENTS**

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the principal and/or the Activities Director. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e., doctor appointments, scheduled dental appointments, see also PHS & MMS School handbook)

will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance.

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a major disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

Practice – As defined by ASAA and Article 7 Section 7.A of ASAA Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least one hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition. For overlapping activities that require a minimum practice quantity, the number required to be eligible for the next activity is 5 practices.

**Examinations for Student Athletes:** Students who wish to participate in school athletics shall present to school officials a physician's written certification dated within eighteen (18) months prior to participation in the activity, that they have been examined and are fit to participate in sports. Students shall also present to school officials, prior to participation, verification of responsibility for accident insurance coverage signed by the parent/guardian. A parent/guardian who has no insurance coverage shall by signature accept full financial responsibility for injuries.  
AR 5141.3

### **Middle School Athletics:**

Petersburg School District and Mitkof Middle School offer numerous activities for students to be involved in. We are fortunate enough to have great support from the community, teachers, and staff to advocate for student participation in extra-curricular activities. The following are the athletics that MMS offers:

Cross Country (Boys and Girls) FALL

Basketball (Boys and Girls) FALL

Cheerleading (Boys and Girls) FALL

Wrestling (Boys and Girls) WINTER

Native Youth Olympics (Boys and Girls) WINTER

Track and Field (Boys and Girls) SPRING

Volleyball (Girls and Boys) SPRING

All student-athletes will need to have submitted school activity forms, fees, and parental permission forms by specified date and time in order to be eligible. Student-athletes will also need to have met the grade requirements as set forth in the MMS Handbook and Activity Handbook. Fees for activities are \$50/activity.

### **Middle School Travel**

All MMS eligible students are permitted one trip per activity within the following activities: Cross Country, Boys Basketball, Girls Basketball, Robotics, Cheerleading, Wrestling, Track & Field, Volleyball, and Native Youth Olympics.

All participants who have met practice requirements, eligibility requirements, academic eligibility requirements, and demonstrate positive citizenship and sportsmanship are able to participate in travel.

\*Note for 2025-2026 that travel to away trips are NOT guaranteed. Competitive seasons will occur and travel to away trips are based on location, fund availability, team size, transportation availability, host team accommodation availability, and other unforeseen situations. The Activities & Athletics department will in good faith attempt to provide the best seasons possible for all MS teams for possible competition away from Petersburg as well as hosting events.

**Club Sports:** A number of additional athletic activities are offered in cooperation with local organizations; however, these activities are considered club sports. Club groups work in association with the middle school to promote academics and behavioral standards especially where travel for competition is considered.

### ***Administering Medication***

Before a designated employee administers any prescription or over-the-counter medication to any student during school hours, or permits a student to self-administer asthma medication, the district shall have received: 1. A written statement from the student's physician or pharmacy label detailing the prescribed method, amount and time schedules by which the medication is to be taken, and 2. A written statement from the student's parent/guardian requesting the district to assist the student in taking the medication as prescribed by the physician. Medication shall be in a properly labeled pharmacy bottle containing the name and telephone number of the pharmacy, the student's identification, name of the physician, and dosage of the medication to be given. The designated employee shall be responsible for the medication at school and shall administer it in accordance with the physician's indicated dosage schedule.

All medication shall be kept in a locked drawer or cabinet.

AR 5141.21(a)

### **Anaphylactic Injections**

Parents/guardians of students who may require emergency anaphylactic injections shall provide explicit written permission for authorized staff to administer such injections.

#### **(Anaphylactic Injections cont.)**

All medication for injections shall be labeled with the student's name, medicine name, and expiration date. It shall be stored in a locked cabinet with easy access by authorized staff.

AR 5141.21(b)

### **Asthma Inhalers**

Parents/guardians of students who may require an asthma inhaler shall provide express

written permission for the student to carry the asthma inhaler and to self-administer the medication. This authorization must verify that the student has sufficient knowledge and training to recognize the need for medication and how to administer the medication. All inhalers shall be clearly labeled with the student's name, medicine name, and expiration date.

The student shall report each use of the asthma inhaler to the office who will notify the school nurse so that a record of administration may be kept.

Students are not permitted to share inhaler medication with any other student. Doing so will result in disciplinary action, up to and including, suspension or expulsion.

### ***Alcohol, Tobacco, and Drugs***

The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free. Appropriate action will be taken to eliminate the possession, use or sale of alcohol, tobacco, and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol, tobacco, or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion. School authorities may search students and school properties for the possession of alcohol and other drugs. BP 5131.6(c)

For the purposes of this policy "tobacco" is defined to include tobacco in any form and/or any nicotine-delivering devices including but not limited to; cigarettes, vapes, vape cartridges, chewing tobacco, pipes, cigars, etc. BP 3513.3

### ***Attendance Policy***

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *8 Alaska Statute 14.30.010. (When Attendance Compulsory)*

Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in studying, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

**Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.**

#### ***A. Absence***

Being absent from a class for more than 10 minutes may be considered an aggravated tardy. There are three types of absence: excused, unexcused, and absent. Valid reasons for an excused absence (E) are listed below. Unexcused absences (U) are those for which there is not a legal, excusable reason for the absence. Absent (A) reflects a parent removing a student from school without meeting the criteria for an excused absence.

#### ***B. HOME NOTIFICATION***

Attendance records are kept each period. Every effort is made to notify parents by phone/text when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

### **C. TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per quarter per class student, parent, and teacher will receive notification that each additional tardies for that class, students will be assigned 30 minutes of detention with the teacher. Habitual tardiness will result in additional consequences.

### **LEGAL REASONS FOR AN EXCUSED ABSENCE**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence.
2. Communicable Diseases
  - a. Examples: strep throat, chicken pox, lice, pink eye, scabies, ringworm, impetigo, etc.
  - b. Students will be sent home if suspected of having a communicable disease and will be advised to remain out of school until properly treated or no longer contagious. Please check with your family physician to determine when your child may return to school. (Doctors note is REQUIRED)
  - c. Please notify the school any time your child is kept home for suspected contagious conditions. This will help us observe other students for signs and symptoms.
3. Fever or Diarrhea
  - a. If a child has a fever or diarrhea they need to stay home. If a child develops a fever or diarrhea while at school we will call his/her parent or guardian.  
**Students must be fever and diarrhea free for 24 hours before returning to school.**
4. Vomiting (due to illness)
  - a. Children may return to school 24 hours after the last vomiting incident.
5. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
6. Death in the immediate family, parents, grandparents, or siblings.
7. Students participating in Viking Swim Club or other sanctioned club sports.  
Absences must be prearranged with the proper forms through the attendance office.
8. Family trips or local, non-profit community organizations.
  - a. A trip slip must be on file in the high school office a minimum of three days before departure.

### **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office between 8:00 A.M. and 4:00 P.M. at 877-526-7656, or you may call outside office hours and leave a message and leave a message **within the same day of absence.**

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.  
If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release

from School” form may be requested from the Petersburg Medical Center by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a trip slip needs to be filed in the office before leaving (with the exception of family emergencies.) The trip slip must be signed and turned into the office before all travel. Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed trip slip and complete assigned work on time.

3. Step 1: After five (5) cumulative days of unexcused absences per quarter in the MS and semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

4. Step 2: After ten (10) unexcused absences per quarter in the MS and semester in the HS, another letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

5. Step 3: Students who have unexcused absences beyond 12 days per quarter in the MS and semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

See page 18 for the Late/Missing Work policy.

Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure.

**Out of School Suspension.** Daily work is to be handed in the day OSS students return to school. All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

### **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason, including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check

in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

The middle school maintains a “closed campus”. Students are only permitted to leave the campus during the school day when signed out by a parent. This includes lunchtime.

### ***Awards Assembly***

An awards assembly is held following the end of each quarter of school. The assembly will be scheduled and posted on the Middle School Activity Calendar. Awards given during this assembly include: Honor Roll, No Tardies, and Academic Achievement, etc. Other quarterly achievements are also recognized during this assembly. Parents are encouraged and welcomed to attend.

### ***Band***

Band is required for all 6<sup>th</sup> grade students. Band is an elective for 7<sup>th</sup> and 8<sup>th</sup> graders.

### ***Bullying/Harassment/Threats***

Bullying will not be tolerated. Examples or types of bullying (directly or indirectly) may include, but are not limited to: physical, verbal, emotional (psychological), sexual. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

***Harassment:*** Harassment, intimidation and bullying disrupt a student’s ability to learn and a school’s ability to educate. Students are expected to demonstrate positive character traits and values. Conduct and speech must be civil and respectful in order to promote harmonious and courteous relations in the school environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students who engage in such acts are subject to appropriate disciplinary action, up to and including suspension or expulsion. BP 5131.43(a)

Conduct that does not rise to the level of harassment, intimidation or bullying may still be prohibited by other policies or rules. BP 5131.43(c)

Reporting Harassment: Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The STOP It reporting system is a confidential option for reporting. The STOP It app is available for cell phones and a link to the system is available on the school websites. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

The principal or designee shall by telephone and in writing notify the parents or guardians of the students involved of the alleged harassment, intimidation or bullying incident. The notice shall advise individuals involved of their due process rights.

At the conclusion of the investigation, the principal shall take such disciplinary action

deemed necessary and appropriate to end the misconduct and prevent its recurrence. The principal will act in accordance with the student conduct code,

Incidents of harassment, intimidation or bullying that involve criminal activity shall be reported to law enforcement.

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in suspension or expulsion of offending students.

*All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy.

In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

BP 5131.43(b)

**Threats of Violence:** Students should be educated in an environment that is free from harm and threats of harm. Threats of violence or death are prohibited. Students shall not make any threats, suggestions, or predictions of violence against any person or group or to the school building, whether made orally, in writing, or electronic means. No threat of violence will be considered a joke. Any bomb threats or threats of violence or death, whether or not made during school hours or on school grounds, shall result in immediate

disciplinary action, up to and including suspension and/or expulsion. All students shall report any and all threats of violence, including jokes and threats of suicide, by reporting the threat to a teacher or school principal, who in turn reports it to the Superintendent.

The right is reserved to hold the student responsible for any costs and/or damages incurred by the District because of a threat. BP 5131.42

### ***Bus Conduct***

Bus transportation is a privilege extended only to students who display good conduct while preparing to ride, riding or leaving the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation. BP 5131.1

### ***Curriculum***

The curriculum at Mitkof Middle School has been designed to meet the unique needs of our students. Students are assigned seven classes each day. Four assigned classes are in core subjects. The remaining three classes consist of exploratory subjects.

All students are required to take the school's four core courses each year. The core middle school subjects include: Math, Science, Language Arts, and Social Studies.

Exploratory classes are designed to engage student interests. Student exploratory schedules may be adjusted as required to address either academic or behavioral requirements. Also, exploratory classes are intended to meet the needs of specific grade levels. Exploratory programs include:

- Physical Education for all grade levels
- Careers for all grade levels
- Band for all grade levels
- Computer Literacy for all grade levels
- MS Introduction for sixth grade
- Exploratory classes provide opportunity for programs from local organizations
- Robotics for sixth grade
- Spanish for seventh grade
- Art for seventh grade
- Health for eighth grade
- X Tech for eighth grade

### ***Discipline***

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that Mitkof Middle School students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety, welfare or disrupt the educational process in the District.

By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

## **In-School Suspension (ISS)/Detention**

In-school suspension or detention may be assigned by the principal or designee. Detention and In-school suspension will be assigned according to behavioral chart description (See Appendix Discipline Chart).

## **Reporting to Law Enforcement**

In addition to subjecting a student to discipline, any crime committed by a student while at school, on school grounds, or during any school sponsored activity on or off campus shall be reported to law enforcement. Criminal proceedings are independent of actions taken by the School District. The District may impose discipline for misconduct regardless of whether criminal charges are filed or a conviction is obtained. BP 5144(b)

## **Academic Intervention**

At Mitkof Middle School, we are concerned about each student's academic achievements. Academics are only a part of the student's whole education, but habits, grades, and study skills can greatly affect a student's opportunities in the future. The Academic Intervention Plan addresses steps to be taken to ensure students are maximizing their academic opportunities. This plan is overseen by the teachers, RTI Coordinator, and Administration

### **Tier 1**

Support for all students

- OPTIONAL after school work time in teacher classrooms or library
- Grades are monitored by student, parents, and teachers using Powerschool

**Grade Check:** If a student has a D or F at the grade check at each mid quarter or quarter end they advance to Intervention Tier 2.

### **Tier 2**

- The teacher contacts the parent/guardian.
- Students have to stay after school in a teacher's classroom ( supervised by the teacher or a paraprofessional).
  - Monday-Thursday 3:00-3:45
  - If a student skips or does not attend an after-school session they will receive a morning with the teacher in order to compensate for the missed session. Consequences will escalate for unresolved missed sessions.
  - Once the student is passing all core classes and maintains that status for one (1) week, they will be exited from academic support. Students cannot attend any after school activities before 3:45 until they are off Tier 2.

**Grade Check:** At the end of the next quarter or midquarter, students who have A, B, or C in all core classes return to Tier 1. Students who continue to have a D or F advance to Intervention Tier 3.

### **Tier 3**

- The teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 2.

AND
- School staff will assign intensive interventions based upon need. Possibilities include:
  - Replaced classes with Individual Learning Program
  - Schedule change to add a Supported Study Period

- Saturday School work time to complete missing or low scoring assignments

**Grade Check:** If a student has D or F grades in a core class at this grade check, they advance to Intervention Tier 4. At the end of the next quarter or mid quarter, students who have A, B, or C in all core classes return to Tier 2.

#### **Tier 4**

- The teacher contacts the parent/guardian.
- Students continue to stay after school in a teacher's classroom as in Tier 3.
- Tier 4 intervention is Summer School to help students complete units of study from core classes that were not passed during the school year.

### ***Dress and Grooming for School***

The dress and grooming of students shall not be disruptive of the educational activities and processes of the school. BP 5132

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
3. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.
4. Head coverings shall not be worn in the auditorium and/or assemblies, and may be worn at staff discretion in classrooms - Head coverings worn for religious reasons are allowed. -Hoodies are not to be worn covering the head inside the school buildings.
5. Skirts, dresses, and shorts shall be no shorter than the individual's mid-thigh. Destruction jeans shall not reveal skin above the individual's mid-thigh.
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.
7. In the event of a dress code infraction, clothing will be offered in order for the student to return to class. If the offered clothing is refused, the parent/guardian will be contacted to bring alternative clothing that meets the dress code.

### ***Due Process***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in the school board policy manual. Reference BP 5144.1 (a)

1. For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.
2. For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.
3. An extra-curricular suspension shall not be postponed while awaiting an appeal

hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

4. The only avenue of appeal for short-term suspensions of 10 (ten) days or less is to the building principal. (AR 5144.1)

All procedures in the school policy manual are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

### ***Electronics –Personal (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)***

Student cell phone and electronic device use is not a right. All devices that can receive or transmit a signal are not to be on the student's person during school. This includes cell phones, airpods, smartwatches, headphones, etc. Devices will be placed in the secure lock box of the student's first period teacher for the duration of the school day. Device notifications/ringers are to be silenced. At no time may students create a hotspot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member upon request as they are a disruption to the learning environment. **The return of personal devices will require a parent to pick up the device at the school office.** Exceptions to the head phone usage will only be made for medical necessities and must be documented with the office or special education department. Any devices that take pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

### ***Emergency Contact Information***

To facilitate immediate contact with parents/guardians on such occasions, the Board requires parents/guardians to furnish the schools with the current information specified below:

1. Home address and telephone number.
2. Parent/guardian's business address and telephone number.
3. Name, address and telephone number of a relative or friend who is authorized by the parent/guardian to care for the student in cases of emergency when the parent/guardian cannot be reached.
4. Local physician to call in case of emergency. BP 5141(a)

### ***Fire Drills***

Required fire drills are held monthly during the school year.

**SIGNAL:** A continual sounding of the fire alarm is the signal to exit immediately.

**PROCEDURE:** Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

### ***Gun Free Schools***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one

year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis.

The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

### ***Homework Policy***

All assignments including classwork, projects, quizzes, and tests are covered in this policy. Assignments are designed with a specific instructional purpose in mind, such as: preparation, practice, extension, and/or creativity. It is essential for students to demonstrate proficiency by meeting a minimal standard on all assignments. *Practices* are assignments that reinforce taught curricular skills whereas *Products* assess learning benchmarks within each class. Teachers will establish a grading policy for their class and inform students and parents at the beginning of the course. Students are welcome and encouraged to stay after school to get help with their work.

### ***Late/Missing Work***

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

**Assignment Deadlines:** Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

**Late Submissions:** Assignments submitted after the established deadline will be considered late/missing.

**Gradebook Entry:** A grade of "zero" (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student's current grade without the late/missing work.

**Late Work Penalties:** Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

**Gradebook Indicators:** Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

**Academic Quarter Deadline:** The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

**Appeals Process:** Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

### ***Lockers***

Lockers are school property. Lockers may be opened and inspected by school officials without student permission. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Items in a locker are the student's responsibility, and they need to make sure to keep their belongings locked up and secure in their locker. The school is not responsible for items that are lost or stolen out of lockers. Students are not to jam the locks or in any way permanently alter the locker.

## ***Make-up work***

Students are responsible for any missed work when they are absent. In the event the student is absent for illness, the student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. For pre-arranged absences i.e. Family trip, activity trip, etc., make up work is due upon return to school unless previously arranged with the teacher. If work is not turned in during the agreed-upon time frame, a "0" will be placed in the grade book for those assignments.

## ***Non-Discrimination Policy***

Petersburg School District does not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration in providing educational services, activities, and programs, including vocational and career technology education programs.

Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Taylor at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

For more information regarding Title IX regulations or to file a grievance contact: Mara Lutomski, Title IX coordinator at 877-526-7656 x100 Petersburg School District, 201 Charles W. St. PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## ***PART-TIME ENROLLMENT***

Students who are enrolled in another school as their primary school may also enroll at Mitkof Middle School, if space is available in the desired classes. Part-time students will enroll after full time students have registered.

Part-time students will need to request to attend school day activities outside of their scheduled enrollments. Additional criteria may apply to participate in these events.

## ***PBIS***

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be

Responsible.

### ***Physical Education and Athletics Health Restriction***

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from the gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

### ***PowerSchool***

Mitkof Middle School provides parents and students access to current grades and attendance through the Internet. Access your information at: <http://27.237.243.14> or <http://24.237.243.14> For security purposes, parents and students are assigned unique user names and passwords for each individual student at MMS. To receive your ID and password, please contact the middle school office.

## ***Report Cards and Grading System***

Report cards are sent home at the end of each quarter (nine weeks). In addition, midterm report is sent home midway into each quarter. Parent teacher conferences are held as designated in school calendar. Additional parent conferences can be arranged as needed. Parents are encouraged to speak with their child's teachers frequently. Our grading system is as follows:

A	Excellent
A-	
B+	
B	Above Average
B-	
C+	
C	Average
C-	
D+	
D	Below Average
D-	
F	Failing
P	Passing
W	Withdrawal
I	Incomplete
NG	No Grade

An incomplete is given only when a student's work is not finished because of illness, other excused absence, or by teacher request to take additional time to assess the student's achievement level. If not made up within two weeks after the end of the term, an incomplete will be assigned a grade that indicates the student's completed progress during that term. Students shall be graded Pass/Fail only for study skills classes. A No Grade is assigned only with counselor and principal approval. (AR 5121)

## ***Safe Schools and Crisis Response***

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation.

A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

### **EMERGENCY PROCEDURES and Emergency Commands:**

A.L.I.C.E. is a school safety program created in the year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who

founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

**A.L.I.C.E. is an acronym that stands for:**

**ALERT:** Get the word out that a threat exists.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Traditionally, schools have used a procedure known as “lockdown” which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

### ***School Safety and Discipline Policies***

This School Safety and Discipline Policy has been prepared by the school with the input of the larger school community over an extended period of time. It contains information the school wants students to know about their rights and responsibilities.

Student success is very important to teachers and the principal. “Success” can mean a lot of things. It is much more than passing classes and graduating from high school. It begins with learning to work with and respect others. It means respecting your culture and your community. Most importantly, it means respecting yourself. Most of the school rules are related to respect for other people and for the rights of other people.

This policy begins with the descriptions of the rights that students have. Those rights are to be honored and protected. It continues with a description of student responsibilities. Those responsibilities will also be upheld. If you have questions or concerns, talk to your teachers or your principal. They are there to help you with problems that arise.

### ***Search and Seizure***

Because lockers are under the joint control of the student and the district, school officials shall have the right and ability to open and inspect any school locker without student permission when they have reasonable suspicion that the search will disclose evidence of illegal possessions or activity or when odors, smoke, fire and/or other threats to student health, welfare or safety emanate from the locker.

For health and safety reasons, a general inspection of school properties such as lockers and desks may be conducted on a regular, announced basis. Any items contained in a locker shall be considered to be the property of the student to whom the locker was assigned. Notice of this policy shall be given to all students when lockers are assigned. Notice will also be posted in prominent locations throughout the school.

Authorization to search is specified in BP 5145.12(b)

Any district administrator may search a student's clothing, possessions and/or automobile on school premises if the administrator has reason to suspect that a student possesses contraband.

The superintendent may authorize a district employee to request a drug test from a student, if the employee has reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy may be used as evidence against the student in a disciplinary proceeding or may subject the student to other sanctions by board policies and school rules. BP 5145.12 (Search and seizure) does not authorize any school employee to conduct a strip search of a student.

Contraband discovered in the course of a search shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item shall be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent may direct that the item be surrendered to the police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

### ***Sexual Harassment***

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. BP 5145.7(a) Sexual Harassment complaints shall be reported to the Title IX Coordinator Mara Lutomski at [titleix@pcsd.us](mailto:titleix@pcsd.us)

### ***Student Fees***

Students are responsible for any damaged books or supplies on loan. A student activity fee is required for each sport in which a student participates in which they travel, with a reduced activity fee for activities/grades in which students do not travel. Each student must pay a yearly fee for ASB, which contributes to the many events that student government organizes for the student body. An optional fee for an annual yearbook can also be paid at the beginning of the year. Students are assigned a PSD laptop and will be required to pay the insurance fee annually. A complete schedule of student fees can be found in the school office or be accessed on the school district website.

### ***Student Information Release***

#### **Permission to Publish Opt-Out Policy: Middle School/High School**

Mitkof Middle School follows an opt-out policy. Student work, photographs, video images, and/or recorded statements may be posted on District websites, social media pages, and

other electronic media to highlight student achievements or showcase educational experiences.

Please complete the online opt-out form if you prefer to opt your student out. This will exclude your child and their work from being posted on the District's website (PCSD.US), Facebook, Instagram, and Twitter. Please note that only first names will be used in posts.

The opt-out form is available at the website address- <https://www.pcsd.us/page/optout> or scan the following QR Code with your smart device-



### **Release of Information to military recruiters**

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of "secondary" students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### **Institutions of Higher Learning information release**

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions/schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### ***Student Rights, Responsibilities and Grievance Procedures***

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone into making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such "good reasons" are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if

students interfere with the education of others, their rights can be taken away.

Principals and teachers have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District

Mara Lutomski  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (877) 526-7656  
Email: [titleix@pcsd.us](mailto:titleix@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel:(877) 526-7656  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate, except in situations related to Title IX incidents, the alleged violation and shall render a written resolution of the complaint in a prompt and thorough manner. Title IX incidents will be investigated by the Title IX investigator.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***Suspension and Expulsion***

### **Grounds for Suspension and Expulsion:**

A student may be suspended or expelled for the following causes:

1. Continued willful disobedience or open and persistent defiance of reasonable school authority;
2. Behavior which is in some way harmful to the welfare, safety or morals of other students;
3. Conviction of a felony which the board determines will cause the attendance of the child to be in some way harmful to the welfare or education of other students.

A student may be suspended or expelled for behavior occurring at any time, including but not limited to the following circumstances:

1. While on school grounds.
2. While going to or coming from school or a school-sponsored activity.
3. During the lunch period, whether on or off the school campus.

AR 5144.1(a)

A Principal may suspend a student from school for any of the acts listed under "Grounds for Suspension and Expulsion" for not more than thirty (30) consecutive days.

Suspension may be imposed upon a first offense if the principal determines the student's behavior to be in some way harmful to the welfare, safety or morals of other students or the student's presence represents a danger to persons or property or threatens to disrupt

the instructional process.

AR 5144.1(b)

### **Short Term Suspension Procedures (10 days or less)**

Suspension shall be preceded by an informal conference conducted by the Superintendent or principal, and shall include the student, and whenever practicable, the teacher, supervisor, or school employee who referred the student to the principal. At the conference, the student shall be informed of the reason for the disciplinary action and the evidence against him/her and shall be given the opportunity to explain his/her version and evidence in support of his/her defense.

If at the end of this discussion the Superintendent or principal believes the student is guilty of the misconduct charged, the student may be suspended for 10 days or less.

AR 5144.1(b)

This conference may be omitted if the principal, designee or the Superintendent determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or school personnel. If the pre-suspension conference is not held, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference. The conference shall be held within two school days, unless the student waives his/her right to it or is physically unable to attend for any reason. In such case, the conference will be held as soon as the student is physically able to return to school.

AR 5144.1(c)

### **Notice to Parents/Guardians**

At the time of the suspension, a school employee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/ guardian shall be notified in writing of the suspension.

This notice shall state the reasons for suspension and the date and time when the student may return to school, and may request that the parent/guardian confer with school authorities regarding matters pertinent to the suspension.

No penalties may be imposed on the student for the failure or refusal of the parent/guardian to meet with school authorities. The student may not be denied readmission solely because the parent/ guardian failed to meet with school authorities.

AR 5144.1(c)

### **Long Term Suspension (more than 10 days)**

Where alleged misconduct of a student warrants a suspension of more than 10 days, the student will be provided the opportunity for a hearing as outlined under the expulsion procedure. The long term suspension procedure does not preclude a student from being suspended for up to 10 days if procedures for short term suspension have been followed.

A student requesting a hearing regarding a long term suspension will be readmitted in the program (at the end of a short term suspension if applicable) pending the outcome of the hearing except where the superintendent determines that the student's presence in school poses a threat to harm to him or herself or others.

