

August Regular
Monday, August 10, 2026 6:00 PM
Administration Center

1. Call Meeting to Order - This regular meeting of the Plattsmouth Community Schools Board of Education is called to order on Monday, August 10, 2026, at 6:00 PM in the Plattsmouth Community Schools Administration Center Boardroom at 1912 Old Hwy. 34, Plattsmouth, NE.
2. Acknowledge Open Meetings Law posted on the wall in the boardroom.
3. Publication of Meeting - Notice of the meeting was published in the August 7, 2026, edition of The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.
4. Pledge of Allegiance
5. Roll Call: Foster, Gradoville, Harvey, Miller Pearson, Muller, Shuey, Timm, Winters, Woracek
6. Motion to excuse absences
7. Consent Agenda
 - 7.1. Agenda
 - 7.2. Minutes of the July Regular Meeting
 - 7.3. Treasurer's Report
 - 7.4. Review of the Control Budget
 - 7.5. Claims and transfers in the amount of: \$732,702.41
Prepays: \$17,695.38
8. Public Forum: Reception of Delegates - For all meetings of the Board, individual speakers shall have up to 3 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment consistent with the Open Meetings Act.

While the public forum is an opportunity for members of the public to speak during the meeting, there will not be back-and-forth discussions between members of the public

and Board of Education members.

9. Operations Committee Report
10. Finance Committee Report
11. Committee on American Civics Report
12. Negotiations Committee Report
13. Head Start Report
14. Recess (approximately 5-10 minutes) at the discretion of the President
15. Celebrations of Excellence - Stay tuned for successes in the 2026-2027 school year!
16. Administration Reports
 - 16.1. Superintendent's Report
 - 16.2. High School Principal's Report
 - 16.3. Middle School Principal's Report
 - 16.4. Elementary Principal's Report
 - 16.5. Early Childhood/Head Start Report
 - 16.6. Special Education Report
 - 16.7. Instructional Services Report
17. Action Items
 - 17.1. Discuss, consider, and take all action to approve the first reading of 4031 Random Drug Testing - Employees.
 - 17.2. Discuss, consider, and take all action to approve the first reading of 6601 Multi-Tiered System of Supports (MTSS).
 - 17.3. Discuss, consider, and take all action to approve an agreement with ESU #3 for contracted services.
 - 17.4. Discuss, consider, and take all action to approve the PCS LB 243 Resolution relative to the district's property tax request authority.

- 17.5. Discuss, consider, and take all action to approve a resolution for a cooperative agreement with the Conestoga Public Schools for high school girls soccer involving Plattsmouth High School and Conestoga High School in 2026-2027 and 2027-2028.
 - 17.6. Discuss, consider, and take all action to approve the disposal request for PCS.
 - 17.7. Discuss, consider, and take all action to approve the 26-27 handbooks.
 - 17.8. Discuss, consider, and take all action to approve an out-of-state trip request for the MS and HS marching bands traveling to perform in Vermillion, SD on Oct. 17, 2026.
 - 17.9. Discuss, consider, and take all action to approve HS girls and boys wrestling traveling to Council Bluffs, IA, on Dec. 11 and 12, 2026.
 - 17.10. Discuss, consider, and take all action to approve HS cheer, dance, girls basketball, and boys basketball traveling to Council Bluffs, IA on Dec. 19, 2026.
 - 17.11. Discuss, consider, and take all action to approve an out-of-state field trip request for the PHS Cheer and Dance Squads traveling to perform at halftime of the Citrus Bowl in Orlando, FL.
 - 17.12. Discuss, consider, and take all action to approve a Head Start/Early Head Start One-Time Supplemental Funds grant application for a walk-in freezer, commercial-grade steamer, and commercial dishwasher units in the amount of \$108,000.
 - 17.13. Discuss, consider, and take all action to approve an agreement with the Nebraska Agricultural Academy to provide curriculum and weekly lectures for Welding 1, 2, and 3 courses, as well as support for agriculture (if needed) during the 2026-2027 school year.
 - 17.14. Discuss, consider, and take all action to approve an exception to Policy 5006 Option Enrollment for Garrett Williams (6th grade) and Kalynn Williams (8th grade) to option into PCS for the 2026-2027 school year.
18. Announcements
- 18.1. Next meeting: 6:00 PM on Mon., Sept. 14, 2026
 - 18.2. Nebraska Association of School Boards (NASB) Legislative Meet and Greet - Thu., Aug. 13, 2026 in the Elmwood Murdock Junior High/High School Library (300 Wyoming St. in Murdock), 4:30 PM Registration
 - 18.3. Nebraska Association of School Boards (NASB) Area Membership Meeting and Awards (8 PCS Board members reached a new award level) - Tue., Sept. 1, 2026 in

Omaha, 4:30 PM Registration, 5:00 Opening Session

19. ADJOURNMENT

- 20. *Closed Session: If, during the course of the meeting, discussion of any items on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meeting Act.
- 21. *Sequence of Agenda: The sequence of the agenda topics is subject to change at the discretion of the board.

**July Regular
Monday, July 13, 2026 6:00 PM
Plattsmouth Community Schools
Administration Center**

**Subject to approval at the next regularly
scheduled Board meeting.*

1. Call Meeting to Order - This regular meeting of the Plattsmouth Community Schools Board of Education is called to order on Monday, July 13, 2026, at 6:00 PM in the Plattsmouth Community Schools Administration Center Boardroom at 1912 Old Hwy. 34, Plattsmouth, NE.

Harvey called the meeting to order at 6:06 PM.

2. Acknowledge Open Meetings Law posted on the wall in the boardroom.

3. Publication of Meeting - Notice of the meeting was published in the July 10, 2026, edition of The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.

4. Pledge of Allegiance

5. Roll Call: Foster, Gradoville, Harvey, Miller Pearson, Muller, Shuey, Timm, Winters, Woracek

6. Motion to excuse absences

All Board Members were present.

7. Consent Agenda

Motion to approve by Foster and seconded by Shuey. Motion passed 9-0.

7.1. Agenda

7.2. Minutes

7.2.1. Minutes of the June Regular Meeting

7.2.2. Minutes of the Special Meeting on June 29, 2026

7.3. Treasurer's Report

7.4. Review of the Control Budget

7.5. Claim and transfer in the amount of: \$638,227.48

Prepays: \$5,367.41

7.6. The administration recommends that Superintendent Dr. Richard E. Hasty be released from his contract effective June 30, 2027.

8. Public Forum: Reception of Delegates - For all meetings of the Board, individual speakers shall have up to 3 minutes to address the Board, and the Board shall hear up to 30 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment consistent with the Open Meetings Act.

While the public forum is an opportunity for members of the public to speak during the meeting, there will not be back-and-forth discussions between members of the public and Board of Education members.

Justin Edwards addressed the Board regarding his early graduation request. No one else addressed the board.

9. Operations Committee Report

Winters provided an update regarding the recent committee meeting.

10. Finance Committee Report

Timm provided an update regarding the recent committee meeting.

11. Committee on American Civics Report

Shuey provided an update regarding the recent committee meeting.

12. Negotiations Committee Report

No report was provided.

13. Head Start Report

Miller Pearson provided an update.

14. Recess (approximately 5-10 minutes) at the discretion of the President

Harvey did not call a recess.

15. Celebrations of Excellence

16. Administration Reports

16.1. Superintendent's Report

16.2. High School Principal's Report

16.3. Middle School Principal's Report

16.4. Elementary Principal's Report

16.5. Early Childhood/Head Start Report

16.6. Special Education Report

16.7. Instructional Services Report

17. Action Items

17.1. Discuss, consider, and take all action to approve a request from Justin Edwards to graduate early in December 2026.

Motion to approve by Muller and seconded by Miller Pearson. Motion passed 9-0.

17.2. Discuss, consider, and take all action to approve the final reading of 5101AR Student Discipline Administrative Regulation.

Motion to approve by Shuey and seconded by Muller. Motion passed 9-0.

17.3. Discuss, consider, and take all action to approve the final reading of Policy Series 9000 By-laws of the Board (Committee on American Civics).

Motion to approve by Miller Pearson and seconded by Shuey. Motion passed 9-0.

17.4. Discuss, consider, and take all action to approve an agreement with Claudia Pinto to provide interpreter and translator services for PCS in the 2026-2027 school year.

Motion to approve by Miller Pearson and seconded by Timm. Motion passed 9-0.

17.5. Discuss, consider, and take all action to approve a contract with Cynthia Duechting for the provision of English language (EL) services in the 2026-2027 school year.

Motion to approve by Timm and seconded by Miller Pearson. Motion passed 9-0.

17.6. Discuss, consider, and take all action to approve the PCS LB 243 Resolution relative to the district's property tax request authority.

Motion to approve by Timm and seconded by Miller Pearson. Motion Unseconded, notice needs to be posted for a week or longer.

17.7. Discuss, consider, and take all action to approve the required training and related resolution, as presented, for the 2026-2027 school year as reasonable and appropriate for the District.

Motion to approve by Shuey and seconded by Winters. Motion passed 9-0.

17.8. Discuss, consider, and take all action to approve payment of \$1,119.96 (only for the 2026-2027 contract year) to Melinda Zimmerer for performing duties related to Policy 3133 Head Start Fiscal Officer and Head Start Performance Standard 1302.91.

Motion to approve by Timm and seconded by Muller. Motion passed 9-0.

17.9. Discuss, consider, and take all action to approve offering tuition reimbursement for early childhood administrative assistant Kelsi Rabbass to earn a business degree that satisfies the requirements in PCS Policy 3133 Head Start Fiscal Officer and Head Start Performance Standard 1302.91, per the attached agreement.

Motion to approve, with editing the end date to July 31, 2027 in the second paragraph, by Muller and seconded by Timm. Motion passed 9-0.

17.10. Discuss, consider, and take all action to approve the disposal request for PCSD.

Motion to approve by Gradoville and seconded by Miller Pearson. Motion passed 9-0.

17.11. Discuss, consider, and take all action to approve an addendum to the SRO contract from Aug. 1, 2026 to July 31, 2028.

Motion to approve by Winters and seconded by Shuey. Motion passed 9-0.

17.12. Discuss, consider, and take all action to approve the Parent/Student Handbooks for the 26-27 school year.

Motion to approve by Foster and seconded by Miller Pearson. Motion passed 9-0.

17.13. Discuss, consider, and take all action to approve an equipment lease proposal from Capital Business Systems.

Motion to approve by Timm and seconded by Shuey. Motion passed 9-0.

17.14. Discuss, consider, and take all action to approve a proposal from the Nebraska Association of School Boards to conduct a superintendent search.

Motion to approve by Muller and seconded by Miller Pearson. Motion passed 9-0.

18. Announcements

18.1. Next meeting: 6:00 PM on Mon., Aug. 10, 2026

18.2. Nebraska Association of School Boards (NASB) Legislative Meet and Greet - Thu., Aug. 13, 2026 in the Elmwood Murdock Junior High/High School Library (300 Wyoming St. in Murdock), 4:30 PM Registration

18.3. Nebraska Association of School Boards (NASB) Area Membership Meeting - Tue., Sept. 1, 2026 in Omaha, 4:30 PM Registration, 5:00 Opening Session

19. ADJOURNMENT

Harvey adjourned the meeting at 7:30 pm.

20. *Closed Session: If, during the course of the meeting, discussion of any items on the agenda should be held in a closed meeting, the board will conduct a closed meeting in accordance with the Nebraska Open Meeting Act.

21. *Sequence of Agenda: The sequence of the agenda topics is subject to change at the discretion of the board.

Chairperson

Superintendent

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
Checking	1	Fund: 01 GENERAL		
CITI CARDS		SUPPLIES	139.75	
FIRST NATIONAL BANK OF OMAHA		EXPENSES	10.69	
US BANK NATIONAL ASSOCIATION		CREDIT CARD	3,412.36	
		Fund Total:		3,562.80
<u>Checking</u>	1	Fund: 06 CAFETERIA		
US BANK NATIONAL ASSOCIATION		CREDIT CARD	2,206.45	
		Fund Total:		2,206.45
<u>Checking</u>	1	Fund: 08 SPECIAL BLDG FUND		
CITI CARDS		SUPPLIES	9,435.24	
		Fund Total:		9,435.24
		Checking Account Total:		15,204.49
<u>Checking</u>	3			
Checking	3	Fund: 05 ACTIVITY FUND		
US BANK NATIONAL ASSOCIATION		CREDIT CARD	2,490.89	
		Fund Total:		2,490.89
		Checking Account Total:		2,490.89



Do Not Use For Account Transactions
PO BOX 3009
MONROE, WI 53566-8309

PLATTSMOUTH COMMUNITY SCHOOL
1912 OLD HIGHWAY 34
PLATTSMOUTH NE 68048-5676

July 31, 2026, monthly transaction statement
View your statements online at vanguard.com.

Vanguard Personal Investor

877-662-7447

Assets listed in this statement are held by Vanguard Brokerage Services® (VBS), a division of Vanguard Marketing Corporation (VMC), member FINRA and SIPC. Summary data are provided solely as a service and are for informational purposes only.

Statement overview

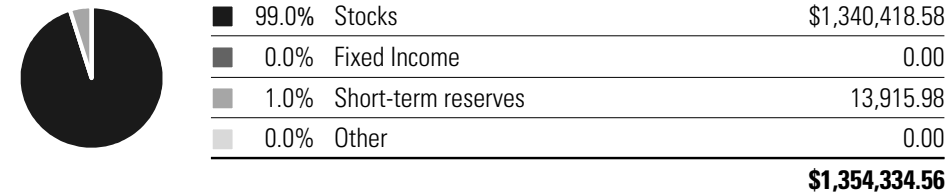
\$1,354,334.56

Total value of all accounts as of July 31, 2026

Accounts	Value on 06/30/2026	Value on 07/31/2026
Plattsmouth Community School		
Organization brokerage account	\$1,381,355.12	\$1,354,334.56

Brokerage assets are held by Vanguard Brokerage (VBS), a division of Vanguard Marketing Corporation (VMC). Any bank sweep balances are held by program banks and are not cash balances held by VBS. Vanguard funds not held through your VBS Account are held by The Vanguard Group, Inc. (VGI). 529 assets are held by Ascensus Broker Dealer Services LLC.

Asset mix



Your percentages are based on your holdings as of the prior month-end. Recalculated values are included. See Disclosures for more information.



Organization brokerage account—XXXX6980
Plattsmouth Community School

Vanguard Personal Investor
877-662-7447

Account overview

\$1,354,334.56

Total account value as of July 31, 2026

Year-to-date income

Taxable income	\$24,906.64
Nontaxable income	0.00
Total	\$24,906.64

Cost basis summary (all investments)

Realized gain/loss	
July short-term	-
July long-term	-
Unrealized gain/loss	778,264.39

Balances and holdings for Vanguard Brokerage Account—XXXX6980

For the most up-to-date information and status of your account, visit Vanguard.com or download our mobile app.

Your securities are held in your cash account unless otherwise noted, and only securities held at period end are shown.
Estimated annual income (EAI) and estimated yield (EY) figures are estimates for informational purposes only and are not guaranteed.
For details, see 'Important Information about Estimated Annual Income (EAI) and Estimated Yield (EY)' in the Disclosure section.

Sweep program

Name	Quantity	Price on 07/31/2026	Balance on 06/30/2026	Balance on 07/31/2026
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 3.62%	13,915.9800	\$1.00	\$31,324.13	\$13,915.98
Total Sweep Balance			\$31,324.13	\$13,915.98

Organization brokerage account—XXXX6980

Plattsmouth Community School

Vanguard Personal Investor

877-662-7447

Balances and holdings for Vanguard Brokerage Account—XXXX6980 continued

ETFs

Symbol	Name	Unrealized Gains/Losses	Total Cost Basis	Quantity	Price on 07/31/2026	Balance on 06/30/2026	Balance on 07/31/2026
AML	ALERIAN MLP ETF Est. annual income: \$16,721.85; Est. yield: 7.27%	\$80,893.95	\$149,218.73	4,159.6654	\$55.3200	\$215,678.65	\$230,112.68
SDY	STATE STREET SPDR S&P DIVIDEND ETF Est. annual income: \$3,389.02; Est. yield: 2.41%	48,188.73	92,604.28	908.3420	155.0000	138,231.48	140,793.01
Total Est. annual income: \$20,110.87; Est. yield: 5.42%						\$353,910.13	\$370,905.69

Stocks

Symbol	Name	Unrealized Gains/Losses	Total Cost Basis	Quantity	Price on 07/31/2026	Balance on 06/30/2026	Balance on 07/31/2026
ASML	ASML HOLDING NV NY REGISTRY SHS NEW 2012 Est. annual income: \$1,875.12; Est. yield: 0.56%	\$289,762.82	\$46,770.66	206.5890	\$1,629.0000	\$410,996.42	\$336,533.48
BX	BLACKSTONE INC Est. annual income: \$23,204.27; Est. yield: 4.09%	333,347.15	233,449.45	4,436.7640	127.7500	522,074.01	566,796.60
RHP	RYMAN HOSPITALITY PPTYS INC Est. annual income: \$2,352.17; Est. yield: 3.55%	26,071.74	40,111.07	495.1950	133.6500	63,050.43	66,182.81
Total Est. annual income: \$27,431.56; Est. yield: 2.83%						\$996,120.86	\$969,512.89

Organization brokerage account—XXXX6980
Plattsmouth Community School

Vanguard Personal Investor
877-662-7447

Account activity for Vanguard Brokerage Account — XXXX6980

This section shows transactions that have settled by July 31, 2026.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
July	\$680.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Year-to-date	24,906.64	0.00	0.00	0.00	0.00	0.00

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
07/15	07/15	RHP	RYMAN HOSPITALITY PPTYS INC	Dividend	-	-	-	-	\$588.57
07/15	07/15	RHP	RYMAN HOSPITALITY PPTYS INC	Reinvestment	Cash	4.7210	124.6730	-	-588.57
07/30	07/30	-	CHECK ISSUED CHK ISS #CS06761995	Check Withdrawal	-	-	-	-	-17,500.00
07/30	07/30	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	17,500.00
07/31	07/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	91.85
07/31	07/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-91.85

If you had an adjustment to a dividend or interest payment from a previous month, the monthly amount shown under the Income Summary section of your brokerage statement may be overstated.

Disclosures

Cost basis information

Vanguard is required to report cost basis information to the IRS for sales of covered securities in taxable (nonretirement) accounts. Covered securities are generally stock or mutual funds acquired on or after January 1, 2011 and 2012, respectively. Unless you select another method, we'll use the "first in, first out" (FIFO) accounting method for sales of stocks and exchange-traded funds (ETFs) and the "average cost" method for sales of mutual funds. For more cost basis information go to investor.vanguard.com/taxes/cost-basis

Summary cost basis information provided on this statement is for informational purposes only. In limited situations, your total cost basis will not be available on your statement. You can review your cost basis information electronically before making investment decisions.

Gain or loss. The gain or loss realized by the sale or redemption, calculated by subtracting the cost from the proceeds. Gains and losses are generally short-term if the security was held a year or less, and long-term if held more than a year.

For our brokerage clients

Brokerage assets are held by Vanguard Brokerage Services (VBS), a division of Vanguard Marketing Corporation, member FINRA and SIPC. Any bank sweep balances are held by program banks and are not cash balances held by VBS. Vanguard funds not held through your VBS account are held by The Vanguard Group, Inc. and are not protected by SIPC.

I. General information and key terms

Advice. Vanguard Brokerage Services provides point-in-time recommendations for certain brokerage products, accounts and services, and relating to account transfers and rollovers. However, unless Vanguard Brokerage Services affirmatively states that it is making a recommendation, it is not providing a recommendation. Vanguard Brokerage Services doesn't provide tax or legal advisory services and no one associated with Vanguard Brokerage Services is authorized to render such advice.

Direct Participation Program (DPP) and Real Estate Investment Trust (REIT). DPP and REIT securities are generally illiquid. The value of the security will be different than its purchase price. Any estimated value on your statement may not be realized when you seek to liquidate the security.

Financial statement. A Vanguard Brokerage financial statement is available for your inspection at any time upon request to Vanguard Brokerage Services.

Free credit balance. Any free credit balance carried for your account represents funds payable on demand, which, although properly accounted for on Vanguard Brokerage's books of record, aren't segregated and may be used in the conduct of its business to the extent permitted by law. Your settlement fund may be liquidated upon your request and the proceeds remitted to you.

Dividend reinvestment. When reinvesting dividends of eligible stocks, ETFs, and closed-end funds, Vanguard Brokerage Services combines cash distributions from the accounts of all clients who have requested reinvestment in the same security, and then uses that combined total to purchase additional shares of the security in the open market. The new shares are divided proportionately among the clients' accounts, in whole and fractional shares rounded to three decimal places. If the total purchase can't be completed in one trade, clients will receive shares purchased at the weighted average price paid by Vanguard Brokerage Services. Participants in our free dividend reinvestment program should refer to the "Completed transactions" area of the "Account activity for Vanguard Brokerage Account" section of their Vanguard statements for details of transaction history and dates. For dividend reinvestment of mutual funds held in your brokerage account, the instructions are provided to the fund and the "settlement date" and "trade date" on your statement will generally represent the day the transaction is entered in your account record. Call Vanguard Brokerage Services with any questions.

Reporting brokerage account discrepancies. Promptly report in writing any inaccuracies or discrepancies in your Vanguard Brokerage account (including unauthorized trading) to Vanguard Brokerage Services. Any oral communication must be confirmed in writing to further protect your rights, including your rights under the Securities Investor Protection Act.

Margin accounts. If you maintain a margin account, this is a combined statement of your general account and a special memorandum account maintained for you under Regulation T issued by the Board of Governors of the Federal Reserve System. The permanent record of the separate account as required by Regulation T is available for your inspection upon request to Vanguard Brokerage Services. All securities must be held in your margin account. Note that purchases of open-end mutual funds and Vanguard ETFs® will settle in your cash account and after 30 days be moved into your margin account.

Money market fund transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed pursuant to a periodic plan or an investment company plan, or executed in shares of any open-end registered money market mutual fund.

Orphaned fractional share transactions. Vanguard Brokerage Services may elect to send a monthly statement, in lieu of an immediate confirmation, for transactions executed to liquidate orphaned fractional share positions. Orphaned fractional share positions are fractional share positions held without a corresponding whole share position. Liquidations of these positions are executed by Vanguard Brokerage Services on a principal basis at the previous day's closing price, and the proceeds are credited to your account. No transaction fee is charged.

Open orders. A good-till-canceled (GTC) order will remain in effect for 60 calendar days after the business day on which the order was placed. If the 60th day falls during a weekend or on a holiday, the order will be canceled on the next business day before the markets open. GTC orders are automatically entered on a "do not reduce" (DNR) basis. The limit price won't be adjusted when a stock goes "ex-dividend." Orders for securities undergoing corporate actions such as, but not limited to, stock splits, stock dividends, special cash dividends, and spin-offs may be canceled before the market opening on the ex-dividend date of the corporate action. You must maintain records of all open orders. Be sure to review your open GTC orders periodically.

Option accounts. Information regarding commissions and charges related to the execution of an options transaction is provided in the transaction confirmation sent to you at the time of the transaction. These are also available upon request. You should advise us promptly of any changes in your investment objectives or financial situation.

Tax information. After year-end, Vanguard Brokerage Services is required to provide tax information to the IRS and other governmental authorities. At that time, you'll receive necessary information on the annual tax information statement; use that statement to prepare your tax filings. Note that certain types of assets typically need corrected tax forms.

Trade execution. Vanguard Brokerage Services may have acted as principal, agent, or both in the placement of trades for your account. Details are provided upon request to Vanguard Brokerage Services.

Average pricing. If average price transaction is indicated on this statement, details regarding the actual execution prices are available upon request to Vanguard Brokerage Services.

When issued. A short form of "when, as, and if issued." The term indicates a conditional transaction in a security authorized for issuance but not as yet actually issued. All "when issued" transactions are on an "if" basis, to be settled if and when the actual security is issued.

II. Portfolio holdings

The net market value of the securities in your account, including short positions, is reflected in this statement on a trade-date basis at the close of the statement period. The market prices have been obtained from quotation services that we believe to be reliable; however, we can't guarantee their accuracy.

Securities for which a price isn't available are marked "—" and are omitted from the total. Prices listed reflect quotations on the statement date. Current prices are listed to help you track your account and aren't suitable for tax purposes. Account balances provided on the statement are displayed in short-form using only two decimal places.

Please logon to your account at Vanguard.com to review your account balances. Accrued interest represents interest earned but not yet received. Fund data on vanguard.com is generally updated mid-month. Depending on when you log on, there may be a difference between the asset mix shown on your statement and the data shown online. There also may be a difference between your fund's actual asset allocation and its target allocation. For more information about your fund's target allocation, go to vanguard.com.

Estimated values on statements. Vanguard Brokerage Services relies on external vendors to provide estimated, periodic valuation and market-price information for securities listed in your account statement. From time to time, this information isn't available or isn't received in time for posting to your account statement. In this case, the valuation or market price on your statement is marked "—" and the security hasn't been valued for purposes of calculating account totals. For owners of auction-rate securities: If an estimated valuation is provided on your account statement for auction-rate securities, please note that due to market illiquidity, you may not be able to sell the security at or near the estimated valuation listed on your account statement.

Asset mix for some funds recalculated by Vanguard. If the "Asset mix" section of your "Statement overview" page has a footnote that reads "Recalculated values are included," the asset allocation breakdown of particular funds within your portfolio among stocks, bonds, and short-term reserves has been calculated using long positions, margin credit or debit balances; short positions have been excluded. Certain funds employ trading strategies, such as risk hedging, short selling, and use of leverage and derivatives, that could result in significant short positions that can't be displayed using a standard asset allocation pie chart. Exclusion of these short positions may have a significant impact on the "Asset mix" pie chart. For more information about the strategies or holdings of a particular fund, see the fund's prospectus.

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Important Information about Estimated Annual Income (EAI) and Estimated Yield (EY)

Estimated annual income (EAI) and estimated yield (EY) figures are estimates provided for informational purposes only and are not guaranteed. EAI and EY should not be confused with other yield metrics, such as a security's 7-day or 30-day yield, which reflect historical performance and are calculated differently.

EAI represents the estimated income expected to be distributed by a specific security over a one-year period based on current assumptions, available information, and shares held at the time of calculation. EAI may be negative for short positions. EY represents the estimated yield of a specific security based on its EAI and the security's current market price. EY reflects only the income component of an investment and does not reflect changes in the investment's price, which may fluctuate and materially affect realized results.

For certain types of securities, EAI and EY may include components that are not income, such as return of principal, capital gains distributions, or other non-recurring payments. In such cases, EAI and EY may overstate income or yield and may not represent recurring income. Actual income and yield may be higher or lower than the estimated amounts. These figures should not be considered a forecast or guarantee of future results.

EAI and EY are computed using information from third-party providers, issuer disclosures, and market data believed to be reliable; however, no assurance can be made regarding their accuracy, completeness, or timeliness.

In certain instances, EAI and EY may not be displayed for specific holdings where available data, payment characteristics, or validation processes indicate the estimate may be unreliable or potentially misleading.

Interest and dividend rates are subject to change at any time and may be affected by current or future economic, political, regulatory, issuer-specific, or market conditions. Accordingly, EAI and EY should not be relied upon for making investment, trading, or tax decisions. Certain security types calculate yield using historical income paid, while others estimate forward-looking yield based on current conditions, which may not persist or reflect future payments. Cancelled, corrected, delayed, or otherwise adjusted payments may continue to be reflected in EAI until updated information is received.

Additional Information

The following calculations are used to generate EAI and EY, consistent with FINRA Regulatory Notice 08-77:

Estimated Annual Income (EAI) = $S \times IAD$

(S = number of shares owned on the day of calculation; IAD = indicated annual dividend or interest)

- The indicated annual dividend or interest is based on the stated coupon rate for fixed income securities and on market or issuer-provided data for non-fixed income securities. If coupon, market, or issuer data is unavailable, the most recent payment may be used to calculate IAD.
- EAI for certain securities may include principal repayments, returns of capital, or capital gains payments.

Estimated Yield (EY) = $EAI \div (Ps \times S)$

(Ps = price per share owned on the day of calculation; S = number of shares owned on the day of calculation)

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
Checking	1	Fund: 01 GENERAL	
3 ARE ONE, INC		ADVERTIZING	233.33
ACCELERATED GRAPHX LLC		SUPPLIES	364.00
ACTION BATTERIES UNLIMITED INC		SUPPLIES	258.00
AMAZON CAPITAL SERVICES INC		SUPPLIES	14,545.52
BLOOM TO GROW SERVICES, LLC		CONTRACTED SERVICES	3,485.00
BOMGAARS		SUPPLIES	95.26
BRYCE BEHN DBA BEHN'S FLOORING, LLC		GYM FLOOR VENDOR	17,900.00
CAPITAL BUSINESS SYSTEMS INC		COPIER SUPPLIES/SERVICE	3,716.22
CHURCHICH RESTAURANT EQUIPMENT		KITCHEN EQUIPMENT	5,847.00
CITY OF PLATTSMOUTH		WATER & SEWER	5,280.86
CLASSIC REFRIGERATION		SERVICE	5,565.61
DICK BLICK		SUPPLIES	2,395.16
DMG INC		SERVICE/SUPPLIES	542.84
EDUCATIONAL SERVICE UNIT #6		SERVICES	150.00
EGGERT, JILLIAN		REFUND	2,298.00
FASTENAL COMPANY		SUPPLIES	2,087.74
FIBER PLATFORM LLC		EDUC VIDEO BUNDLE	530.64
HELENA AGRI-ENTERPRISES LLC		FORMERLY WILBER-ELLIS	909.25
HENRY-HOBSCHEIDT MOTORS, INC		SALES/SERVICE	60.00
HOME DEPOT U.S.A. D/B/A HOME DEPOT PRO		SUPPLIES	94.16
HUDL, INC		SPEAKER FEE	2,400.00
J & J SMALL ENGINE SERVICE INC		SERVICE	114.39
JEREDITH BRANDS, LLC DBA CITY WIDE FACILITY SOLUTIONS OMAHA		JANITORIAL COMPANY	996.00
JOHN'S APPLIANCE SERVICE		SERVICE	293.63
JUST FOR KIDS THERAPY INC		SERVICES	7,280.00
KCS HOSPITALITY INC		HOTEL ACCOMMODATIONS	3,043.95
LOGAN CONTRACTORS SUPPLY INC		SUPPLIES	1,606.52

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
MATHESON TRI-GAS INC	SUPPLIES	118.94
MENARDS BELLEVUE	SUPPLIES	786.48
MIDWEST CONCRETE COATINGS LLC	CONCRETE	3,736.00
MULLENAX AUTO SUPPLY	SUPPLIES	163.58
NATIONAL CONCRETE CUTTING INC	SERVICE	1,000.00
NEBRASKA AIR FILTER INC	FURNACE FILTERS	4,052.45
NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	1,184.17
NIELSEN SIGN & DESIGN	SERVICE	275.00
O'REILLY AUTOMOTIVE INC	SUPPLIES	50.42
OMAHA PUBLIC POWER DISTRICT	UPS/SERVICE	45.80
ONE SOURCE THE BACKGROUND CHECK COMPANY	SERVICE	1,373.50
PERMITE LLC	SERVICE	500.00
PERRY, GUTHERY, HAASE & GESSFORD PC LLO	SERVICES	2,489.00
PRIDE HOME SERVICES INC	SERVICE	916.70
PRIME COMMUNICATIONS	REPAIRS	102,097.45
PROFESSIONAL HEATING AND AIR	SERVICE	23,210.00
RAINBOW GLASS & SUPPLY INC	SERVICE/SUPPLIES	7,824.00
REDMONT SIGN LLC	SIGNS	30,602.00
SCHOOL NURSE SUPPLY INC	SUPPLIES	1,740.00
SCHOOL SPECIALTY LLC	SUPPLIES	39.41
SETON IDENTIFICATION PRODUCTS	SUPPLIES	887.66
SPECTRUM PAINT COMPANY, INC.	MAINTENANCE VENDOR	610.22
STUDIES WEEKLY, INC	SUPPLIES	7,332.42
SUMMIT FIRE PROTECTION CO.	FIRE PREVENTION	13,367.85
TURFWERKS	SUPPLIES/EQUIPMENT	359.20
TY THE FENCE GUY	SERVICES	5,186.89
UNIVERSITY OF OREGON	REGISTRATION	79.15
US BANK NA	FUEL PURCHASES	1,037.91

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
VANWINKLE CONSTRUCTION SERVICES LLC	SERVICES	30,461.00
VERIZON WIRELESS	CELL SERVICE	520.64
VWR INTERNATIONAL DBA WARDS SCIENCE	SCIENCE DEPT SUPPLIES	30.37
WASTE MANAGEMENT OF NEBRASKA INC	TRASH SERVICE	2,043.34
WILLIAM V MACGILL & CO DBA MACGILL & CO.	SUPPLIES	171.15
WITTE PHYSICAL THERAPY	SERVICES/SUPPLIES	2,541.67
WOODRIVER ENERGY LLC	FUEL	2,064.57

Fund Total: 330,992.02

Checking 1 Fund: 06 CAFETERIA

AMAZON CAPITAL SERVICES INC	SUPPLIES	285.80
BADELL, MATTHEW	LUNCH ACCOUNT REIMBURSEMENT	635.70
BRENNMAR COMPANY, INC., THE	SUPPLIES	279.25
OMEGA CHEMICAL CO., INC.		387.54
ROTELLA'S ITALIAN BAKERY INC	BREAD	218.70
SYSCO LINCOLN	SUPPLIES	15,264.18

Fund Total: 17,071.17

Checking 1 Fund: 08 SPECIAL BLDG FUND

HELLAS CONSTRUCTION INC	TURF/SERVICE	264,023.76
RDG PLANNING & DESIGN, INC.	FOOTBALL/BASEBALL TURF RESURFACING RFP	2,179.20

Fund Total: 266,202.96

Checking 1 Fund: 12 STUDENT FEES

OMEGA CHEMICAL CO., INC.		291.56
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Fund Total: 291.56

Checking Account Total: 614,557.71

Checking 3

Checking 3 Fund: 05 ACTIVITY FUND

ADRIAN MARTINEZ DBA SDM DJ ENTERTAINMENT	HOME COMING VENDOR	1,200.00
AMAZON CAPITAL SERVICES INC	SUPPLIES	808.85
AWARDS UNLIMITED	MEDALS	240.00
BAND SHOPPE	SUPPLIES	1,050.05
BASEBALLTIPS, INC.	ATHLETICS VENDOR	5,390.00
BRYCE BEHN DBA BEHN'S FLOORING, LLC	GYM FLOOR VENDOR	17,900.00
CHRISTOPHER J FISHER DBA THE FISHER AGENCY	SPEAKER	2,500.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
DIETZE MUSIC HOUSE	SUPPLIES	674.80
HUDL, INC	SPEAKER FEE	12,600.00
HY-VEE STORES	FUEL/SUPPLIES	250.00
JAIME ORTON		1,850.00
JENSEN PUBLISHING	SUPPLIES	75.00
JONES T-SHIRTS, INC.	SUPPLIES	1,519.54
LEVEL 5 LLC	HOTEL ACCOMMODATIONS	695.00
MIDWEST SOUND & LIGHTING	RENTAL	3,015.00
MRG HAUFF LLC	SUPPLIES	4,061.00
PATRIOT OVERHEAD AND HOIST LLC	OVERHEAD CRANE	2,000.00
SIDELINE POWER LLC	SUPPLIES	7,730.08
SIGNS & SHAPES INTERNATIONAL INC	HOMEcoming VENDOR	5,525.00

Fund Total:	69,084.32
Checking Account Total:	69,084.32

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>	1			
Checking	1	Fund: 01 GENERAL		
CITI CARDS		SUPPLIES	139.75	
FIRST NATIONAL BANK OF OMAHA		EXPENSES	10.69	
US BANK NATIONAL ASSOCIATION		CREDIT CARD	3,412.36	
		Fund Total:		3,562.80
Checking	1	Fund: 06 CAFETERIA		
US BANK NATIONAL ASSOCIATION		CREDIT CARD	2,206.45	
		Fund Total:		2,206.45
Checking	1	Fund: 08 SPECIAL BLDG FUND		
CITI CARDS		SUPPLIES	9,435.24	
		Fund Total:		9,435.24
		Checking Account Total:		15,204.49
<u>Checking</u>	3			
Checking	3	Fund: 05 ACTIVITY FUND		
US BANK NATIONAL ASSOCIATION		CREDIT CARD	2,490.89	
		Fund Total:		2,490.89
		Checking Account Total:		2,490.89