### **Authority to Expel**

A student may be expelled only by the Board.

The Superintendent or principal shall recommend a student's expulsion for any of the following acts, unless the principal or Superintendent finds, and reports in writing to the

Board, that expulsion is inappropriate due to particular circumstances which shall be set out in the report of the incident:

1. Causing serious physical injury to another person, except in self-defense.
2. Possession of any firearm, knife, explosive or other dangerous object at school or at a school activity off school grounds.
3. Unlawful sale of any controlled substance.
4. Robbery, extortion, or the conviction of any other felony which will cause the attendance of the student to be injurious to the welfare or education of other students. AR 5144.1(d)

### ***Textbooks and Supplies***

All lockers, textbooks, and library books are loaned to students free of charge. Students are responsible for lost or damaged books and are expected to pay for them.

### ***Vandalism, Theft and Graffiti***

The School Board considers vandalism a very serious matter. Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti. Any district student who commits an act of vandalism shall be subject to disciplinary action, reparation for damages, and also may be reported to the appropriate authorities for legal prosecution. If reparation of damages is not made, the district also may withhold the student's grades, diploma and/or transcripts. BP 5131.5

### ***Visitors***

Adult visitors are always welcome to the middle school if they are parents, guardians or are assisting a staff member. All visitors need to check in at the office and get a visitor pass. Visitors need the principal's permission before attending class.

### ***Weapons and Dangerous Instruments***

Students shall not bring to, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school-sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

The Board shall expel any student who brings a firearm to school in violation of this policy for a period of not less than one (1) calendar year. The Board shall suspend for at least 30 days, or expel for the school year, or permanently, a student who possesses a deadly weapon other than a firearm. The district may consider requests for early reinstatement by students suspended or expelled for violations of this policy.

All violations of this policy shall be reported to the school board, local, state and federal agencies including law enforcement authorities. BP 5131.7(a)

### ***Glossary***

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to

cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** See Harassment, Intimidation and Bullying

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another answers on an exam, and providing answers electronically.

**Cyberbullying/Harassment via technology:** All forms of harassment, intimidation or bullying over the school district network is commonly referred to as cyberbullying. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. BP 5131.43(b).

**Detention:** assignment to a designated area other than the classroom before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 1000 feet of a school, the "Drug Free School Zone", subject to the following conditions:

1. Does not require knowledge of the proximity of a school.
2. Does not require evidence that children are currently or likely to congregate
3. Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students.

**Firearm:** includes 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. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harassment, Intimidation and Bullying:** Harassment, intimidation, or bullying means an intentional written, oral, or physical act, when the act is undertaken with the intent of threatening, intimidating, harassing, or frightening the student, and

- (a) physically harms the student or damages the student's property;
- (b) has the effect of substantially interfering with the student's education;
- (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

(d) has the effect of substantially disrupting the orderly operation of the school.

BP 5134.43(a)

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classman. All hazing is a violation of the Harassment, Intimidation and Bullying policy. Consequences will be assigned to those determined to be guilty of acts of hazing.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room. A lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. The disruptive nature of pornography makes it inappropriate for the learning environment. Those who bring or access pornography at school will be subject to discipline. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**School Wide Discipline Chart:** Please refer to the Appendix for the School Wide Discipline Chart. A teacher led review of this chart occurs several times a year to help students better understand school wide responsibilities.

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic experience, (b) is used as a basis for academic decisions, (c) interferes with an individual's academic performance, or (d) created an intimidating, hostile or offensive academic environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property. Refusing to depart from school property at the request of a school authority is considered an act of trespassing.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Vandalism:** Vandalism includes the negligent, willful, or unlawful damaging or theft of any district-owned real or personal property, including the writing of graffiti.

**Vaping:** Any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and

the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

**Weapon:** The terms "Deadly Weapon," "Weapon," and "Dangerous Instruments" are defined as anything designed for and capable of causing death or serious physical injury, including, to the extent they are not already included in the above definition, any pistol, revolver, rifle, shotgun, air gun, spring gun or zip gun, any bomb or other explosive, including fireworks, any poison, any dangerous or deadly gas, any slingshot, bludgeon, nightstick, straight razor or throwing star, brass knuckles or artificial knuckles of any kind, any knife, axe, or club. AR 5131.7(c) in Petersburg School Board Policy

# PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

OFFENSE	OCCUR	CONSEQUENCE
<b>ALCOHOL</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.	First	Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling
	Second	Parent notification, police notification, 5-7 days suspension, counseling
	Third	Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>AUTOMOBILE MISUSE</b> Not following rules and regulations concerning vehicles on school premises.	First	Parent contact, student conference, possible detention, possible police notification
	Second	Parent conference, police notification, detention, possible ISS, loss of driving privileges
	Third	Student contract with principal, parent and police
<b>*BUS MISCONDUCT</b> Not following the posted instructions governing riding school buses.	First	Parent contact, detention, some loss of bus privileges
	Second	Parent conference, possible ISS/OSS, progressive loss of bus privileges
<b>USE OR POSSESSION OF DRUGS</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1 *Additional consequences apply for students enrolled in activities.	First	Parent & Police notification, 3-5 days OSS, Prime for Life counseling
	Second	Parent & Police notification, 5-7 days OSS, additional counseling
	Third	Parent & Police notification, 10 days OSS, expulsion hearing
<b>*DEFIANCE OF AUTHORITY/Disrespect/Insubordination</b> Refusal to follow the reasonable requests of District personnel.	First	Parent conference, apology, detention, possible suspension
	Second	Parent conference, student contract, possible suspension
	Third	Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISORDERLY OR DISRUPTIVE CONDUCT</b> Language or behavior that disrupts and/or interferes with the educational environment or process. Includes sustained loud talk, horseplay	First	Parent contact, apology, detention, possible suspension
	Second	Parent conference, possible suspension
	Third	Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISRUPTIVE APPEARANCE / STUDENT DRESS</b> Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.)	First	Teacher directed, change in dress
	Second	Office referral, parent contact, change in student dress
	Third	Principal referral
<b>SKIPPING CLASS</b> Student leaves or misses class without permission	First	Detention, parent notification
	Second	Parent contact, possible suspension
<b>FIGHTING</b> A hostile physical encounter between two or more individuals.	First	Parent and police notification, 1-3 day suspension
	Second	Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling
	Third	Parent conference, police notification, 5+ days OSS, Expulsion hearing
<b>FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY</b> Using fire to destroy or attempt to destroy property.	First	Parent and police notification, suspension, possible Expulsion hearing
<b>FORGERY/THEFT</b> Student is in possession of, having passed on, or being responsible for removing someone else's property	First	Parent and police notification (discretion),detention or possible suspension, restitution
	Second	Parent and police notification, restitution, suspension, possible Expulsion hearing

or has signed a person's name without that person's permission	Third	Parent and police notification, suspension, Expulsion hearing
<b>LEWD CONDUCT / PROFANITY</b> Indcent exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.	First Second	0-5 days OSS 5-10 days OSS, Continued violation may result in expulsion
<b>HARASSMENT/BULLYING</b> Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. *disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.	First Second Third	Parent conference, detention, possible suspension (ISS) Parent/principal conference, suspension (OSS) Possible 3-5 day OSS, recommendation for expulsion hearing
<b>INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA</b> Student is in an area that is out of school boundaries	First Second	Detention, parent notification Parent/principal conference, detention, student contract, possible ISS
<b>CHEATING/COPYING</b> Submitting someone else's work as your own or providing your work to another	First Second	Zero on assignment, parent notification, possible detention Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment
<b>LYING</b>	First	Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days
<b>PLAGIARISM</b> Using someone else's words and/or ideas	First Second	Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days
<b>GANG AFFILIATION DISPLAY</b> Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership).	First Second	Parent conference, detention, student contract Parent/Principal conference, suspension (OSS), contract dependent
<b>PHYSICAL AGGRESSION/ASSAULT</b> Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).	First Second Third	Parent conference, police notification, 3-5 day OSS Parent conference, police notification, 5-10 day OSS 10 days OSS, expulsion hearing
<b>TARDINESS</b> Arriving late to school and/or class. Aggravated Tardy > 10 min late to a class	First Repeat	Office referral, detention, parent notification Excessive tardies will result in a parent/principal discipline plan Aggravated tardy=45 min detention w/ teacher of the affected class
<b>TECHNOLOGY MISUSE</b> Failure to comply with the District's "Electronic Use Agreement."	First	Refer to PCSD Technology Plan for Discipline Procedures
<b>USE OR POSSESSION OF TOBACCO</b> Using, possessing, and/or distributing of tobacco in any form.	First Repeat	Parent and police notification (discretionary), detention, possible ISS, addiction counseling Parent and police notification, detention, progressive suspensions, contract, further addiction counseling

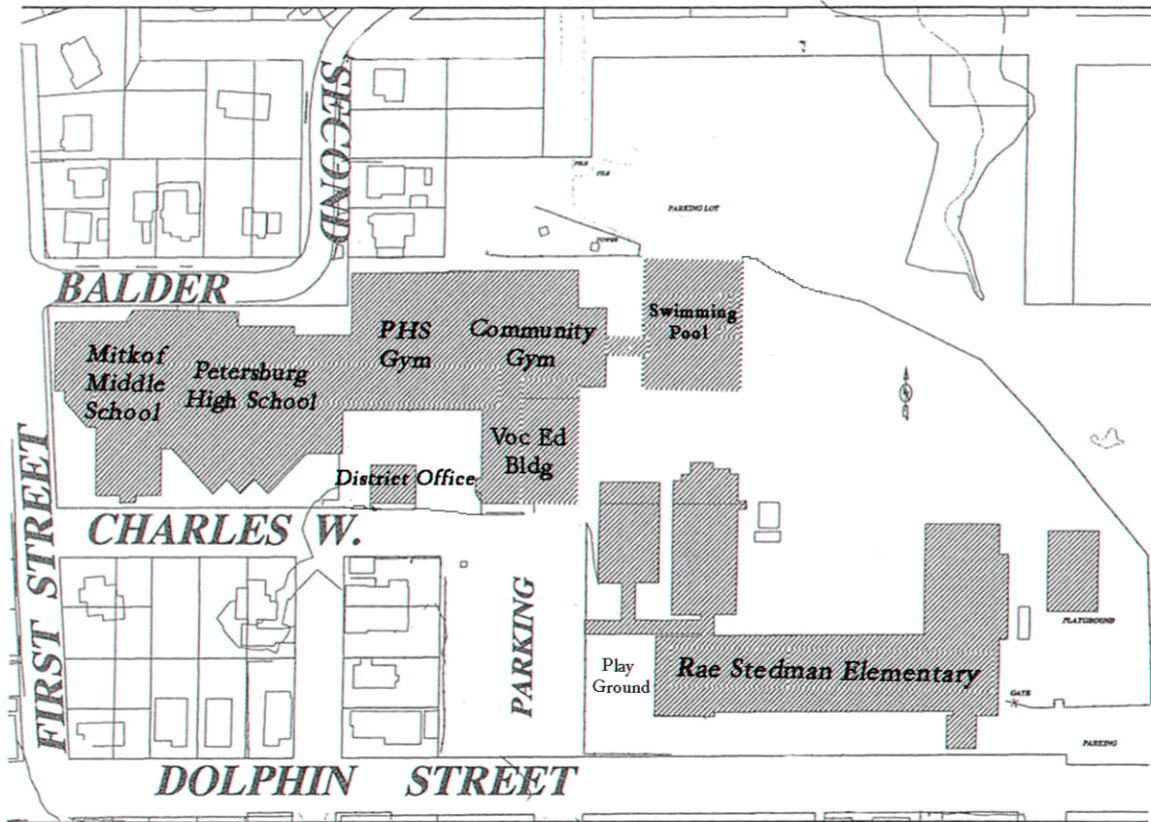
<b>TRESPASSING</b> Being present in unauthorized places or refusing to leave when asked to do so by District personnel.	First	Admin
	Second	OSS
<b>UNEXCUSED ABSENCE/TRUANCY</b> Any absence that has not been excused by parent or legal guardian and/or appropriate school official.	First	Parent notification, detention
	Second	Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS
<b>PROPERTY DAMAGE/VANDALISM</b> Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.	First	Parent and police notification (discretionary), restitution, detention, possible ISS
	Second	Parent and police notification, restitution, OSS, possible expulsion
	Third	Parent and police notification, restitution, OSS, expulsion hearing
<b>WEAPONS: EXPLOSIVE DEVICES</b> Using, possessing, or selling an explosive device or material.	First	Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>WEAPONS: FIREARMS OR KNIVES</b> Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length	First	Parent and Police notification, 10 days OSS plus Expulsion hearing
<b>USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM</b> Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)	First	Confiscation, parent & police notification, possible suspension, possible expulsion hearing

\* = "occurrence" resets every year

\*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

# SCHOOL GROUNDS MAP AND SCHOOL ZONE

## *Petersburg City Schools*





**Petersburg High School**  
*Home of the Vikings*

P. O. Box 289  
109 Charles W. Street  
Petersburg, Alaska 99833  
Telephone and Fax: 877-526-7656

**Principal**  
Brad King

Nancy Curtis, Administrative Assistant/ASB  
Tausha Sperl, Administrative Assistant/Attendance/Registrar  
Lori Marsh, Administrative Assistant/Activities/Facilities  
Office Hours: 7:00 AM - 4:15 PM

**Faculty**

Ioana Ward	Lisa Adams	Chelsea Corrao
Carissa Cotta	Megan Smith	Jon Kludt-Painter
Ashley Lohr	Jim Engell	Dustin Crump
Beau Ward	Casey Gates	Alice Cumps
Elsa Wintersteen	Trinity Edwards	Tim Shumway
Dave Owens	Jocelynn Parker	Alenna Nilsen
Ruby Brock		Jill Lenhard

email addresses for all faculty and staff are as follows: [firstinitiallastname@pcsd.us](mailto:firstinitiallastname@pcsd.us)  
example: [jpainter@pcsd.us](mailto:jpainter@pcsd.us)

**Administration**

Jaime Cabral, Activities Director/Dean of Student Development  
Rachel Etcher, School Counselor  
Robyn Taylor, Superintendent

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# **WELCOME TO PETERSBURG HIGH SCHOOL**

This is your student handbook. It is intended to be used to acquaint you with your school, its operation, government, opportunities, and your responsibilities as a student citizen. Knowledge and an understanding of this handbook will ensure that you have an enjoyable and productive year.

## **PHILOSOPHY**

Petersburg High School (PHS) fosters the development of wise decision-makers who can communicate clearly, think creatively, develop positive values, and attain personal goals. The school provides opportunities to learn skills and attitudes and increase aesthetic awareness. Through instruction and the activity program, the school teaches an appreciation of the citizenship responsibilities of American democracy. Petersburg High School assists students to develop the self esteem, knowledge, and discipline necessary to choose and prepare for a career and recognize learning as a life-long process.

## **MISSION STATEMENT**

In a safe and orderly environment, Petersburg High School provides an education which enables students to develop their intellectual, social, physical and aesthetic lives.

## **BOARD OF EDUCATION**

The Petersburg School Board is elected by the people of the Borough of Petersburg. The board is directed by the State of Alaska to establish policies consistent with Alaska law which determines what is taught and to whom. The Petersburg School Board consists of five members elected for a term of three years. The board holds public meetings on the third Tuesday of each month. The Board's Policy Manual presents the school's operating structures and philosophy in much more detail and is available online at [www.pcsd.us](http://www.pcsd.us) or at the district office, 201 Charles W. Street.

## **ADMINISTRATION**

**Superintendent of schools.** The Superintendent is charged with the responsibility of administering the educational program within the framework of the Petersburg School Board's policies.

**High school principal.** The high school principal is responsible for the high school buildings and the program of studies carried on therein.

## **ADVANCED PLACEMENT CLASSES (A.P.)**

AP admissions criteria: Students who wish to enroll in Advanced Placement classes must go through an application procedure. The AP teacher will distribute the application materials in the spring for the next school year's class. The class size is limited to a maximum of 25. Exceptions to this limit require teacher approval in writing.

Applicants for AP English will be asked to submit writing for scoring, and those students receiving the highest scores will be considered for the class. The applications will have a due date, and submissions received after that date may not be considered. Once students have been admitted their junior year, they are not required to re-apply for admission in their senior years. Students who take an AP course do so with the understanding that they are expected to take the AP test in May.

For purposes of GPA, Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing (70% of higher) and take the AP exam associated with the course.

## **ALCOHOL, ILLEGAL DRUGS AND TOBACCO (PCSD BP 5131.6)**

The use, possession, sale, purchase, or transfer (any transaction) of products containing tobacco, alcoholic beverages and drugs are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events, and school-sponsored trips of any kind. The school district unequivocally supports drug-free schools and disciplinary measures to assure that the schools stay drug free.

See Tobacco, Alcohol, Drugs under Extracurricular Activities for violation consequences.

## **ATTENDANCE**

It's very difficult to learn when you're not in class. Students who have been absent are responsible for making up missed work without disrupting the flow of classroom activities. *Alaska Statute 14.30.010. (When Attendance Compulsory)* Tardiness and poor attendance affect children socially and academically. Students may feel awkward walking in late to a class, and other children will notice when a peer is absent in class to help with a project or collaborate in learning, for example. If a student's tardiness or attendance becomes disruptive to their education, a meeting will be scheduled to make a plan so that attendance will not continue to negatively impact your child's education.

*Absences due to vacations are discouraged. We hope you can make your vacation plans during any of the regular school vacation times.*

## **ABSENCES**

Being absent from a class for more than 10 minutes may be considered as an absence. There are three types of absence: excused, unexcused, and absent. Valid reasons for an excused absence (E) are listed below. Unexcused absences (U) are those for which there is not a legal, excusable reason for the absence. Absent (A) reflects a parent removing a student from school without meeting the criteria for an excused absence.

## **HOME NOTIFICATION**

Attendance records are kept each period. Every effort is made to notify parents by phone when a student is absent and the school does not have prior notification. Parents are notified by letter when the student is in danger of failing due to absences.

## **TARDIES**

Tardiness is disruptive to the classroom environment and infringes on others' learning rights. Students are expected to be at their assigned learning stations on time. A "tardy" means the student was less than ten (10) minutes late for class. Students arriving to class more than 10 minutes late will be assigned an aggravated tardy which will have more discipline associated and may result in loss of credit on class assignments. After three (3) tardies per quarter per class student, parent, and teacher will receive notification that each additional tardy for that class, students will be assigned 30 minutes of detention with the teacher. Habitual tardiness will result in additional consequences.

## **LEGAL REASONS FOR AN EXCUSED ABSENCE (BP 5113)**

1. Sickness, flu/communicable diseases, or other medical diagnoses. Students with ongoing and/or major illness and who are under the verified care of a doctor may be granted extra days for absence. Home study may be provided for extended medical leave.
2. School-sponsored activities; e.g., local and regional athletic events, AASG, etc.
3. Death in the immediate family, parents, grandparents, or siblings.
4. Students participating in Viking Swim Club or other sanctioned club sports. Absences must be prearranged with the proper forms through the attendance office.
5. Family trips or employment (such as commercial fishing) -- special arrangements must be made with the principal.

## **ABSENCES REPORTING**

A note or a phone call by parent/guardian explaining daily absences is needed. Please call the main office by 8:15 am at 877-526-7656, or you may call outside office hours and leave a message **within the same day of absence**.

1. All absences are documented daily by staff and verified by the parent through a phone call or note. If we have not been notified by the time attendance is recorded in the office, we will call to verify the absence. This procedure ensures student safety.

If a student is absent for 5 consecutive days due to medical/illness, after communicating with school officials, we may request a doctor's note to excuse the absence. A "Release from School" form may be requested from the Petersburg Medical Clinic by a patient or patient representative at no charge.

*Please consult Petersburg Medical Center (or attending medical facility) and your insurance provider to predetermine medical costs. Petersburg School District is not responsible for medical charges associated with your child.*

2. If a student is going to be out of school for family trips or other personal reasons, a "Parent Request for Student Absence" needs to be filed in the office before leaving (with the exception of family emergencies.) Class work will be done according to the arrangements made ahead of time with individual teachers. Students need to take this form to their teachers a minimum of three school days prior to their absence. In order to receive credit for work missed, the student must have a signed "Parent Request for Student Absence" and complete assigned work on time. This applies to extended absence under 20 consecutive school attendance days. Students who are absent 20+ consecutive school days will be

unenrolled from classes and will need to seek comparative coursework through an accredited Homeschool program. This may include options available in Petersburg High School independent study programs.

3. Step 1: After five (5) cumulative days of absences per semester in the HS, a letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

4. Step 2: After ten (10) absences per semester in the HS, a second letter will be sent home describing the attendance concern along with a copy of the Alaska State Compulsory Attendance Law.

5. Step 3: Students who have absences beyond 12 days per semester in the HS, parents will be notified by the school office to make an appointment with the principal and school counselor to assess any concerns, including medical that may be keeping the child from attending school on a regular basis so other supports or concerns can be addressed. This includes a doctor's verification and or other professional evaluations.

### **MAKEUP WORK**

Students are responsible for any missed work when they are absent. In the event the student is absent for illness, the student needs to confer with the teacher, either via email or on the first day returning to school, to create a plan for learning and to get the assignments missed. For pre-arranged absences i.e. Family trip, activity trip, etc., make up work is due either upon the return to school or via electronic turn in methods, unless previously arranged with the teacher. For missing and late work, a "0" will be placed in the grade book for those assignments (see-Late/Missing Work Policy). Unexcused absences may result in reduced or no credit for assignments that were assigned or due on the date of the student unexcused absence(s). Teachers will ensure that students will have access to the information to allow the opportunity for learning to continue.

If you feel there are extenuating circumstances, a parent/guardian has the option of the appeal procedure, starting with the teacher.

### **CHECKING OUT**

Parents are advised to call the school on the morning of a student's absence, if possible. Please call the main office by 8:15am at 877-526-7656 x200, or you may call outside office hours and leave a message. Notification will enable the teacher to plan makeup work, to know approximately how long the student will be absent, and to arrange to send assignments home.

Students who leave school grounds for any reason (excluding open-campus lunch), including students leaving on a school-sponsored trip, are to check out through the office. Returning students must check in to the office before re-entering class. Failure to check out through the office will result in disciplinary action.

**OUT OF SCHOOL SUSPENSION** Daily work is to be handed in the day OSS students return to school or via electronic means, unless prior arrangements have been made with the teacher(s). All of their assignments are posted on the teacher's web site. Work not handed in on time turns into a "0".

### **BULLYING**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated. (Source: [stopbullying.gov](http://stopbullying.gov))

A form of repeated aggression and occurs when a person(s) with a perceived power imbalance willfully subjects another person (victim) to an intentional, unwanted, and hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, intimidation, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. Students who engage in such conduct shall be subject to a range of punishment to include parent conference, verbal or written reprimand, in-school or out-of-school suspension, and/or placement in an alternative learning environment.

Students are prohibited from engaging in any form of harassment, intimidation, or bullying while on school property, on school buses, at the bus stop, or at school-sponsored activities or functions. Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to school staff members, who shall promptly initiate an investigation. Allegations of bullying shall be promptly investigated, giving due regard to the need for confidentiality and the safety of the victim and/or any individual(s) who report an incident(s) of bullying to a teacher, counselor, or principal. An individual has the legal right to report an incident(s) of bullying without fear of reprisal or retaliation at any time.

**Reporting Harassment:** Students or staff members who have witnessed or have reliable information that a student has been subjected to harassment, intimidation or bullying should report the incident immediately to the principal or his/her designee, who shall promptly initiate an investigation. The STOP It reporting system is a confidential option for

reporting. The STOP It app is available for cell phones and a link to the system is available on the school websites. The investigation shall include an assessment of what actions should be taken, as appropriate, to protect the student who has been found to be the victim of harassment, intimidation or bullying. Such actions may include the provision of support services necessary to permit the student to feel safe and secure in attending school. BP 5131.43(c)

**False Reporting Harassment:** Students and staff who knowingly or willfully make a false report of harassment, intimidation or bullying, or provide false information in connection with an investigation, will be subject to disciplinary action up to and including suspension/expulsion for students.

**Retaliation Prohibited:** Retaliation or reprisal against any person who reports an incident of harassment, intimidation or bullying, or cooperates in an investigation, is strictly prohibited. Any such retaliation or reprisals will result in disciplinary procedures, which may include suspension or expulsion of offending students. *All information regarding Reporting of Harassment to Retaliation Prohibited referenced in AR 5131.43(b)*

**Cyberbullying/Harassment via Technology:** The district's computer network, including access to the Internet via that network, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment, intimidation, or bullying. Users are responsible for the appropriateness of the material they transmit over the system. All forms of harassment, intimidation or bullying over the network, commonly referred to as cyberbullying, are prohibited. Cyberbullying also includes, but is not limited to, other misuses of technology to harass, intimidate, or bully, including sending or posting inappropriate email messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs.

Students and staff who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and a report made under this policy. In situations in which the cyberbullying originated from a non-school computer, but is brought to the attention of school officials, disciplinary measures may be imposed provided the cyberbullying and/or Internet threats:

1. Contain threats of violence against staff members or students;
2. Threaten vandalism to school property;
3. Suggest or advocate physical harm to staff members or students; or
4. Create a significant disruption to the school's educational mission, purpose and objectives.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for those committing acts of cyberbullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials. BP 5131.43(b)

## **CAREER AND TECHNICAL EDUCATION (CTE)**

Petersburg High School currently offers several Career and Technical Education courses to prepare students for the workplace with career-ready skills and training. They include: Metals, Advanced Metals, Marine Fabrication, Woods, Advanced Woods, Construction, Culinary, Advanced Culinary, Aquaculture, Advanced Aquaculture and CNA (certified nursing assistant).

### **Non-Discrimination Policy**

Petersburg School District does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Taylor at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **COLLEGE COURSES/OUTSIDE COURSES FOR HIGH SCHOOL CREDIT**

**Students wishing to take courses outside those offered by Petersburg High School for high school credit must have prior administrative approval.** Submit the course syllabus and get approval from the counselor and principal.

- The course may have an on the job training component, but it cannot be the main part of the course.