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
<u>Checking</u>	1		
Checking	1	Fund: 01 GENERAL	
3 ARE ONE, INC		ADVERTIZING	24.67
APPLE COMPUTER INC		EQUIPMENT	2,669.95
ARCHER, NATHEN		SUMMER HOURS	912.00
BOECK, JOHN		SUMMER WORK	912.00
CANON FINANCIAL SERVICES, INC		COPIER LEASES	4,766.21
CAPITAL BUSINESS SYSTEMS INC		COPIER SUPPLIES/SERVICE	440.00
CASSGRAM, LLC		ADVERTISING	156.00
CDW GOVERNMENT INC		SUPPLIES	3,498.40
CHARTER COMMUNICATIONS HOLDING COMPANY LLC		SERVICE	61.16
GLATTER REZNICEK, VICTORIA		SUMMER TITLE 1 WORK	255.00
JEREDITH BRANDS, LLC DBA CITY WIDE FACILITY SOLUTIONS OMAHA			5,864.00
MARTIN JONES, LLC DBA IDEABANK MARKETING			1,385.00
MAYFIELD, KELBY		SUMMER HOURS	120.00
MINDSET LLC			1,000.00
NATIONAL INVENTORS HALL OF FAME INC		REGISTRATION/SUPPLIES	1,075.00
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS		REGISTRATIONS/DUES	1,355.00
NEBRASKA PUBLIC POWER DISTRICT		ELECTRICITY	11,016.31
NEBRASKA SAFETY CENTER		DRIVER TRAINING	1,200.00
PRIME COMMUNICATIONS		REPAIRS	2,988.23
SHRED IT US JV LLC		SHREDDING	200.40

Fund Total:	39,899.33
Checking Account Total:	39,899.33

<u>Checking</u>	3		
Checking	3	Fund: 05 ACTIVITY FUND	
BLACK SQUIRREL ENTERPRISES, LLC		SERVICE	1,181.20
COUNTY OF BURT SCHOOL DISTRICT 1		SCHOOL	375.00
GODFATHERS PIZZA		PIZZA	960.00
NATHAN P GRIFFITH DBA N P GRIFFITH BAND VENDOR COMPANY			310.00
SOUTHEAST CROSSING, LLC - BOARDERS HOTEL INN & SUITES			374.85

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
TRAILBLAZER CONFERENCE	DUES	660.00
UNIVERSITY OF NEBRASKA - LINCOLN	SCHOLARSHIP	5,000.00
UNIVERSITY OF NEBRASKA KEARNEY	ENTRY FEE	300.00

Fund Total:	9,161.05
Checking Account Total:	9,161.05

Cash Flow Report

Fund	Cash Flow Beginning Cash	Cash Flow Revenue During Month	Cash Flow Expenses During Month	Cash Flow Ending Cash
01 GENERAL	8,045,536.31	231,802.50	(1,875,868.98)	6,401,469.83
02 DEPRECIATION FUND	(172,887.33)	199,007.76	0.00	26,120.43
03 EMPLOYEE BENEFITS FUND	29,625.58	6,135.48	(6,493.15)	29,267.91
05 ACTIVITY FUND	65,175.66	33,075.29	(45,436.07)	52,814.88
06 CAFETERIA	(50,508.06)	13,962.91	(40,132.73)	(76,677.88)
07 BOND FUND	1,377,075.97	25,510.59	0.00	1,402,586.56
08 SPECIAL BLDG FUND	714,927.48	212,869.32	(1,633.36)	926,163.44
09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	767,137.05	6,419.18	0.00	773,556.23
Grand Total:	10,776,082.66	728,783.03	(1,969,564.29)	9,535,301.40

General Fund	JUL EOM
Petty Cash	\$ 464.07
Accounts Payable	\$ 2,361,155.78
Payroll	\$ 408,950.75
Total of bank accounts balances	\$ 2,770,570.60
Plus	
Head Start bank balance	\$ 6,969.60
NLAF	\$ 3,348,251.75
Interfund loan	\$ 199,000.00
Total	\$ 6,324,791.95
Less	\$ -
Cafeteria Fund	\$ (76,677.88)
End of Month Fund Total	\$ 6,401,469.83

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL								
1100	REGULAR INSTRUCTIONAL PROGRAMS								
01 1100 111 001	REGULAR SALARIES/TEACHERS	2,266,903.00	173,137.16	173,137.16	83.91	364,684.43	0.00	0.00	
	364,684.43								
01 1100 111 003	REGULAR SALARIES/TEACHERS	1,507,355.00	109,819.31	109,819.31	80.37	295,848.45	0.00	0.00	
	295,848.45								
01 1100 111 009	REGULAR SALARIES/TEACHERS	1,000,000.00	88,473.58	88,473.58	97.32	26,836.54	0.00	0.00	
	26,836.54								
01 1100 112 001	REG SALARIES/INSTRUCTIONAL AIDES	25,750.00	0.00	0.00	69.19	7,933.86	0.00	0.00	
	7,933.86								
01 1100 112 003	REG SALARIES/INSTRUCTIONAL AIDES	0.00	550.61	550.61	0.00	(17,268.84)	0.00	0.00	
	(17,268.84)								
01 1100 123 001	SUBSTITUTE TEACHER SALARIES	88,580.00	1,384.80	1,384.80	96.43	3,159.01	0.00	0.00	
	3,159.01								
01 1100 123 003	SUBSTITUTE TEACHER SALARIES	46,350.00	1,244.40	1,244.40	131.02	(14,376.26)	0.00	0.00	
	(14,376.26)								
01 1100 123 009	SUBSTITUTE TEACHER SALARIES	62,830.00	284.43	284.43	68.32	19,902.85	0.00	0.00	
	19,902.85								
01 1100 150 001	EXTRA STIPENDS/NON INSTRUCTIONAL	41,200.00	256.00	256.00	80.47	8,048.00	0.00	0.00	
	8,048.00								
01 1100 150 003	EXTRA STIPENDS/NON INSTRUCTIONAL	15,965.00	0.00	0.00	82.98	2,717.00	0.00	0.00	
	2,717.00								
01 1100 151 000	ATTENDANCE/LONGEVITY INCENTIVE	40,000.00	0.00	0.00	106.38	(2,550.00)	0.00	0.00	
	(2,550.00)								
01 1100 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	195,000.00	11,816.50	11,816.50	87.54	24,291.20	0.00	0.00	
	24,291.20								
01 1100 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	76,220.00	5,232.19	5,232.19	82.73	13,165.28	0.00	0.00	
	13,165.28								
01 1100 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	13,802.00	848.00	848.00	72.66	3,773.39	0.00	0.00	
	3,773.39								
01 1100 211 001	GROUP INS FOR TEACHERS/PROF STAFF	20,600.00	1,601.04	1,601.04	85.49	2,988.56	0.00	0.00	
	2,988.56								
01 1100 211 003	GROUP INS FOR TEACHERS/PROF STAFF	14,420.00	1,048.76	1,048.76	80.00	2,883.54	0.00	0.00	
	2,883.54								
01 1100 211 009	GROUP INS FOR TEACHERS/PROF STAFF	12,360.00	854.39	854.39	76.04	2,961.70	0.00	0.00	
	2,961.70								
01 1100 212 001	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
01 1100 220 001	SOCIAL SECURITY/NON INSTRUCTIONAL	3,090.00	19.58	19.58	82.07	553.96	0.00	0.00	
	553.96								
01 1100 220 003	SOCIAL SECURITY/NON INSTRUCTIONAL	1,030.00	0.00	0.00	98.39	16.60	0.00	0.00	
	16.60								
01 1100 221 000	SOCIAL SECURITY/TEACHERS	4,635.00	0.00	0.00	70.23	1,379.97	0.00	0.00	
	1,379.97								
01 1100 221 001	SOCIAL SECURITY/TEACHERS	190,550.00	14,251.57	14,251.57	83.84	30,792.61	0.00	0.00	

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
		30,792.61							
01 1100 221 003	SOCIAL SECURITY/TEACHERS		116,390.00	8,914.27	8,914.27	84.85	17,631.82	0.00	0.00
		17,631.82							
01 1100 221 009	SOCIAL SECURITY/TEACHERS		71,070.00	6,888.08	6,888.08	106.68	(4,749.25)	0.00	0.00
		(4,749.25)							
01 1100 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES		2,060.00	0.00	0.00	66.16	697.06	0.00	0.00
		697.06							
01 1100 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES		1,236.00	42.11	42.11	106.88	(85.07)	0.00	0.00
		(85.07)							
01 1100 223 001	SS/MEDICARE FOR SUBSTITUTE TEACHERS		6,695.00	105.98	105.98	97.61	159.95	0.00	0.00
		159.95							
01 1100 223 003	SS/MEDICARE FOR SUBSTITUTE TEACHERS		3,605.00	95.16	95.16	128.86	(1,040.56)	0.00	0.00
		(1,040.56)							
01 1100 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS		4,635.00	21.78	21.78	70.86	1,350.66	0.00	0.00
		1,350.66							
01 1100 230 001	RETIREMENT/NON INSTRUCTIONAL		0.00	18.75	18.75	0.00	(475.09)	0.00	0.00
		(475.09)							
01 1100 230 003	RETIREMENT/NON INSTRUCTIONAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1100 231 000	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1100 231 001	RETIREMENT/TEACHERS PROF STAFF		178,190.00	13,543.26	13,543.26	83.89	28,710.94	0.00	0.00
		28,710.94							
01 1100 231 003	RETIREMENT/TEACHERS PROF STAFF		106,090.00	8,424.69	8,424.69	87.91	12,829.86	0.00	0.00
		12,829.86							
01 1100 231 009	RETIREMENT/TEACHERS PROF STAFF		89,610.00	6,540.59	6,540.59	80.62	17,369.92	0.00	0.00
		17,369.92							
01 1100 232 001	RETIREMENT/INSTRUCTIONAL AIDES		1,751.00	0.00	0.00	74.05	454.39	0.00	0.00
		454.39							
01 1100 232 003	RETIREMENT/INSTRUCTIONAL AIDES		1,133.00	40.32	40.32	112.01	(136.11)	0.00	0.00
		(136.11)							
01 1100 233 001	RETIREMENT CONTRIB/FAC SUBS		2,163.00	101.39	101.39	80.38	424.36	0.00	0.00
		424.36							
01 1100 233 003	RETIREMENT CONTRIB/FAC SUBS		1,030.00	91.11	91.11	80.63	199.54	0.00	0.00
		199.54							
01 1100 233 009	RETIREMENT CONTRIB/FAC SUBS		515.00	20.83	20.83	96.25	19.33	0.00	0.00
		19.33							
01 1100 237 000	ADD'L RETIREMENT CONTRIBUTION		103.00	0.00	0.00	0.00	103.00	0.00	0.00
		103.00							
01 1100 237 001	ADD'L RETIREMENT CONTRIBUTION		63,860.00	0.00	0.00	21.67	50,022.16	0.00	0.00
		50,022.16							
01 1100 237 003	ADD'L RETIREMENT CONTRIBUTION		37,080.00	0.00	0.00	23.25	28,458.55	0.00	0.00
		28,458.55							
01 1100 237 009	ADD'L RETIREMENT CONTRIBUTION		31,930.00	0.00	0.00	20.58	25,357.36	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 1100 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	25,357.36	569,590.00	50,480.05	50,480.05	96.40	20,485.17	0.00	0.00
01 1100 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	20,485.17	422,300.00	34,521.82	34,521.82	89.92	42,559.98	0.00	0.00
01 1100 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	42,559.98	346,080.00	32,653.99	32,653.99	103.78	(13,090.05)	0.00	0.00
01 1100 320 001	PROFESSIONAL EDUCATIONAL SERVICES	(13,090.05)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 330 001	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 340 001	CONTRACTED OR SECURED SERVICES	0.00	32,960.00	24,365.67	24,365.67	158.24	(16,655.69)	0.00	2,541.67
01 1100 340 003	OTHER PROFESSIONAL SERVICES	(19,197.36)	1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
01 1100 409 001	INSTRUCTIONAL PROGRAM	1,030.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1100 610 001	GENERAL SUPPLIES	0.00	45,000.00	1,617.24	1,617.24	87.63	11,291.55	0.00	5,727.00
01 1100 610 003	GENERAL SUPPLIES	5,564.55	22,058.00	0.00	0.00	105.23	(1,154.30)	0.00	0.00
01 1100 610 009	GENERAL SUPPLIES	(1,154.30)	25,000.00	1,251.76	1,251.76	131.28	(7,603.87)	0.00	215.21
01 1100 810 000	DUES AND FEES	(7,819.08)	0.00	0.00	0.00	0.00	(256.97)	0.00	0.00
01 1100 810 001	DUES AND FEES/ENTRY FEES	(256.97)	1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
01 1100 810 003	DUES AND FEES/ENTRY FEES	1,030.00	4,326.00	0.00	0.00	92.70	316.00	0.00	0.00
01 1100 810 009	DUES AND FEES/ENTRY FEES	316.00	13,390.00	0.00	0.00	80.16	9,657.00	0.00	7,000.00
1100 880 000	INSTRUCTIONAL PROGRAMS	2,657.00	7,828,550.00	600,561.17	600,561.17	87.39	1,002,653.49	0.00	15,483.88
1106 000 000	SIXTH GRADE								
01 1106 409 003	OLD CODE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1106 000 000	SIXTH GRADE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125 000 000	SA FLEX FUNDING								
01 1125 111 009	SALARIES OF TEACHERS/PROF STAFF	26,342.26	87,550.00	5,664.00	5,664.00	69.91	26,342.26	0.00	0.00
01 1125 112 009	REG SALARIES/INSTRUCTIONAL AIDES	8,165.28	78,280.00	1,519.22	1,519.22	89.57	8,165.28	0.00	0.00
01 1125 211 009	GROUP INS FOR TEACHERS/PROF STAFF	460.86	1,030.00	51.74	51.74	55.26	460.86	0.00	0.00
01 1125 212 009	GROUP INSURANCE/INSTRUC AIDES	103.00	103.00	0.00	0.00	0.00	103.00	0.00	0.00
01 1125 221 009	SOCIAL SECURITY/TEACHERS	103.00	5,356.00	428.42	428.42	86.43	727.07	0.00	0.00
		727.07							

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01 1125 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES		5,356.00	116.22	116.22	99.20	43.09	0.00	0.00
43.09									
01 1125 231 009	RETIREMENT/TEACHERS PROF STAFF		5,356.00	414.75	414.75	83.97	858.79	0.00	0.00
858.79									
01 1125 232 009	RETIREMENT/INSTRUCTIONAL AIDES		5,356.00	111.24	111.24	96.21	202.95	0.00	0.00
202.95									
01 1125 237 009	ADD'L RETIREMENT CONTRIBUTION		3,708.00	0.00	0.00	24.44	2,801.81	0.00	0.00
2,801.81									
01 1125 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		25,750.00	1,813.49	1,813.49	77.47	5,801.61	0.00	0.00
5,801.61									
01 1125 610 009	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1125 643 000	WEB BASED SOFTWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1125 643 009	WEB BASED SOFTWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
1125 545 500 000	SAFETY FUNDING		217,845.00	10,119.08	10,119.08	79.11	45,506.72	0.00	0.00
1150	LIMITED ENGLISH PROFICIENCY								
01 1150 111 001	SALARIES OF TEACHERS/PROF STAFF		0.00	1,499.52	1,499.52	0.00	(16,494.72)	0.00	0.00
(16,494.72)									
01 1150 111 009	SALARIES OF TEACHERS/PROF STAFF		37,080.00	2,464.00	2,464.00	73.10	9,976.00	0.00	0.00
9,976.00									
01 1150 112 001	REG SALARIES/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 151 001	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 151 003	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 151 009	ADD'L COMP TO TEACHERS/PROF STAFF		1,545.00	0.00	0.00	0.00	1,545.00	0.00	0.00
1,545.00									
01 1150 211 001	GROUP INS FOR TEACHERS/PROF STAFF		0.00	16.00	16.00	0.00	(176.00)	0.00	0.00
(176.00)									
01 1150 211 009	GROUP INS FOR TEACHERS/PROF STAFF		412.00	19.07	19.07	50.92	202.23	0.00	0.00
202.23									
01 1150 221 001	SOCIAL SECURITY/PROF STAFF		0.00	112.45	112.45	0.00	(1,236.95)	0.00	0.00
(1,236.95)									
01 1150 221 003	SOCIAL SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 221 009	SOCIAL SECURITY/MED PROF STAFF		3,193.00	191.79	191.79	66.08	1,083.15	0.00	0.00
1,083.15									
01 1150 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 231 001	RETIREMENT/TEACHERS/PROF STAFF		0.00	109.80	109.80	0.00	(1,211.95)	0.00	0.00

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(1,211.95)									
01 1150 231 003	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 231 009	RETIREMENT/TEACHERS PROF STAFF		2,678.00	180.43	180.43	74.36	686.55	0.00	0.00
686.55									
01 1150 232 001	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 237 001	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	(109.49)	0.00	0.00
(109.49)									
01 1150 237 009	ADD'L RETIREMENT CONTRIBUTION		1,030.00	0.00	0.00	17.46	850.19	0.00	0.00
850.19									
01 1150 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	799.98	799.98	0.00	(8,799.78)	0.00	0.00
(8,799.78)									
01 1150 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		10,815.00	204.59	204.59	20.74	8,572.45	0.00	0.00
8,572.45									
01 1150 320 000	PROFESSIONAL EDUCATIONAL SERVICES		33,000.00	0.00	0.00	110.88	(3,590.92)	0.00	0.00
(3,590.92)									
01 1150 333 009	STAFF MILEAGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 530 000	COMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 610 001	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1150 610 003	GENERAL SUPPLIES		103.00	0.00	0.00	0.00	103.00	0.00	0.00
103.00									
01 1150 610 009	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 1150 643 000	WEB BASED SOFTWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
1150 (3,590.92)	ENGLISH PROFICIENCY		90,371.00	5,597.63	5,597.63	108.95	(8,086.24)	0.00	0.00
1160	POVERTY PROGRAMS								
01 1160 110 000	SALARIES OF NON INSTR EMPLOYEES		30,000.00	2,681.04	2,681.04	97.20	838.78	0.00	0.00
838.78									
01 1160 111 000	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1160 111 001	SALARIES OF TEACHERS/PROF STAFF		128,750.00	11,716.56	11,716.56	99.84	199.64	0.00	0.00
199.64									
01 1160 111 003	SALARIES OF TEACHERS/PROF STAFF		154,500.00	13,382.00	13,382.00	95.74	6,577.20	0.00	0.00
6,577.20									
01 1160 111 009	SALARIES OF TEACHERS/PROF STAFF		298,700.00	20,585.59	20,585.59	75.67	72,659.54	0.00	0.00
72,659.54									
01 1160 112 001	REG SALARIES/INSTRUCTIONAL AIDES		10,300.00	124.67	124.67	90.04	1,025.60	0.00	0.00
1,025.60									
01 1160 112 003	REG SALARIES/INSTRUCTIONAL AIDES		9,000.00	207.35	207.35	88.50	1,035.00	0.00	0.00

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		1,035.00							
01 1160 112 009	REG SALARIES/INSTRUCTIONAL AIDES		22,750.00	1,734.90	1,734.90	104.92	(1,118.40)	0.00	0.00
		(1,118.40)							
01 1160 151 001	ADD'L COMP TO TEACHERS/PROF STAFF		2,884.00	0.00	0.00	0.00	2,884.00	0.00	0.00
		2,884.00							
01 1160 151 003	ADD'L COMP TO TEACHERS/PROF STAFF		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1160 151 009	ADD'L COMP TO TEACHERS/PROF STAFF		1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00
		1,500.00							
01 1160 210 000	GROUP INS/NON INSTRUCTIONAL		654.00	27.23	27.23	45.87	354.01	0.00	0.00
		354.01							
01 1160 211 000	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 211 001	GROUP INS FOR TEACHERS/PROF STAFF		1,545.00	90.48	90.48	64.42	549.72	0.00	0.00
		549.72							
01 1160 211 003	GROUP INS FOR TEACHERS/PROF STAFF		1,545.00	128.45	128.45	91.45	132.15	0.00	0.00
		132.15							
01 1160 211 009	GROUP INS FOR TEACHERS/PROF STAFF		2,500.00	200.91	200.91	88.40	290.00	0.00	0.00
		290.00							
01 1160 220 000	SS/MEDICARE/NON INSTR STAFF		2,500.00	207.29	207.29	90.21	244.87	0.00	0.00
		244.87							
01 1160 221 000	SS/MEDICARE TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 221 001	SOCIAL SECURITY/MED/TEACHERS		10,300.00	889.57	889.57	94.76	540.21	0.00	0.00
		540.21							
01 1160 221 003	SOCIAL SECURITY/MED/TEACHERS		12,360.00	995.86	995.86	89.07	1,350.46	0.00	0.00
		1,350.46							
01 1160 221 009	SOCIAL SECURITY/MED/TEACHERS		44,290.00	1,577.99	1,577.99	39.12	26,963.04	0.00	0.00
		26,963.04							
01 1160 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES		1,030.00	9.54	9.54	68.88	320.50	0.00	0.00
		320.50							
01 1160 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES		600.00	15.86	15.86	101.56	(9.34)	0.00	0.00
		(9.34)							
01 1160 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES		2,575.00	132.71	132.71	70.91	749.07	0.00	0.00
		749.07							
01 1160 230 000	RETIREMENT/NON INSTRU STAFF		2,060.00	196.99	196.99	104.37	(89.95)	0.00	0.00
		(89.95)							
01 1160 231 000	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 231 001	RETIREMENT/TEACHERS PROF STAFF		11,330.00	857.95	857.95	83.37	1,884.65	0.00	0.00
		1,884.65							
01 1160 231 003	RETIREMENT/TEACHERS PROF STAFF		12,360.00	979.89	979.89	87.93	1,491.41	0.00	0.00
		1,491.41							
01 1160 231 009	RETIREMENT/TEACHERS PROF STAFF		18,000.00	1,507.39	1,507.39	92.27	1,391.66	0.00	0.00

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		1,391.66							
01 1160 232 001	RETIREMENT/INSTRUCTIONAL AIDES		1,030.00	0.00	0.00	53.84	475.45	0.00	0.00
		475.45							
01 1160 232 003	RETIREMENT/INSTRUCTIONAL AIDES		600.00	15.18	15.18	97.56	14.64	0.00	0.00
		14.64							
01 1160 232 009	RETIREMENT/INSTRUCTIONAL AIDES		2,575.00	127.04	127.04	68.11	821.16	0.00	0.00
		821.16							
01 1160 237 000	ADD'L RETIREMENT CONTRIBUTION		721.00	0.00	0.00	26.91	526.98	0.00	0.00
		526.98							
01 1160 237 001	ADD'L RETIREMENT CONTRIBUTION		3,605.00	0.00	0.00	25.19	2,696.92	0.00	0.00
		2,696.92							
01 1160 237 003	ADD'L RETIREMENT CONTRIBUTION		4,120.00	0.00	0.00	25.21	3,081.30	0.00	0.00
		3,081.30							
01 1160 237 009	ADD'L RETIREMENT CONTRIBUTION		6,180.00	0.00	0.00	26.88	4,518.64	0.00	0.00
		4,518.64							
01 1160 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		6,180.00	1,254.51	1,254.51	223.29	(7,619.61)	0.00	0.00
		(7,619.61)							
01 1160 281 000	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		30,900.00	2,075.72	2,075.72	73.89	8,067.08	0.00	0.00
		8,067.08							
01 1160 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		50,000.00	4,740.05	4,740.05	104.28	(2,140.55)	0.00	0.00
		(2,140.55)							
01 1160 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		103,000.00	8,127.44	8,127.44	86.80	13,598.16	0.00	0.00
		13,598.16							
01 1160 320 000	PROFESSIONAL EDUC SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 320 001	PROFESSIONAL EDUCATIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 320 003	PROFESSIONAL EDUCATIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 409 003	FAMILY/CONSUMER SCIENCES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1160 580 000	TRAVEL EXPENDITURES		15,000.00	5,549.71	5,549.71	97.00	449.88	0.00	0.00
		449.88							
01 1160 610 000	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1160 610 001	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1160 610 003	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1160 610 009	GENERAL SUPPLIES		309.00	0.00	0.00	0.00	309.00	0.00	0.00
		309.00							
01 1160 643 001	WEB BASED SOFTWARE		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
		1,030.00							

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01 1160 643 003	WEB BASED SOFTWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
1160	PROFESSIONAL PROGRAMS		1,009,343.00	80,139.87	80,139.87	85.17	149,652.87	0.00	0.00
1190	EARLY CHILDHOOD EDUC PROGRAMS								
01 1190 111 010	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 221 010	SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 231 010	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 237 010	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 490 010	OTHER PROPERTY SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 580 010	STUDENT TRANSPORTATION SER		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
1190	EARLY CHILDHOOD EDUC PROGRAMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
1193	MUSIC/FINE ARTS								
01 1193 409 001	MUSIC/FINE ARTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1193 409 010	OLD CODE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
1193	MUSIC/FINE ARTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
1195	BAF FLEX FUNDING								
01 1195 112 010	REG SALARIES/INSTRUCTIONAL AIDES		30,900.00	2,352.58	2,352.58	95.97	1,244.98	0.00	0.00
	1,244.98								
01 1195 210 000	SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1195 212 010	GROUP INSURANCE/INSTRUC AIDES		103.00	1.92	1.92	20.50	81.88	0.00	0.00
	81.88								
01 1195 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES		2,575.00	194.32	194.32	94.24	148.31	0.00	0.00
	148.31								
01 1195 232 010	RETIREMENT/INSTRUCTIONAL AIDES		2,060.00	172.27	172.27	105.78	(119.01)	0.00	0.00
	(119.01)								
01 1195 237 010	ADD'L RETIREMENT CONTRIBUTION		1,030.00	0.00	0.00	19.36	830.64	0.00	0.00
	830.64								
01 1195 282 010	HEALTH BENEFITS/INSTR AIDES AND ASS'TS		2,575.00	198.01	198.01	84.58	396.99	0.00	0.00
	396.99								
01 1195 610 010	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
	515.00								
1195	BAF FLEX FUNDING		39,758.00	2,919.10	2,919.10	92.21	3,098.79	0.00	0.00
1200	SPECIAL EDUCATION PROGRAMS								
01 1200 110 000	REG SALARIES/NON INST STAFF		154,500.00	12,854.67	12,854.67	89.10	16,842.85	0.00	0.00
	16,842.85								

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01 1200 111 000	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 111 001	SALARIES OF TEACHERS/PROF STAFF		257,500.00	27,232.00	27,232.00	116.24	(41,810.45)	0.00	0.00
(41,810.45)									
01 1200 111 003	SALARIES OF TEACHERS/PROF STAFF		427,450.00	31,424.00	31,424.00	80.87	81,786.00	0.00	0.00
81,786.00									
01 1200 111 009	SALARIES OF TEACHERS/PROF STAFF		484,100.00	33,358.40	33,358.40	78.51	104,037.60	0.00	0.00
104,037.60									
01 1200 112 001	REG SALARIES/INSTRUCTIONAL AIDES		118,450.00	2,745.79	2,745.79	93.06	8,224.88	0.00	0.00
8,224.88									
01 1200 112 001 0014	REG SALARIES/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 112 003	REG SALARIES/INSTRUCTIONAL AIDES		160,000.00	4,140.51	4,140.51	108.56	(13,696.24)	0.00	0.00
(13,696.24)									
01 1200 112 009	REG SALARIES/INSTRUCTIONAL AIDES		231,750.00	10,144.96	10,144.96	88.76	26,039.39	0.00	0.00
26,039.39									
01 1200 116 000	SALARIES/NON CERTIFIED PROFESSIONALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 123 001	SUBSTITUTE TEACHER SALARIES		2,575.00	0.00	0.00	0.00	2,575.00	0.00	0.00
2,575.00									
01 1200 123 003	SUBSTITUTE TEACHER SALARIES		5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00
5,150.00									
01 1200 123 009	SUBSTITUTE TEACHER SALARIES		5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00
5,150.00									
01 1200 151 000 0012	ADD'L COMP TO PROF STAFF/MOE		10,300.00	898.56	898.56	95.96	415.84	0.00	0.00
415.84									
01 1200 151 001	ADD'L COMP TO TEACHERS/PROF STAFF		5,150.00	214.00	214.00	16.58	4,296.00	0.00	0.00
4,296.00									
01 1200 151 003	ADD'L COMP TO TEACHERS/PROF STAFF		5,150.00	96.00	96.00	25.60	3,831.50	0.00	0.00
3,831.50									
01 1200 151 009	ADD'L COMP TO TEACHERS/PROF STAFF		5,150.00	64.00	64.00	13.67	4,446.00	0.00	0.00
4,446.00									
01 1200 210 000	GROUP INS/NON INST STAFF		1,545.00	75.70	75.70	53.90	712.30	0.00	0.00
712.30									
01 1200 211 000	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 211 000 0012	GROUP INS FOR TEACHERS/PROF STAFF/MOE		309.00	6.76	6.76	24.06	234.64	0.00	0.00
234.64									
01 1200 211 001	GROUP INS FOR TEACHERS/PROF STAFF		3,090.00	293.36	293.36	104.43	(136.96)	0.00	0.00
(136.96)									
01 1200 211 003	GROUP INS FOR TEACHERS/PROF STAFF		3,811.00	282.74	282.74	81.61	700.86	0.00	0.00
700.86									
01 1200 211 009	GROUP INS FOR TEACHERS/PROF STAFF		4,532.00	296.55	296.55	74.30	1,164.95	0.00	0.00

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		1,164.95							
01 1200 212 001	GROUP INSURANCE/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 212 003	GROUP INSURANCE/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 212 009	GROUP INSURANCE/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 216 000	GROUP INS/NON CERT PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 220 000	SOCIAL SECURITY/NON INST STAFF		12,360.00	984.92	984.92	85.34	1,812.39	0.00	0.00
		1,812.39							
01 1200 221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 221 000 0012	FICA/PROFESSIONAL STAFF/MOE		1,030.00	68.60	68.60	73.26	275.40	0.00	0.00
		275.40							
01 1200 221 001	SOCIAL SECURITY/TEACHERS/PROF STAFF		20,060.00	2,126.83	2,126.83	115.96	(3,201.93)	0.00	0.00
		(3,201.93)							
01 1200 221 003	SOCIAL SECURITY/TEACHERS/PROF STAFF		36,050.00	2,388.11	2,388.11	72.92	9,760.77	0.00	0.00
		9,760.77							
01 1200 221 009	SOCIAL SECUIRTY/TEACHERS/PROF STAFF		41,200.00	2,670.96	2,670.96	73.81	10,788.58	0.00	0.00
		10,788.58							
01 1200 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES		8,961.00	210.06	210.06	94.10	528.72	0.00	0.00
		528.72							
01 1200 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES		12,360.00	316.37	316.37	107.44	(920.09)	0.00	0.00
		(920.09)							
01 1200 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES		20,600.00	776.08	776.08	76.39	4,863.14	0.00	0.00
		4,863.14							
01 1200 223 001	SS/MEDICARE FOR SUBSTITUTE TEACHERS		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1200 223 003	SS/MEDICARE FOR SUBSTITUTE TEACHERS		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
		1,030.00							
01 1200 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1200 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 1200 230 000	RETIREMENT/NON INST STAFF		11,330.00	941.29	941.29	89.27	1,215.72	0.00	0.00
		1,215.72							
01 1200 231 000	RETIREMENT/TEACHERS PROF STAFF		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 1200 231 000 0012	RETIREMENT/TEACHERS PROF STAFF/MOE		1,030.00	65.80	65.80	70.50	303.80	0.00	0.00
		303.80							
01 1200 231 001	RETIREMENT/TEACHERS PROF		20,600.00	2,009.73	2,009.73	107.06	(1,454.43)	0.00	0.00

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	STAFF								
(1,454.43)									
01 1200 231 003	RETIREMENT/TEACHERS PROF STAFF		32,960.00	2,308.06	2,308.06	77.35	7,465.54	0.00	0.00
7,465.54									
01 1200 231 009	RETIREMENT/TEACHERS PROF STAFF		36,050.00	2,447.36	2,447.36	77.61	8,073.03	0.00	0.00
8,073.03									
01 1200 232 001	RETIREMENT/INSTRUCTIONAL AIDES		10,300.00	201.06	201.06	78.31	2,234.47	0.00	0.00
2,234.47									
01 1200 232 003	RETIREMENT/INSTRUCTIONAL AIDES		10,300.00	231.55	231.55	98.60	143.79	0.00	0.00
143.79									
01 1200 232 009	RETIREMENT/INSTRUCTIONAL AIDES		15,450.00	693.20	693.20	86.20	2,132.28	0.00	0.00
2,132.28									
01 1200 233 001	RETIREMENT CONTRIB/FAC SUBS		103.00	0.00	0.00	0.00	103.00	0.00	0.00
103.00									
01 1200 233 003	RETIREMENT CONTRIB/FAC SUBS		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 1200 233 009	RETIREMENT CONTRIB/FAC SUBS		103.00	0.00	0.00	0.00	103.00	0.00	0.00
103.00									
01 1200 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 237 000	ADD'L RETIREMENT CONTRIBUTION		4,120.00	0.00	0.00	22.11	3,208.90	0.00	0.00
3,208.90									
01 1200 237 000 0012	ADD'L RETIREMENT CONTRIBUTION		515.00	0.00	0.00	12.74	449.40	0.00	0.00
449.40									
01 1200 237 001	ADD'L RETIREMENT CONTRIBUTION		10,300.00	0.00	0.00	26.91	7,528.09	0.00	0.00
7,528.09									
01 1200 237 003	ADD'L RETIREMENT CONTRIBUTION		15,450.00	0.00	0.00	21.29	12,161.41	0.00	0.00
12,161.41									
01 1200 237 009	ADD'L RETIREMENT CONTRIBUTION		15,000.00	0.00	0.00	25.26	11,210.47	0.00	0.00
11,210.47									
01 1200 261 001	UNEMPLOYMENT/TEACHERS/ADM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 262 001	UNEMPLOYMENT/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 262 003	UNEMPLOYMENT/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 262 009	UNEMPLOYMENT/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		23,690.00	2,693.73	2,693.73	125.08	(5,941.03)	0.00	0.00
(5,941.03)									
01 1200 281 000	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 281 000 0012	HEALTH BENEFITS FOR TEACHERS/PROF/MOE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 1200 281 001	HEALTH BENEFITS FOR		139,050.00	12,296.77	12,296.77	97.28	3,785.53	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	TEACHERS/PROF								
01 1200 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		118,450.00	9,473.72	9,473.72	87.98	14,239.08	0.00	0.00
01 1200 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		128,750.00	8,787.20	8,787.20	76.68	30,030.30	0.00	0.00
01 1200 286 000	HEALTH BENEFITS/PROF NON CERT STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 291 000	ADMINISTRATIVE MILEAGE		206.00	0.00	0.00	0.00	206.00	0.00	0.00
01 1200 320 001	PROF EDUCATIONAL SERVICES		4,120.00	3,938.00	3,938.00	95.58	182.00	0.00	0.00
01 1200 320 003	PROFESSIONAL EDUCATIONAL SERVICES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
01 1200 320 009	PROF EDUCATIONAL SERVICES		66,950.00	6,345.13	6,345.13	19.66	53,786.88	0.00	0.00
01 1200 330 000	EMPLOYEE TRAINING		6,500.00	0.00	0.00	98.23	115.00	0.00	0.00
01 1200 330 001	EMPLOYEE TRAINING		750.00	0.00	0.00	61.33	290.00	0.00	0.00
01 1200 330 003	EMPLOYEE TRAINING/DEVELOPMENT		515.00	0.00	0.00	7.77	475.00	0.00	0.00
01 1200 330 009	EMPLOYEE TRAINING		1,030.00	300.00	300.00	43.20	585.00	0.00	0.00
01 1200 340 001	OTHER PROFESSIONAL SERVICES		1,030.00	0.00	0.00	3.88	990.00	0.00	0.00
01 1200 340 009	OTHER PROFESSIONAL SERVICES		60,000.00	0.00	0.00	53.00	28,198.83	0.00	0.00
01 1200 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS		50,000.00	0.00	0.00	95.63	2,185.55	0.00	0.00
01 1200 382 003	DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 431 003	REPAIRS/MAINTENANCE		1,030.00	0.00	0.00	3.63	992.66	0.00	0.00
01 1200 530 000	COMMUNICATIONS		309.00	52.00	52.00	36.25	197.00	0.00	0.00
01 1200 561 001	TUITION		460,000.00	30,964.00	30,964.00	105.35	(24,615.26)	0.00	0.00
01 1200 561 009	TUITION		2,000.00	0.00	0.00	66.85	663.04	0.00	0.00
01 1200 580 000	TRAVEL EXPENSE		500.00	0.00	0.00	74.28	128.58	0.00	0.00
01 1200 610 001	GENERAL SUPPLIES		11,330.00	1,897.87	1,897.87	168.22	(7,592.53)	0.00	137.10
01 1200 610 003	GENERAL SUPPLIES		5,150.00	3,357.50	3,357.50	278.22	(9,178.24)	0.00	0.00
01 1200 610 009	GENERAL SUPPLIES		11,330.00	0.00	0.00	108.68	1,889.46	0.00	2,873.23
01 1200 643 003	WEB BASED SOFTWARE		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00