- The course must be completed in the school year in which the student began taking the course. Summer courses must be completed before the first day of the school year.
- Outside courses may not be taken for course retakes to improve GPA and do not replace previously earned grades in other courses.
- The course must be 100-level or above and considered by the college to be a General Education Requirement (GER). College remediation and orientation courses may be accepted for elective credit only.
- College courses for high school credit must be a minimum of 3 semester college credits or with administration approval (0.5 HS credits).
- Any requests submitted after the completion of the semester will NOT be accepted.
- Outside courses may NOT be taken to replace a course currently taught by PHS staff, unless a bona fide conflict exists. Conflicts must be approved by both the high school counselor and principal.
- After completion of the course, the student must submit the final transcript to the counseling office.
- This does not include CTE dual credit courses.
- Cost/fees charged by the university are the family's responsibility.

## **COMPUTER USE, INTERNET RULES, AND WEB PAGE DEVELOPMENT**

Prior to having access to the technology infrastructure of Petersburg High School, students must understand and have on file a signed statement agreeing to comply with district policy related to the acceptable use of technology. Specifically, the Parent/Student Computer Use Contract, Internet Use Agreement, and the Laptop Check out Form must all be signed and submitted to the office prior to access being granted.

Petersburg High School fully expects all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection must be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the school and faculty.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example chess would be appropriate if related to the activities of a Chess Club.
3. Students are required to bring their notebook computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) must be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. Files stored within the school computer systems should be limited to those relating to formal school courses and activities. Games, commercial software, or graphic files that are not for a school project or formal activity should not be stored on the school computer systems.
7. Laptops, wireless cards, and backpacks belong to and are distributed by the school.
8. Laptop computers may be collected at Christmas break and will be at the end of the school year for maintenance and reimaging.
9. Laptop computers will be available for faculty inspection at any time.

Access to the Petersburg School District computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may be cause to deny a student access to Petersburg School District computer systems, loss of computer privileges, including the privilege to take their laptop off school grounds, and/or may result in more serious disciplinary action.

## **CREDIT BY EXAMINATION (Course Challenge)**

Credit by Examination is an opportunity for students in grades 9-12 to receive credit through a testing process. Students who have completed 8<sup>th</sup> grade and those entering grades 9-12, who are currently enrolled in PSD, may challenge courses for high school credit. This option is designed to provide students the opportunity to demonstrate mastery through exam. It is not a process for credit recovery or course retakes. Assessments determined by the content area teachers will be used in most instances to challenge courses in mathematics, language arts, science, social studies, and world languages by demonstrating mastery of course material. The course challenge request form, along with a \$25 fee, must be submitted to the PHS office before the course begins for the student. Upon receipt of an approved application for Credit by Examination (Course Challenge), the Principal (or designee) will consult with the content area teachers to determine the appropriate evaluative process. This examination may include an assessment of the student's knowledge and comprehension of the subject through a curriculum-based exam, evaluation of the student's higher-level cognitive skills and comprehension of the concepts through a written essay, and/or evaluation of the student's lab or performance

knowledge and techniques by setting up, explaining, performing, and/or demonstrating activities required in a class typical of the one challenged. An eighty-percent (80%) score or higher is required to receive credit, and any score less than 80% will not receive a credit. A student cannot be granted Credit by Examination for a course in which he or she has previously earned credit nor may he or she earn credit for a prerequisite course if they are presently enrolled in or have previously earned credit in an advanced course. If credit is denied, a student may not reapply for a Course Challenge for the same course. Only approved PSD courses can be challenged. Credit awarded for successfully challenging a course will appear on the student's transcript with the grade of "Pass", but no points will accrue to the grade point average. The word "Challenged" will follow the course title. (BP 6155)

## **DANCES**

Dances must be scheduled 1 week prior (minimum), and approved by the advisor, activity director, and principal. Complete and turn in the Activity Request form to the office. Dances will end before midnight unless authorized by the principal and permission to extend curfew is authorized by the Petersburg Police Department. All school dances will be supervised by four chaperones (minimum), including administration, certified staff, and parents, if possible.

**Students will not be allowed to leave and return while dances are in progress** and outside containers are not allowed. All dances are restricted to Petersburg High School students unless special permission has been requested and granted by the principal.

Attendance at a PHS dance is a privilege, not a right. By voluntarily entering a dance, students are granting implied consent for staff to perform safety checks, which may include being lightly searched by a same-gender chaperone. In addition, the use of a Passive Alcohol Sensor (Alcohol Light) or Breathalyzer will be used to prevent students under the influence of alcohol from entering the dance, ensuring student safety and deterring illegal conduct.

Parents/students will be notified in the school bulletin prior to the dance of these safeguards, and signage will be posted when student searches and the PAS/Alcohol Light are going to be utilized. Specific details regarding student expectations and dance rules are available in the office. Compliance with these rules is required.

Alcoholic beverages, tobacco, and/or drugs are not permitted at dance functions by students, guests of students, or chaperones. Students are not permitted to have consumed alcohol or drugs or be under the influence of alcohol or drugs immediately prior to attending a dance function. The Alcohol Light (PAS) or Breathalyzer will be used to check all students entering PHS dance functions. The Petersburg Police Department will be called, parents will be notified and School Board Policy will be enforced when students are found violating this policy. BP 5131.6, BP 5030, BP 5144, BP 5145.12

## **DANGEROUS ITEMS**

To further ensure student safety, dangerous items such as knives, explosive materials, etc. are prohibited in all school buildings, on school grounds, and at all school activities, including parties, dances, athletic events and school-sponsored trips of any kind. By law, students caught possessing a firearm must be expelled for no less than one calendar year. Students caught possessing a deadly weapon must be suspended for a minimum of 30 calendar days.

Knives/blades are coded under two different categories, one for blades 2 1/2 inches and longer (code 7) and one for knives/blades less than 2 1/2 inches (code 27). Any knife/blade coded as a 7 is considered a deadly weapon and must result in a mandatory 30-day suspension.

## **DISCIPLINE**

The school is responsible for students' safety and welfare in school and during school-sponsored functions; therefore, students are subject to school discipline during these times. It is expected that high school students will conduct themselves as responsible citizens and make an effort to achieve excellence in their studies.

Students may be disciplined for behavior, prohibited by student discipline rules, that occurs off campus if the behavior is either related to school or school activities or is likely to affect safety or welfare or disrupt the orderly educational process in the District.

### **IN-SCHOOL SUSPENSION (ISS)/DETENTION**

In-school suspension or detention may be assigned by the principal or designee. Students must be making adequate progress on any detention time, as determined by the principal or his designee, before attending any school function, including practice for activities. Students receiving a disciplinary write-up will receive a minimum half-hour detention.

## **DRESS AND GROOMING**

In accordance with the implementation of the District's goals and strategies, the dress code for all students shall meet school board requirements (BP 5132) and create an environment that contributes to the learning needs of students.

The dress and grooming of students shall contribute to the health and safety of the individual, promote a positive educational environment and good school spirit, and be non-disruptive of the educational activities and processes of the school.

1. Shoes shall be worn.
2. Clothing that exposes the entire shoulder, tube tops, spaghetti straps, or similar type clothing, may be worn only with a blouse or shirt. Clothing exposing the torso or the midriff, either front, back or sides, shall not be worn. Underwear/Undergarments shall not be visible.
3. Leggings and yoga pants, when worn, cannot allow more of the wearer's body to be seen than when wearing jean-like material, must be completely opaque, and of a material substantially thicker than tights.
4. Head coverings shall not be worn in the auditorium and/or assemblies, and may be worn at staff discretion in classrooms - Head coverings worn for religious reasons are allowed. Hoodies are not to be worn covering the head inside the school buildings.
5. Skirts, dresses, and shorts shall be no shorter than the individual's mid-thigh. Destruction jeans shall not reveal skin above the individual's mid-thigh.
6. Garments and/or jewelry which display or suggest sexual, vulgar, drug, gang, or alcohol-related wording or graphics, or which provoke or may tend to provoke violence or disruption in the school, shall not be worn.

In the event of a dress code infraction, clothing will be offered in order for the student to return to class. If the offered clothing is refused, the parent/guardian will be contacted to bring alternative clothing that meets the dress code.

(updated 5/2024)

## ***DUE PROCESS***

Students and their parents have the opportunity to request a conference and/or hearing if they are dissatisfied with the imposition of a disciplinary action. Definition of the various disciplinary actions, and the authority and grounds for imposing discipline are specified in school board policy.

For the sanctions of ISS and/detention the student will have the opportunity to explain his/her conduct to the principal. A conference/hearing with the principal should occur as soon after the incident as possible. There is no appeal beyond the principal for ISS or detention.

For the sanctions of suspension from extra-curricular activities and/or short-term school suspension (less than 10 days), the student will normally have the opportunity to explain his/her conduct to the principal prior to imposition of the sanction. An informal hearing will be held within 24 hours, if possible.

An extra-curricular suspension shall not be postponed while awaiting an appeal hearing. Under certain circumstances, the principal may order a short-term suspension to begin before an appeal hearing. The appeal hearing will be held as soon as practical after short-term suspension begins.

The only avenue of appeal for short-term suspensions of 10 (ten) days or less is to the building principal. (AR 5144.1)

All procedures in the school board policy are the minimum standards for imposing discipline. More formal procedures may be invoked under special circumstances.

## ***ELECTRONICS--PERSONAL (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)***

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director and administration.

Student cell phone and other personal device use is not a right. The following points outline the policy and enforcement.

1. Cell phones are **NOT** to be on the student's person during school. This means cell phones **MUST** be placed in the cell phone classroom hotel, not in a pocket, in hand, or out in the classroom.
2. Cell phones and other devices **MUST** be placed in the cell hotel of the first period class or the office cell phone hotel if the student does not have a first period. Students may retrieve these during lunch if they are going off campus. They **MUST** do this immediately following the bell release for lunch.

3. Upon return from lunch, students who retrieved their devices **MUST** place them in the cell hotel in the class that follows lunch. They may retrieve them at the end of the school day. They **MUST** do this immediately following the bell release from the last class.
4. Device notifications/ringers are to be silenced.
5. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children’s Internet Protection Act.
6. Students **MUST** surrender personal electronic devices, including cell phones, to a PSD staff member when requested as they are a disruption to the learning environment.
7. If a device is confiscated, the return of personal devices **WILL REQUIRE A PARENT** to pick up the device at the school office. This policy includes the use of personal electronic devices of any kind.
8. Exceptions to the head phone usage will only be made for medical necessities and **MUST** be documented with the office and special education department.
9. Any devices that takes pictures **SHALL** not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.
10. Students leaving on school sponsored or other trips during the school day shall leave their cell phones in the office so as to avoid disrupting classes to retrieve the phone prior to departure.

It is highly recommended that students do not bring cell phones or other electronic devices to school. The school will not be liable for lost or damaged devices.

## ***EVALUATION OF STUDENT ACHIEVEMENT***

A complete record of grades earned, activities, conduct, test results, and attendance is maintained in the high school office. Each student has a transcript and a cumulative folder. The transcript contains the courses taken, grades, number of credits earned, and awards earned. The cumulative personal folder contains test results, biographical data, medical records, citizenship information, and pertinent documents relating to your education.

Your school record is invaluable to you and is used for recommendations to future employers and for college, vocational, and technical school entrance. All information in these files is confidential and will be disclosed only to qualified persons, including the student, parents, and teachers.

## ***EXTRACURRICULAR ACTIVITY PARTICIPATION***

Extra-curricular activities are very important to student growth. Student participation is a privilege, not a right. There are special school rules for participation in extracurricular activities, and students must meet all of these expectations in order to participate. These rules apply to students who participate in extracurricular activities and are not limited to the time or season of the extra-curricular activity only. The extra-curricular activities covered by the rules include, but are not limited to, all athletic units; Washington, D.C. Close-up; debate; the music program; pep band; and ASSG. Students are expected to meet the financial obligations of travel not covered by the school district. **A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.** A student becomes ineligible for interscholastic competition, regardless of age or grades, at the beginning of his/her ninth semester in high school. Participation in Washington, D.C. Close-up is limited to one (1) year. Enrollment in band, jazz band or chorus/choir is required for travel to Music Festival & be eligible for SE Honors Music. Enrollment in a minimum of one (1) Art course is required to be eligible for the Region 5 Art Festival and All-State Art. **NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has completed all necessary eligibility requirements.**

### ***GRADE REQUIREMENTS***

Any student participating in an interscholastic activity for which grade or credit requirements are established by the ASAA shall meet those requirements. ASAA requires that a student must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school’s grading system. Students must be in regular attendance at school classes in which they are enrolled or for which credit is granted (or be enrolled in a district or member school correspondence program).

Petersburg School District additionally requires that students participating in an interscholastic athletic, extracurricular, or co-curricular activity must maintain grades of “C” or better in all courses as reported on the most recent athletic director grade check, mid-quarter or end of quarter grade report to be eligible for competition and/or travel.

The athletic director or administration will perform activity eligibility grade checks on a regular basis, approximately every week utilizing current quarter grades, including mid-quarter and quarter grade reports. A student is deemed ineligible on their most recent and current quarter grade check if they possess a grade letter of an F, D, or I. The student is ineligible for all travel and/or competition until the student successfully passes the next grade check. Grade checks will take place every Tuesday throughout the school calendar year unless otherwise noted.

A student who receives an "I" (Incomplete) shall remain ineligible for competition and/or travel until the "I" is replaced by a passing grade ("C", "B", "A"). Converting an "I" (Incomplete) to a grade of "D" does not automatically qualify the student for competition and/or travel.

For all freshmen, sophomores, and junior, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.

Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that led to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.

Students must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.

### **AR 6145 Extracurricular and Co-Curricular Activities - Petersburg High School**

Students participating in any high school-sponsored activity must have no "F's" and/or no "D's" and/or no "I's" in any enrolled course on the most recent grade check in order to be eligible for competition and travel. A student who is deemed ineligible on their most recent grade check is ineligible for all travel, in-person competition, and any other interscholastic event for that grade check period.

Students receiving an incomplete will remain ineligible until it is replaced by a letter grade. Eligibility will be determined at the next scheduled grade check.

### **PETERSBURG HIGH SCHOOL ACADEMIC ELIGIBILITY CHECK POLICY**

1. All students traveling as part of the PSD activities program must be grade eligible the Wednesday of the week prior to departure.
  - Activities Director or Designee will pull grades on Tuesday morning.
  - Students who do not meet the grade requirements will get a grade check sheet from the Activities Director or Designee.
  - Students must return the grade check sheet signed by the teacher no later than Wednesday at 3:45pm for eligibility. This includes home events.
2. If there are extenuating circumstances, the Principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator, coach, or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.
3. The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.
4. The Activities Director will inform the coaches Wednesday evening if a player is ineligible for the next week's event.
5. Ineligible players may practice if approved by the head coach and administration.

The academic eligibility policy for middle school students (grades 6<sup>th</sup>-8<sup>th</sup>) shall reflect similar standards that are

applied to high school students (grades 9<sup>th</sup>-12<sup>th</sup>). In order to participate in activities in the next quarter of school, students in the middle school grades will need to meet a minimum of passing grades in all core areas (Social Studies, Science, English/Language Arts, and Mathematics) and have a current grade point average of 2.0.

Students completing 8<sup>th</sup> grade and transitioning to high school will need to meet the above criteria in the final quarter of their 8<sup>th</sup> grade year in order to establish eligibility as an incoming 9<sup>th</sup> grade student.

### **ATTENDANCE REQUIREMENTS**

Students must attend all classes on the day of travel or activity, up to departure time for the event. If students leave on a weekend or holiday, students must attend all classes on the last school day before departure. The principal, coach and athletic director may approve special circumstances requiring alternative student travel arrangements. Students must return to school within 1 hour of returning to Petersburg OR as determined by the coach/sponsor and/or athletic director, when returning to Petersburg from school-sponsored travel. Any absence following travel must be excused by the athletic director or principal. Failure to return by stated time will result in an unexcused absence and the student may be ineligible for the next school-sponsored activity.

### **BEHAVIORAL EXPECTATIONS**

Students representing PHS are expected to behave in a mature manner, dress appropriately, and conduct themselves with grace and politeness. Our students have a fine reputation, and we are very proud of it. Participation in activities is a privilege, not a right. A coach or an administrator has the right to deny a student's participation. Students must be making adequate progress on any outstanding detention time, as determined by the principal or his designee, to be eligible to practice or compete.

Petersburg Schools maintains a zero tolerance for students using tobacco, illegal drugs, weapons, and alcoholic beverages. Students are expected to disassociate themselves from situations where alcohol and controlled substances are being illegally used.

If a student is not under school supervision and is issued either a citation, the police have made a report to the school the student and/or parent choose to self-report, or the school otherwise becomes aware of a possible violation, then the school shall investigate the matter and the student will be subject to discipline under these extra-curricular activities rules.

Students representing PHS are expected to obey all school rules and city, state and federal laws. Petersburg School District maintains high expectations of students involved in extracurricular activities, and has taken a firm position that those students should not be using alcohol, tobacco, or illegal substances. Because of the tremendous responsibilities inherent in student activities, it is expected that students will abstain from use and that both students and their parents will honor this rule. Infractions that occur while the student is under school jurisdiction or control may result in more serious discipline.

Traveling students are not allowed to ride in automobiles except those driven by housing parents or school-authorized staff. Students must wear seat belts at all times. Students are not allowed to drive a car in another town while traveling for the school district.

Traveling students who violate laws or school rules may be sent home by the first available transportation, at the students' own expense.

Students may, at the reasonable discretion of the Superintendent, be disciplined for behavior prohibited by student discipline rules as mandated by ASAA, that occurs on or off campus any time of the year if the behavior is either related to school or school activities or is likely to affect student safety or welfare or disrupt the orderly educational process in the District. To the extent appropriate, the Superintendent shall follow the Discipline Chart for Extra-Curricular.

### **ELIGIBILITY FOR TRAVEL/PARTICIPATION IN SCHOOL ACTIVITIES**

As a member of the Alaska School Activities Association, Petersburg High School upholds its by-laws.

In order for a student to be eligible to travel and/or participate in extracurricular activities, he/she must meet the following conditions:

- ✓ Have a current physical examination, student consent form and current signed High School Activities agreement on file in the office. All school fees must be paid before traveling.

- ✓ Be enrolled in at least 2.5 semester credits for 9-11 grade students and 2.0 semester credits for 12th grade students. All students must be on track to graduate according to total credits earned for their given grade level.
- ✓ Have received no D's or F's on the most recent midterm or quarter grade report.
- ✓ Be in compliance with absence limits.
- ✓ Be present in class for the entire school day on the day of an activity or school-sponsored trip. Any exceptions to this, such as a doctor's appointment that cannot be scheduled at another time, must have prior approval of the principal. A student violating this rule will be ineligible to practice, participate or travel on the day of the violation. Check out times will be established for each trip. Failure to check out through the office will result in disciplinary action. Only participating students will be housed.
- ✓ Students should bring sufficient funds for their own expenses. \$60 per day for food is recommended, plus additional money for personal spending costs. An individual sleeping bag, plus towel, uniform, and warm clothes should be brought.
- ✓ State travel is the responsibility of the student. Payment for state travel will be scheduled with the office.
- ✓ All school fees must be paid prior to the first scheduled event, whether the student travels or not.
- ✓ Student and parent/guardian must sign ASAA's Student and Parent/Guardian Acknowledgement Form.

### **TRAVEL RULES**

While traveling to or engaged in an out-of-district school-sponsored activity, students are expected to follow all rules described herein, as well as those that are a part of the Activities Agreement and any that might be established by the advisor, coach or chaperone.

### ***Housing with a Host Family***

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item "3" below or in addition to "3" below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 1:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one or more meals per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**
10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PCSD Rule) **No student is to be housed alone with a host parent.**
13. (PCSD Rule) **Only students of the same gender may be housed in the same host residence.**

### ***Group housing in a school, church, community facility, etc.***

1. **(PCSD Rule)** Coach/Sponsor/Chaperone is to "house" with the team or group when group housing is provided.
2. **(PCSD Rule)** Coaches and Sponsors may release students **only** to their parents on district sponsored activity travel.
3. ASAA regulations and PCSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PCSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the student needs to vacate the facility.
7. No students are to be in any part of the host facility without a chaperone.
8. No use of any home phone without chaperone permission.

9. Please keep your area clean and policed daily.
10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisors permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host schools rules at all times.
16. Do not prop doors open to the school, the host school will provide keys to school.

### ***Housing in a hotel or related facility***

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and a written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on road trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

### ***Rule Infraction Consequences (Student)***

In the event a PCSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

### ***Travel "Rules of the Road" (Students)***

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they are not making adequate progress on unserved detention time.
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regionals.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - e) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian, or host family, and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on buses or public transportation.

12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.

## ***TOBACCO, ALCOHOL, DRUGS (T.A.D.) – Extracurricular (PCSD BP 5131.6)***

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense. All student(s) and parent(s)/guardian(s) are required to attend the ASAA TAD Introduction Session once (1) per calendar year in order to participate in any practice for any activity.

### ***Determination of Violations***

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish tobacco, alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling tobacco, alcohol and/or illegal substances. Observation by a staff member via the internet, video, picture or other media will be considered. This policy is in effect during the current Alaska Schools Activities Association (ASAA) Calendar year that begins with the first day of Cross Country and the last calendar day of Baseball for that current year. For example, the enforcement period for the 2025-2026 calendar year begins July 30th, 2025 and will end June 6th, 2026.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### ***First Offense***

The student will be suspended from interscholastic competition for 30 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension may be reduced to 15 days if the student additionally completes 15 hours of community service.

### ***First Offense – student self-report***

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the district otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to a minimum of 10 calendar days. To regain eligibility, the student must complete all requirements of a first offense violation as stated above and in the chart.

### ***First Offense violation during travel on school-sponsored trip***

The student will be suspended from interscholastic competition for 90 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### ***Second Offense violation during travel on school-sponsored trip***

The student will be suspended from interscholastic competition for 180 calendar days (as defined in discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense and write an essay on what they learned about the experience. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### ***Third Offense***

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational

component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA. \*There is no reduction for 4<sup>th</sup> and further offenses.

#### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

### **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

#### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section). Fifty (50) percent of the suspension will be forgiven if the student completes 15 hours of community service. The student may return to practice when the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

#### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7).

#### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) calendar year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

These are minimum penalties which may be increased by the member school or member school district, based upon (1) the nature of the violation, (2) the extent to which it occurs on school property or during school activities, and (3) the extent to which it arises in the context of the student's participation in interscholastic activities.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred. An extra-curricular suspension shall not be postponed while awaiting an appeal hearing except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such a case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

### ***PHYSICAL EXAMINATIONS***

Students must have a physical exam on file before participation in any athletic activity. Students who participate in extracurricular activities are required to have some type of health insurance. Forms are available at the office for purchasing student accident insurance.

**NOTE: No participant may participate in the first competition or event until all fees and forms are submitted and has attended the ASAA TAD INFORMATIONAL SESSIONS.**

### ***FEEES AND TEXTBOOKS***

Student fees are collected each year. The basic fee includes a yearbook and admission to all the regular home sports events. Certain subjects within the curriculum also have a required student fee. These fees are collected at the school office.

Students are issued textbooks and all books are identified by the book number and the student's name. It is the responsibility of the student to return the book in good condition with allowance made for general book wear and depreciation. The student is responsible for paying established fees for book damage or loss. Grade cards and/or transcripts will not be released until all fines or fees are paid.

Students are issued laptop computers for their use 24/7 and will be required to pay the insurance fee annually. Students are expected to treat the laptop computers as if they were their own. Gross negligence on the part of students for damage to the laptop computers will result in additional fees. See the technology use policy.

A complete schedule of student fees can be found in the school office or be accessed on the school district website.

### ***FIRE DRILLS***

Required fire drills are held monthly during the school year.

**SIGNAL:** A continual sounding of the fire alarm is the signal to exit immediately

**PROCEDURE:** Upon hearing the alarm, rise and leave the room briskly and in an orderly way. Form a line and file outside the building according to the instructions of the teacher. When outside, be alert to further instructions so that fire lanes may be kept clear. Return to class at a signal from the principal or teachers.

## GRADUATION REQUIREMENTS

The following program meets the requirements for graduation at PHS. Students are required to complete a minimum of eight semesters (or the equivalent) of high school work as well as the following:

English	4 credits	(1 credit each year for 4 years)
Science	*3 credits	(1 credit each year of 9 <sup>th</sup> & 10 <sup>th</sup> Biology and Intro to Chemistry recommended; with one additional science elective)
Math	3 credits	(in grades 9, 10 and 11 recommended)
Social Studies	3 credits	(1 credit each for US History and World History, ½ credit for Alaska History and ½ credit for American Government.)
P.E.	1 credit	(½ credit allowed for participation in district-funded extracurricular sport or approved dance program, Viking Swim club or other school-approved activity program beginning in grade 10. Participation in two such activities will be required to earn ½ credit)**
Health	½ credit	
Electives	<u>9.5 credits</u>	
TOTAL CREDITS	24	

\*Note: the graduation requirement for 3 science credits will begin with the Class of 2027, all prior graduating classes will be grandfathered into the 2 science credit requirement.

\*\*To be approved, the dance program must meet the following criteria:

- established program for three (3) years
- taught by a qualified and recognized instructor
- holds a public performance
- willing to participate in granting credit option and to follow school requirements for participation
- willing to document minimum of 75 hours of physical activity

The Superintendent may recommend to the Board that the eight-semester attendance requirement be waived in the case of students who have completed all requirements for graduation. Early graduation requires approval of the School Board on an individual basis. The student requesting early graduation must have an education plan filed with the Board.

For existing high school students, the selection of Valedictorian, Salutatorian, and Historian will be determined at the end of the 2nd semester of the graduating class's senior year. The student with the highest GPA, carried out to the ten thousandths decimal place, will be selected as Valedictorian and the student with the next highest GPA will be selected as the Salutatorian, and the student with the next highest GPA will be selected as the Historian. If there is a tie in GPA, more than one Valedictorian, Salutatorian or Historian will be selected. The selection for Valedictorian, Salutatorian, and Historian will be determined based on a weighted grade point scale. (AR 5127)

Students need 24 credits to graduate. Students will not be allowed to participate in the graduation ceremony unless they have successfully completed all requirements. Students graduating from a non-district sponsored homeschool program are not eligible to participate in the graduation ceremony. In order to participate in the graduation ceremony, a student must be enrolled as a student in Petersburg School District. (BP 5127)

Study Hall classes do not receive credit. Resource classes are on a Pass/Fail grading scale.