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01 1200 810 000	DUES AND FEES		669.00	0.00	0.00	0.00	669.00	0.00	0.00
	669.00								
01 1200 810 001	DUES AND FEES/ENTRY FEES		515.00	0.00	0.00	3.88	495.00	0.00	0.00
	495.00								
01 1200 810 003	DUES AND FEES/ENTRY FEES		103.00	0.00	0.00	0.00	103.00	0.00	0.00
	103.00								
01 1200 810 009	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	(20.00)	0.00	0.00
	(20.00)								
01 1200 890 000	NON REIMBURSABLE SPED		500.00	0.00	0.00	0.00	500.00	0.00	0.00
	500.00								
1200	SECTION 4. EDUCATION PROGRAMS		3,321,006.00	222,673.90	222,673.90	88.45	386,744.46	0.00	3,010.33
1291	SPED INSTRUCTIONAL PROGRAMS 3-5								
01 1291 110 010	REG SALARIES/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 111 010	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	(16.00)	0.00	0.00
	(16.00)								
01 1291 112 010	REG SALARIES/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	(900.00)	0.00	0.00
	(900.00)								
01 1291 123 010	SUBSTITUTE TEACHER SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 151 010	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 210 010	GROUP INS/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 211 010	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 220 010	SOCIAL SECURITY/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 221 010	SOCIAL SECURITY/TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	(1.22)	0.00	0.00
	(1.22)								
01 1291 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	(68.85)	0.00	0.00
	(68.85)								
01 1291 223 010	SS/MEDICARE FOR SUBSTITUTE TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 230 010	RETIREMENT/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 231 010	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	(1.18)	0.00	0.00
	(1.18)								
01 1291 232 010	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	(66.15)	0.00	0.00
	(66.15)								
01 1291 233 010	RETIREMENT CONTRIB/FAC SUBS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1291 237 010	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	(6.69)	0.00	0.00
	(6.69)								
01 1291 262 010	UNEMPLOYMENT/AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	TEACHERS/PROF								
01 2110 580 000	TRAVEL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(5,499.45)	0.00	0.00
01 2110 810 000	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2110	WORK SERVICES		0.00	0.00	0.00	0.00	(5,499.45)	0.00	0.00
2120	GUIDANCE SERVICES								
01 2120 110 001	REG SALARIES/NON INSTR STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 111 001	SALARIES OF TEACHERS/PROF STAFF		133,900.00	7,070.00	7,070.00	58.08	56,130.00	0.00	0.00
01 2120 111 003	SALARIES OF TEACHERS/PROF STAFF		82,400.00	2,040.00	2,040.00	27.23	59,960.00	0.00	0.00
01 2120 210 001	GROUP INS/NON INSTRUCTIONAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 211 001	GROUP INS FOR TEACHERS/PROF STAFF		1,236.00	58.91	58.91	52.43	587.99	0.00	0.00
01 2120 211 003	GROUP INS FOR TEACHERS/PROF STAFF		1,030.00	20.03	20.03	21.39	809.67	0.00	0.00
01 2120 220 001	SOCIAL SECURITY/NON INSTR STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 221 001	SOCIAL SECURITY/TEACHERS		11,330.00	531.71	531.71	51.62	5,481.16	0.00	0.00
01 2120 221 003	SOCIAL SECURITY/TEACHERS		7,210.00	155.62	155.62	23.74	5,498.18	0.00	0.00
01 2120 230 001	RETIREMENT/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2120 231 001	RETIREMENT/TEACHERS PROF STAFF		10,300.00	517.71	517.71	55.48	4,585.89	0.00	0.00
01 2120 231 003	RETIREMENT/TEACHERS PROF STAFF		6,695.00	149.38	149.38	24.63	5,046.22	0.00	0.00
01 2120 237 001	ADD'L RETIREMENT CONTRIBUTION		3,605.00	0.00	0.00	14.31	3,089.00	0.00	0.00
01 2120 237 003	ADD'L RETIREMENT CONTRIBUTION		2,266.00	0.00	0.00	6.57	2,117.10	0.00	0.00
01 2120 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		36,050.00	1,428.80	1,428.80	43.60	20,333.20	0.00	0.00
01 2120 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		28,840.00	680.60	680.60	25.96	21,353.40	0.00	0.00
01 2120 610 001	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
01 2120 610 003	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00

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01 2120 810 001	REG SALARIES/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2120 810 001	REG SALARIES/NON INST STAFF		325,892.00	12,652.76	12,652.76	42.92	186,021.81	0.00	0.00
2130	HEALTH SERVICES								
01 2130 110 003	REGULAR SALARIES/NON INSTR STAFF		23,600.00	324.32	324.32	52.79	11,141.92	0.00	0.00
	11,141.92								
01 2130 110 009	REG SALARIES/NON INSTR STAFF		48,000.00	2,420.48	2,420.48	55.47	21,374.72	0.00	0.00
	21,374.72								
01 2130 111 001	SALARIES OF TEACHERS/PROF STAFF		25,750.00	2,414.98	2,414.98	103.16	(814.78)	0.00	0.00
	(814.78)								
01 2130 111 003	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2130 151 003	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2130 210 009	GROUP INS/NON INST STAFF		250.00	27.33	27.33	120.25	(50.63)	0.00	0.00
	(50.63)								
01 2130 211 001	GROUP INS FOR TEACHERS/PROF STAFF		206.00	16.15	16.15	86.24	28.35	0.00	0.00
	28.35								
01 2130 211 003	GROUP INS FOR TEACHERS/PROF STAFF		103.00	0.00	0.00	0.00	103.00	0.00	0.00
	103.00								
01 2130 220 003	SOCIAL SECURITY/NON INSTR STAFF		1,854.00	24.81	24.81	51.40	900.96	0.00	0.00
	900.96								
01 2130 220 009	SOCIAL SECURITY/NON INSTR STAFF		2,500.00	182.43	182.43	80.27	493.31	0.00	0.00
	493.31								
01 2130 221 001	SOCIAL SECURITY/TEACHERS PROF STAFF		3,090.00	184.41	184.41	65.65	1,061.48	0.00	0.00
	1,061.48								
01 2130 221 003	SOCIAL SECURITY/TEACHERS PROF STAFF		4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00
	4,000.00								
01 2130 230 003	RETIREMENT/NON INSTRUCTIONAL STAFF		1,545.00	23.75	23.75	59.26	629.42	0.00	0.00
	629.42								
01 2130 230 009	RETIREMENT/NON INSTR STAFF		2,500.00	177.24	177.24	78.25	543.67	0.00	0.00
	543.67								
01 2130 231 001	RETIREMENT/TEACHERS PROF STAFF		2,060.00	176.83	176.83	94.75	108.17	0.00	0.00
	108.17								
01 2130 231 003	RETIREMENT/TEACHERS PROF STAFF		515.00	0.00	0.00	0.00	515.00	0.00	0.00
	515.00								
01 2130 237 001	ADD'L RETIREMENT CONTRIBUTION		721.00	0.00	0.00	24.45	544.70	0.00	0.00
	544.70								
01 2130 237 003	ADD'L RETIREMENT CONTRIBUTION		515.00	0.00	0.00	17.20	426.41	0.00	0.00
	426.41								
01 2130 237 009	ADD'L RETIREMENT CONTRIBUTION		1,000.00	0.00	0.00	17.67	823.30	0.00	0.00
	823.30								
01 2130 280 009	HEALTH BENEFITS/NON		30,000.00	1,478.74	1,478.74	54.22	13,733.86	0.00	0.00

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	INSTRUCTIONAL								
	13,733.86								
01 2130 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		4,120.00	0.00	0.00	0.00	4,120.00	0.00	0.00
	4,120.00								
01 2130 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2130 330 003	EMPLOYEE TRAINING/DEVELOPMENT		103.00	0.00	0.00	0.00	103.00	0.00	0.00
	103.00								
01 2130 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2130 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(249.04)	0.00	0.00
	(249.04)								
01 2130 610 001	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
	515.00								
01 2130 610 003	GENERAL SUPPLIES		515.00	0.00	0.00	112.84	(66.14)	0.00	0.00
	(66.14)								
01 2130 610 009	GENERAL SUPPLIES		515.00	292.39	292.39	797.01	(3,324.76)	0.00	264.83
	(3,589.59)								
2130	HEALTH SERVICES		153,977.00	7,743.86	7,743.86	63.37	56,660.92	0.00	264.83
2141	SCHOOL PSYCHOLOGY SERVICES								
01 2141 111 000	SALARIES OF TEACHERS/PROF STAFF		59,000.00	6,013.50	6,013.50	112.12	(7,148.50)	0.00	0.00
	(7,148.50)								
01 2141 211 000	GROUP INS FOR TEACHERS/PROF STAFF		1,030.00	47.40	47.40	50.62	508.60	0.00	0.00
	508.60								
01 2141 221 000	SOCIAL SECURITY/TEACHERS PROF STAFF		6,000.00	523.53	523.53	95.98	241.17	0.00	0.00
	241.17								
01 2141 231 000	RETIREMENT/TEACHERS PROF STAFF		6,000.00	440.34	440.34	81.00	1,139.76	0.00	0.00
	1,139.76								
01 2141 237 000	ADD'L RETIREMENT CONTRIBUTION		2,000.00	0.00	0.00	21.95	1,561.00	0.00	0.00
	1,561.00								
01 2141 281 000	HEALTH BENEFITS FOR TEACHERS/PROF		10,000.00	786.60	786.60	86.53	1,347.40	0.00	0.00
	1,347.40								
01 2141 330 000	EMPLOYEE TRAINING		515.00	0.00	0.00	1.94	505.00	0.00	0.00
	505.00								
01 2141 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS		72,000.00	0.00	0.00	98.50	1,083.25	0.00	0.00
	1,083.25								
01 2141 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2141	SCHOOL PSYCHOLOGY SERVICES		156,545.00	7,811.37	7,811.37	100.49	(762.32)	0.00	0.00
2151	SA SPEECH PATHOLOGY								
01 2151 111 003	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2151 111 009	SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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01 2151 211 003	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 211 009	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 221 003	SOCIAL SECURITY/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 221 009	SOCIAL SECURITY/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 231 003	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 231 009	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 237 003	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 237 009	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 340 001	SA SPEECH PATHOLOGY		33,000.00	0.00	0.00	95.47	1,495.25	0.00	0.00
1,495.25									
01 2151 340 003	SA SPEECH PATHOLOGY		39,000.00	0.00	0.00	162.31	(24,301.75)	0.00	0.00
(24,301.75)									
01 2151 340 009	OTHER PROFESSIONAL SERVICES/SLP		120,000.00	0.00	0.00	208.75	(130,500.14)	0.00	0.00
(130,500.14)									
01 2151 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS		27,500.00	0.00	0.00	23.57	21,018.50	0.00	0.00
21,018.50									
01 2151 610 009	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
2151 (132,308.25)	SA SPEECH PATHOLOGY		219,500.00	0.00	0.00	160.27	(132,288.14)	0.00	0.00
2152	PK 3-5 SPEECH PATHOLOGY								
01 2152 340 010	3-5 SPEECH PATHOLOGY SERVICES		30,000.00	0.00	0.00	220.29	(36,088.25)	0.00	0.00
(36,088.25)									
2152 (36,088.25)	SA SPEECH PATHOLOGY		30,000.00	0.00	0.00	220.29	(36,088.25)	0.00	0.00
2153	PK 0-3 SPEECH PATHOLOGY								
01 2153 340 010	0-2 SPEECH PATHOLOGY		18,000.00	2,460.00	2,460.00	130.05	(5,409.25)	0.00	0.00
(5,409.25)									
2153 (5,409.25)	SA SPEECH PATHOLOGY		18,000.00	2,460.00	2,460.00	130.05	(5,409.25)	0.00	0.00
2161	SA OCCUPATIONAL THERAPY								
01 2161 340 001	OCCUPATIONAL THERAPY		13,000.00	0.00	0.00	30.83	8,992.50	0.00	0.00
8,992.50									
01 2161 340 003	OCCUPATIONAL THERAPY		6,000.00	0.00	0.00	54.54	2,727.50	0.00	0.00
2,727.50									
01 2161 340 009	OCCUPATIONAL THERAPY		20,000.00	0.00	0.00	86.01	2,797.50	0.00	0.00

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	2,797.50								
2161	SA OCCUPATIONAL THERAPY	39,000.00	0.00	0.00	62.78	14,517.50	0.00	0.00	
2162	PK OCCUPATIONAL THERAPY								
01 2162 340 010	OCCUPATIONAL THERAPY	5,000.00	157.50	157.50	174.81	(3,740.50)	0.00	0.00	
	(3,740.50)								
2162	PK OCCUPATIONAL THERAPY	5,000.00	157.50	157.50	174.81	(3,740.50)	0.00	0.00	
2163	0-2 OCCUPATIONAL THERAPY								
01 2163 340 010	OCCUPATIONAL THERAPY	0.00	3,710.00	3,710.00	0.00	(38,097.50)	0.00	0.00	
	(38,097.50)								
2163	0-2 OCCUPATIONAL THERAPY	0.00	3,710.00	3,710.00	0.00	(38,097.50)	0.00	0.00	
2171	SA PHYSICAL THERAPY								
01 2171 340 001	PHYSICAL THERAPY SERVICES	28,000.00	315.00	315.00	14.94	23,817.50	0.00	0.00	
	23,817.50								
01 2171 340 003	PHYSICAL THERAPY SERVICES	3,605.00	17.50	17.50	84.95	542.50	0.00	0.00	
	542.50								
01 2171 340 009	PHYSICAL THERAPY SERVICES	6,000.00	17.50	17.50	136.79	(2,207.50)	0.00	0.00	
	(2,207.50)								
2171	SA PHYSICAL THERAPY	37,605.00	350.00	350.00	41.09	22,152.50	0.00	0.00	
2172	PK PHYSICAL THERAPY								
01 2172 340 010	PHYSICAL THERAPY SERVICES	12,360.00	52.50	52.50	16.14	10,365.00	0.00	0.00	
	10,365.00								
2172	PK PHYSICAL THERAPY	12,360.00	52.50	52.50	16.14	10,365.00	0.00	0.00	
2173	0-2 PHYSICAL THERAPY								
01 2173 340 010	PHYSICAL THERAPY SERVICES	20,000.00	2,730.00	2,730.00	135.10	(7,020.00)	0.00	0.00	
	(7,020.00)								
2173	0-2 PHYSICAL THERAPY	20,000.00	2,730.00	2,730.00	135.10	(7,020.00)	0.00	0.00	
2181	SA VISION								
01 2181 340 009	VISION SERVICES	70,000.00	2,946.24	2,946.24	133.27	(23,290.30)	0.00	0.00	
	(23,290.30)								
01 2181 340 010	OTHER PROFESSIONAL SERVICES	7,500.00	2,744.92	2,744.92	292.40	(14,430.14)	0.00	0.00	
	(14,430.14)								
2181	SA VISION	77,500.00	5,691.16	5,691.16	148.67	(37,720.44)	0.00	0.00	
2189	M.S. ATHLETICS								
01 2189 130 003	ATHLETIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
2189	M.S. ATHLETICS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2204	CHEERLEADERS								
01 2204 408 001	CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
2204	CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2212	INSTR AND CURRICULUM DEVELOPMENT								
01 2212 151 000	ADD'L COMPENSATION TO TEACHERS	15,450.00	0.00	0.00	7.75	14,252.50	0.00	0.00	
	14,252.50								
01 2212 221 000	SOCIAL SECURITY/TEACHERS	1,545.00	0.00	0.00	5.93	1,453.39	0.00	0.00	
	1,453.39								
01 2212 231 000	RETIREMENT/TEACHERS PROF STAFF	1,545.00	0.00	0.00	5.70	1,456.98	0.00	0.00	
	1,456.98								
01 2212 237 000	ADD'L RETIREMENT CONTRIBUTION	1,030.00	0.00	0.00	0.85	1,021.27	0.00	0.00	