Recognizing that the graduation ceremony is a school-sponsored, community celebration, student attire must comply with current district policies. This includes language and images on the graduation hat, gown and visible clothes worn underneath the gown must be in compliance with school policies. Violations will result in district staff requiring removal of the hat/gown prior to the graduation ceremony and replacing it with non-decorated attire.

All transfer of credits to Petersburg High School must come from a school accredited by AdvancED, the only body to be recognized by the State Department of Education and Early Development (DEED). Credits from alternative educational programs must fit the adopted statutory definition, in AS 14.30.365 (c) (1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined in this section; a charter school authorized under AS 14.030.250-14.03.290; a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020

## ***GUIDANCE PROGRAM***

A counselor is available to assist all students with personal and school problems and to assist them with educational and vocational planning. However, he/she will not choose a program for you. The final choice must rest with the parent and student. Some examples of how the counselor can help you are as follows: class scheduling, job exploration, post-secondary training selection, information on financial aid, planning for careers and life work, and personal social issues.

PHS classes are designed for classroom participation, not individual study. The superintendent or designee may allow home study programs based on PHS classes, if warranted.

Students may elect any course, for which they are otherwise qualified, without regard to race, color, creed, sex or handicap. Questions regarding discrimination should be referred to the Title IX and section 504 coordinator/Director of SPED Services.

## ***GUN FREE SCHOOLS***

By state law, any student who is determined to have brought a gun or other firearm to a school in the district shall be expelled from the district for a period of not less than one year. The Board may, on its own initiative or on the recommendation of the Superintendent, modify the expulsion requirement on a case-by-case basis. The term "firearm" means a firearm as defined in Section 921 of Title 18 of the United States Code and includes bombs and other incendiary devices. The term also includes parts from which a firearm may be assembled.

## ***HALLWAY BEHAVIOR***

Students are to be in the classroom or library when school is in session unless they have permission from the teacher. Those who receive such permission for a good reason are expected to be quiet while in the halls. The school is not an appropriate place to show intimate affection.

## ***HARASSMENT***

All students and staff have a right to a safe educational environment. Sexual harassment interferes with this right and will not be tolerated. Sexual harassment is specifically prohibited by state and federal law. Harassment includes unwanted sexual comments and behaviors, as well as racially or religiously oriented remarks and other behaviors that prevent a student from being comfortable in their school environment. Harassment may be directed toward persons of the same or opposite sex. Concerns about harassment should be brought to the attention of a teacher, counselor or principal so that appropriate action can be taken.

## ***HELP FROM TEACHERS***

Teachers will be glad to assist students who are having difficulty with their courses; however, it is the student's responsibility to ask for help and obtain make-up assignments. Teachers are available before and after school and by appointment. One may ask for additional help or tutoring from our special services teacher.

## ***HONOR ROLL***

An honor roll will be calculated at the close of each semester. A student must have an average of 3.3 or higher to be eligible. High honor roll is considered 3.5 and above and certificates will be issued for this achievement. Students must be enrolled in a minimum of six classes at PHS to be eligible for honor roll. A "D" in any class disqualifies a student for honor roll.

## ***IMMUNIZATIONS and HEALTH SCREENINGS***

State law requires that students complete their immunization program before being allowed to attend school.

All students may be screened for health statistics (such as height and weight) every school year, performed by a certified nurse, typically the school nurse, if applicable. All results are confidential and are only reported by student number to the state. Parents or students who wish to not have health screenings done at the school must notify the office staff.

## **LATE/MISSING WORK**

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

**Assignment Deadlines:** Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

**Late Submissions:** Assignments submitted after the established deadline will be considered late/missing.

**Gradebook Entry:** A grade of “zero” (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student’s current grade without the late/missing work.

**Late Work Penalties:** Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

**Gradebook Indicators:** Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

**Academic Quarter Deadline:** The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

**Appeals Process:** Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

## **LENGTH OF SCHOOL DAY**

Classes at Petersburg High School begin at 8:00 A.M. Monday through Friday and conclude at 3:00 P.M. Monday through Thursday. Students will be released at 1:30 P.M. on Friday.

## **LIBRARY**

Our library supports the curriculum of the middle school and the high school. It is part of the Alaska Library Network and is connected electronically to the Petersburg Public Library. A common library card serves both facilities. The library houses a collection of books, periodicals, non-print media and audio-visual equipment.

The librarian maintains a study atmosphere in the library and all students are encouraged to use the library any time during the school day. There are no fines. Library check-out privileges may be suspended until overdue books are returned. Students are responsible for material they check out and must pay replacement costs of lost or damaged materials.

## **LOCKERS**

Every student is issued a locker and combination on the first day of school. Personal valuables can be checked into the office to be kept secure. The high school accepts no responsibility for theft from lockers.

Your lockers are not your property. They may be inspected periodically.

## **MOTOR VEHICLES**

Angled parking on Charles W. Street is reserved for school employees.

**Students are not allowed to park in visitor parking in front of the school during the school day.**

All drivers must take great care when parking and driving near the school.

Weapons, including guns, are not allowed in parked vehicles.

Remember that very small children are walking in the area and they are especially difficult to see; please, drive slowly and cautiously.

**Student-operated vehicles may not be used to travel to and from off-campus class activities without signed parent permission on file in the principal's office.** Cases of speeding or reckless driving and improper parking will be reported to the police department. When a student parks his/her vehicle, it should be locked. The school assumes no responsibility for vehicles or their contents. Moving violations in the school zone have the consequence of double the fines and points. Illegally parked vehicles may have a district parking boot placed on the vehicle’s wheel. Students will receive one warning, then the fine to remove the district parking boot is \$85.00, to be paid at the district office.

## **NATIONAL HONOR SOCIETY**

Seniors, juniors and sophomores with a 3.6 grade point average are eligible for selection. Selection is also based upon leadership, service, and character. Members must maintain the high standards which warranted their election or they will be dropped from the society. National Honor Society members are expected to take challenging math, science, and English classes each year.

(web site: [www.nhs.us](http://www.nhs.us))

## **NONDISCRIMINATION POLICY**

Petersburg School District does not discriminate on the basis of age, gender, race, color, religion, national origin, ethnic group, marital or parental status, physical or mental disability or any other unlawful consideration. In providing educational services, activities, and programs, including vocational and career technology education programs. Petersburg School District complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law. Any questions or concerns about Petersburg School District's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

For more information regarding accommodations, civil rights or grievance procedures, contact: Superintendent Taylor at (877) 526-7656, Petersburg School District, 201 Charles W. St., PO Box 289, Petersburg, Alaska, 99833.

For more information regarding Title IX regulations or to file a grievance contact. Mara Lutomski, Title IX coordinator at 877-526-7656 x100 Petersburg School District, 201 Charles W. St. PO Box 289, Petersburg, Alaska, 99833.

Petersburg School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **PART-TIME ENROLLMENT**

Students who are enrolled in another school as their primary school may also enroll at Petersburg High School, if space is available in the desired classes. Part-time students will enroll after all full time students have registered. Continued enrollment in classes by part-time students will be predicated on academic performance and attendance. Failure to attend regularly and meet minimum academic requirements may result in students losing the opportunity to occupy seats in classes.

Students at PHS may register for dual enrollment with other accredited schools with the principal/counselor approval. Correspondence classes should be scheduled outside the regular school day. Student requests for correspondence study during the school day at Petersburg High School will be considered only if the student is a junior or senior, and has the principal's permission. Exceptions may be made with administrative approval. Distance delivery instruction as a way to expand and enrich PHS existing curriculum and/or to provide opportunities to make up credits needed for graduation, require principal/counselor approval. Students enrolled in distance delivery classes need to pay close attention to timelines and due dates in order to complete courses in a timely manner; a semester class must be completed within a semester.

Part-time students will need to request to attend school day activities outside of their scheduled enrollments. Additional criteria may apply to participate in these events.

Senior students on track for graduation may request to be released from a period of the scheduled day. A plan with parent/guardian approval will need to be approved by the principal. The maximum number of released periods is three.

## **PASS/FAIL CLASSES**

There are PHS classes that are offered as Pass/Fail meaning the recorded grade will be a P for Pass or an F for Fail. These courses may receive credit but are not calculated into the Grade Point Average.

Study Hall is a non-credit earning class.

AP Study Release is a non-credit earning class.

Resource is a credit based study hall class. Students with IEP can earn up to .5 credit per class for a maximum of 2 classes per semester depending on needs and prior discussion. Students on a 504 plan can earn up to .5 per semester. This is a Pass/Fail grade contingent upon time use during classes.

Students enrolling in Elementary Tutor will need to complete an application and return to the counselor prior to the start of the semester. A student's first year of Elementary Tutor is a credit-earning class with a Pass/Fail grade contingent on completion of assignments. In order to participate in successive years, students will need to enroll in and complete the Educator's Rising course, or other Child Development course. The student would then receive a letter grade and .5 credit for the additional course and a Pass/Fail grade and .5 credit per semester for the Elementary Tutor course. Students enrolled as a Teacher's Aide may receive .25 credit per semester with a Pass/Fail grade. Students interested in Business Co-op will need to complete an application with their employer and parent/guardian and return it to the principal and counselor prior to the start of the semester. Students may be enrolled in no more than 2 periods per semester in this credit earning course.

## **PBIS**

PBIS (Positive Behavior Interventions and Supports) is a school-wide, proactive approach, which emphasizes the instruction of social skills, data-based decision making, and the prevention of problematic behavior. While fostering positive behaviors and interactions, PBIS also improves academic performance.

The most important part of PBIS is teaching expected behaviors. This is accomplished by utilizing a school-wide matrix of behaviors, which encompasses the three main expectations of Petersburg School District -- Be Safe, Be Respectful, and Be Responsible.

## **PHYSICAL EDUCATION AND ATHLETICS HEALTH RESTRICTION**

A student who has been removed from participation in physical education class, an athletic practice or game for serious physical injury or medical condition by a supervising adult (i.e. coach, parent, athletic director, etc.) may not return to play until the student has been evaluated, diagnosed and cleared for participation by a licensed practitioner, which may be:

1) A health care provider licensed in Alaska, or exempt from licensure under Alaska law (AS 08.64.370(1), (2), or (4),

OR

2) a person acting at the direction and under the supervision of a physician licensed in Alaska, or exempt from licensure.

If your child has a diagnosis that may restrict or limit his/her activities in physical education, then your child's doctor must fill out a Release From School form and have it submitted to the school office at the beginning of the school year or prior to the beginning of the next school day. The doctor must specify the amount of time this form is valid. Note that a student who is unable to participate in physical education is not able to participate in interscholastic sports and may be excluded from certain field trips.

The following health conditions may require a completed Release From School form:

- Asthma
- Heart Conditions, including murmurs
- Orthopedic problems
- Cerebral Palsy
- Seizure Disorder
- History of head injury, dizziness and/or fainting
- Any other disease/illness that may restrict physical activity.

During the school year, your son/daughter may sustain an illness or injury that will require your child to be excluded or restricted from participating in physical education and interscholastic activities. All notes from a medical professional or parent must be brought to the school office for your child to be excused from gym. Petersburg School District limits parent excuses to 3 days for each quarter in the MS and 3 days per semester in the HS. Students requiring more than the above exclusion/restriction must bring in a doctor's note to be excused (see above). Additional excused days of physical education may be required to be made up with the PE teacher.

Parents who are a licensed practitioner cannot excuse their own child, as legal documentation must come from a third party medical professional.

## **POST HIGH SCHOOL EDUCATION**

Information about colleges, technical and vocational schools is available in the school counselor's office. Together with your parents and the school counselor, you should begin planning for your future. For those who plan to continue their studies after high school graduation, there are a number of scholarships and student loans available to help you

financially. These financial aids are announced in the early spring, and it is the student's responsibility to apply for this assistance. Parents and students should begin this process at least during the student's junior year in high school.

## **POWERSCHOOL**

Petersburg High School can provide parents and students access to current grades and attendance through the Internet. The following website will allow you access to your information: <http://pcsd.powerschool.com/public/home.html> For security purposes, parents and students are assigned unique usernames and passwords for each individual student at PHS. To receive your ID and password, contact the high school office.

## **PROGRESS REPORTS IMPROVEMENT NOTICES**

A progress report is sent home every mid-quarter (four to five weeks) to the parents of those students whose work is failing or near failing. The purpose of this notice is to notify the student and parent that the course work is below par and that additional work will be necessary on the part of the student in order to prevent failing. Limited tutorial help is also available to students. All students involved in extracurricular activities will have their grades checked regularly by the coaching staff, in addition to every mid-quarter as well. Student's grades and course progress may be checked anytime via Powerschool student information system at [www.pcsd.powerschool.com](http://www.pcsd.powerschool.com)

Improved work notices may also be sent to the parent of students whose work has improved. Through this notice a teacher can express his/her congratulations and encouragement to the student in hopes that the student will continue in this manner.

## **REPORT CARDS AND GRADING SYSTEM**

Report cards are issued every nine weeks. These cards should be shared and discussed with your parents. It is not necessary to return these cards to the school because you will receive a new card at the end of each nine-week period. Our grading system is as follows:

<u>Standard 4.0 Scale</u>			<u>Advanced Placement 5.0 Scale</u>		
A	(93-100%)	4.0 grade points	A	Outstanding Achievement	5.0 grade points
A-	(90-92%)	3.7	A-		4.7
B+	(87-89%)	3.4	B+		4.4
B	(83-86%)	3.0	B	Above Avg. Achievement	4.0
B-	(80-82%)	2.7	B-		3.7
C+	(77-79%)	2.4	C+		3.4
C	(73-76%)	2.0	C	Average Achievement	3.0
C-	(70-72%)	1.7	C-		2.7
D+	(67-69%)	1.4			
D	(63-66%)	1.0			
D-	(60-62%)	0.7			
F	Failing	0			
I	Incomplete	0			
NG	No Grade	0			
M	Insufficient data/credit by another institution				
P	Passing (with Credit)	0			
W/P	Withdraw/Pass (no credit)	0			
W/P	Withdraw/Fail (no credit)	0			

Grade Point Averages (GPA) will be calculated using a 4.0 scale. For purposes of GPA, Advanced Placement (AP) courses will be calculated on a 5.0 scale if students complete the course in good standing (70% of higher) and take the AP exam associated with the course. GPA will include plus and minus grading on a student's transcript. Student transcripts include both a weighted and unweighted GPA.

A student may take one elective course on a pass/fail basis each semester (does not include courses required for graduation, such as American Government, English I, etc.) The pass/fail grade will not be used in the computation of your grade point average. Such an election must be made and the teacher and the counselor notified within the first two weeks of the course. An Incomplete grade must be made up within two weeks. If not made up within two weeks after the end of the term, an incomplete will be assigned the grade that indicates the student's earned progress during that term. Classes taken for credit recovery can only receive a maximum grade of Pass or Fail.

## **RE-TAKING A CLASS**

### ***Secondary Credit Recovery/Retake Programs***

The recovery of credit for secondary students is essential to fulfill graduation requirements and meet prerequisites for moving into more advanced classes. The following multi-option program identifies the acceptable options for students to progress successfully in their educational journey through credit recovery and retaking courses. Students wishing to retake a course must fill out a Course Retake Form with administration.

#### **Option One: Class Repetition**

Students may repeat a complete course to raise an existing grade.

This requires:

- Adding the course to their regular class schedule
- Completing all course work as designed by the course instructor
- Receiving a higher grade than previously attained

As a result of using this option, students will receive credit and GPA adjustments according to the performance achieved in the second attempt. For example, the student scores a “C” letter grade in the second attempt at the course. This would replace the existing “F” on their transcript and would add the corresponding grade points into their cumulative GPA. Students do not need to fail a class to choose to retake the class for a higher grade.

This option is available only once.

#### **Option Two: Pass/Fail**

Students complete the failed portions of the class.

This requires:

- Students to attend credit recovery sessions until all work is completed within a predetermined time frame.
- Students who complete the areas of the class that they fail will receive a “Pass” grade on their transcripts
- The Pass, or P, grade on the transcript would grant credit towards graduation or advancement but would not add points to the GPA
- The previous class would remain on the transcript as an “F” and would impact GPA.

As a result of using this option, students will receive credit according to the performance achieved in the second attempt. There would be no effect on GPA or GPA related eligibility.

#### **Option Three: Approved Correspondence Courses (including PHS Independent Study)**

Students complete an entire replacement course from a district approved correspondence program.

This requires:

- Purchasing the course using personal funds
- Completing the course within a predetermined time frame.
- Completing all course work as designed by the vendor
- Receiving a higher grade than previously attained

As a result of using this option, students will receive credit and GPA adjustments according to the performance achieved in the second attempt. For example, the student scores a “C” letter grade in the second attempt at the course. This would replace the existing “F” on their transcript and would add the corresponding grade points into their cumulative GPA. However, in cases of a tie in class ranking, the student who retook a class will receive the lower ranking.

It should also be noted that students are given credit and a grade each time they take repeatable classes (i.e., band, physical education, chorus, etc).

## **SAFE SCHOOLS AND CRISIS RESPONSE**

Students need to feel safe within their school. The District has a crisis response plan. Procedures are in place for a response to threats of attack, shooting in the school and hostage situations as well as other dangerous situations, including a death. The response team consists of staff, parents, students, police, clergy, and social service professionals.

Students who are aware of plans that would endanger any member of the school community or school property should contact the principal or Superintendent immediately to let them know about the situation. A student should never hesitate to contact school officials or Crime Stoppers (772-7463) with knowledge concerning threats towards another student, staff member or the school buildings. What one student may believe to be an insignificant threat could, in actuality, be the only information known to prevent a tragedy. Students sharing information with school officials can know that their efforts will be respected and valued even if the threat proves to be uneventful.

### **EMERGENCY PROCEDURES and Emergency Commands:**

A.L.I.C.E. is a school safety program created in the year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

#### **A.L.I.C.E. is an acronym that stands for:**

**ALERT:** Get the word out that a threat exists.

**LOCKDOWN:** Secure a place to stay as much as possible as a starting point to buy time.

**INFORM:** Give constant, real-time information throughout the building using all available technology.

**COUNTER:** This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.

**EVACUATE:** The goal is to move students out of the danger zone. It's important to be prepared to escape.

Traditionally, schools have used a procedure known as "lockdown" which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

**SIGNAL:** A repeating two-toned sounding of the alarm is the signal for students to quickly enter the nearest classroom.

**PROCEDURE:** Once within the classroom, students should follow the teacher's directions for lock down procedures

## **SCHEDULING OF CLASSES**

All students must enroll in seven (7) classes each semester of the school year, unless approved by the principal.

**Withdrawing from a Class:** A student who drops a course during the first two weeks of the semester may do so without any entry on his/her permanent record card. A student who drops a course after the first two weeks of the semester shall receive an W/F grade on his/her permanent record, unless otherwise decided by the principal or designee because of extenuating circumstances. Students wishing to withdraw from a class need to complete a Course Withdrawal Form with administration.

**Teacher's Aide Credit:** Most classes earn one credit for a year's work. A Teacher aide earns ½ credit for a full year's time, and can only be taken twice during a student's school career, unless approved by the principal. Only Juniors and Seniors are eligible to request a teacher aide position with approval by school administration. Students who desire to be a teacher aide must have C's or better in all classes on their last semester grades.

## **SCHOOL CALENDAR**

All approved student activities must be placed on the school calendar in the office a minimum of two weeks in advance of the scheduled date. Activity Request forms are available in the office. Forms must be completed and signed by an advisor and the principal and returned to the office two weeks prior to the event.

## **SEARCH AND SEIZURE**

BP 5145.12

All lockers and other containers provided to students by the District are owned, supervised and controlled by the District. Lockers and other District-provided containers are subject to search by the Superintendent, or designee, who may authorize a District employee to search them at any time. Authorization to search is specified in school board policy. No decorations allowed on the outside or inside of the locker unless approved by the office.

Any District administrator may conduct searches when there are reasonable grounds or suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school. The use of drug-detection dogs and metal detectors, or similar detection devices, may be used upon express authorization of the Board/Superintendent.

The Superintendent or designee may request a drug test from a student, if they have reasonable cause to suspect that the student is under the influence of alcohol or a controlled substance not prescribed as required by law. A student's failure to comply upon request pursuant to this policy will be used as evidence against the student in a disciplinary proceeding and will subject the student to other sanctions by board policies and school rules.

Items discovered in the course of a search that are illegal or violate school or district rules shall be seized. If the seized item is not illegal to possess, but is prohibited on school grounds, the item may be returned to the student's parent(s) or guardian at the end of the school day. If the item is illegal to possess, the Superintendent or designee may direct that the item be surrendered to police.

A reasonable attempt will be made to notify the student's parent(s) or guardian before a search has taken place, if practical. If prior notification is not practical, a reasonable attempt will be made to notify the student's parent(s) or guardian after a search has taken place. The notification shall include the reason for the search and the nature of any contraband discovered.

## **SENIOR WORK COMPLETION DEADLINE**

Graduating seniors/students for the class of 2026 must complete and submit all course work to fulfill graduation requirements by May 27th, 2026 by 4:00 PM. This allows teachers to complete grading and for all aspects of graduation ceremonies to be finalized.

## **SEXUAL HARASSMENT**

The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action.

Students or staff should immediately report incidences of sexual harassment to the principal or designee. The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person. BP 5145.7(a). Sexual Harassment complaints shall be reported to the Title IX Coordinator Mara Lutomski at [titleix@pcsd.us](mailto:titleix@pcsd.us)

## **STUDENT COUNCIL**

The student council is a learning opportunity for PHS students to develop and promote commitments to citizenship, scholarship, leadership, human relations and cultural values. The student council teaches and provides the means through representative government to develop decision-making skills. Classes report their activities and concerns through their elected representative to the council. Council activities and decisions are in turn reported back to classes, organizations and faculty. Decisions and requests of the student council are communicated to the administration, faculty, and school board through the student council school board representative.

The student council is made up of elected Associated Student Body Officers (president, vice president, secretary, treasurer, sergeant-of-arms (ASB Executive Board), city council representative, school board representative, curriculum steering committee representative, library board representative, parks and rec representative, public safety representative), the president and class representative for each class. Student council meetings are scheduled monthly or more regularly.

An agenda will be prepared by the president prior to meetings and Robert's Rules of Order are followed during meetings.

## **STUDENT INFORMATION RELEASE**

### **Permission to Publish Opt-Out Policy: Middle School/High School**

Petersburg High School follows an opt-out policy. Student work, photographs, video images, and/or recorded statements may be posted on District websites, social media pages, and other electronic media to highlight student achievements or showcase educational experiences.

Please complete the online opt-out form if you prefer to opt your student out. This will exclude your child and

their work from being posted on the District's website (PCSD.US), Facebook, Instagram, and Twitter. Please note that only first names will be used in posts.

The opt-out form is available at the website address- <https://www.pcsd.us/page/optout> or scan the following QR Code with your smart device-



### ***Release of Information to military recruiters***

The federal Elementary and Secondary Education Act requires all local education agencies to provide to military recruiters, upon their request, the name, address and telephone number (including unlisted number) of secondary school students. Although military recruiters focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from the broad category of “secondary” students, defined as students in grades 7 through 12. If any secondary student or the parent/guardian of a secondary student does not want the District to provide the requested information to military recruiters, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

### ***Institutions of Higher Learning information release***

The Every Student Succeeds Act of 2015 (ESSA) requires all local education agencies to provide to institutions of higher education, upon their request, the name, address, and telephone number of secondary school students. Although post-secondary institutions/ schools focus their efforts on high school juniors and seniors, the law allows for the gathering of this information from secondary students. If any eligible student (18 years of age) or the parent/guardian of a secondary student does not want the District to provide the requested information to institutions of higher education, the secondary student or the parent/guardian must "opt out" of providing such information by submitting a signed, written request to this effect.

## ***STUDENTS' RIGHTS, RESPONSIBILITIES and GRIEVANCE PROCEDURES***

PHS students have the right to learn in school without interruption. Any school attempting to serve the needs of hundreds of individuals must, in order to protect the rights of all, establish guidelines so that all will know how to pattern their behavior. Many rules are unnecessary if members of the organization keep in mind their purpose for being here and are considerate toward the rights of others. Honesty, fairness, ambition and understanding are character traits that we should continually work to develop.

Students are guaranteed the right to appropriately express themselves, conduct meetings and carry out actions in accordance with the democratic process, and through the student council organization which has been established for the purpose of learning and practicing this process.

Care and respect for the physical condition of the buildings and grounds are the responsibility of us all.

School rules have been made to protect every student's right to learn. If a student breaks a school rule, it means they are interfering with the right of others to learn. Remember that a lot of thought has gone into making school rules. They have not been made to upset students or to make adults happy. They are there for student protection!

All school rules are related to law that guarantees a free, public school education to all people ages seven through sixteen. No one can take that right away from students without a good reason. Such “good reasons” are related to behavior. If students behave in a way that endangers other people, their right to a free education can be taken away. Also, if students interfere with the education of others, their rights can be taken away.

Principals, teachers and staff have the responsibility to keep the school safe and secure. Students have the responsibility to always behave in a safe and secure manner. When student behavior is not responsible, consequences result.

If there are any questions relating to student rights, contact the principal. Petersburg Schools are committed to providing

an effective means for parents and the community to voice concerns and complaints. In general, the complaint should be received and addressed at the level closest to which the complaint originated. For example, if it involves a teacher, first talk to that individual. If you are still concerned, talk with the principal. Then if you are still concerned, make an appointment to talk with the Superintendent.

A grievance as defined herein is a written complaint, registered by identifiable individuals, involving an alleged violation of the Federal laws or regulations governing Title IX, Section 504, and Title II by the local educational agency. A grievance is a formal complaint regarding specific decisions made by school personnel. A grievance may be submitted in specific circumstances such as when a student or parent believes that board policy or law has been misapplied, misinterpreted, or violated. Any claims of discrimination on the basis of race, color, national origin, sex, pregnancy, religion, age, or disability also may be submitted as a grievance.

The Petersburg School District recognizes that in accordance with Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, a procedure is required whereby parents, employees and students can be assured of a prompt and fair disposition of their grievances.

A grievance must be filed as soon as possible but no longer than 30 days after disclosure or discovery of the facts giving rise to the grievance. A student who has a grievance must provide the following information in writing to the principal:

- The name of the school district employee or other individual whose decision or action is at issue;
- The specific decision(s) or actions at issue;
- Any board policy or law that the parent or student believes has been misapplied, misinterpreted, or violated; and
- The specific resolution desired

The right to file a complaint shall be afforded to any parent, employee, and/or student, and the general public and shall begin with a written statement by said parent, employee, and/or student alleging a violation of the Federal law or include, as a minimum, the following information:

- a. the name and address of the party or parties alleging the violation, and
- b. a description of the alleged violation of the Federal law or regulation by the local educational agency.

Persons who desire to register complaints relative to Title IX of the Educational Amendments of 1972 should direct these complaints or other inquiries to the Title IX Coordinator at:

Petersburg School District  
Title IX Coordinator  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: (877)-526-7656 x100  
Email: [titleix@pcsd.us](mailto:titleix@pcsd.us)

Persons who register complaints relative to Section 504 of the Rehabilitation Act of 1973 or Title II of the Americans with Disabilities Act of 1990 should direct these inquiries to the Section 504 Coordinator of the ADA Coordinator at:

Petersburg School District  
Superintendent's Office  
P.O. Box 289  
Petersburg, Alaska 99833  
Tel: 877-526-7656 X100  
Email: [exec@pcsd.us](mailto:exec@pcsd.us)

Upon receipt of a complaint the, Petersburg School District shall adhere to the following procedures:

1. The principal shall investigate, except in situations related to Title IX incidents, the alleged violation and shall render a written resolution of the complaint in a prompt and thorough manner. Title IX incidents will be investigated by the Title IX investigator.
2. The principal shall provide an opportunity for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved.
3. Upon receipt of the principal's resolution to the complaint, the party alleging the violation has the right to appeal this decision to the Superintendent within thirty (30) days. The superintendent will render a final decision within thirty (30) days from the date the appeal is received.

## ***VISITORS***

Adult visitors are always welcome to the high school if they are parents, guardians or are assisting a staff member. Visitors to the school must check into the office and get a visitor pass. They must have the principal's and teacher's permission before attending class.

## ***WITHDRAWAL FROM SCHOOL***

A student wishing to withdraw from PHS must inform the principal and circulate a withdrawal form, signed by the parent/guardian, to each teacher for signatures from whom the student is currently taking a course. The teacher will verify that books have been turned in and indicate the grade earned at the time of withdrawal. The librarian must also initial the withdrawal form to indicate that all books have been turned in to the library. All fines must be paid prior to withdrawal. Before a student withdraws, an exit interview with the school counselor and principal must be completed.

Transcripts will not be sent to other schools until the student has met all obligations to PHS. Students who plan to transfer to another school should notify the office so transcripts can be sent without delay.

## GLOSSARY

**Aggressive behavior:** physical behaviors directed toward another person including, but not limited to, kicking, hitting, biting, shoving, tripping or slapping.

**Assault, physical:** to intentionally, knowingly and recklessly cause or act in an attempt to cause physical injury to another, assault includes, but is not limited to, aggressive behavior.

**Assault, verbal:** to place another person in fear of imminent physical injury by words and/or conduct.

**Bullying:** a form of aggression and occurs when a person(s) who perceives a power imbalance, willfully subjects another person (victim), whoever he or she may be, to an intentional, unwanted and unprovoked hurtful verbal and/or physical action(s) which result(s) in the victim feeling oppressed (stress, injury, discomfort) at any school site or school-sponsored activity or event. Bullying may also occur as various forms of hazing, including initiation rites perpetrated against a new student or a new member of a team. The behavior is repeated.

**Cheating:** submitting someone else's work as your own or providing your work to another, giving another student answers on an exam, and providing answers electronically. Using any resources not from your own brain, which includes any screen shot of tests; any other tab open/swiping screens; using vocab hover tool; leaving test open for other students to study from for retake.

**Detention:** assignment to a designated area before, during or after school.

**Drug:** an illicit substance.

**Drug/Alcohol Free School Zone:** Federal and State statutes provide for penalties for the distribution of drugs within 500 feet of a school, the "Drug Free School Zone", subject to the following conditions:

Does not require knowledge of the proximity of a school.

Does not require evidence that children are currently or likely to congregate

Does not require proof that the sale of drugs had a detrimental effect on children

**Drug paraphernalia:** includes, but is not limited to, any item or device used to conceal, process, prepare, inject, ingest, inhale or otherwise introduce a substance into the human body.

**Expulsion:** removal of a student from the physical and academic school premises, including school activities, for at least the remainder of the current semester but not to exceed one (1) year.

**Fighting:** mutual use of physical force by two or more students.

**Firearm:** includes 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. Firearms also include any type of weapon by whatever name which will or may be readily converted to expel a projectile by the action of an explosive or other propellant and which has any barrel or bore of more than one-half inch in diameter; or as defined in section 921 of Title 18, United States Code.

**Harass:** to persistently act in a manner (verbal or physical) which serves to distress, annoy or torment another person or to act in such an extreme manner in a single incident to severely distress, annoy or torment another.

**Hazing:** initiation rites perpetrated against a new student, new member, or lower classmen.

**In-school suspension:** removal of a student from the classroom and school activities by an administrator or designee and assignment to a designated room or area within the school building. Lunch may be eaten in the ISS room or a lunch time other than the regular time may be assigned. The student in ISS is counted present on the attendance roles. The work collected may be turned in for credit.

**Plagiarism:** plagiarism is using someone's words that are not your own, such as the words of peers or copying from resources online or in other formats.

**Pornography:** material that depicts erotic behavior and is intended to cause sexual excitement. Pornographic material may be protected expression unless it is determined to be obscene. Child pornography is illegal under state and federal laws prohibiting the depiction of minors in sexual acts.

**Reasonable:** using or showing reason or sound judgment, sensible.

**Restitution:** reimbursement for actual loss or damage by court order or by the Superintendent's office. (At the discretion of the principal or his/her designee, restitution may be accompanied by community work service.)

**Sexual harassment:** any unwelcome sexual advance, request for sexual favors, sexual statement or physical contact, including sexist remarks or behavior, which results in a tense and/or unproductive learning or work environment. Conduct of an unwelcome sexual nature which (a) is indicated to be term or condition of an individual's academic or employment experience, (b) is used as a basis for academic or employment decisions, (c) interferes with an individual's academic or employment performance, or (d) created an intimidating, hostile or offensive academic or employment environment is included in this definition. "Sexual harassment" is defined in more detail in the District's administrative regulations dealing with sexual harassment.

**Suspension:** temporary removal of a student from the school building and property and/or from participating in school activities.

**Trespass:** unauthorized presence on school property.

**Truancy:** willful and unjustified failure to attend school by one who is required to attend; skipping. This includes leaving the building without prior approval and/or checking out through the office.

**Weapon:** any item (ex: gun, knife, club, etc.) used to injure, defeat, or destroy; or as defined in Board Policy Administrative Regulation 5131.7 (Weapons and dangerous instruments).

## PETERSBURG DISCIPLINE GRID

(This chart has been prepared to provide assistance; it should not be interpreted as absolute)

Our philosophy is to involve parents as much as possible in student discipline. Parents will be notified when infractions are either recurring and/or serious. Discipline measures will be cumulative. Prior behavioral misconduct will affect subsequent disciplinary measures.

OFFENSE	OCCUR	CONSEQUENCE
<b>ALCOHOL</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of alcohol (or substances promoted as alcohol). *1, *Additional consequences apply for students enrolled in activities.	First	Parent notification, police notification, 3-5 days suspension, Prime for Life (12 week) Reduction, or similar counseling
	Second	Parent notification, police notification, 5-7 days suspension, counseling
	Third	Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>AUTOMOBILE MISUSE</b> Not following rules and regulations concerning vehicles on school premises.	First	Parent contact, student conference, possible detention, possible police notification
	Second	Parent conference, police notification, detention, possible ISS, loss of driving privileges
	Third	Student contract with principal, parent and police
<b>*BUS MISCONDUCT</b> Not following the posted instructions governing riding school buses.	First	Parent contact, detention, some loss of bus privileges
	Second	Parent conference, possible ISS/OSS, progressive loss of bus privileges
<b>USE OR POSSESSION OF DRUGS</b> Using, possessing, taking action to possess, selling, distributing, or being under the influence of drugs or other intoxicants (or substances promoted as dangerous drugs). Possessing any drug paraphernalia. *1 *Additional consequences apply for students enrolled in activities.	First	Parent & Police notification, 3-5 days OSS, Prime for Life counseling
	Second	Parent & Police notification, 5-7 days OSS, additional counseling
	Third	Parent & Police notification, 10 days OSS, expulsion hearing
<b>*DEFIANCE OF AUTHORITY/Disrespect/Insubordination</b> Refusal to follow the reasonable requests of District personnel.	First	Parent conference, apology, detention, possible suspension
	Second	Parent conference, student contract, possible suspension
	Third	Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISORDERLY OR DISRUPTIVE CONDUCT</b> Language or behavior that disrupts and/or interferes with the educational environment or process. Includes sustained loud talk, horseplay	First	Parent contact, apology, detention, possible suspension
	Second	Parent conference, possible suspension
	Third	Parent conference, Progressive suspensions (ISS/OSS), repeated may = possible expulsion
<b>*DISRUPTIVE APPEARANCE / STUDENT DRESS</b> Dress or grooming that interferes with the learning process or school climate, is unclean, or threatens the health/safety of the student or others. (Clothing, jewelry, or working/graphics on clothing that is sexually suggestive, drug related, vulgar, that depicts violence, insulting, gang membership related, or ridicules a particular person or group.)	First	Teacher directed, change in dress
	Second	Office referral, parent contact, change in student dress
	Third	Principal referral
<b>SKIPPING CLASS</b> Student leaves or misses class without permission	First	Detention, parent notification
	Second	Parent contact, possible suspension
<b>FIGHTING</b> A hostile physical encounter between two or more individuals.	First	Parent and police notification, 1-3 day suspension
	Second	Parent conference, police notification, 3-5 days OSS, community service, recom. Counseling
	Third	Parent conference, police notification, 5+ days OSS, Expulsion hearing
<b>FIRE SETTING / ATTEMPTED FIRE SETTING / FIRE PLAY</b> Using fire to destroy or attempt to destroy property.	First	Parent and police notification, suspension, possible Expulsion hearing
<b>FORGERY/THEFT</b> Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission	First	Parent and police notification (discretion),detention or possible suspension, restitution
	Second	Parent and police notification, restitution, suspension, possible Expulsion hearing
	Third	Parent and police notification, suspension, Expulsion hearing

<p><b>LEWD CONDUCT / PROFANITY</b> Incident exposure and/or the use of obscenity, profanity (oral, written, or gestured). Includes possession, selling and distribution of lewd materials.</p>	<p>First</p> <p>Second</p>	<p>0-5 days OSS</p> <p>5-10 days OSS, Continued violation may result in expulsion</p>
<p><b>HARASSMENT/BULLYING</b> Student delivers disrespectful messages* (verbal, written or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. This includes harassment via electronic means. *disrespectful messages include negative comments based on race, religion, gender, age and/or origin; sustained or intense verbal attacks based on ethnic origin, disabilities or personal matters.</p>	<p>First</p> <p>Second</p> <p>Third</p>	<p>Parent conference, detention, possible suspension (ISS)</p> <p>Parent/principal conference, suspension (OSS)</p> <p>Possible 3-5 day OSS, recommendation for expulsion hearing</p>
<p><b>INAPPROPRIATE LOCATION/OUT OF BOUNDS AREA</b> Student is in an area that is out of school boundaries</p>	<p>First</p> <p>Second</p>	<p>Detention, parent notification</p> <p>Parent/principal conference, detention, student contract, possible ISS</p>
<p><b>CHEATING/COPYING</b> Submitting someone else's work as your own or providing your work to another</p>	<p>First</p> <p>Second</p>	<p>Zero on assignment, parent notification, possible detention</p> <p>Zero on assignment(s), parent conference, detention/ISS, possible reflective assignment</p>
<p><b>LYING</b></p>	<p>First</p>	<p>Test: zero on exam, no retake option, 2x detention, parent meeting with admin and teacher, next activity suspension within 30 days</p>
<p><b>PLAGIARISM</b> Using someone else's words and/or ideas</p>	<p>First</p> <p>Second</p>	<p>Plagiarism: Zero on assignment/exam, no retake option, 2x detention, parent meeting w/admin and teacher, next activity suspension within 30 days</p>
<p><b>GANG AFFILIATION DISPLAY</b> Organization composed of students that has an element of purpose which is concealed from the public and shared only confidentially among members. Participation in gang-related activities at school or school functions (possession or display of gang-related clothing, symbols, or paraphernalia, distribution of gang literature or materials, display of gang-related posters or graffiti, signs, or signals, harassment or intimidation of others or recruitment for gang membership).</p>	<p>First</p> <p>Second</p>	<p>Parent conference, detention, student contract</p> <p>Parent/Principal conference, suspension (OSS), contract dependent</p>
<p><b>PHYSICAL AGGRESSION/ASSAULT</b> Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).</p>	<p>First</p> <p>Second</p> <p>Third</p>	<p>Parent conference, police notification, 3-5 day OSS</p> <p>Parent conference, police notification, 5-10 day OSS</p> <p>10 days OSS, expulsion hearing</p>
<p><b>TARDINESS</b> Arriving late to school and/or class. Aggravated Tardy &gt; 10 min late to a class</p>	<p>First</p> <p>Repeat</p>	<p>Office referral, detention, parent notification</p> <p>Excessive tardies will result in a parent/principal discipline plan</p> <p>Aggravated tardy=45 min detention w/ teacher of the affected class</p>
<p><b>TECHNOLOGY MISUSE</b> Failure to comply with the District's "Electronic Use Agreement."</p>	<p>First</p>	<p>Refer to PCSD Technology Plan for Discipline Procedures</p>
<p><b>USE OR POSSESSION OF TOBACCO</b> Using, possessing, and/or distributing of tobacco in any form.</p>	<p>First</p> <p>Repeat</p>	<p>Parent and police notification (discretionary), detention, possible ISS, addiction counseling</p> <p>Parent and police notification, detention, progressive suspensions, contract, further addiction counseling</p>
<p><b>TRESPASSING</b> Being present in unauthorized places or refusing to leave when asked to do so by District personnel.</p>	<p>First</p> <p>Second</p>	<p>Admin</p> <p>OSS</p>

<b>UNEXCUSED ABSENCE/TRUANCY</b> Any absence that has not been excused by parent or legal guardian and/or appropriate school official.	First	Parent notification, detention
	Second	Parent notification, detention, repeated = truancy notification, possible police, ISS/OSS
<b>PROPERTY DAMAGE/VANDALISM</b> Intentionally damaging, defacing, (including tagging/graffiti), or destroying public or private property.	First	Parent and police notification (discretionary), restitution, detention, possible ISS
	Second	Parent and police notification, restitution, OSS, possible expulsion
	Third	Parent and police notification, restitution, OSS, expulsion hearing
<b>WEAPONS: EXPLOSIVE DEVICES</b> Using, possessing, or selling an explosive device or material.	First	Parent notification, police notification, 10 days suspension, Expulsion hearing
<b>WEAPONS: FIREARMS OR KNIVES</b> Using, possessing, or selling a firearm (any weapon, including a starter gun, that will or is designed to or readily be converted to expel a projectile by the action of an explosive. Or using, threatening to use, possessing, or selling knives of any form/length	First	Parent and Police notification, 10 days OSS plus Expulsion hearing
<b>USE/POSSESSION OF COMBUSTIBLES WITH INTENT TO HARM</b> Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage with intent to harm (matches, lighters, firecrackers, gasoline, lighter fluid)	First	Confiscation, parent & police notification, possible suspension, possible expulsion hearing

\* = "occurrence" resets every year

\*1 = If a student is suspected of drug or alcohol use, the administration has the right to test and the student is required to submit to the testing. If the student refuses, he/she will be given the same discipline action as if guilty.

## DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X (*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	see Extracurricular Activities above (pgs. 11-13)			
J. Use, sale, purchase, possession of smokeless tobacco	see Extracurricular Activities above (pgs. 11-13)			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	see Extracurricular Activities above (pgs. 11-13)			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

### Key:

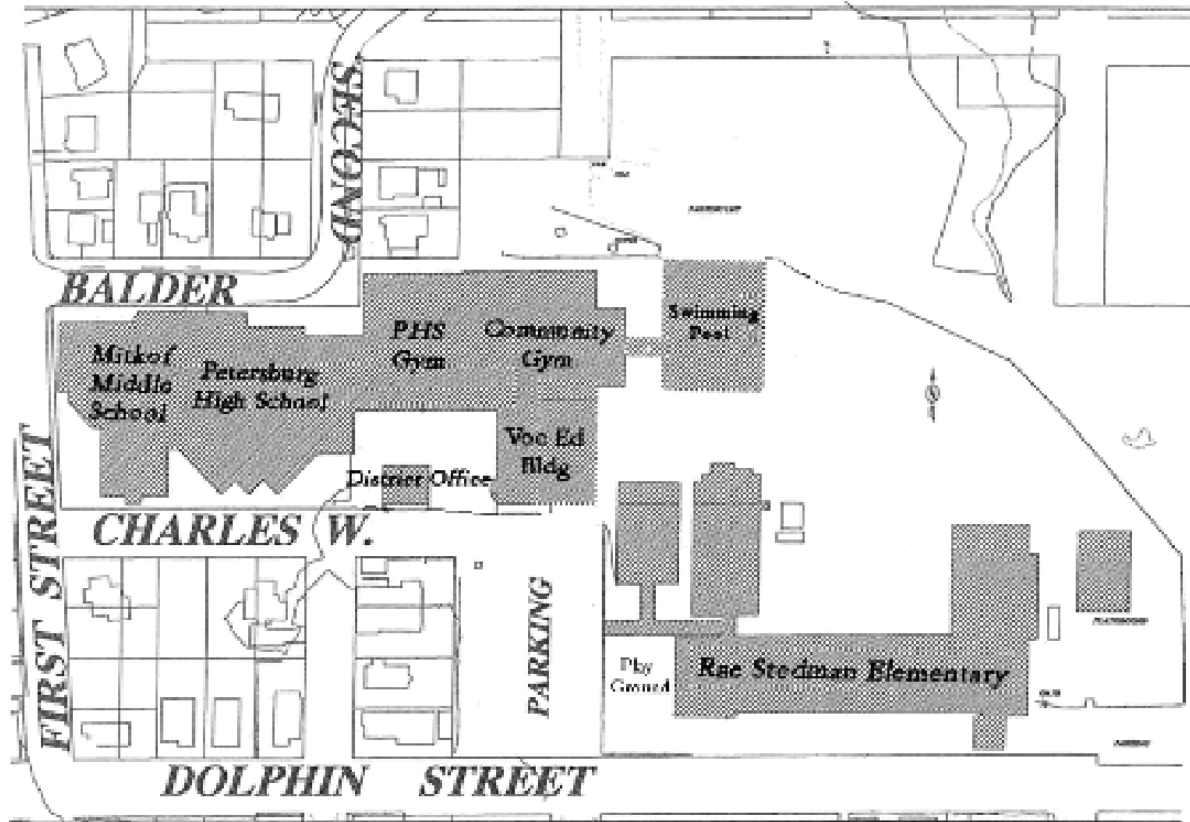
A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.

\* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.

\*\* Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.

**SCHOOL GROUNDS MAP AND SCHOOL ZONE**

*Petersburg City Schools*





Petersburg High School  
&  
Mitkof Middle School

Activities & Athletics Program  
Coach and Sponsor Handbook

2025-2026

Mr. Brad King, Principal  
Mr. Jaime Cabral, Activities & Athletics Director

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## **ACTIVITY PROGRAM PHILOSOPHY**

The activities/athletics program contributes to the district's educational objectives and a student-centered program at Petersburg High School and Mitkof Middle School. The activities program must be properly organized and efficiently implemented. When programs are well organized and efficient, the contribution to the personal needs of the students is enhanced.

Winning is a major objective in athletics as it is in society, and teams or performers should always strive to win within the framework and spirit of the rules of the game and the principles of good sportsmanship. Although winning in sports is a major objective and a tremendous motivating force at the time, it is not considered to be the goal of activity & athletic participation.

More important than winning is the growth that takes place in the participant. Participation in activities and athletics contributes to becoming a well-rounded citizen with a desire to achieve excellence, to live a more healthful and purposeful life, to respect the dignity of others, possess a willingness to make a personal sacrifice for the benefit of the team, and to live by a higher code of conduct.

## **ACTIVITY/ATHLETIC PROGRAM STATEMENT**

The Petersburg School District Activities/Athletics Department inspires champions today and prepares leaders for tomorrow by providing an excellent environment allows student-athletes to achieve their highest academic, activity/athletic and personal aspirations.

Interscholastic athletic competition should demonstrate high standards of ethics, sportsmanship, and promote the development of good character and important life skills. The highest potential for this demonstration is achieved when participants are committed to pursuing victory with honor.

## **ACADEMIC/ELIGIBILITY REQUIREMENTS**

### **BP 6145 Extracurricular and Co-Curricular Activities**

The School Board recognizes that extracurricular and co-curricular activities enrich the educational and social development and experiences of students and shall annually adopt a plan for student participation in extra/co-curricular activities which does not compromise the integrity and purpose of the educational program.

### **Eligibility Requirements for Petersburg High School Students**

In order to participate in extra/co-curricular activities, students in grades 9 through 12 must demonstrate satisfactory educational progress in meeting the requirements for graduation.

The Superintendent or designee may exempt from eligibility requirements extra/co-curricular activities or programs, which are offered primarily for the student's academic or educational achievement.

### **AR 6145 Extracurricular and Co-Curricular Activities - Petersburg High School**

Students participating in any high school-sponsored activity must have no "F's" and/or no "D's" and/or no "I's" in any enrolled course on the most recent grade check in order to be eligible for competition and travel. A student who is deemed ineligible on their most recent grade check is ineligible for all travel, in-person competition, and any other interscholastic event for that grade check period.

Students receiving an incomplete will remain ineligible until it is replaced by a letter grade. Eligibility will be determined at the next scheduled grade check.

### **PETERSBURG HIGH SCHOOL ACADEMIC ELIGIBILITY CHECK POLICY**

1. All students traveling as part of the PSD activities program must be grade eligible the Wednesday of the week prior to departure.
  - Activities Director or Designee will pull grades on Tuesday morning.
  - Students who do not meet the grade requirements will get a grade check sheet from the Activities Director or Designee.
  - Students must return the grade check sheet signed by the teacher no later than Wednesday at 3:45pm for eligibility. This includes home events.
2. If there are extenuating circumstances, the Principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator, coach, or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.
3. The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.
4. The Activities Director will inform the coaches Wednesday evening if a player is ineligible for the next week's event.
5. Ineligible players may practice if approved by the head coach and administration.

### **Academic Eligibility Requirements for Mitkof Middle School Students**

Middle School Athletic/Activity Eligibility grade checks will be performed weekly throughout the school year. Grade checks may be moved by the Superintendent or Designee in order to meet travel dates and competition dates.

Students that have earned any D's and/or F's and/or I's in any enrolled course during that grade check will be deemed ineligible to participate in any school-sponsored extracurricular and/or athletic events for the event in which the grade check is for. Students may re-gain eligible status by passing the next grade check that is scheduled. Students earning an I (incomplete) will remain ineligible until the incomplete is replaced with an A, B or C grade and/or products are completed.

### **MITKOF MIDDLE SCHOOL ACADEMIC ELIGIBILITY CHECK POLICY**

1. All students traveling as part of the PSD activities program must be grade eligible the Wednesday of the week to departure.
  - Activities Director or Designee will pull grades on Tuesday morning.
  - Students who do not meet the grade requirements will get a grade check sheet from the Activities Director.
  - Students must return the grade check sheet signed by the teacher no later than Wednesday at 3:45pm for eligibility. This includes home events.
2. If there are extenuating circumstances, the Principal may extend the deadline. The principal will document all incidences of extenuating circumstances. Under no circumstances shall an administrator, coach, or parent pressure a teacher to extend deadlines or certify eligibility for an ineligible player. A

teacher may request that an administrator extend the deadline if that teacher is in the process of working with a student on their eligibility and feels that circumstances would warrant an extension.

3. The Superintendent or designee may revoke a student's eligibility for participation in extra/co-curricular activities when a student's poor citizenship is serious enough to warrant loss of this privilege.
4. The Activities Director will inform the coaches Wednesday evening if a player is ineligible for the next week's event.
5. Ineligible players may practice if approved by the head coach and administration. MMS students that have been on the grade check for two (2) consecutive weeks will be deemed ineligible for practice until all grades are passing and are placed on a probationary status for the remainder of the activity season. Students that are on a probationary status will be ineligible to practice and participate in any interscholastic competition until the next scheduled grade check and regain practice eligibility by meeting academic minimums.

### **Eligibility Requirements**

PSD AR 6145.2 Interscholastic Competition

Alaska School Activities Association (ASAA) Eligibility Requirements

In order to participate in ASAA activities at Petersburg High School, a student must:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, in the member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility, as described below.
2. Students enrolled in an alternative education program as defined in Article 1, Section 8 herein, are eligible to participate in the interscholastic activities of only one-member school per year, except as provided under the Transfer/Residency Rule (Article 12, Section 9). That school shall be considered the School of Eligibility.
  - a. The School of Eligibility shall be the public school (1) that, based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves; or The School of Eligibility may be a private or religious school that the student would be eligible to attend were the student not enrolled in an alternative education program; and at which the student requests to participate; and if the administrator of the school approves.
  - b. The School of Eligibility must ensure that the alternative education program student meets all eligibility requirements before being permitted to participate. Alternative education program students who request to participate in the interscholastic activity program of a member public school or district, or a private or religious school, must be properly registered for participation in interscholastic activities with the member school district or School of Eligibility. Schools (districts) may require that alternative education program students who request to participate in interscholastic activities at one of its member schools' pre-registers either prior to the beginning of the school year, prior to the

beginning of a sport or activity season which begins before school starts, or upon moving into the district's boundary.