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01	2212 320 000	PROFESSIONAL EDUCATIONAL SERVICES	1,021.27	515.00	0.00	0.00	0.00	515.00	0.00	0.00
01	2212 330 000	EMPLOYEE TRAINING	515.00	2,060.00	0.00	0.00	64.59	729.50	0.00	0.00
01	2212 330 001	EMPLOYEE TRAINING/DEVELOPMENT	729.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	2212 330 003	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
01	2212 580 000	TRAVEL EXPENDITURES	(3,500.00)	0.00	0.00	0.00	0.00	(1,727.71)	0.00	0.00
01	2212 610 000	CURRICULUM SUPPLIES	(1,727.71)	8,540.00	0.00	0.00	149.35	7,397.17	0.00	11,611.89
01	2212 610 001	GENERAL SUPPLIES	(4,214.72)	47,210.00	19,123.97	19,123.97	105.78	3,101.30	0.00	5,830.50
01	2212 610 003	GENERAL SUPPLIES	(2,729.20)	45,150.00	33,299.67	33,299.67	123.56	3,720.47	0.00	14,356.59
01	2212 610 009	GENERAL SUPPLIES	(10,636.12)	40,600.00	31,309.35	31,309.35	143.25	7,620.51	0.00	25,181.19
01	2212 640 000	TEXTBOOKS	(17,560.68)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	2212 640 001	TEXTBOOKS	0.00	6,090.00	4,565.76	4,565.76	223.67	595.84	0.00	8,127.28
01	2212 640 003	TEXTBOOKS	(7,531.44)	6,650.00	0.00	0.00	99.97	2.20	0.00	0.00
01	2212 640 009	TEXTBOOKS	2.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	2212 643 000	WEB BASED SOFTWARE	0.00	515.00	0.00	0.00	0.00	515.00	0.00	0.00
01	2212 643 001	WEB BASED SOFTWARE	515.00	300.00	0.00	0.00	0.00	300.00	0.00	0.00
01	2212 643 003	WEB BASED SOFTWARE	300.00	1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
01	2212 643 009	WEB BASED SOFTWARE	1,030.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	2212 731 001	MACHINERY	0.00	10,000.00	0.00	0.00	100.00	0.00	0.00	0.00
2212	(205,584.00)	CURRICULUM		188,230.00	88,298.75	88,298.75	114.14	41,983.42	0.00	68,607.45
2213		INSTRUCTIONAL STAFF TRAINING								
01	2213 252 000	TUITION REIMBURSEMNT/SUPPORT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	2213 330 000	INSTRUCTIONAL STAFF TRAINING	0.00	2,060.00	0.00	0.00	302.08	(1,408.85)	0.00	2,754.05
01	2213 330 001	EMPLOYEE TRAINING/DEVELOPMENT	(4,162.90)	3,090.00	0.00	0.00	48.77	1,583.00	0.00	0.00
01	2213 330 003	EMPLOYEE TRAINING/DEVELOPMENT	1,583.00	515.00	0.00	0.00	178.06	(402.00)	0.00	0.00
01	2213 330 009	EMPLOYEE TRAINING/DEVELOPMENT	(402.00)	1,545.00	0.00	0.00	59.35	628.00	0.00	0.00
			628.00							

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2213	PROFESSIONAL STAFF TRAINING		7,210.00	0.00	0.00	132.65	400.15	0.00	2,754.05
2214	IMPLEMENTATION OF STANDARDS								
01 2214 320 000	PROFESSIONAL EDUCATIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2214	IMPLEMENTATION OF STANDARDS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2220	LIBRARY/MEDIA SERVICES								
01 2220 111 001	SALARIES OF TEACHERS/PROF STAFF		40,000.00	3,826.06	3,826.06	116.22	(6,487.48)	0.00	0.00
	(6,487.48)								
01 2220 111 003	SALARIES OF TEACHERS/PROF STAFF		75,000.00	6,560.00	6,560.00	96.21	2,840.00	0.00	0.00
	2,840.00								
01 2220 111 009	SALARIES OF TEACHERS/PROF STAFF		28,000.00	2,496.00	2,496.00	98.06	544.00	0.00	0.00
	544.00								
01 2220 211 001	GROUP INS FOR TEACHERS/PROF STAFF		500.00	42.41	42.41	93.30	33.49	0.00	0.00
	33.49								
01 2220 211 003	GROUP INS FOR TEACHERS/PROF STAFF		515.00	61.38	61.38	131.10	(160.18)	0.00	0.00
	(160.18)								
01 2220 211 009	GROUP INS FOR TEACHERS/PROF STAFF		515.00	20.43	20.43	43.64	290.27	0.00	0.00
	290.27								
01 2220 221 001	SOCIAL SECURITY/TEACHERS PROF STAFF		3,296.00	288.90	288.90	106.64	(218.75)	0.00	0.00
	(218.75)								
01 2220 221 003	SOCIAL SECURITY/TEACHERS PROF STAFF		4,000.00	501.02	501.02	137.78	(1,511.39)	0.00	0.00
	(1,511.39)								
01 2220 221 009	SOCIAL SECURITY/TEACHERS PROF STAFF		3,605.00	220.33	220.33	67.23	1,181.38	0.00	0.00
	1,181.38								
01 2220 231 001	RETIREMENT/TEACHERS PROF STAFF		2,700.00	280.17	280.17	126.51	(715.74)	0.00	0.00
	(715.74)								
01 2220 231 003	RETIREMENT/TEACHERS PROF STAFF		4,635.00	480.36	480.36	114.39	(666.96)	0.00	0.00
	(666.96)								
01 2220 231 009	RETIREMENT/TEACHERS PROF STAFF		2,678.00	182.77	182.77	75.33	660.73	0.00	0.00
	660.73								
01 2220 237 001	ADD'L RETIREMENT CONTRIBUTION		1,200.00	0.00	0.00	25.95	888.59	0.00	0.00
	888.59								
01 2220 237 003	ADD'L RETIREMENT CONTRIBUTION		1,500.00	0.00	0.00	31.93	1,021.10	0.00	0.00
	1,021.10								
01 2220 237 009	ADD'L RETIREMENT CONTRIBUTION		1,545.00	0.00	0.00	11.79	1,362.80	0.00	0.00
	1,362.80								
01 2220 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		15,000.00	1,652.20	1,652.20	121.16	(3,174.20)	0.00	0.00
	(3,174.20)								
01 2220 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		23,000.00	2,424.17	2,424.17	115.94	(3,665.87)	0.00	0.00
	(3,665.87)								
01 2220 281 009	HEALTH BENEFITS FOR		5,000.00	393.30	393.30	86.53	673.70	0.00	0.00

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	TEACHERS/PROF								
673.70									
01 2220 610 001	GENERAL SUPPLIES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 2220 610 003	GENERAL SUPPLIES		3,000.00	0.00	0.00	89.42	317.41	0.00	0.00
317.41									
01 2220 610 009	GENERAL SUPPLIES		515.00	175.96	175.96	122.43	(115.52)	0.00	0.00
(115.52)									
01 2220 640 001	TEXTBOOKS/LIBRARY BOOKS		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
1,030.00									
01 2220 640 003	TEXTBOOKS/LIBRARY BOOKS		3,700.00	0.00	0.00	86.06	515.61	0.00	0.00
515.61									
01 2220 640 009	TEXTBOOKS/LIBRARY BOOKS		4,120.00	0.00	0.00	18.73	3,348.14	0.00	0.00
3,348.14									
2220	INSTRUCTION MEDIA SERVICES		225,569.00	19,605.46	19,605.46	100.66	(1,493.87)	0.00	0.00
2230	INSTRUCTION RELATED TECHNOLOGY								
01 2230 116 000	SALARIES/NON CERTIFIED PROFESSIONALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 216 000	GROUP INS/NON CERT PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 237 000	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 286 000	HEALTH BENEFITS/PROF NON CERT STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 330 000	EMPLOYEE TRAINING/DEVELOPMENT		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 2230 350 000	TECHNICAL SERVICES		2,060.00	0.00	0.00	126.21	(540.00)	0.00	0.00
(540.00)									
01 2230 350 003	TECHNICAL SERVICES		2,060.00	0.00	0.00	0.00	2,060.00	0.00	0.00
2,060.00									
01 2230 432 000	TECHNOLOGY REPAIRS AND MNTCE		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 2230 610 000	GENERAL SUPPLIES		1,100.00	0.00	0.00	0.00	1,100.00	0.00	0.00
1,100.00									
2230	INSTRUCTION RELATED TECHNOLOGY		6,250.00	0.00	0.00	41.60	3,650.00	0.00	0.00
2310	BOARD OF EDUCATION								
01 2310 221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2310 291 000	OTHER EMPLOYEE BENEFITS/PROF STAFF		15,000.00	0.00	0.00	74.98	3,753.00	0.00	0.00
3,753.00									
01 2310 310 000	ADMINISTRATIVE SERV ICES		5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
5,000.00									
01 2310 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS		2,060.00	0.00	0.00	0.00	2,060.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2310 520 000	INSURANCE	2,060.00	300,000.00	0.00	0.00	113.62	(40,845.00)	0.00	0.00
01 2310 531 000	POSTAGE	(40,845.00)	0.00	0.00	0.00	0.00	(15.95)	0.00	0.00
01 2310 540 000	ADVERTISING	(15.95)	10,000.00	15,106.19	15,106.19	582.15	(47,850.67)	0.00	364.00
01 2310 610 000	GENERAL SUPPLIES	(48,214.67)	9,500.00	0.00	0.00	27.37	6,899.64	0.00	0.00
01 2310 610 000 0014	GENERAL SUPPLIES	6,899.64	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2310 643 000	WEB BASED SOFTWARE	0.00	23,690.00	0.00	0.00	127.10	655.68	0.00	7,076.56
01 2310 810 000	DUES AND FEES	(6,420.88)	48,000.00	0.00	0.00	61.51	18,477.39	0.00	0.00
2310	EDUCATION	18,477.39	413,250.00	15,106.19	15,106.19	114.35	(51,865.91)	0.00	7,440.56
2320	EXECUTIVE ADMIN. SERVICES								
01 2320 105 000	SALARIES PAID TO SUPERINTENDENT		169,950.00	14,304.44	14,304.44	90.13	16,767.63	0.00	0.00
01 2320 215 000	GROUP INS/SUPERINTENDENTS	16,767.63	2,060.00	109.65	109.65	59.31	838.14	0.00	0.00
01 2320 225 000	SOCIAL SECURITY/SUPERINTENDENT	838.14	12,360.00	1,151.41	1,151.41	87.06	1,599.09	0.00	0.00
01 2320 235 000	RETIREMENT/SUPERINTENDENTS	1,599.09	14,420.00	1,047.45	1,047.45	78.05	3,164.95	0.00	0.00
01 2320 237 000	ADD'L RETIREMENT CONTRIBUTION	3,164.95	5,150.00	0.00	0.00	19.69	4,136.20	0.00	0.00
01 2320 285 000	HEALTH BENEFITS/SUPERINTENDENT	4,136.20	11,330.00	725.31	725.31	70.42	3,351.68	0.00	0.00
01 2320 320 000	PROF EDUCATIONAL SERVICES	3,351.68	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2320 330 000	EMPLOYEE TRAINING/DEVELOPMENT	0.00	1,030.00	0.00	0.00	43.81	578.78	0.00	0.00
01 2320 382 000	DISTANCE ED/TELECOMMUNICATIONS	578.78	1,545.00	0.00	0.00	0.00	1,545.00	0.00	0.00
01 2320 580 000	TRAVEL EXPENDITURES	1,545.00	2,060.00	0.00	0.00	41.81	1,198.70	0.00	0.00
01 2320 610 000	GENERAL SUPPLIES	1,198.70	1,500.00	10.69	10.69	42.13	868.00	0.00	0.00
01 2320 810 000	DUES AND FEES/ENTRY FEES	868.00	2,060.00	0.00	0.00	19.42	1,660.00	0.00	0.00
2320	EXECUTIVE ADMIN. SERVICES	1,660.00	223,465.00	17,348.95	17,348.95	84.02	35,708.17	0.00	0.00
2330	DISTRICT LEGAL SERVICES								
01 2330 317 000	CONTRACTED LEGAL SERVICES		20,000.00	0.00	0.00	88.99	2,202.40	0.00	0.00
2330	DISTRICT LEGAL SERVICES	2,202.40	20,000.00	0.00	0.00	88.99	2,202.40	0.00	0.00
2410	OFFICE OF THE PRINCIPAL SERV.								
01 2410 110 001	REG SALARIES/NON INST STAFF		82,400.00	6,337.10	6,337.10	80.37	16,178.02	0.00	0.00

Account	Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2410	110 003	REG SALARIES/NON INST STAFF		65,920.00	4,584.96	4,584.96	81.83	11,978.06	0.00	0.00
		11,978.06								
01 2410	110 003 0014	REGULAR SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 2410	110 009	REG SALARIES/NON INSTR STAFF		72,100.00	5,717.68	5,717.68	102.88	(2,080.08)	0.00	0.00
		(2,080.08)								
01 2410	110 009 0014	REGULAR SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 2410	111 000	SALARIES OF TEACHERS/PROF STAFF		123,600.00	9,192.75	9,192.75	79.65	25,157.28	0.00	0.00
		25,157.28								
01 2410	111 001	SALARIES OF TEACHERS/PROF STAFF		358,000.00	30,381.16	30,381.16	93.32	23,906.32	0.00	0.00
		23,906.32								
01 2410	111 003	SALARIES OF TEACHERS/PROF STAFF		242,050.00	19,115.92	19,115.92	85.35	35,461.16	0.00	0.00
		35,461.16								
01 2410	111 009	SALARIES OF TEACHERS/PROF STAFF		190,550.00	16,136.66	16,136.66	95.30	8,952.91	0.00	0.00
		8,952.91								
01 2410	210 001	GROUP INS/NON INSTR STAFF		103.00	3.30	3.30	35.24	66.70	0.00	0.00
		66.70								
01 2410	210 003	GROU INS/NON INSTR STAFF		103.00	22.80	22.80	244.70	(149.04)	0.00	0.00
		(149.04)								
01 2410	210 009	GROUP INS/NON INST STAFF		103.00	1.94	1.94	20.72	81.66	0.00	0.00
		81.66								
01 2410	211 000	GROUP INS FOR TEACHERS/PROF STAFF		1,545.00	79.81	79.81	56.82	667.09	0.00	0.00
		667.09								
01 2410	211 001	GROUP INS FOR TEACHERS/PROF STAFF		3,605.00	280.72	280.72	85.98	505.44	0.00	0.00
		505.44								
01 2410	211 003	GROUP INS FOR TEACHERS/PROF STAFF		2,060.00	158.73	158.73	84.76	313.97	0.00	0.00
		313.97								
01 2410	211 009	GROUP INS FOR TEACHERS/PROF STAFF		2,060.00	146.79	146.79	79.11	430.27	0.00	0.00
		430.27								
01 2410	220 001	SOCIAL SECURITY/NON INST STAFF		8,240.00	507.63	507.63	64.53	2,922.53	0.00	0.00
		2,922.53								
01 2410	220 003	SOCIAL SECURITY/NON INST STAFF		5,665.00	359.92	359.92	74.62	1,437.61	0.00	0.00
		1,437.61								
01 2410	220 009	SOCIAL SECURITY/NON INST STAFF		6,180.00	433.31	433.31	91.10	550.12	0.00	0.00
		550.12								
01 2410	221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF		11,330.00	706.43	706.43	66.73	3,769.39	0.00	0.00
		3,769.39								
01 2410	221 001	SOCIAL SECURITY/TEACHERS PROF STAFF		30,900.00	2,321.80	2,321.80	82.63	5,367.61	0.00	0.00
		5,367.61								
01 2410	221 003	SOCIAL SECURITY/TEACHERS PROF STAFF		20,600.00	1,509.14	1,509.14	79.22	4,281.44	0.00	0.00
		4,281.44								
01 2410	221 009	SOCIAL SECURITY/TEACHERS/PROF STAFF		15,450.00	1,230.60	1,230.60	89.65	1,599.08	0.00	0.00
		1,599.08								

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01 2410 230 001	RETIREMENT/NON INST STAFF		7,210.00	464.04	464.04	67.48	2,344.37	0.00	0.00
	2,344.37								
01 2410 230 003	RETIREMENT/NON INST STAFF		6,180.00	337.31	337.31	64.42	2,198.99	0.00	0.00
	2,198.99								
01 2410 230 009	RETIREMENT/NON INST STAFF		6,180.00	418.67	418.67	86.13	857.02	0.00	0.00
	857.02								
01 2410 231 000	RETIREMENT/TEACHERS PROF STAFF		9,270.00	673.14	673.14	78.03	2,036.97	0.00	0.00
	2,036.97								
01 2410 231 001	RETIREMENT/TEACHERS PROF STAFF		28,840.00	2,224.66	2,224.66	82.89	4,935.62	0.00	0.00
	4,935.62								
01 2410 231 003	RETIREMENT/TEACHERS PROF STAFF		17,510.00	1,399.76	1,399.76	85.90	2,469.25	0.00	0.00
	2,469.25								
01 2410 231 009	RETIREMENT/TEACHERS PROF STAFF		15,450.00	1,181.61	1,181.61	82.18	2,753.47	0.00	0.00
	2,753.47								
01 2410 237 000	ADD'L RETIREMENT CONTRIBUTION		2,500.00	0.00	0.00	26.06	1,848.50	0.00	0.00
	1,848.50								
01 2410 237 001	ADD'L RETIREMENT CONTRIBUTION		10,000.00	0.00	0.00	25.90	7,409.55	0.00	0.00
	7,409.55								
01 2410 237 003	ADD'L RETIREMENT CONTRIBUTION		6,200.00	0.00	0.00	27.69	4,483.33	0.00	0.00
	4,483.33								
01 2410 237 009	ADD'L RETIREMENT CONTRIBUTION		6,000.00	0.00	0.00	27.18	4,369.27	0.00	0.00
	4,369.27								
01 2410 280 001	HEALTH BENEFITS/NON INSTRUCTIONAL		4,326.00	340.00	340.00	86.45	586.00	0.00	0.00
	586.00								
01 2410 280 003	HEALTH BENEFITS/NON INSTRUCTIONAL		8,000.00	721.16	721.16	99.16	67.24	0.00	0.00
	67.24								
01 2410 280 009	HEALTH BENEFITS/NON INSTRUCTIONAL		3,090.00	880.24	880.24	313.35	(6,592.64)	0.00	0.00
	(6,592.64)								
01 2410 281 000	HEALTH BENEFITS FOR TEACHERS/PROF		11,330.00	1,441.26	1,441.26	159.54	(6,745.33)	0.00	0.00
	(6,745.33)								
01 2410 281 001	HEALTH BENEFITS FOR TEACHERS/PROF		106,090.00	8,302.75	8,302.75	86.09	14,759.75	0.00	0.00
	14,759.75								
01 2410 281 003	HEALTH BENEFITS FOR TEACHERS/PROF		41,200.00	3,242.55	3,242.55	86.57	5,531.95	0.00	0.00
	5,531.95								
01 2410 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		61,800.00	4,237.66	4,237.66	75.43	15,185.74	0.00	0.00
	15,185.74								
01 2410 291 000	ADMINISTRATIVE MILEAGE		1,545.00	50.00	50.00	35.60	995.00	0.00	0.00
	995.00								
01 2410 291 001	ADMINISTRATIVE MILEAGE		1,545.00	0.00	0.00	0.00	1,545.00	0.00	0.00
	1,545.00								
01 2410 291 003	ADMINSTRATIVE MILEAGE		1,030.00	50.00	50.00	53.40	480.00	0.00	0.00
	480.00								
01 2410 291 009	ADMINISTRATIVE MILEAGE		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								