3. Not be a graduated senior, with the exception that the eligibility of a senior graduating near the end of a regular school year, shall extend through the conclusion of any current school athletic season in which he or she is participating.
4. For all freshmen, sophomores, and junior, as well as seniors who are not on track to graduate, must be enrolled in a minimum of courses needed to receive 2.5 units of semester credit or equivalent at School of Eligibility or supervised by the School of Eligibility or its school district, that lead to granting credit toward graduation from the school district or School of Eligibility.
5. Seniors who are on track to graduate must be enrolled in a minimum of courses needed to receive 2.0 units of semester credit or the equivalent at the School of Eligibility or supervised by the School of Eligibility or its school district that led to granting of credit toward graduation from the school district or the School of Eligibility. Full time seniors who are on track to graduate, must be enrolled in a minimum of two (2) semester units of credit, or equivalent, at School of Eligibility.
6. Must maintain at least an overall 2.0 GPA during the current semester to remain eligible. Students who do not maintain an overall 2.0 GPA may regain eligibility during the current semester by achieving and maintaining an overall 2.0 GPA within the school's grading system.
7. Must be in regular attendance at school classes in which enrolled or for which credit is granted (Or be enrolled in a district or member school correspondence program).
8. The requirements for Special Education students participating in Unified Sports, as "Athletes", will be determined by the student' IEP team.
9. Meet district eligibility requirements, if any.

Semester credit rules apply to each semester, following the first semester of the ninth grade. A grade of incomplete is considered as not passing until the incomplete is changed on the official school records. Academic deficiencies may be made up through successful completion of correspondence courses or summer school. Correspondence study students must meet the same time frame as regular students.

#### **AGE RULE**

A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.

## **Eligibility Requirements for Enrolled & Alternative Education Program High School Students**

### Alternative Schools of Member Districts

1. A student attending a non-member charter school, alternative school or program (including district correspondence) during the first semester of ninth grade; and a student transferring from out-of- district who attends a non-member charter school, alternative school or program (including district correspondence) after the first semester of the ninth grade, must designate a member school within the district as the School of Eligibility.
2. The School of Eligibility of a student, other than a first semester freshman, who transfers to a non-member charter school, alternative school or program (including district correspondence), from another school within that district, will be the member school from which the student transferred.
3. A student attending a non-member charter school, alternative school or program (including district correspondence) whom wishes to change his/her School of Eligibility will be ineligible for Varsity, State Qualifying and State Championship interscholastic competition at the new School of Eligibility for one calendar year, from the start of the next semester at the new school of eligibility based on the date of receipt by ASAA of the Application for Changing School of Eligibility form. At schools with no sub-varsity teams, the student could ask for a waiver to participate on the varsity team during the regular season, but would not be able to participate at either conference or state tournaments.

### C. Alternative Education Programs:

1. A student in grades 9-12 in an "alternative education program" as defined in Article 1, Section 8, is eligible to participate in interscholastic activities at a member public, private or religious school, as follows:
2. Students enrolled in an alternative education program, may participate in interscholastic activities when such participation is sanctioned or supported by this Association; is conducted outside of the regular school curriculum; and does not involve participation in student government at a school. Such students need not be enrolled in the member public, private or religious school in which they participate in interscholastic activity, except that
  - a. in order to participate in the All-State Music and Solo and Ensemble Music Festivals, such students must be enrolled in a corresponding music class at their School of Eligibility, at which they may be selected for participation through a competitive audition process, and
  - b. in order to participate in All-State Art or in the World Language Declamation Festival, such students must be enrolled in a corresponding class at their School of Eligibility. ASAA may waive the requirement for students enrolled in alternative education programs or in the event that the individual school of eligibility does not offer Music, Art or World Language classes.
3. Nothing in these bylaws precludes a school or school district from imposing additional eligibility rules upon alternative education program students that are reasonable, prudent and not in conflict with these bylaws or AS 14.30.365.

4. Nothing in these Bylaws or in Association policies prohibits a member school or district from adopting a "fair share" policy as to the equitable charging of fees to alternative education program students who participate in the member school's or district's interscholastic activities.

D. For transfer purposes, a student establishes their "school of eligibility" by participating\* in an interscholastic competition. \*

Participating is further defined as: Having met the minimum eligibility requirements to participate in competition and at least one of the following:

1. Being entered in a score/record book
2. Recording an official time or score for the participant in an interscholastic competition
3. Dressing in uniform during an interscholastic competition

Note: Once established a student is not required to change their "school of eligibility" unless they wish to do so.

#### Additional Information on Student Eligibility (ASAA Policy):

A student is eligible to participate in the interscholastic activities of only one member school per year, except as provided under the Transfer/Residency Rule (Section 9). That school shall be considered the School of Eligibility. To establish their initial ASAA "school of eligibility", a student:

1. enrolled in enough courses to meet the current semester requirements at a member school, may only establish their "school of eligibility" at that school.
2. who is simultaneously enrolled (in enough courses to meet the current semester requirements) at more than one member school and who wishes to be eligible to participate in the interscholastic activities, must designate one of the members schools in which they are enrolled as the School of Eligibility.
3. who is simultaneously enrolled at one or more member schools (but not enrolled in enough courses to meet the current semester requirements at either member school), who wishes to be eligible to participate in the interscholastic activities of one of the member schools, must designate one of these member schools as the School of Eligibility.
4. who is simultaneously enrolled at one or more member schools (but not enrolled in enough courses to meet the current semester requirements at either member school) and an alternative education program, who wishes to be eligible to participate in the interscholastic activities of one of the member schools, must designate one of these member schools as the School of Eligibility.
5. or be enrolled in an alternative education program.

The School of Eligibility must ensure that the student meets all eligibility requirements before being permitted to participate.

A. To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:

1. Be properly registered in a 9-12 or 10-12 high school program or any combination thereof, at a member school where the student will participate or where authorized by a member district, be enrolled in the member district's non-member school or program (including district correspondence), when such district is paying the student

surcharge for that student or, in the case of students attending alternative education programs, be registered with their School of Eligibility.

## **ACKNOWLEDGEMENT FORM for COACH or SPONSOR**

By signing the Acknowledgement Form at the end of this handbook (Appendix I), the coach or sponsor acknowledges receiving, reading, and abiding by the guidelines, regulations, and policies found in the Activities Handbook for Coaches and Sponsors.

## **ALCOHOL AND OTHER DRUGS POLICY (PSD BP 5131.6)**

Because the use of alcohol and other drugs adversely affects a student's ability to achieve academic success, is physically and emotionally harmful, and has serious social and legal consequences, the School Board intends to keep district schools free of alcohol and other drugs. Alcohol, like any other controlled substance, is illegal for use by minors.

The Board desires that every effort be made to reduce the chances that our students will begin or continue the use of alcohol and other drugs. The Superintendent or designee shall develop a comprehensive prevention program that includes instruction, intervention, recovering student support, and enforcement/discipline.

The Superintendent or designee shall clearly communicate to students, staff and parents/ guardians all Board policies, regulations, procedures and school rules related to this prevention program. Special efforts shall be made to ensure that these materials are understood by parents/guardians and students of limited literacy or limited English proficiency.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and other drug abuse.

### **Interagency Cooperation for Student & Staff Safety**

To obtain the widest possible input and support for district policies and programs, the Board shall appoint a district wide school-community advisory committee to make recommendations related to the prevention of alcohol and other drug abuse. The committee should make its recommendations based on input from students, parents, teachers, school administrators, and community members. The Board also encourages the use of site-level advisory groups in this area.

### **Instruction**

The district shall provide preventative instruction that helps students avoid the use of alcohol or other drugs and teaches students how to influence their peers to avoid and/or discontinue the use of alcohol or other drugs. Instruction shall be designed to answer students' questions related to alcohol and other drugs. The instructional programs will help students obtain and use current and accurate information, develop and maintain a positive self-concept, take positive actions to cope with stress, and use appropriate social and personal skills to resist involvement with alcohol and other drugs.

The curriculum will be comprehensive and sequential in nature and suited to meet the needs of students at their respective grade levels. All instruction and related materials shall stress the concept of "no unlawful use" of alcohol or other drugs and shall not include the concept of "responsible use" when such use is illegal. The Board encourages staff to display attitudes that make them positive role models for students with regard to alcohol and other drugs. Staff should help students see themselves as responsible partners in efforts to maintain a safe, constructive school climate.

The Board recognizes that children exposed to alcohol or other drugs prior to birth may have disabilities requiring special attention and modifications in the regular education program. The Superintendent or designee shall provide appropriate staff training in the needs of such students as required by law.

### **Intervention**

The Board recognizes that there are students on our campuses who use alcohol and other drugs and can benefit from intervention. The Board supports intervention programs that include the involvement of students, parents/guardians and community agencies/organizations.

The Board finds it essential that school personnel be trained to identify symptoms that may indicate use of alcohol and other drugs. The Superintendent or designee shall identify responsibilities of staff in working with, intervening, and reporting students suspected of alcohol and other drug use.

Students and parents/guardians shall be informed about the signs of alcohol and other drug use and about appropriate agencies offering counseling.

### **Recovering Student Support**

The Board recognizes the presence of recovering students in the schools and the necessity to support these students in avoiding re-involvement with alcohol and other drugs. The Board shall provide ongoing school activities that enhance recovery.

### **Enforcement/Discipline**

The Superintendent or designee shall take appropriate action to eliminate possession, use or sale of alcohol and other drugs and related paraphernalia on school grounds, at school events, or in any situation in which the school is responsible for the conduct and well-being of students. Students possessing, selling and/or using alcohol or other drugs or related paraphernalia shall be subject to disciplinary procedures which may result in suspension or expulsion.

School authorities may search students and school properties for the possession of alcohol and other drugs as long as such searches are conducted in accordance with law.

### **Performance Enhancing Drugs as Stated in BP 5131.63**

The School Board recognizes that the use of performance enhancing drugs presents a serious health hazard to students. Performance enhancing drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability, excluding dietary and nutritional supplements such as vitamins, minerals, and proteins which can be lawfully purchased over-the-counter. The Superintendent or designee shall make every effort to ensure that students do not begin or continue the use of anabolic steroids or other performance enhancing drugs.

Participation in athletics and other extra-curricular activities is a privilege. Participants have a responsibility to themselves, their fellow students, their parents and their school to set positive examples of conduct, competition, sportsmanship, and training. Performance enhancing drugs are incompatible with this image and pose a health and safety risk to users and others.

Students possessing, using, distributing, or selling anabolic steroids or other performance enhancing drugs will be removed from the extra-curricular activity for the remainder of the season/year and may be banned from future participation as determined appropriate by the Superintendent/Chief School Administrator or designee. Students who participate in athletics and other extra-curricular activities will be notified of this policy and will be informed of the dangers of performance enhancing drugs.

## **ALCOHOL, DRUGS, TOBACCO VIOLATION CONSEQUENCES**

An extracurricular student who receives an alcohol or drug citation shall promptly notify the activity director or principal. Any extracurricular student who fails to do so may forfeit their reduction option or be subject to further disciplinary action once the school learns of the offense.

**Prohibited Conduct:** The possession, distribution or use of any tobacco products, including “E” or electronic cigarettes, alcohol and controlled substances (as defined in number 11 of this policy in the ASAA Handbook) by a student-athlete or activity participant, whether it occurs on or off school property, is prohibited and shall result in the penalties set forth herein.

**Time Period During Which Policy Applies:** The policy in this section applies to any student who is participating or has participated in interscholastic activities starting from the student’s first participation in interscholastic activities, at any ASAA member school, and continuing until the student graduates from high school. This policy applies during “calendar days” as defined in this section. The policy first went into effect on July 28, 2008.

**Annual Requirements:** The Pre-Participation Orientation is required of each student participant and parent/guardian annually, at the beginning of the student’s first season of the school year, before the student is eligible to participate. This session is a short informative presentation designed to encourage students to maintain a chemical-free lifestyle, and to ensure that students and parents/guardians understand the policy and the consequences for violation. Upon completion of the Orientation, the student and parent/guardian must sign the Student/Parent/Legal Guardian TAD Acknowledgement Form for the student to gain eligibility. Schools will affirm that this has happened by marking the designated field on the School Activities Reporting System (SARS). In the event a student and parent do not view the Pre- Participation Orientation and/or sign the Student/Parent/Legal Guardian TAD Acknowledgement Form, the student is still subject to the policy.

**Student and Parent/Guardian Acknowledgement:** ASAA will provide access to the Student/Parent/ Legal Guardian TAD video and acknowledgement form to member schools and districts. The orientation video will explain the policies of this section and penalties for violations. Students and the student’s parent or legal guardian, are required to view the orientation video annually, prior to signing the acknowledgement form. The form must be signed by the student and the student’s parent or legal guardian, and requires that the student and parent or legal guardian acknowledge that they have read and understand the terms of the policy, including the potential penalties for violations, and that it requires the school to report such violations to ASAA. The form will require that the student and parent or legal guardian agree to be bound by these terms. A copy of the signed form must be returned to the school before the student is permitted to participate. Member schools shall keep a copy of the signed forms on file.

**Educational Component:** The educational component is a critical part of the policy and is comprised of **multiple** parts; Pre-Participation Orientation, First Offense, Second Offense, and Subsequent Offenses. ASAA will provide the first three parts of this component to member schools.

**Cumulative and Progressive Penalties:** Violations of this policy will be cumulative and progressive, as described in the following paragraph, throughout a student’s high school years. If a student transfers from one ASAA member school to another ASAA member school, the student’s cumulative violations will accompany such transfer and shall be the basis for any additional penalties should further violations occur.

### **Determination of Violations**

A student is determined to have violated the T.A.D. policy if they use, possess, sell or furnish alcohol and/or illegal substances, receive a citation from a law enforcement officer for alcohol or illegal drug violations, or is observed by a Petersburg School District staff member using, possessing or selling alcohol and/or illegal

substances. Observation by a staff member via the Internet, video, picture or other media will be considered. This policy is in effect during the current Alaska Schools Activities Association (ASAA) Calendar year that begins with the first day of Cross Country and the last calendar day of Baseball for that current year. For example, the enforcement period for the 2025-2026 calendar year begins July 30<sup>th</sup>, 2025 and will end June 6<sup>th</sup>, 2025.

A member school's determination that a violation has occurred and its imposition of penalty may not be appealed to ASAA. If a member school or member school district reverses a determination of violation, it shall promptly notify ASAA of such reversal. Violations and penalties are to be based upon noncompliance with the policy by the student participant, by the student's parents/legal guardians, or both, provided however, that where a violation is based solely upon action or inaction of the parent or legal guardian and not of the student participant, under circumstances completely beyond the control of the student and where it would be manifestly unfair to disqualify the student on this ground, the member school may, at its discretion, withhold imposition of a penalty against the student.

### **First Offense**

The student will be suspended from interscholastic competition for 30 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension may be reduced to 15 days if the student additionally completes 15 hours of community service.

### **First Offense – student self-report**

If the student self-reports a personal violation of the tobacco, alcohol or drug policy before the district otherwise learns of the student's actions, and the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to a minimum of 10 calendar days. To regain eligibility, the student must complete all requirements of a first offense violation as stated above and in the chart.

### **First Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in the discipline chart). The student and parent/guardian must complete ASAA's T.A.D. First Offense educational component before the student may return to practice. The suspension will be reduced to 45 days if the student additionally completes 15 hours of community service.

### **Second Offense**

The student will be suspended from interscholastic competition for 90 calendar days (as defined in section discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll, actively participate and follow through with treatment recommendations in Substance Abuse Counseling and Assessment through a certified provider at the student's expense and write an essay on what they learned about the experience. The suspension will be reduced to 60 days if the student additionally completes 20 hours of community service.

### **Second Offense violation during travel on school-sponsored trip**

The student will be suspended from interscholastic competition for 180 calendar days (as defined in discipline chart). The student and parent/guardian must complete ASAA's T.A.D. Second Offense educational components before the student may return to practice. To regain eligibility, the student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense and write an essay on what they learned about the experience. The suspension will be reduced to 90 days if the student additionally completes 20 hours of community service.

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to

competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student regains eligibility by completing the following criteria including the calendar days of suspension: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed. A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service.

#### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension. In addition, the student must complete the following in order to regain eligibility: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

### **TOBACCO VIOLATION CONSEQUENCES**

All violations of only the tobacco policy by an extracurricular student will be subject to the ASAA T.A.D. policy minimum suspensions.

#### **First Offense**

The student will be suspended from interscholastic activities and practice for 10 (ten) calendar days (as defined in Section). Fifty (50) percent of the suspension will be forgiven if the student completes 15 hours of community service. The student may return to practice when the student and parent/guardian complete the First Offense educational component.

For tobacco use, if a student under the First Offense Penalty violates the Tobacco Rule within the 10 (ten) calendar day period of suspension, the student's period of suspension will start over again; the First Offense educational component will become mandatory, and no forgiveness will be granted. This process will continue until the student has demonstrated 10 (ten) calendar days without a subsequent tobacco violation.

A student who has not completed a suspension or re-suspension under the first Offense Penalty for violation of the Tobacco Rule does not become subject to imposition of penalties under a Second, Third or Fourth Offense for violation of the Tobacco Rule, until the student has completed all suspensions and re-suspensions under the First Offense Penalty for tobacco use. A student serving a First Offense Penalty under the Tobacco Rule is, however, subject to immediate imposition of a Second Offense Penalty to the extent this is based upon violation of the non-tobacco prohibitions under this Policy.

#### **Second Offense**

The student will be suspended from interscholastic activities and practice for forty-five (45) calendar days. Both the student and parent/guardian must complete the Second Offense educational component prior to the student's

return to competition and there will be no forgiveness of calendar days of suspension. While under the period of suspension, the student may return to practice after completion of the Second Offense educational component. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual).

### **Third Offense**

The student will be suspended from interscholastic activities and practice for one (1) school year. Both the student and parent/guardian must complete the Third Offense educational component prior to the student's return to competition. While under the period of suspension, the student **may** return to practice after completion of the Third Offense educational component. The student must enroll and actively participate in Risk Reduction Counseling Assessment program through a certified provider at the student's expense. A student may need additional days of practice before returning to competition (See Article 7, Section 7 of the ASAA Policy Manual). A student's suspension may be reduced to 180 calendar days by completing 30 hours of community service as well as meeting the following criteria only on a 3<sup>rd</sup> Offense: a) seek assessment and counseling/treatment from a local health care professional, b) successfully complete the recommendations of the care provider and submit a letter from the agency, c) demonstrate a commitment to remain substance free, d) make a presentation to the District School Board requesting reinstatement of interscholastic eligibility, e) notify ASAA through the school administration that all conditions have been successfully completed, and f) and request reinstatement from ASAA.

### **Fourth Offense**

The student's privilege to participate in interscholastic activities and practice is revoked for one (1) year. Both the student and parent/guardian must complete the 4<sup>th</sup> Offense educational component prior to the student's return to competition and there will be no forgiveness of calendar days of suspension.

Penalties shall be imposed beginning on the first calendar day following a determination that a violation has occurred, except to the extent a school's appeals policy permits a student to continue to participate pending final determination of any appeal filed by the student under such policy. In such case, penalties shall be imposed on the first calendar day following a determination on appeal that a violation has occurred. A student shall be considered ineligible during each calendar day in which a penalty is imposed.

## ALCOHOL AND DRUG OFFENSE SUMMARY CHART

	Suspension Period and Terms of Reinstatement	Reduction of Suspension Requirements	*Self-Reporting Reduction	Violation During School Sponsored Travel	Reduction of Suspension Requirements During School Sponsored Travel
1 <sup>st</sup> Offense	30 Calendar Day Suspension. TAD First Offense Educational Component before resuming practice	15 Calendar Day Suspension with 15 Hours of Community Service. TAD First Offense Educational Component before resuming practice	10 Calendar Day Suspension. 15 Hours of Community Service. Complete the TAD First Offense Educational Component.	90 Calendar Day Suspension. TAD First Offense Educational Component.	45 Calendar Day Suspension with 15 Hours of Community Service. TAD First Offense Educational Component.
2 <sup>nd</sup> Offense	90 Calendar Day Suspension. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	60 Calendar Day Suspension with 20 Hours of Community Service. TAD Second Offense Educational Component Risk Reduction Counseling Assessment.	<b>NO REDUCTION OF SELF REPORTING ON 2<sup>ND</sup> OFFENSE</b>	180 Calendar Day Suspension. Risk Reduction Counseling Assessment TAD Second Offense Education Component	90 Calendar Day Suspension with 20 Hours of Community Service. Risk Reduction Counseling Assessment TAD Second Offense Education Component
3 <sup>rd</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	180 Calendar Day Suspension with 30 Hours of Community Service *Additional ASAA Requirements before reinstatement.	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE
4 <sup>th</sup> Offense	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE	NONE	1 Calendar Year *Additional ASAA Requirements before reinstatement.	NONE

**Self-Reporting -** If the student self-reports a personal violation of the alcohol or drug policy before the district otherwise learns of the student’s actions, **and** the student did not receive disciplinary action from school officials or law enforcement officers, the district may reduce the first offense suspension to 10 days. To regain eligibility, the student must complete all requirements listed above for a first offense violation.

Definitions: As used in this section above for Alcohol, Tobacco, and Drugs Violations:

Electronic “E” Cigarettes – any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

Calendar Days – Each day, including weekends and holidays, during the member school’s school year. Additionally, if a student participates in any interscholastic activity, including practice, outside of the school year, then the entire period of such participation, including intervening weekends and holidays, counts as calendar days for such student.

Controlled Substance – Any substance appearing on the list of Controlled Substances identified by the federal Office of the Drug Enforcement Administration or as set forth in 21 U.S.C. Section 812, unless the student’s usage of such substance is consistent with a physician’s prescription for the student’s usage. The DEA list of Controlled Substances appears on its internet website at [https://www.deadiversion.usdoj.gov/schedules/orangebook/c\\_cs\\_alpha.pdf](https://www.deadiversion.usdoj.gov/schedules/orangebook/c_cs_alpha.pdf). ASAA will endeavor to provide member schools with an updated List of Controlled Substances; however, for purposes of ASAA’s policy, the current list maintained by the DEA is controlling. In addition, any substance listed as illegal or restricted by Alaska statute or regulation, or classified as a “designer drug” by the federal Office of the Drug Enforcement Administration or by Alaska statute or regulation, shall be considered a controlled substance for the purposes of this policy.

Suspension – As defined in Article 5, Section 1 A6 of ASAA bylaws.

## **ATHLETIC TEAM SELECTION**

The Petersburg School District allows for a cut policy in all high school and middle school sports. Criteria for selecting a team are determined by the coach of each sport. This criterion is issued each season, in writing if requested, for each student trying out for a team.

## **ATTENDANCE REQUIREMENTS**

PHS & MMS students must attend all classes on the day of travel or activity, up to the departure time for an event. If students leave or participate on a weekend or holiday, students must attend all classes on the last school day before departure or competition. Students should return to school within approximately one hour after their return to Petersburg. Dates and times for departure and return will be determined by the principal and/or the Activities Director. If a student is unclear, they must ask the coach/advisor before leaving the terminal. Those who do not return within the time frame or do not report to school following the travel may become ineligible for participation in the next traveling event. The loss of travel privileges will be for the same activity, however, if it happens at the last activity of the season, it will apply to the very next activity in which the student may participate.

Students that receive an unexcused absence in any class throughout the day or that leave school during the school day that are not deemed excusable absences (i.e., doctor appointments, scheduled dental appointments, see also PHS & MMS School handbook) will not be allowed to practice for their activity on that school day. Please plan appointments accordingly to avoid conflicts with the attendance requirements. Schedules and dates of competition and travel are posted and planned well in advance.

Mitkof Middle School students that do not dress down for PE class and/or are unexcused or not in attendance for that school calendar day are not allowed to practice during that same calendar day for an activity. MMS & PHS Students that have disciplinary detentions must complete a minimum of one (1) detention prior to attending practice. MMS Students that earn a major disciplinary infraction may be removed from travel or participation in any academic or athletic related competition.

Practice – As defined by ASAA and Article 7 Section 7.A of ASAA Bylaws. A practice is defined as a regularly scheduled team physical activity designed for the preparation of athletes for the sports season and conducted under the supervision of a certified school coach during the season established by the Board of Directors. In order to qualify as a practice, the student must participate in at least one hour of physical activity. Students are required to attend a minimum of 10 practices per activity in order to be eligible for any travel/competition. For overlapping activities that require a minimum practice quantity, the number required to be eligible for the next activity is 5 practices.

## **AWARDS**

Criteria for the earning of student recognition, awards, letters and certificates will be determined jointly by the sponsor and school administration and will be made known to the student before the activity begins. (See Duties of Coaches and Sponsors Below and Appendix II).

## **STATE CHAMPIONSHIP RECOGNITION**

In PHS activities & athletics, earning a state championship or individual state champion is a special accomplishment. In the event that a team/individual of Petersburg High School earns an Alaska School Activities Association (ASAA) recognized state team championship and/or an individual state championship, the following may occur to celebrate the victory with our school and community:

- An assembly may be scheduled within a reasonable time with the assistance of the coaching staff, administration, and activities director following the completion of the state tournament/competition.
- At the conclusion of the assembly and/or school day, school administration may arrange a noise parade with the Petersburg Fire Department, pending their cooperation and availability. The parade will begin at PHS and continue on a route established by the Petersburg Fire Department and Petersburg School District administration.
- A noise parade can only be arranged at the discretion of the Petersburg School District administration and for approved high school sanctioned events only.