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01 2410 810 000	DUES AND FEES/ENTRY FEES		4,738.00	3,488.00	3,488.00	91.98	380.00	0.00	0.00
	380.00								
01 2410 810 001	DUES AND FEES/ENTRY FEES		2,678.00	0.00	0.00	8.40	2,453.00	0.00	0.00
	2,453.00								
01 2410 810 003	DUES AND FEES/ENTRY FEES		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 2410 810 009	DUES AND FEES		1,545.00	0.00	0.00	6.47	1,445.00	0.00	0.00
	1,445.00								
2410 000 000 000	THE PRINCIPAL SERV.		1,608,881.00	128,681.96	128,681.96	86.99	209,254.59	0.00	0.00
2510	GENERAL BUSINESS SUPPORT								
01 2510 110 000	REG SALARIES/NON INST STAFF		130,000.00	13,892.60	13,892.60	108.50	(11,055.35)	0.00	0.00
	(11,055.35)								
01 2510 116 000	SALARIES/NON CERTIFIED PROFESSIONALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2510 210 000	GROUP INS/NON INST STAFF		500.00	51.04	51.04	110.85	(54.24)	0.00	0.00
	(54.24)								
01 2510 216 000	GROUP INS/NON CERT PROF STAFF		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 2510 220 000	SOCIAL SECURITY/NON INST STAFF		10,000.00	1,062.47	1,062.47	107.87	(787.23)	0.00	0.00
	(787.23)								
01 2510 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS		5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00
	5,150.00								
01 2510 230 000	RETIREMENT/NON INST STAFF		10,300.00	1,017.31	1,017.31	100.62	(63.77)	0.00	0.00
	(63.77)								
01 2510 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT		8,240.00	0.00	0.00	0.00	8,240.00	0.00	0.00
	8,240.00								
01 2510 237 000	ADD'L RETIREMENT CONTRIBUTION		4,120.00	0.00	0.00	22.53	3,191.67	0.00	0.00
	3,191.67								
01 2510 260 000	UNEMPLOYMENT/NON INSTRUCTIONAL		51.00	0.00	0.00	0.00	51.00	0.00	0.00
	51.00								
01 2510 262 000	UNEMPLOYMENT/INSTRUC AIDES		40,000.00	0.00	0.00	3.32	38,670.79	0.00	0.00
	38,670.79								
01 2510 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		6,800.00	904.20	904.20	147.22	(3,210.74)	0.00	0.00
	(3,210.74)								
01 2510 286 000	HEALTH BENEFITS/PROF NON CERT STAFF		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 2510 315 000	ACCOUNTING AND AUDITING SE		33,600.00	0.00	0.00	108.95	(3,007.64)	0.00	0.00
	(3,007.64)								
01 2510 330 000	EMPLOYEE TRAINING/DEVELOPMENT		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 2510 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS		7,500.00	0.00	0.00	0.00	7,500.00	0.00	0.00
	7,500.00								
01 2510 443 000	RENTAL OF TECH EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2510 520 000	INSURANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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01 2510 531 000	POSTAGE		3,337.00	536.88	536.88	240.56	(4,690.57)	0.00	0.00
	(4,690.57)								
01 2510 610 000	GENERAL SUPPLIES		3,000.00	0.00	0.00	375.30	(8,258.90)	0.00	0.00
	(8,258.90)								
01 2510 643 000	WEB BASED SOFTWARE		4,841.00	0.00	0.00	6.04	4,548.50	0.00	0.00
	4,548.50								
01 2510 650 000	TECHNOLOGY SOFTWARE		9,000.00	0.00	0.00	101.11	(100.00)	0.00	0.00
	(100.00)								
01 2510 810 000	DUES AND FEES/ENTRY FEES		1,000.00	616.00	616.00	569.49	(4,694.86)	0.00	0.00
	(4,694.86)								
01 2510 835 000	INTEREST ON SHORT TERM DEBT		0.00	0.00	0.00	0.00	(24,700.00)	0.00	0.00
	(24,700.00)								
2510	GENERAL BUSINESS SUPPORT		280,529.00	18,080.50	18,080.50	96.50	9,818.66	0.00	0.00
2530	DUPLICATING SERVICES								
01 2530 440 000	COPIER LEASES/MAINTENANCE		87,550.00	14,394.34	14,394.34	101.12	(983.23)	0.00	0.00
	(983.23)								
01 2530 440 003	COPIER LEASES		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 2530 440 009	RENTALS/LEASES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
	515.00								
01 2530 610 000	COPIER SUPPLIES		20,000.00	0.00	0.00	110.17	(2,033.05)	0.00	0.00
	(2,033.05)								
2530	DUPLICATION SERVICES		109,095.00	14,394.34	14,394.34	101.35	(1,471.28)	0.00	0.00
2540	EVALUATION SERVICES								
01 2540 810 000	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2540	EVALUATION SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2580	ADMIN TECHNOLOGY SERVICES								
01 2580 110 000	REGULAR SALARIES		41,200.00	4,825.70	4,825.70	113.02	(5,364.55)	0.00	0.00
	(5,364.55)								
01 2580 116 000	SALARIES/NON CERTIFIED PROFESSIONALS		66,950.00	5,495.83	5,495.83	87.91	8,096.67	0.00	0.00
	8,096.67								
01 2580 210 000	REGULAR SALARIES INS		0.00	1.94	1.94	0.00	(21.34)	0.00	0.00
	(21.34)								
01 2580 216 000	GROUP INS/NON CERT PROF STAFF		0.00	1.94	1.94	0.00	(21.34)	0.00	0.00
	(21.34)								
01 2580 220 000	RETIREMENT/NON TEACHING STAFF		4,326.00	344.25	344.25	76.01	1,037.78	0.00	0.00
	1,037.78								
01 2580 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS		6,180.00	418.37	418.37	72.52	1,698.36	0.00	0.00
	1,698.36								
01 2580 230 000	RETIREMENT/NON INSTRUCTIONAL STAFF		3,090.00	353.36	353.36	104.28	(132.14)	0.00	0.00
	(132.14)								
01 2580 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT		4,635.00	402.43	402.43	93.30	310.77	0.00	0.00
	310.77								
01 2580 237 000	ADD'L RETIREMENT CONTRIBUTION		2,575.00	0.00	0.00	26.19	1,900.57	0.00	0.00
	1,900.57								
01 2580 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		3,090.00	563.94	563.94	200.76	(3,113.34)	0.00	0.00
	(3,113.34)								

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01 2580 286 000	HEALTH BENEFITS/PROF NON CERT STAFF		30,900.00	2,424.17	2,424.17	86.30	4,234.13	0.00	0.00
	4,234.13								
01 2580 350 000	TECHNICAL SERVICES		5,150.00	0.00	0.00	2.91	5,000.00	0.00	0.00
	5,000.00								
01 2580 382 000	DISTANCE LRNG AND TELECOMMUNICATIONS		100,000.00	8,351.02	8,351.02	79.39	20,614.64	0.00	0.00
	20,614.64								
01 2580 432 000	TECHNOLOGY REPAIRS AND MNTCE		25,750.00	843.00	843.00	52.24	12,297.61	0.00	0.00
	12,297.61								
01 2580 432 001	TECHNOLOGY REPAIRS AND MNTCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2580 432 003	REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2580 432 009	TECHNOLOGY REPAIRS AND MNTCE		50.00	0.00	0.00	0.00	50.00	0.00	0.00
	50.00								
01 2580 610 000	TECHNOLOGY SUPPLIES		135,643.00	0.00	0.00	33.02	106,714.32	0.00	15,865.07
	90,849.25								
01 2580 610 001	GENERAL SUPPLIES/BROADCASTING		4,120.00	0.00	0.00	212.45	(2,232.95)	0.00	2,400.00
	(4,632.95)								
01 2580 643 000	WEB BASED SOFTWARE		20,000.00	3,498.40	3,498.40	77.64	4,471.57	0.00	0.00
	4,471.57								
01 2580 650 000	TECHNLOGY SOFTWARE/UNDER \$5k		2,060.00	0.00	0.00	0.00	2,060.00	0.00	0.00
	2,060.00								
01 2580 734 000	TECHNOLOGY RELATED HARDWARE		50,000.00	30,103.38	30,103.38	458.19	(30,596.12)	0.00	148,497.45
	(179,093.57)								
01 2580 810 000	DUES AND FEES/ENTRY FEES		103.00	0.00	0.00	0.00	103.00	0.00	0.00
	103.00								
01 2580 810 001	DUES AND FEES/ENTRY FEES		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
2580 (80,849.25)	TECHNOLOGY SERVICES		506,852.00	57,627.73	57,627.73	107.62	128,137.64	0.00	166,762.52
2610	OPERATION OF PLANT								
01 2610 110 001	REG SALARIES/NON INSTR STAFF		128,750.00	15,312.48	15,312.48	105.71	(7,357.48)	0.00	0.00
	(7,357.48)								
01 2610 110 003	REG SALARIES/NON INSTR STAFF		123,600.00	8,079.06	8,079.06	86.86	16,244.51	0.00	0.00
	16,244.51								
01 2610 110 009	REG SALARIES/NON INSTR STAFF		66,950.00	7,386.64	7,386.64	105.46	(3,656.64)	0.00	0.00
	(3,656.64)								
01 2610 210 001	GROUP INS/NON INSTR STAFF		154.00	5.82	5.82	41.57	89.98	0.00	0.00
	89.98								
01 2610 210 003	GROUP INS/NON INSTR STAFF		154.00	2.92	2.92	31.80	105.03	0.00	0.00
	105.03								
01 2610 210 009	GROUP INS/NON INSTR STAFF		3,605.00	3.88	3.88	1.18	3,562.32	0.00	0.00
	3,562.32								
01 2610 220 001	SOCIAL SECURITY/NON INST STAFF		10,300.00	1,144.09	1,144.09	99.66	35.04	0.00	0.00
	35.04								
01 2610 220 003	SOCIAL SECUIRTY/NON INSTR STAFF		10,300.00	648.65	648.65	84.27	1,620.64	0.00	0.00
	1,620.64								
01 2610 220 009	SOCIAL SECURITY/NON INSTR STAFF		5,150.00	594.28	594.28	111.12	(572.71)	0.00	0.00
	(572.71)								
01 2610 230 001	RETIREMENT/NON INSTR STAFF		10,300.00	1,081.38	1,081.38	96.70	340.22	0.00	0.00
	340.22								

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01 2610 230 003		RETIREMENT/NON INSTR STAFF		10,300.00	591.60	591.60	73.93	2,685.60	0.00	0.00
		2,685.60								
01 2610 230 009		RETIREMENT/NON INSTR STAFF		5,150.00	540.90	540.90	100.73	(37.59)	0.00	0.00
		(37.59)								
01 2610 237 001		ADD'L RETIREMENT CONTRIBUTION		3,193.00	0.00	0.00	27.62	2,311.20	0.00	0.00
		2,311.20								
01 2610 237 003		ADD'L RETIREMENT CONTRIBUTION		3,193.00	0.00	0.00	21.84	2,495.50	0.00	0.00
		2,495.50								
01 2610 237 009		ADD'L RETIREMENT CONTRIBUTION		1,545.00	0.00	0.00	29.87	1,083.53	0.00	0.00
		1,083.53								
01 2610 280 001		HEALTH BENEFITS/NON INSTRUCTIONAL		20,600.00	1,422.72	1,422.72	85.68	2,950.08	0.00	0.00
		2,950.08								
01 2610 280 003		HEALTH BENEFITS/NON INSTRUCTIONAL		15,450.00	400.00	400.00	39.48	9,350.74	0.00	0.00
		9,350.74								
01 2610 280 009		HEALTH BENEFITS/NON INSTRUCTIONAL		9,270.00	400.00	400.00	47.46	4,870.00	0.00	0.00
		4,870.00								
01 2610 410 001		WATER AND SEWER		13,390.00	1,587.13	1,587.13	103.01	(403.53)	0.00	0.00
		(403.53)								
01 2610 410 003		WATER AND SEWER		9,991.00	2,035.16	2,035.16	110.64	(1,062.94)	0.00	0.00
		(1,062.94)								
01 2610 410 009		WATER AND SEWER		3,605.00	191.98	191.98	94.21	208.78	0.00	0.00
		208.78								
01 2610 420 000		CLEANING SERVICE		0.00	5,864.00	5,864.00	0.00	(11,044.00)	0.00	0.00
		(11,044.00)								
01 2610 431 000		REPAIRS AND MAINTENANCE		65,000.00	1,650.00	1,650.00	97.31	3,225.00	0.00	1,475.00
		1,750.00								
01 2610 431 001		REPAIRS/MAINTENANCE NON TECH		20,000.00	5,128.00	5,128.00	171.97	856.84	0.00	15,250.00
		(14,393.16)								
01 2610 431 003		REPAIRS/MAINTENANCE NON TECH		20,000.00	1,850.00	1,850.00	73.64	5,271.98	0.00	0.00
		5,271.98								
01 2610 431 009		REPAIRS/MAINTENANCE NON TECH		13,000.00	0.00	0.00	95.87	537.00	0.00	0.00
		537.00								
01 2610 610 000		GENERAL CUSTODIAL SUPPLIES		5,150.00	0.00	0.00	1.24	5,085.94	0.00	0.00
		5,085.94								
01 2610 610 000 0014		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 2610 610 001		CUSTODIAL SUPPLIES		3,090.00	0.00	0.00	0.00	3,090.00	0.00	0.00
		3,090.00								
01 2610 610 003		CUSTODIAL SUPPLIES		3,090.00	0.00	0.00	0.00	3,090.00	0.00	0.00
		3,090.00								
01 2610 621 001		UTILITY ENERGY SERVICES		192,677.00	14,463.79	14,463.79	84.62	31,115.20	0.00	1,471.98
		29,643.22								
01 2610 621 003		UTILITY ENERGY SERVICES		167,890.00	11,016.31	11,016.31	85.56	24,243.89	0.00	0.00
		24,243.89								
01 2610 810 000		DUES AND FEES/ENTRY FEES		515.00	0.00	0.00	0.00	515.00	0.00	0.

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		8,748.88							
01 2620 110 001	REGULAR SALARIES		41,200.00	4,163.50	4,163.50	107.31	(3,011.00)	0.00	0.00
		(3,011.00)							
01 2620 110 003	REGULAR SALARIES		51,500.00	4,408.42	4,408.42	91.67	4,291.58	0.00	0.00
		4,291.58							
01 2620 210 000	GROUP INS/NON INSTRUCTIONAL STAFF		103.00	3.88	3.88	41.44	60.32	0.00	0.00
		60.32							
01 2620 210 001	GROUP INS/NON INSTRUCTIONAL		51.00	1.94	1.94	41.84	29.66	0.00	0.00
		29.66							
01 2620 210 003	GROUP INS/NON INSTRUCTIONAL		51.00	1.94	1.94	41.84	29.66	0.00	0.00
		29.66							
01 2620 220 000	SOCIAL SECURITY/NON INSTRC STAFF		10,815.00	959.24	959.24	95.06	534.35	0.00	0.00
		534.35							
01 2620 220 001	SOCIAL SECURITY/NON INSTRU		3,193.00	333.81	333.81	111.19	(357.41)	0.00	0.00
		(357.41)							
01 2620 220 003	SOCIAL SECURITY/NON INSTRU		4,120.00	352.54	352.54	91.74	340.26	0.00	0.00
		340.26							
01 2620 230 000	RETIREMENT/NON INSTR STAFF		10,300.00	890.98	890.98	92.95	726.21	0.00	0.00
		726.21							
01 2620 230 001	RETIREMENT/NON INSTRUC STAFF		3,090.00	304.87	304.87	105.13	(158.37)	0.00	0.00
		(158.37)							
01 2620 230 003	RETIREMENT/NON INSTR STAFF		3,811.00	322.80	322.80	91.02	342.40	0.00	0.00
		342.40							
01 2620 237 000	ADD'L RETIREMENT CONTRIBUTION		3,399.00	0.00	0.00	25.37	2,536.60	0.00	0.00
		2,536.60							
01 2620 237 001	ADD'L RETIREMENT CONTRIBUTION		1,236.00	0.00	0.00	23.65	943.70	0.00	0.00
		943.70							
01 2620 237 003	ADD'L RETIREMENT CONTRIBUTION		1,236.00	0.00	0.00	25.28	923.60	0.00	0.00
		923.60							
01 2620 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		12,360.00	1,080.24	1,080.24	96.14	477.36	0.00	0.00
		477.36							
01 2620 280 001	HEALTH BENEFITS/NON INSTRUCTIONAL		2,575.00	200.00	200.00	85.44	375.00	0.00	0.00
		375.00							
01 2620 280 003	HEALTH BENEFITS/NON INSTRUCTIONAL		2,575.00	200.00	200.00	85.44	375.00	0.00	0.00
		375.00							
01 2620 290 000	PHONE STIPEND/NON INSTRUCTIONAL		2,266.00	180.00	180.00	87.38	286.00	0.00	0.00
		286.00							
01 2620 291 000	PHONE STIPEND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2620 291 001	PHONE STIPEND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2620 291 003	PHONE STIPEND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2620 420 000	TRASH SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2620 420 001	TRASH SERVICE		19,933.00	805.20	805.20	93.69	1,258.03	0.00	0.00
		1,258.03							
01 2620 420 003	TRASH SERVICE		18,540.00	1,244.79	1,244.79	89.87	1,878.97	0.00	0.00