## **COMMUNICATION FROM COACHES OR SPONSORS TO PARENTS**

1. Philosophy of the coach/sponsor
2. Expectations the coach/sponsor has for their son/daughter
3. Location and times of all activities, practices and contests
4. Team/activity requirements
5. Participant's code of conduct and consequences for not following those guidelines
6. Procedures to follow should your son/daughter become injured during participation

## **DECISIONS MADE BY COACHES**

1. Team selection
2. Playing time
3. Team strategy
4. Play calling

5. Matters concerning other students/athletes

## **DRUG AND ALCOHOL-FREE WORKPLACE**

### PSD Board Policy 4020

No employee shall unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any alcoholic beverage, drug or controlled substance before, during or after school hours at school or in any other district workplace or at any district-sponsored activity.

## **DUTIES OF COACHES and SPONSORS**

1. Select and coach team members; ensure participant's general health and welfare as pertains to conditioning programs, physical examinations, obtaining parental permission, caring for injuries, and verifying player eligibility. ASAA and Petersburg School District eligibility rules are to be strictly adhered to by all coaches.
2. Ensure prior to the first practice that each participating team member has paid district athletic participation fee(s), has a current physical, completed all required ASAA and district forms (ASAA TAD [Tobacco, Alcohol, Drugs] Policy, parent contact forms, emergency medical information, etc.). A complete list of required forms is included in the Student Activities Participation Handbook. **NOTE: No participant may participate in the first competition or event until all fees are submitted.**
3. Ensure that all participants and assistants know the rules and regulations of the sport/activity.
4. Abide by the rules and expectations found in the **School Sponsored Trips** section of this handbook. Also See Region V Forms at new website <https://asaaregion5.org/>.
5. 4.Students participating in school-sponsored activity trips are expected to engage in a minimum two-hour study session whenever time permits. Coaches and advisors will make every effort to conduct a study session each day.
6. Prepare criteria required for determination of Varsity, Junior Varsity and associated awards (letters, pins, certificates, etc.). Student athletes will be informed about the criteria at the team's season organizational meeting.
7. Pursuant to Petersburg School District Board Policy 5131.6, PSD BP 5131.6 ALCOHOL AND OTHER DRUGS, coaches and sponsors will provide recurring instruction and direction, which helps students avoid the use of alcohol or other drugs.
8. Supervision of the assistant coach(es) of the sport or activity, and coordination of the schedules, practice sessions, facilities, and equipment to ensure program operational efficiency.
9. Responsible for issuing, cleaning, repairing, collecting, and keeping accurate inventory of all equipment pertaining to the sport or activity. **A current equipment inventory is to be presented to the Activities Director within two weeks following the end of the sport or activity season.**
10. Responsible for the behavior of team members at all school functions and public appearances, and competitions. Team discipline shall be within the guidelines of the PSD Student Rights and Responsibilities Handbook and School Board policy.
11. Ensure all sport or activity members know and understand the current appropriate PSD Student Activities Handbook. The coach or sponsor must require written acknowledgment of receipt and understanding of the Student Activities Handbook by students who wish to participate.
12. Submit team rosters to the Activities Coordinator on the first day of practice and update team rosters as needed for travel and participation eligibility.
13. Responsible for maintaining and submitting an accurate roll book that includes date of entry, dates of practice, and gender for all participating students.
14. Ensure that each athlete has a current physical on file and has paid student activity participation fees.
15. Travel with the team when transportation is provided. All supervisory duties shall be for the full 24 hours of each day while traveling.

16. Assure that either the coach, an assistant coach or other approved adult chaperone is present at all practice sessions.
17. Responsible for clearing and securing locker rooms and practice areas at the conclusion of practice.
18. Responsible for efficient, orderly and effective equipment storage and general organization/appearance of locker rooms and other team or group areas.
- 19. Practices/Meetings on Sunday or legal school holidays are strongly discouraged. Sunday matches/games are not permitted unless a waiver has been approved by host and visiting team school administration and ASAA.**
20. Maintain up to date copy of the Parent's or Guardian's Activity Consent & Emergency Medical Form. This form will be available to the coach at all times during practice or competition.
21. All injuries that occur during practice or competition that require attention by the instructor or nurse or other health care professional must be promptly reported to the Activity Director. Injuries must be reported on the District Accident Form that shall be submitted as soon as possible after the injury.
22. Responsible for notifying the Activity Director and parent of a player who is dropped from the team and providing the reasons for dismissal.
23. Assure when hosting an event that:
  - a. Participating schools are sent the needed information in a timely manner.
  - b. Teams arriving are met and assisted as needed.
  - c. Appropriate arrangements have been made for equipment storage, housing, food, dressing, showers, etc. for visiting teams.
  - d. Ensure that First aid equipment is available, including ice bags and other consumable supplies.
  - e. Assist in the housing of students if requested to be "housed out" by visiting school(s).
24. Provide recommendations to the Activities Director for participant awards in accordance with PSD policies and procedures.
25. Submit a budget for new/replacement equipment, supplies, and materials to the Activities Director within two weeks following the end of the sport season. All purchases of athletic equipment and/or supplies must be routed through the Activities Director.
26. Responsible for completing the Lost Equipment Form at the end of the sport season and for contacting parents regarding return of or payment for lost or damaged equipment or uniforms.
27. Attend meetings as scheduled by the Activities Director.
28. Recommend actions for improving the administration of the sport or activity to the Activities Director.
29. Have updated all of the following Qualification of Coaches forms as required by the Alaska Schools Activities Association and on file with the Activities Office. (Article 10 Section 1 of ASAA Bylaws). The qualifications are as follows:
  - a. Fundamentals of Coaching and Alaska Component.
  - b. First Aid, Health, and Safety component (current).
  - c. Concussions in Sports (current and updated on the same cycle as First Aid).
  - d. Sudden Cardiac Arrest (current and updated on the same cycle as First Aid).
  - e. Protecting Students from Abuse (current and updated on the same cycle as First Aid)

## **EJECTION of COACH or PLAYER**

A sportsman is one who engages in sports in a fair and generous fashion. Unsportsmanlike conduct is conduct that is prejudicial to the fair and generous acceptance of the rules of the activity, the officials, the opponents, and the policies of the schools and the coach. Actions that bring discredit upon the school, the activity, the officials, the rules or the opponents may be considered unsportsmanlike.

Any student or coach who is ejected from a contest will not be eligible to participate in the next contest. Additional penalties may be imposed by the school district.

Alaska School Activities Association (ASAA) rules will be followed concerning ejection of a player or coach from a contest. (Excerpts from ASAA Bylaws Article 6, section 5)

### **Player Ejection**

1. Player must refrain from participation in any scheduled contest in the same activity (game suspension) until the completion of the next regularly scheduled contest at the same level. (i.e., JV, Varsity) This means that a varsity player may not participate in a JV game while waiting for the next varsity game in which he/she is suspended. Schools may not schedule additional contests to circumvent this provision.
2. Player may not sit on the bench and if possible, must be seated with a school representative in the bleachers and not be dressed down.

### **Coach Ejection**

1. Coach must refrain from coaching in any scheduled contest in the same activity (game suspension) until completion of the next regularly scheduled contest at the same level. Schools may not schedule additional contests to circumvent this provision. Implementation of this penalty will be delayed for a coach who is traveling with his/her team when the game ejection occurs, and who has no assistant coach or other authorized individual available at the site of the contest to supervise the team during the period of suspension. In such case, the ejected coach must serve the suspension during the next regularly scheduled contest after returning to the home community.
2. Coach may not be physically at the site of the next contest, nor may he/she have any contact, direct or indirect, with their teams during the contest while suspended.

### **Eligibility Reporting**

1. The Superintendent or designee shall submit eligibility lists for all sports on the first calendar days of each respective season through the online eligibility system provided by ASAA. NO additions or deletions will be made after the 14<sup>th</sup> day of the season. All activity fees and required forms must be submitted to the activities department prior to the student being eligible to practice.
2. Activities that require eligibility lists to be filed for insurance purposes with the ASAA office are:

**All-State Art**

**AASG**

**All-State Music & Choir**

**Baseball**

**Basketball**

**Cheerleading**

**Cross Country Running**

**DDF/Theater**

**E-Sports**

Flag Football (Not offered in PSD)

Football (Not offered in PSD)

Gymnastics (Not offered in PSD)

**Native Youth Olympics**

Hockey (Not offered in PSD)

Nordic Skiing (Not offered in PSD)

Rifle (Not offered in PSD)

Soccer (Not offered in PSD)

Softball (Not offered in PSD)

**Solo Ensemble**

**Swimming & Diving**

Tennis (Not offered in PSD)

**Track & Field**

**Volleyball**

World Language (Not offered in PSD)

**Wrestling**

## **EQUIPMENT AND UNIFORMS**

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, the letter award shall not be given and no further equipment shall be issued.

Petersburg Schools will provide a varsity set of uniforms/equipment for one activity each year, with all activities receiving uniforms/equipment in a five-year cycle. The chart below shows the rotation:

**\*\*NOTE: Teams must stay within the allotted budget. Any overage is the responsibility of the individual program.**

Athletic Activity	Allotment	Year
Women's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2025-26
Cheer Squad	Maximum Allotment of \$2,250.00	2025-26
Baseball	Maximum Allotment of \$2,500.00	2026-27
Swim	Maximum Allotment of \$1,000	2026-27
Volleyball	Maximum Allotment of \$1,100	2026-27
Track and Field	Maximum Allotment of \$1,100	2027-28
Wrestling	Maximum Allotment of \$1,100	2027-28
Men's Basketball	Maximum Allotment of \$2,500.00 (2 sets)	2028-29
Cross Country	Maximum Allotment of \$1,100.00	2028-29

## EXPECTATIONS OF COACHES

1. Safety is the top priority.
2. Submit accurate travel, housing, and participation rosters in a timely manner.
3. Demonstrate good sportsmanship at all times. The coach is the leader.
4. Have and show respect for your opponent; treat them as guests.
5. Accept the official's decision. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials. Public protests can only lead to similar behavior by the players and spectators.
6. Set a good example for others to follow.
7. Never speak a profanity, as it is not an acceptable part of the game for coaches or players.
8. Maintain self-control at all times.
9. Teach the values of honest effort in conforming to the spirit as well as the letter of the rules.
10. Provide opportunities for social interaction among coaches and players of both teams before and after the contest.

### ASAA COACHES CODE OF ETHICS:

The function of a coach is to educate students through participation in interscholastic competition. Educational Based Activity Programs should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect and his or her welfare should be considered at all times.

#### In Educational Based Activities the coach shall;

- be aware that he/she has a tremendous influence, on the education of the student and, shall never place the value of winning above the value of instilling the highest ideals of character.

- uphold the honor and dignity of the profession. In all personal contact with students, officials, administrators, ASAA, the media and the public the coach shall strive to set an example of the highest ethical and moral conduct.
- promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**When considering the welfare of their students the coach shall;**

- take an active role in the prevention of drug, alcohol and tobacco abuse.
- avoid the use of alcohol and tobacco products when in contact with players.
- be aware of concussion management and return to play protocol.
- develop and practice an Emergency Action Plan with their team.
- work to keep programs free of hazing.

**In Promoting Sportsmanship, the coach shall;**

- master the contest rules and shall teach them to his/her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- exert his/her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, sponsors, booster clubs, and administrators.
- respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against officials. Public criticism of officials or players is unethical.
- meet with opponents, shake hands, and exchange cordial greetings to set the proper tone for an event.

## **FUNDRAISING**

*ALL* fundraising activities must be approved by the building Principal and Activities Director **PRIOR** to implementation and must be in conformity with School Board policy and Alaska statute.

*Funds or items received when solicited by staff or students without prior approval will be returned to the donor.*  
*All fundraising events*

### **PSD AR 1321 Solicitation of funds from and by students**

All selling or soliciting activities must be approved before the activity. All fund-raising activities must be concluded within the time agreed upon with the Superintendent or designee.

If the event involves a contract with a commercial vendor, the Superintendent or designee shall approve the contract. The sponsor of fund-raisers involving students shall be identified in all solicitations.

### **Instructional Safeguards**

The principal or designee shall limit fund -raising activities to appropriate time periods.

The principal or designee shall ensure that parents/guardians are informed about school fund-raising activities.

Fundraising must be in the method of providing a service or raffle or prize in return for funds. Soliciting for donations without providing a service will be strictly forbidden.

Individual awards or other incentives which identify donors/participants shall not be used.

No student shall be required to raise a specified amount of money in order to participate in an activity sponsored by a school-related organization.

Students making solicitations on behalf of the school or for school-related projects are expected to be courteous and respectful towards all individuals and businesses, whatever the outcome of the solicitation may be.

All funds raised need to be recorded and a copy on file with the principal and/or the activities director.

SEE APPENDIX FOR MORE DESCRIPTION INFO.

## **GUIDELINES FOR COACHES and SPONSORS (ASAA)**

All athletic coaches or activity sponsors, signing an extra duty contract affirm that they are familiar with and commit to follow the rules and guidelines established by the Alaska School Activities Association (ASAA).

A copy of the ASAA handbook may be found at the ASAA website: <http://asaa.org/asaa/handbook-forms/>

## **INSURANCE**

Students of Petersburg School District are covered by district provided student accident insurance during the hours and days when school is in session and while attending or participating in school supervised and sponsored activities on or off school campus.

**Notification of Injury** claim forms are available at the district office. Notification of Injury claim forms must be submitted within 90 days of the injury. A copy of the completed district Accident Report form must be attached to the claim form. The coach, sponsor, or school supervisor must complete part 1 of the Notification of Injury claim form.

Claim forms must be filed within 90 days of the first medical treatment. There is a deductible. The policy provides coverage for scheduled fees and includes “usual and customary” restrictions. The policy covers treatment for up to one year from the date of injury.

This is accident only insurance. It does not cover conditions, which are not the direct and independent result of a specific accident (i.e., stress fracture would not be covered).

Athletes are responsible for reporting injuries to coaches/sponsors. Coaches are responsible for providing claim forms to injured athletes. Parents/guardians are responsibility for mailing the claim form to the insurance company.

## **MEDIA RELATIONS**

Maintaining a positive public image is the responsibility of all coaches and student athletes of the PSD. Providing the press with positive accounts of athletic events is an important role of participants and others involved in activities. What a coach or player says—in the heat of the competition—or what he/she is quoted as saying— can have lasting repercussions. Ensure your statements reflect well on your team and your school. Always model good sportsmanship; find something positive to say. Remember, these are student athletes, not professional athletes.

## **NOTICE OF NONDISCRIMINATION**

The Petersburg School District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status, pregnancy, sexual orientation or veteran status.

The Petersburg School District does not discriminate on the basis of sex in violation of Title IX of the Education Amendments of 1972 in the educational programs or activities that it operates.

The Petersburg School District does not discriminate on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973. This includes admission or access to, or treatment or employment in its programs, services, and activities.

Individuals requiring further information should contact the designated compliance director:

Mrs. Robyn Taylor, Superintendent  
Telephone 877-526-7656

## **NUMBER OF EVENTS FOR HIGH SCHOOL ATHLETIC SCHEDULES**

(Excerpt from ASAA Bylaws)

Maximum Number of Games Prior to Qualification for State Tournaments--

Baseball .....	22 games
Basketball—Boys and Girls .....	22 games
Cross-Country Running .....	no limit
Softball .....	22 games
Swimming.....	no limit
Track/Field.....	no limit
Volleyball .....	22 matches
Wrestling .....	24 weigh-ins *

\*Excludes Regional and State Tournaments.

## **PARENT/STUDENT PERMISSION, CONSENT STATEMENTS**

It is the responsibility of each coach or sponsor to obtain the signed permission form from the Activities Office for each student participant. The form contains the following information:

### **Permission Statement**

I hereby give permission for the above-named student to engage in ASAA or Petersburg School District approved interscholastic activities as a representative of his/her school. I also give my consent for this student to accompany the team or group as a member on its out-of-town trips. I understand that the local Board of Education through the Petersburg School District carries insurance for accidental injuries sustained in intramural or interscholastic sports events.

### **Medical Consent Statement**

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization, or other medical treatment as may be necessary for the welfare of the above-named student, by a physician, qualified nurse, certified athletic trainer, and/or hospital during all periods of time in which the student is away from his/her legal residence as a member of an interscholastic activity team or group. Further, I hereby waive, on behalf of the above-named student, and myself any liability of the School District, its agents, or employees arising out of such medical treatment.

### **Rule Awareness Acknowledgement**

I have read and understand the rules, regulations, policies, and responsibilities as stated in the district's appropriate Student Activities Handbook and the penalties for violation of them. I understand and accept these rules, regulations, policies, and accompanying penalties as conditions for participation.

### **Risk Awareness**

I understand and acknowledge that organized secondary athletics involve the potential for injury and/or a concussion, which is inherent in all sports. I acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death.

## **Emergency Medical and Consent Information (form located in planetHS Registration)**

### **PERFORMANCE REVIEW of COACH or SPONSOR**

Every head coach or lead sponsor who has a contract for an ASAA sanctioned activity and/or contract for any PSD contracted activity will receive a performance review each year. The performance review is completed by the principal or designee and filed in the principal's office. In addition, participants', parents', and/or community members' input will be accepted if provided.

All head coaches or lead sponsors of ASAA sanctioned activities must meet with the principal or designee at the conclusion of their season to review their performance and conduct an appraisal of assistant coaches.

### **PHYSICAL EXAMINATIONS**

ASAA Article 11

A student-athlete may not be permitted to participate in a practice session or to represent his or her school in any athletic event (including rifle and cheerleading) until there is on file, with the superintendent or principal, a statement, signed by a practicing physician, advanced nurse practitioner, physician's assistant, or a military medical examiner, and the student's parents or legal guardians, certifying that he or she has submitted to a history and physical examination within the prior 18 months. The statement must certify that, in the opinion of the examiner, the student is physically fit to participate in strenuous physical activities.

### **PURCHASE of EQUIPMENT, MATERIALS and SUPPLIES PROCESS**

As a government agency, a school district must maintain very specific processes and controls regarding purchases of equipment, materials, and supplies. In accordance with state law, a certified accounting firm audits the district's expenditures and purchases annually.

**NOTE:** Purchases that do not follow established internal controls requisition procedures cannot be reimbursed.

Steps involved in making a purchase:

1. Discuss with the Activities & Athletics Director what is planned to be purchased.
  - Check with Activities & Athletics Director and/or Activities Clerk for approved vendors.
  - A **REQUISITION** is required for all purchases. If a purchase is made at a local store without following the requisition approval process the district cannot reimburse for the purchase.
  - Be certain that "shipping" charges are correctly calculated for delivery to Alaska.
  - If using an online vendor attach a copy of the saved "cart" to the requisition form. **NOTE: If items in the "cart" are changed after approval of the requisition the total expenditure cannot exceed the originally approved amount. If changes are made, send a copy of the new "cart" to the Activities Clerk.**
  - SIGN the requisition for purchase as the **ORIGINATOR**.
2. Submit the completed, signed requisition form to the Activities Director or designee.
3. Activities Director or designee reviews the requisition, approves or denies purchases, and forwards the requisition to the principal.
4. Principal reviews the requisition, assigns the account code, checks fund availability, processes the requisition and submits to the Business Office.
5. Business Manager verifies account code and fund availability.
6. Requisition submitted to Superintendent for approval.
7. A **PURCHASE ORDER** (approval to purchase) is now created. A copy of the purchase order is sent to the Athletic Director or Designee.

8. Unless otherwise indicated the Business Office will order the approved purchase. (If the originator is using an online account, then the originator now is able to process the order on line).
9. **ARRIVAL** of purchased items. All packing slips or invoices to be sent to the Business Office with the signature of the person verifying ordered items were received and indicating “Approved for Payment” **the day the item is received**. Back-order items will be process when they arrive. Send the packing slip or invoice for the portion of the order that was received.

## **SCHOOL SPONSORED TRIPS**

PSD Board Policy 6153

All trips involving out-of-state travel shall require the prior approval of the Board. The Superintendent or designee may approve other trips. Principals shall ensure that teachers develop plans that provide for the safety of students and their proper supervision by certificated staff on all school-sponsored trips. Other school employees and parents/guardians also may participate in this supervision and may be asked to attend preparatory training sessions and/or meetings.

In advance of a study trip, teachers shall determine educational objectives that relate directly to the curriculum. Principals shall ensure that teachers develop plans that provide for the best use of students' learning time while on the trip. Teachers also shall provide appropriate instruction before and after the trip.

Each Activity has a fee that must be paid prior to participation in any in season practice. Please see fee scale available at the Middle School or High School office. Activity Fees are non-refundable after two (2) weeks from the start of the season. All Fees must be paid for prior to the first day of competition and/or first traveling trip.

### **Middle School Travel**

All MMS eligible students are permitted one trip per activity within the following activities: Cross Country, Boys basketball, Girls Basketball, Robotics, Cheerleading, Wrestling, Track & Field, Volleyball, and Native Youth Olympics.

All participants who have met practice requirements, eligibility requirements, academic eligibility requirements, and demonstrate positive citizenship and sportsmanship are able to participate in travel.

\*Note for 2025-2026 that travel to away trips are NOT guaranteed. Competitive seasons will occur and travel to away trips are based on location, fund availability, team size, transportation availability, host team accommodation availability, and other unforeseen situations. The Activities & Athletics department will in good faith attempt to provide the best seasons possible for all MS teams for possible competition away from Petersburg as well as hosting events.

### **District Sponsored Travel**

See Appendix IV.

### **Number of team members traveling**

**Maximum** PHS Activity & Athletic travel numbers unless modified by the Principal, Superintendent, or Activities Director:

**It may not be possible for every team member to travel to every contest due to funding limitations and the following numbers may be adjusted.**

ACTIVITY	# TRAVELERS (including 2 coaches)
Basketball	14
Cheerleading	14
Cross Country	16*
Debate	12*
Swimming	16*
Track	24 (see note below) *
Volleyball	14
Wrestling	18*
Baseball	18

**Track Note:** 24 travelers for a minimum of 2 track meets. Due to the inability of PHS to host a track meet, the goal is for each student to participate in at least one-track meet.

\*Represents combined from both boys’ and girls’ team.

**State Travel**

Qualifying and Participating in a state event is a well-earned experience and a great chance for students to participate at the highest level of competition within the State of Alaska for interscholastic activities. The following information is in regards to state expenses.

Students are responsible for the following expenses in regards to state travel if they plan to attend:

- All costs associated with the trip which may include airfare, ground transportation, lodging expenses, and food expenses.
- Each group that attends may utilize their fundraising funds to offset costs for all participating and eligible students.
- Only eligible, properly enrolled students of Petersburg High School may attend and be part of the team at any ASAA Sanctioned Event.

**Housing and Accommodations**

Housing with a Host Family

1. Students must abide by all rules established by the host family.
2. Students must abide by all curfews established by the coach or sponsor if earlier than item “3” below or in addition to “3” below.
3. Generally, students must be in the house one hour after the event. In special cases, such as an extended school dance, students are permitted to stay out until 12:00 AM
4. **Coach/Sponsor is to contact host parents to provide contact information and any special rules students are expected to follow.**
5. Host parents are to contact the Coach/Sponsor, Activity Director, or Principal should issues or problems arise.
6. No student is allowed to partake of alcoholic beverages, drugs or tobacco. If a student violates this rule, please notify the coach immediately. The housed student is expected to remove himself/herself from any situation where alcoholic beverages or drugs are being used by contacting his/her coach and/or host family.
7. Host parents are expected to provide one meal per day for the students.
8. Housing changes are not generally made. If necessary, any housing changes by students must be approved by the coach, advisor and host high school housing coordinator. The host parent will be notified about any changes.
9. **No housed student may drive any vehicle while being housed with a host family.**

10. Host parents will have working smoke alarms installed in their homes.
11. Host parents are encouraged not to leave students unattended at their home. If the host parent is working during the day, the student can be dropped off with the coach/chaperone.
12. (PSD Rule) **No student is to be housed alone with a host parent.**
13. (PSD Rule) **Only students of the same gender may be housed in the same host residence.**

### **Group housing in a school, church, recreation facility, etc.**

\*In the event of a team/group that has chosen to group house or has been instructed to group house by host school, all students that are traveling on the certified roster must group house together. Students are not to plan to pre-arrange away from the group. Pre-arranged housing MAY be made with an immediate family member, but student(s) must have prior approval from the Principal and Activities Director. All efforts will be made to group house together.

1. **(PSD Rule)** Coach/Sponsor/Chaperone is to “house” with the team or group when group housing is provided.
2. **(PSD Rule)** Coaches and Sponsors may release students *only* to their parents on district sponsored activity travel.
3. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
4. **(PSD Rule)** Students must be assigned a sleeping area, and an adult (coach/sponsor/chaperone) must be present in the area at all times.
5. When notifying the host school of your intention to group house, state the number of participants, male and female, and the number of chaperones that will be coming.
6. Honor the host schools request regarding when the needs to vacate the facility.
7. No students are to be in any part of the host facility without a chaperone.
8. No use of any phones without chaperone supervision.
9. Please keep your area clean and policed daily.
10. Please clean the assigned area prior to departure. Leave the facility the same way you found it.
11. Host school will supply phone number contacts in case of problems or emergencies at the school.
12. Mixed groups will be kept in separate rooms, if possible.
13. Students should not leave the housing area without coaches/advisor’s permission and always with a buddy.
14. If the host school requires you to be group housed, the host school will provide one meal a day.
15. Adhere to host school’s rules at all times.
16. Do not prop doors open to the school, host school will provide keys to school.

### **Housing in a hotel or related facility**

1. **Coach/Sponsor shall establish curfew hours while traveling. The curfew time is not negotiable.**
2. Only students assigned to a room may be in that room after curfew.
3. Students are not allowed in rooms occupied by persons not affiliated with the team or the school they represent.
4. Students are not allowed in rooms assigned to persons of the opposite sex.
5. People not associated with the team or the school shall not be allowed in team rooms.
6. Students on trips may not leave the team unless accompanied by a parent or guardian, the coach or sponsor has given explicit agreement and written request by the parent/guardian is provided to the coach/sponsor.
7. Students are expected to adhere to all school and team rules and attend all activity/team functions.
8. When in public on trips, students shall be in groups of three (3) or more.
9. When in a hotel and outside their assigned room, students shall be in groups of two (2) or more.

### **Rule Infraction Consequences (Student)**

In the event a PSD student should fail to abide by established rules, one or more of the following consequences may apply:

1. The student may be withdrawn from the competition
2. The student may be sent home immediately at his/her parent's expense
3. The student may be suspended from the program for a length of time to be determined by the coach and/or the administration depending on the severity of the infraction
4. The student may be dismissed from the program
5. The student may be subject to further consequences to be determined by the school administration or the Superintendent

### **Travel "Rules of the Road" (Students)**

Petersburg School District students are expected to conduct themselves with honor and integrity at all times while traveling within or outside of the school district. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school and school district policies are in effect for the duration of the trip as covered in the High School Student Activities Handbook.
2. Students cannot travel if they have unserved detention(s).
3. Detention unserved at the end of one school year carries over to the beginning of the next school year.
4. Students must participate in at least one meet to be allowed to go to Regional Championship Competition.
5. Students are expected to follow all directions given by coaches, sponsors, and chaperones.
6. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school or the school district shall not be tolerated. This behavior shall include but is not be limited to:
  - a) Alcohol or drug use
  - b) Public displays of affection or sexual contact of any kind
  - c) Vandalism or trashing of rooms or other property
  - d) Shoplifting or other illegal actions
7. **Coaches shall establish curfew hours while traveling for the benefit of the team. The curfew time is not negotiable.**
8. Students on trips may not leave the team unless accompanied by a parent or guardian and written permission has been given to, and the coach or sponsor has given explicit agreement.
9. Students are expected to adhere to attend all team/group functions.
10. While on school-sponsored trips, students are expected to dress appropriately and to follow the school dress code.
11. Coaches will address the code of conduct to be followed on public or private transportation of any kind.
12. Teams will clean up their areas prior to leaving any competition site.
13. Students shall demonstrate good sportsmanship at all times.
14. Additional rules may apply and shall be covered by the coach or sponsor prior to departure or before certain activities.
15. Students are not permitted to attend non-school district sponsored events while participating on a school-sponsored trip and representing Petersburg School District without prior approval of Superintendent or designee.
16. Students while on trips may take a taxi, Uber, Lyft, or bus service if **approved by chaperone** prior to using said service and traveling with 1 or more additional students.

### **Chaperones**

*Both an administrator and the coach/sponsor will determine/approve all chaperones.*

One chaperone will be provided for every (12) students when traveling in the state of Alaska. All PHS & MMS activities will have a same gender coach/chaperone/advisor when possible. Teams with a coach of the opposite gender may have a coach/chaperone of the opposite gender when available. If at any point a group is unable to obtain a chaperone from a specific gender when both genders are traveling, or the coach is of an opposite gender arrangement to "team up" with other school chaperones may be made.

Funds permitting, PHS & MMS events that travel to Wrangell events may involve the entire team. Team managers are authorized to travel only to the “Regional’s” competition, “State” competition, and Wrangell when funds permit.

As funding permits, the district will pay chaperone’s transportation, lodging and per diem to regional events.

**Note:** Lodging will not be paid if the team “group houses”. Chaperones will not be receiving lodging aboard the Alaska Marine Highway Vessels during a school-sponsored event. Middle School Activities will “group house” only.

1. As funding permits, the district will pay chaperones travel and lodging to state events. The district does not pay student travel, lodging, or other expenses on State Events. The district will cover the student-athletics state participation fees.
2. The primary function of a chaperone, in traveling with a team, is to monitor the Petersburg students. Chaperones should attend all activities, assist in contacting housing parents and telephone curfew checks.
3. Chaperones traveling with small children will not be approved.
4. ASAA regulations and PSD policy prohibit coaches or chaperones from drinking alcohol on school trips.
5. A coach, chaperone, or responsible adult must be present for all team physicals.
6. The principal must approve all volunteers.
7. Students participating in school-sponsored activity trips are expected to engage in a minimum two-hour study session whenever time permits. Coaches and advisors will make every effort to conduct a study session each day.
8. Ensure students pick up after themselves on the ferry
9. Ensure students wear seat belts whenever they are transported.
10. Contact housing parents to introduce yourself and inform them of how you may be reached.
11. Keep the housing list with you in order to reach students; this is especially crucial when a student is late checking in for departure.

## **SPORTSMANSHIP CREED**

All contests are played under the authority of the Alaska School Activities Association (ASAA).

ASAA rules provide for fair play and good sportsmanship among athletes and coaches. Since booing and jeering do not support anyone, we hope you will be positive in supporting your favorite team. As athletes, we ask that spectators promote the ideals of good sportsmanship by applauding fair play and showing respect for all participants and officials.

## **SOCIAL MEDIA BEST PRACTICES**

1. If any coach seeks to use electronic or social media sites as an educational tool or in relation to extracurricular activities or programs of the school district, the coach must seek and obtain the permission of his/her supervisor prior to setting up the site.
2. If a coach wishes to use Facebook or other similar social media sites to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or an official sports team, the coach must also comply with the following rules:

- a. The coach must set up the team as a group list which will be “closed and moderated”;
- b. members will NOT be established as “friends”, but as members of the group list. NEVER add a student to your personal page;
- c. anyone who has access to the communications conveyed through the site may only gain access by the permission of the coach. Persons desiring to access the page may join only after the coach invites them and allows them to join;
- d. parents shall be permitted to access any site that their child has been invited to join;
- e. access to the site may only be permitted for educational purposes related to the club, activity, organization or team;
- f. the coach responsible for the site will monitor it regularly;
- g. the coach’s supervisor shall be permitted access to any site established by the employee for a school-related purpose; and,
- h. coaches are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity.

3. Coaches are required to use appropriately respectful speech in their social media posts on district-sponsored sites and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

4. Coaches are required to comply with all school policies and procedures and all applicable laws with respect to the use of computer equipment, networks, or devices when accessing district-sponsored social media sites.

5. The school will reserve the right to monitor all employee use of district computers and other electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any communication or post made through social media while using district computers, cellular telephones or other data devices.

6. All posts on district-sponsored social media must comply with the school policies concerning confidentiality, including the confidentiality of student information. If any coach is unsure about the confidential nature of information the coach is considering posting, the coach shall consult with his/her supervisor prior to making the post.

7. A coach may not link a district-sponsored social media site or webpage to any personal social media sites or sites not sponsored by the school district.

8. A coach may not use district-sponsored social media communications for private financial gain, political, commercial, advertisement, and proselytizing or solicitation purpose.

9. A coach may not use direct-sponsored social media communications in a manner that misrepresents personal views as those of the school district, or in a manner that could be construed as such.

## **TRANSPORTATION**

### **PSD BP 3541.1 School Related Trips**

#### **Trips by School Vehicles**

Besides taking students to and from school, the Board may approve transportation for field trips and school-sponsored activities. The Superintendent or designee shall regulate the use of the district transportation for approved school-related activities. Student councils, parent-teacher associations, and any other organizations requesting transportation shall be fully responsible for the costs of the trip.

#### **Transportation by Private Automobile**

Private automobiles may be used to transport students on any school-related trips if approved by the Superintendent. Drivers shall be required to possess a valid driver's license and liability insurance of at least \$100,000 per occurrence as required by the State of Alaska Law. Owners, drivers and passengers shall be informed that the registered owner and his/her insurance company are responsible for any accidents that may occur.

District personnel who frequently transport students in their private vehicles are urged to carry liability insurance of \$300,000 or more per occurrence. A seat belt must be provided for each passenger. Trucks and pickups may not transport more persons than can safely sit in the passenger compartment. Owners furnishing private vehicles shall not accept reimbursement from passengers in excess of the cost of operating the vehicle.

#### **Travel by Boat or Van**

##### **PSD AR 3541.1**

All travel by students whether traveling for activities or for curriculum activities, should be either by Alaska Airlines and its partners or by the Alaska Marine Highway System ferries or Inter-Island ferries. If short field trips or activity travel warrants the use of a smaller boat, the following criteria needs to be met before travel can take place:

- Along with the captain of the boat, the school district administration and coaches can make the decision to cancel the trip;
- Maximum weather conditions - no more than three (3) foot seas and winds of no more than 15 miles per hour;
- Cancellation of trip if temperature goes below 20 degrees:
- Temperature, tide change, and wind velocity will be taken into consideration;
- Captain will be at least 21 years and have experience transporting passengers and preferably be USCG approved;
- Captain will give a safety briefing before trip starts - demonstration of putting on life vests.

For road travel on field trips and activities, the following criteria needs to be met before traveling:

- With groups of students of 15 or more, a certificated bus will be required for transporting students
- With groups of less than 14, an 11-passenger van may be used to transport students or 14 passenger and 1 driver bus may be used

If possible, a certificated bus driver will be hired to transport students.

***Students will not be allowed to use their own vehicles for transporting other students on a school sponsored activity, however, parents may transport small groups of students if approved by the principal.***

## **TRAVEL, HOUSING and PER DIEM REQUISITION PROCESS**

Rosters for travel and per diem are to be submitted to the Business Office 7 (seven) calendar days prior to the actual date of departure.

Meal per diem rates is (established FY24):

Breakfast	\$12.00
Lunch	\$18.00
Dinner	\$30.00

Names of students or adults can be REMOVED from the submitted roster for Alaska Marine Highway reservations and Jet Boat Reservations. Names cannot be added after submission to the Activities Office (penalties from the ferry and air carrier apply) for Alaska Airlines Reservations due to restrictions. Example: If a student becomes ill and cannot travel, the team travels with one less person. Another person cannot be substituted unless the change is made three (3) calendar days before departure.

Changes can be made to hotels when on the road or before departure *only* after receiving approval from the Activities Director, Principal, or Superintendent.

The coach may submit a hotel preference; however, this does not guarantee placement at the requested facility. When checking out of a hotel, coaches must obtain a receipt, sign the receipt and submit it to the Business Office.

## APPENDIX I: COACH/SPONSOR ACKNOWLEDGEMENT

By signing this form, I acknowledge:

1. I have received the Petersburg School District's 2023-2024 Student Activities Handbook for Coaches and Sponsors. Additional copies are available on the district website.
2. I understand it is my responsibility to read the district handbook *and* the ASAA handbook and follow the stated philosophy, all guidelines, rules, regulations, and policies found in both documents.
3. I understand that there will be a review of my performance at the end of the season.
4. I understand that any health/medical information I learn about a student-athletes is to be considered private and confidential.
5. I understand that I will provide a copy of the following:
  - a. Alaska State Coaching Certification (NFHS)/Principles of Coaching
  - b. Current First Aid Card
  - c. Concussion Training Certification
  - d. Sudden Cardiac Arrest Certification
  - e. Protecting Students from Abuse

Coach/Sponsor Name (Printed) \_\_\_\_\_

Coach/Sponsor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX II: LETTERING & PIN AWARDS**

At the completion of a sport/activity season students are awarded pins and in some cases a letter for their participation in an activity. Below are the requirements used for these awards. Some coaches and sponsors may have alternate as well as additional criterion in order for awards to be earned.

Letter “P” - For completion of 1<sup>st</sup> Varsity Activity. Student must complete the entire season in full.

Bar – A single bar is given for each year of completion of an activity. A short single bar is awarded for a Junior Varsity completion of a season. A long single bar is awarded for a Varsity completion of season.

Activity Pin – Given once during career at the completion of a student-athletes specific activity/athletic season. (i.e., Volleyball player completes season and will receive a volleyball pin).

Blue/Gold Star – All-Conference Honors

Gold Star – All State Honors

All-Academic (Lamp) – Given to seniors who have earned All-Academic honors at Region V Events.

Good Sport (Handshake) – Given to students who have earned the Region V Good Sport Award at Region V Events.

MGR. – Manager pin given to students who have completed a full season as a manger for a specific team. Given once.

CAPTAIN – Given to a student who has completed a full season and earned the honor of captain given by the Coach/Designee of the activity.

## **APPENDIX III: ALTERNATIVE EDUCATION PROGRAM & HOME SCHOOL STUDENTS ELIGIBILITY**

*A. To be eligible during a school semester for participation in interscholastic activities, a student must meet the following criteria:*

It is important to fully understand the definitions of alternative education program and accredited under the statute so that there is no confusion.

**Alternative Education Program:** The Association adopts the statutory definition, in AS 14.30.365 (c)(1), of "alternative education program" as a public secondary school that provides a nontraditional education program, including the Alaska Military Youth Academy; a public vocational, remedial or theme-based program; a home school program that is accredited, as defined In this section, a charter school authorized under AS 14.03.250-14.03.290; and a statewide correspondence school that enrolls students that reside outside of the district in which the student resides and provides less than 3 hours a week of scheduled face-to-face student interactions in the same location with a teacher who is certified under AS 14.20.020.

**Accredited:** For purposes of determining whether a home school program is "accredited" such as to qualify as an alternative education program herein, the State Department of Education and Early Development (DEED) has identified Cognia as the sole recognized body to accredit home school programs that have standards similar to Alaska's standards; the Association shall regard as "accredited" those home school programs that have been accredited by Cognia.

**School of Eligibility:** shall be the public school that, (1) based on the residence of the parent or legal guardian, the student would be eligible to attend were the student not enrolled in an alternative education program; or (2) at which the student requests to participate, if (A) the student shows good cause, as determined by the governing body of the Public School the student would be eligible to attend were the student not enrolled in an alternative education program and (B) the governing body of the school in which the student seeks to participate in interscholastic activities approves. Or, a religious or other private school regulated under this chapter that, (1) the student would be eligible to attend were the student not enrolled in an alternative education program; and (2) at which the student requests to participate, if the administrator of the school approves.

Alternative education program students must meet all ASAA and member school district eligibility requirements with the exception of regular attendance at the "school of eligibility." Schools which permit ineligible students to participate will be subject to penalty under ASAA Bylaws.

Students must physically reside within the attendance area of the school, or if not, have received approval of the school's governing body to establish the school as the "school of eligibility."

Students must be enrolled in grades 9-12 in an "alternative education program" as defined in AS 14.30.365.

Students must be enrolled in at least the minimum number of classes according to ASAA and school district enrollment requirements.

Students must meet or exceed ASAA's Semester Credit Rule for the immediately preceding semester, including the GPA requirement.

Students must not have transferred directly from a member school to start the school year (transfers may require a calendar year period of ineligibility for varsity level competition).

Students must not have been enrolled in high school for more than eight consecutive semesters since first enrolling in ninth grade; and students may not compete in a specific high school sport or activity for more than 4 seasons.

Students will not turn 19 years of age on or before August 1.

In accordance with ASAA Bylaws, students must be amateurs in each sport and activity in which they want to participate.

Students must not have been recruited by a person who coaches at the “school of eligibility” or by another school representative.

In accordance with ASAA Bylaws, students must have submitted to a sport’s physical exam within the prior eighteen months and agree to provide a copy to the school.

Students are aware of and agree to comply with ASAA’s “Play for Keeps” tobacco, alcohol and drug (TAD) education program.

Students are aware of and agree to comply with ASAA’s or the school district’s Concussion Awareness/Education/Management Program.

Students are aware of the risk of Sudden Cardiac Arrest.

It is recommended that the administrator explain to students that the statute does not guarantee that they will be chosen by coaches to fill spots on competitive teams.

***\*ASAA Checklist for Alternative Education Students shall be on file with the Petersburg School District’s Activities Office.***

## APPENDIX IV: DISTRICT SPONSORED TRAVEL

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
HS - Cross Country	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$205.00).
HS - Swim & Dive	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$215.00)
HS - Volleyball	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$205.00)
HS - Wrestling	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$195.00)
HS – Girls Basketball	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$265.00)
HS – Boys Basketball	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling.

	*Student Activity Fee=Y (\$265.00)
HS - Cheerleading	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$205.00)
HS - Baseball	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$205.00)
HS – Track & Field	*Set budget line and all travel must stay within the allotted budgeted amount. Any overage will be covered by the fundraising account. *State Travel is the responsibility of the individual traveling. *Student Activity Fee=Y (\$205.00)
HS - Softball	Club Activity – All funds are covered by fundraising.
MUSIC	SE Honors Music: <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per diems=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=Y (\$100.00 during travel &amp; \$50.00 during hosting) Student Lodging=N</li> </ul> Pep Band: <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=N</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> Music Fest: <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> </ul>

	<ul style="list-style-type: none"> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>All State Honor Music &amp; Band:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel=Y</li> <li>- Per Diem=N, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers all travel costs &amp; participation fees</li> </ul> <p>Out-of-State Travel:</p> <ul style="list-style-type: none"> <li>- All cost associated with out-of-state is covered by student and ASB.</li> <li>- District does not cover any out-of-state chaperone travel.</li> </ul>
ART	<p>Region V Art Fest:</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel =Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=N, Student Covers travel costs &amp; participation fees</li> </ul>
NOSB	<p>Tsunami Bowl (National Ocean Science Bowl) *Within Budget</p> <ul style="list-style-type: none"> <li>- Male &amp; female chaperone travel =Y</li> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Activity Fee=Y (\$175.00)</li> </ul> <p>*General covers all cost of up to 1 (one) team travel cost which is a total of 6 students.</p>
STATE TRAVEL	<p>Male &amp; Female Chaperone=Y</p> <ul style="list-style-type: none"> <li>- Per Diem=Y, Sub=Y, Lodging=Y</li> <li>- Student Participation Fee=Y, Student Covers travel, lodging, and transportation costs.</li> </ul>

<u>ACTIVITY</u>	<u>GENERAL BUDGET</u>
MMS Activities	<p>*Priority will be given to the Stikine Tournament for travel if possible. Alternate event will be determined based upon location and date of event. Final determination will be done by Principal and/or designee.</p> <p>*MMS Season will be established by a set start date and end date.</p> <p>*MMS Activities Fees are \$50.00 per activity/NYO's is \$75.00 per participant.</p> <p>*MMS Activities are limited to 1 (one) travel trip per season per year. If the activity is part of the Stikine Conference, that activity will travel to the Stikine Tournament unless other arrangements have been approved. Travel is limited to ferry and/or Charter boat only. Any other travel route must be approved by the Superintendent and/or designee. If Alaska Airlines is needed to accommodate the 1 (one) trip that the group is to attend, the program is responsible for the difference in cost of an Alaska Marine Highway ticket price to attend.</p> <p>*MMS Activities Group House Only</p>

## APPENDIX V: FUNDRAISING GUIDELINES

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### Concession Fundraising

All fundraising events require that:

- All students involved have equal opportunity to participate
- At least 1 district employee is designated as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for preparation/planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Administration.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can allow admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### **Recommendations for Concession Fundraising are:**

- Students will sign up for assignments based on approx. 2-hour long time slots
  - Recommended for standard concessions: 2 students 1 adult
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)
  - Parents can earn “share” for their student for 1.5-2 hours of work time
  - Shares for items donated (baked goods, groceries, etc.)
- All profits are divided equally based on number of shares earned
- Shares are divided at the end of all concession fundraising for the event. This provides the best opportunity for equity of participation and earning.
- Shares are divided after expenses are taken out (net fundraised amount)
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### SEAWEED

All fundraising events require the following:

- All students involved have equal opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activity Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.

- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**All students are encouraged to participate.** If students are unable to attend because they are traveling for another activity on the day of collection, family members can fill in and earn shares for them.

- Students earn 1 share for helping to collect the seaweed
- Students earn 1 share for having a vehicle and delivering
- Students can earn an additional “share(s)” for having other family members helping to collect seaweed, 1 “share” per working family member, up to 3 additional family members.
- Tracking is done on a spreadsheet. Students are responsible for signing up with activity sponsor(s) to let him/her know that they are planning to participate.
- The student also informs the sponsor(s) if they have a vehicle available to transport seaweed and how many family members will be there to help.
- On the day of collection, students are responsible for checking in with the sponsor to let him/her know that they are there, as well how many family members are there to help. This ensures that shares are distributed evenly.
- Failure to check in and verify with sponsor(s) may result in lack of shares. This is the student’s responsibility.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **RAFFLE TICKETS**

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

### **Raffle Recommended Guidelines**

- All money goes into the gaming account. **(required)**
- There are 200 tickets available to be sold.
- Tickets are divided into books of 5.
- **Each student has the opportunity to sell at least one book of tickets. Students will sign the spreadsheet/document indicating that they have received the tickets.**

- Once a student has sold their entire book of tickets, they must turn in the ticket stubs and money before receiving another book of tickets.
- No student may have more than one book of tickets at a time.
- Students/Families are financially responsible for tickets signed out.
- Money is distributed to students based upon the total money brought in minus the money out, tax required for gaming permit, and number of tickets sold. (net proceeds)
- Activity district sponsor with other sponsor(s) are responsible for tracking tickets in and out, collecting money for tickets turned in, as well as filling out deposit slips. Information is tracked on a spreadsheet.
  - Example -
    - $200 \times \$100.00 = \$20,000$
    - Monday-Thursday = \$300.00 (1 \$100.00 winner and 1 \$200.00 winner)
    - Friday = \$900.00 (1 \$100.00 winner, 1 \$200.00 winner, and 1 \$300.00 winner)
  - This year totals
    - There were 3 Fridays X \$900.00 = \$2,700.00
    - There were 9 weekdays X \$300.00 = \$2,700.00
    - $\$2,700.00 + \$2,700.00 = \$5,400.00$
    - $\$20,000.00 - \$5,400.00 = \$14,600$
    - $\$14,600.00 \times .01$  (raffle tax to be paid to the state) = \$146.00
  - $\$14,600.00 - \$146.00 = \$14,454.00$
  - $\$14,454.00$  divided by 200 = \$72.27  
\$72.27 goes into each student account for each ticket sold  
If a student sells 5 -  $\$72.27 \times 5 = \$361.35$  goes into their account.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### COMMUNITY EVENTS

All fundraising events require the following:

- All students involved have opportunity to participate
- At least 1 district employee as a responsible adult sponsor
  - District employee will check out a cash box if needed.
    - Returned with at completed cash count form.
- Fundraising request filled out and approved by Activities Director.
- Sponsors will earn 1 share for every hour of time invested in preparation/planning of event. Max of 4 shares can be earned for planning.
- All money earned will be applied to the event. If students go over their amount needed, additional funds will be distributed to other participants based on need and determined by Admin.
- If a student has decided to not participate in event, they can determine who their shares are donated to and/or they can let admin distribute funds based on need.
- Funds cannot be saved for future events and/or activities. Excess funds raised will not to be distributed in cash to students and/or families. These must be redistributed within the respective event to honor those who supported the event and student.

**Community Events include any performance and/or activity specifically designed to raise funds i.e., Jazz Concert.**

- Students will sign up for time slots based on approx. 2-hour long slots
  - Requirements are based on identified need
  - Students are required to check in with event sponsor(s) to verify participation.
- All students will earn a “share” for participation in the following
  - 1.5-2 hours of work time (set-up, serving and cleaning)

- Parents can earn “share” for their student for 1.5-2 hours of work time
- Shares for items donated (baked goods, etc.)
- Students performing at the event will receive 2 “shares” per hour of performance
  - Up to a max of 4 “shares”
- All profits are divided equally based on number of shares earned
- Shares are divided after costs are taken out
- Shares are tracked on a spreadsheet and tracked by the district sponsor

**If tickets are sold by students prior to event as means of earning “shares”**

- Students will have the opportunity to sell tickets until the Monday before the performance/activity
- Tickets will be distributed equally to students participating
- Students/Families are financially responsible for tickets
- Unsold tickets will be returned on Monday before the performance/activity
- If sponsor(s) determine to open up ticket sales to community at local store, this will happen after students have the opportunity to sell first and available the week of the performance/activity starting on Tuesday.
- Students will earn 1 “share” for every ticket sold to the event.

**\*\*All fundraising for school sponsored activities must be used for school sponsored activities; no individual activities, camps and/or events\*\***

### **OTHER EVENTS AND FUNDRAISING**

It is recognized there are long standing fundraising events who have their procedures for earning distribution. i.e., 50/50 raffles, Chicken Dinner, Shrimp Dinner, Luau, etc. These are guidelines and recommendations for school-based fundraising activities in order to create equal opportunity and equity in earnings for all students.

## APPENDIX VI: EXTRACURRICULAR PARTICIPATION DISCIPLINE CHART

### DISCIPLINE CHART -- EXTRACURRICULAR PARTICIPATION

Students involved in extracurricular activities may be subject to additional discipline during the school day in the event the student violates the any of the following items. This chart has been prepared to provide assistance; it should not be interpreted as absolute.

	next activity suspension (minimum)	suspension	suspension	1 year for each additional offense
A. Skipping class (missing whole class or leaving class w/o permission)	X			
B. Disrespectful & inappropriate behavior (including swearing)	X			
C. Harassment/bullying	X	X(*)	X(**)	
D. Sexual harassment	X	X(*)	X(**)	
E. Cheating	X			
F. Stealing		X(*)	X(**)	X
G. Vandalism	X	X(*)		
H. Fighting	X	X(*)		
I. Use, sale, purchase, possession of smoking tobacco	See TAD Information			
J. Use, sale, purchase, possession of smokeless tobacco	See TAD Information			
K. Use and/or possession of inhalants, alcohol or illegal drugs including controlled substance transactions while not under school jurisdiction or control	See TAD Information			
L. Use, sale, purchase, possession of inhalants, alcohol or illegal drugs, including controlled substance transactions while on school property, school trips, or otherwise under school jurisdiction or control	See TAD Information			
M. Verbal, physical assault, or bullying other students		X	X	X
N. Verbal, physical assault, or bullying school personnel		X	X	X
O. Possession or use of weapons, other than firearms				X
P. Possession or use of firearms, including explosives				X
Q. Trespassing	X	X(*)		
R. Inappropriate use of school equipment.	X	X(*)		
S. Tattoos or body piercing on school sponsored trip.		X(*)		

**Key:**

- A. A student classified as skipping a class is someone who attended classes previous to or after an unaccountable absence. An unaccountable absence is where the student is marked absent from a class, but has not notified the office that he/she is checking out of school, or is missing from class for more than 15 minutes.
- \* Fifty percent (50%) of the suspension will be forgiven if the student completes fifteen (15) hours of community service. The student will be allowed to practice during his/her suspension.
- \*\* Thirty percent (30%) of the suspension will be forgiven if the student completes twenty (20) hours of community service. The student will be allowed to practice during his/her suspension.