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		1,878.97							
01 2620 431 000	REPAIRS/MAINTENANCE NON TECH		121,500.00	14,196.17	14,196.17	86.43	18,492.53	0.00	2,000.00
		16,492.53							
01 2620 431 001	REPAIRS/MAINTENANCE NON TECH		130,000.00	0.00	0.00	99.57	559.42	0.00	0.00
		559.42							
01 2620 431 003	REPAIRS/MAINTENANCE NON TECH		40,000.00	0.00	0.00	93.00	2,800.22	0.00	0.00
		2,800.22							
01 2620 431 009	REPAIRS/MAINTENANCE NON TECH		36,050.00	716.03	716.03	33.81	23,861.29	0.00	0.00
		23,861.29							
01 2620 442 000	LEASES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2620 610 000	GENERAL SUPPLIES		250,000.00	13,997.80	13,997.80	98.88	11,477.17	0.00	8,677.92
		2,799.25							
01 2620 610 001	GENERAL SUPPLIES		25,000.00	12,860.17	12,860.17	77.79	5,552.79	0.00	0.00
		5,552.79							
01 2620 610 003	GENERAL SUPPLIES		20,000.00	11,218.88	11,218.88	68.93	6,213.57	0.00	0.00
		6,213.57							
01 2620 610 009	GENERAL SUPPLIES		2,163.00	1,870.88	1,870.88	99.88	2.51	0.00	0.00
		2.51							
01 2620 626 000	GASOLINE		2,060.00	0.00	0.00	0.00	2,060.00	0.00	0.00
		2,060.00							
01 2620 731 000	MACHINERY		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
		1,030.00							
01 2620 810 000	DUES AND FEES/ENTRY FEES		1,030.00	0.00	0.00	33.79	682.00	0.00	0.00
		682.00							
2620	MAINTENANCE OF PLANT		960,237.00	82,481.84	82,481.84	91.39	93,362.30	0.00	10,677.92
2630	UPKEEP OF GROUNDS								
01 2630 431 000	REPAIRS/MAINTENANCE NON TECH		35,000.00	8,857.10	8,857.10	77.40	7,908.79	0.00	0.00
		7,908.79							
01 2630 431 001	REPAIRS/MAINTENANCE NON TECH		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2630 440 000	RENTALS/LEASES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
		515.00							
01 2630 442 000	RENTALS/LEASES		4,120.00	0.00	0.00	0.00	4,120.00	0.00	0.00
		4,120.00							
01 2630 450 000	CONSTRUCTION SERVICES		950,000.00	0.00	0.00	0.20	948,090.00	0.00	0.00
		948,090.00							
01 2630 731 000	MACHINERY		515.00	0.00	0.00	1,509.47	(7,258.75)	0.00	0.00
		(7,258.75)							
2630	UPKEEP OF GROUNDS		990,150.00	8,857.10	8,857.10	3.71	953,375.04	0.00	0.00
2650	VEHICLE OPERATION/MAINTENANCE								
01 2650 431 000	REPAIRS AND MAINTENANCE		7,500.00	0.00	0.00	105.38	(403.78)	0.00	0.00
		(403.78)							
01 2650 442 000	LEASE PAYMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 2650 610 000	GENERAL SUPPLIES		618.00	0.00	0.00	0.00	618.00	0.00	0.00
		618.00							
01 2650 626 000	GASOLINE		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
		1,030.00							
01 2650 732 000	VEHICLE ACQUISITION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
2650	VEHICLE OPERATION/MAINTENANCE		9,148.00	0.00	0.00	86.40	1,244.22	0.00	0.00
2660	SECURITY SERVICES								

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01 2660 590 000	SECURITY EXPENSES		94,760.00	0.00	0.00	79.71	19,229.41	0.00	0.00
	19,229.41								
2660 SECURITY SERVICES			94,760.00	0.00	0.00	79.71	19,229.41	0.00	0.00
2670 SAFETY SERVICES									
01 2670 350 000	TECHNICAL SERVICES		7,210.00	223.50	223.50	105.19	(374.40)	0.00	0.00
	(374.40)								
01 2670 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2670 SAFETY SERVICES			7,210.00	223.50	223.50	105.19	(374.40)	0.00	0.00
2710 REGULAR STUDENT TRANSPORTATION									
01 2710 330 000	EMPLOYEE TRAINING/DEVELOPMENT		7,210.00	1,200.00	1,200.00	50.72	3,552.80	0.00	0.00
	3,552.80								
01 2710 519 000	STUDENT TRANSPORTATION		432,600.00	93,537.44	93,537.44	105.28	(22,847.79)	0.00	0.00
	(22,847.79)								
01 2710 519 001	STUDENT TRANSPORTATION/HIGH SCH		103.00	0.00	0.00	0.00	103.00	0.00	0.00
	103.00								
2710 REGULAR STUDENT TRANSPORTATION			439,913.00	94,737.44	94,737.44	104.36	(19,191.99)	0.00	0.00
2712 SA SPED VEHICLE OPERATION									
01 2712 330 000	EMPLOYEE TRAINING/DEVELOPMENT		515.00	0.00	0.00	0.00	515.00	0.00	0.00
	515.00								
01 2712 332 000	MILEAGE TO PARENTS		42,230.00	0.00	0.00	76.51	9,920.40	0.00	0.00
	9,920.40								
01 2712 340 000	OTHER PROFESSIONAL SERVICES		1,030.00	75.00	75.00	138.35	(395.00)	0.00	0.00
	(395.00)								
01 2712 382 000	DISTANCE ED/TELECOMMUNICATIONS		2,060.00	120.03	120.03	64.09	739.67	0.00	0.00
	739.67								
01 2712 519 000	STUDENT TRANSPORTATION		139,880.00	33,468.01	33,468.01	139.10	(54,690.73)	0.00	0.00
	(54,690.73)								
01 2712 520 000	INSURANCE		515.00	0.00	0.00	197.09	(500.00)	0.00	0.00
	(500.00)								
01 2712 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2712 626 000	GASOLINE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 2712 732 000	VEHICLES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2712 SA SPED VEHICLE OPERATION			186,230.00	33,663.04	33,663.04	123.85	(44,410.66)	0.00	0.00
2713 PK VEHICLE OPERATION									
01 2713 519 010	PK TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2713 PK VEHICLE OPERATION			0.00	0.00	0.00	0.00	0.00	0.00	0.00
3300 COMMUNITY SERVICE OPERATIONS									
01 3300 111 001	REG SALARIES/TEACHERS/FITNESS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3300 151 003 0013	ADD'L COMP TO PROF STAFF/BDA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3300 221 001	SOCIAL SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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01 3400 237 001	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3400 330 010 0010	ASD MINI GRANT EMPLOYEE TRNGS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3400 340 000 0011	COF PURCHASED SERVICES		618.00	0.00	0.00	0.00	618.00	0.00	0.00
	618.00								
01 3400 580 001	TRAVEL EXPENDITURES/ED QUEST		3,090.00	0.00	0.00	0.00	3,090.00	0.00	0.00
	3,090.00								
01 3400 580 003	TRAVEL EXPENDITURES		1,545.00	0.00	0.00	0.00	1,545.00	0.00	0.00
	1,545.00								
01 3400 610 000 0011	CIRCLE OF FRIENDS SUPPLIES		1,236.00	0.00	0.00	119.49	(240.91)	0.00	0.00
	(240.91)								
01 3400 610 001	GENERAL SUPPLIES/EDUCATION QUEST		2,000.00	28.89	28.89	511.36	(8,227.13)	0.00	0.00
	(8,227.13)								
01 3400 810 001	DUES AND FEES/ENTRY FEES/ED QUEST		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
3400	GRANTS/STATE PRIVATE		8,489.00	28.89	28.89	137.87	(3,215.04)	0.00	0.00
3500	STATE CATEGORICAL PROGRAMS/RULE 82								
01 3500 151 000	ADD'L COMP TO PROF STAFF/RULE 82		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3500 221 000	FICA/CERTIFIED STAFF/RULE 82		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3500 231 000	RETIREMENT/PROF STAFF/RULE 82		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3500 382 000	DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3500 810 000	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
3500	STATE CATEGORICAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS								
01 3535 519 000	STUDENT TRANSPORTATION PURCHASED		0.00	0.00	0.00	0.00	(351.03)	0.00	0.00
	(351.03)								
01 3535 580 000	TRAVEL EXPENDITURES		1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00
	1,500.00								
01 3535 610 000	GENERAL SUPPLIES		4,500.00	2,539.43	2,539.43	86.84	646.58	0.00	54.56
	592.02								
01 3535 650 000	TECHNOLOGY SUPPLIES		1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
	1,000.00								
01 3535 810 000	DUES AND FEES/ENTRY FEES		5,000.00	1,075.00	1,075.00	84.44	778.00	0.00	0.00
	778.00								
3535	HIGH ABILITY LEARNERS		12,000.00	3,614.43	3,614.43	70.68	3,573.55	0.00	54.56
3540	STATE EARLY CHILDHOOD GRANT								
01 3540 111 010	SALARIES OF TEACHERS/PROF STAFF		10,000.00	698.17	698.17	88.74	1,126.11	0.00	0.00
	1,126.11								
01 3540 112 010	REG SALARIES/INSTRUCTIONAL AIDES		35,000.00	15.46	15.46	60.51	13,820.95	0.00	0.00
	13,820.95								

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 3540 123 010	SUBSTITUTE TEACHER SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 151 010	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 211 010	GROUP INS FOR TEACHERS/PROF STAFF		100.00	8.03	8.03	88.33	11.67	0.00	0.00
11.67									
01 3540 221 010	SOC SECURITY/PROF STAFF		600.00	51.05	51.05	108.77	(52.60)	0.00	0.00
(52.60)									
01 3540 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES		5,000.00	1.18	1.18	32.40	3,379.82	0.00	0.00
3,379.82									
01 3540 223 010	SS/MEDICARE FOR SUBSTITUTE TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 231 010	RETIREMENT/TEACHERS PROF STAFF		600.00	51.11	51.11	104.51	(27.04)	0.00	0.00
(27.04)									
01 3540 232 010	RETIREMENT/INSTRUCTIONAL AIDES		6,000.00	1.13	1.13	25.94	4,443.35	0.00	0.00
4,443.35									
01 3540 233 010	RETIREMENT CONTRIB/FAC SUBS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 237 010	ADD'L RETIREMENT CONTRIBUTION		2,000.00	0.00	0.00	10.59	1,788.29	0.00	0.00
1,788.29									
01 3540 281 010	HEALTH BENEFITS FOR TEACHERS/PROF		2,500.00	363.62	363.62	160.00	(1,499.90)	0.00	0.00
(1,499.90)									
01 3540 330 010	EMPLOYEE TRAINING/DEVELOPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 382 010	DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 580 010	TRAVEL EXPENSE AND MILEAGE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 610 010	SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 630 010	DUES AND FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3540 733 010	FURNITURE AND FIXTURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
3540	STUDENT CHILDHOOD GRANT		61,800.00	1,189.75	1,189.75	62.80	22,990.65	0.00	0.00
3541	BIRTH TO 3 ENDOWMENT								
01 3541 111 010	SALARIES OF TEACHERS/PROF STAFF		10,300.00	7,320.78	7,320.78	781.51	(70,195.88)	0.00	0.00
(70,195.88)									
01 3541 116 010	SALARIES/NON CERTIFIED PROFESSIONALS		10,200.00	874.96	874.96	91.86	830.35	0.00	0.00
830.35									
01 3541 123 010	SUBSTITUTE TEACHER SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 3541 211 010	GROUP INS FOR TEACHERS/PROF STAFF		103.00	66.91	66.91	714.56	(633.00)	0.00	0.00
(633.00)									
01 3541 216 010	GROUP INS/NON CERT PROF		103.00	7.60	7.60	82.43	18.10	0.00	0.00

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Account	Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 3551 231 001		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3551 237 001		ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3551 330 001		EMPLOYEE TRAINING/DEVELOPMENT		4,560.00	0.00	0.00	6.91	4,245.00	0.00	0.00
		4,245.00								
01 3551 610 001		GENERAL SUPPLIES		3,889.00	0.00	0.00	85.89	548.64	0.00	0.00
		548.64								
01 3551 641 001		DIGITAL INSTRUCTIONAL MATERIALS		0.00	0.00	0.00	0.00	(4,400.00)	0.00	0.00
		(4,400.00)								
3551	CAREER EDUCATION			8,449.00	0.00	0.00	95.34	393.64	0.00	0.00
3575	NEBR INNOVATION GRANT PROGRAM									
01 3575 130 000		EXTRA STIPENDS/CURRICULUM WORK		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 151 001		ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 221 001		SOCIAL SECURITY/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 231 001		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 251 001		TUITION REIMBURSEMENT/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 330 001		IN-SERVICE TRAINING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 340 001		OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 3575 610 001		SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
3575	NEBR INNOVATION GRANT PROGRAM			0.00	0.00	0.00	0.00	0.00	0.00	0.00
3599	OTHER STATE CATEGORICAL PROGRAMS									
01 3599 151 000		ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	(825.00)	0.00	0.00
		(825.00)								
01 3599 221 000		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	(63.10)	0.00	0.00
		(63.10)								
01 3599 231 000		RETIREMENT/PROF STAFF		0.00	0.00	0.00	0.00	(60.66)	0.00	0.00
		(60.66)								
01 3599 237 000		ADDL RETIREMENT/PROF STAFF		0.00	0.00	0.00	0.00	(6.00)	0.00	0.00
		(6.00)								
01 3599 340 000		OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	(330.00)	0.00	0.00
		(330.00)								
01 3599 382 000		DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								

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01 3599 640 000	TEXTBOOKS/RULE 4		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 3599 810 000	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
3599 01 3599 810 000	TITLE I PART A CATEGORICAL		0.00	0.00	0.00	0.00	(1,284.76)	0.00	0.00
4998 01 4998 410 000	DUPONT PIONEER GIVING PROGRAM SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
4998 01 4998 410 000	DUPONT PIONEER GIVING PROGRAM		0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000 01 5000 831 000	DEBT SERVICES REDEMPTION OF PRINCIPAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 5000 832 000	INTEREST ON LONG TERM DEBT		52,000.00	0.00	0.00	0.00	52,000.00	0.00	0.00
	52,000.00								
01 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS		3,616,000.00	0.00	0.00	100.00	(110.00)	0.00	0.00
	(110.00)								
5000 01 5000 833 000	DEBT SERVICES		3,668,000.00	0.00	0.00	98.59	51,890.00	0.00	0.00
6200 01 6200 111 009	TITLE I PART A SALARIES OF TEACHERS/PROF STAFF		140,000.00	8,864.00	8,864.00	69.65	42,496.00	0.00	0.00
	42,496.00								
01 6200 151 009	ADD'L COMP TO TEACHERS/PROF STAFF		5,000.00	4,357.50	4,357.50	87.15	642.50	0.00	0.00
	642.50								
01 6200 211 009	GROUP INS FOR TEACHERS/PROF STAFF		1,545.00	80.37	80.37	57.22	660.93	0.00	0.00
	660.93								
01 6200 221 009	SOCIAL SECURITY/PROF STAFF		12,360.00	998.84	998.84	61.92	4,706.38	0.00	0.00
	4,706.38								
01 6200 231 009	RETIREMENT/TEACHERS PROF STAFF		10,300.00	948.34	948.34	72.46	2,836.66	0.00	0.00
	2,836.66								
01 6200 237 009	ADD'L RETIREMENT CONTRIBUTION		4,000.00	0.00	0.00	16.18	3,352.90	0.00	0.00
	3,352.90								
01 6200 281 009	HEALTH BENEFITS FOR TEACHERS/PROF		42,000.00	2,481.64	2,481.64	65.00	14,701.96	0.00	0.00
	14,701.96								
01 6200 320 009	PROFESSIONAL EDUCATIONAL SERVICES		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 6200 330 009	EMPLOYEE TRAINING		4,000.00	375.00	375.00	29.38	2,825.00	0.00	0.00
	2,825.00								
01 6200 610 009	GENERAL SUPPLIES		15,450.00	0.00	0.00	124.06	11,263.73	0.00	14,981.13
	(3,717.40)								
6200 01 6200 610 009	TITLE I PART A		235,685.00	18,105.69	18,105.69	70.50	84,516.06	0.00	14,981.13
6210 01 6210 330 009	TITLE I PART A ACCOUNTABILITY EMPLOYEE TRAINING		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
	1,030.00								
01 6210 610 009	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
6210 01 6210 610 009	TITLE I PART A ACCOUNTABILITY		1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
6310 01 6310 610 009	TITLE II PART A								

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01 6408 396 003	OTHER PROFESSIONAL SERVICES OVER 25K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6408 396 009	OTHER PROFESSIONAL SERVICES OVER 25K	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6408 1054582581EP		0.00	459,187.00	29,951.21	29,951.21	77.01	105,582.81	0.00	0.00
6412	IDEA PART B PROPORTIONATE SHARE								
01 6412 111 009	SALARIES OF TEACHERS/PROF STAFF	217.40	10,875.00	2,161.60	2,161.60	98.00	217.40	0.00	0.00
01 6412 211 009	GROUP INS FOR TEACHERS/PROF STAFF	419.14	515.00	18.26	18.26	18.61	419.14	0.00	0.00
01 6412 221 009	SOCIAL SECURITY/TEACHERS	685.37	1,500.00	167.63	167.63	54.31	685.37	0.00	0.00
01 6412 231 009	RETIREMENT/TEACHERS PROF STAFF	717.22	1,500.00	158.28	158.28	52.19	717.22	0.00	0.00
01 6412 237 009	ADD'L RETIREMENT CONTRIBUTION	453.00	515.00	0.00	0.00	12.04	453.00	0.00	0.00
01 6412 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	921.73	4,120.00	478.07	478.07	77.63	921.73	0.00	0.00
01 6412 340 009	OTHER PROFESSIONAL SERVICES & OFFICIALS	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.00	0.00
6412 105442376B	IDEA PART B PROPORTIONATE		49,025.00	2,983.84	2,983.84	31.84	33,413.86	0.00	0.00
6421	IDEA 611 ARP								
01 6421 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	5,150.00	5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00
6421 105416010ARP	IDEA 611 ARP		5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00
6422	IDEA NON PUBLIC ARP								
01 6422 340 009	OTHER PROFESSIONAL SERVICES & OFFICIALS	(78.60)	12,360.00	2,487.72	2,487.72	100.64	(78.60)	0.00	0.00
6422 105478000P	IDEA NON PUBLIC ARP		12,360.00	2,487.72	2,487.72	100.64	(78.60)	0.00	0.00
6423	IDEA 619 ARP								
01 6423 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6423 1054090ARP	IDEA 619 ARP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
6690	OTHER NON CATEGORICAL EXP/MEDICAID								
01 6690 340 000	OTHER PROFESSIONAL SERVICES/MIPS	250.00	250.00	0.00	0.00	0.00	250.00	0.00	0.00
6690 1054250000	OTHER NON CATEGORICAL		250.00	0.00	0.00	0.00	250.00	0.00	0.00
6700	PERKINS REVISION GRANT								
01 6700 151 000	ADD'L COMP TO TEACHERS/PROF STAFF	(450.00)	0.00	0.00	0.00	0.00	(450.00)	0.00	0.00
01 6700 220 001	RETIREMENT	100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00

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01 6940 221 010		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 221 010 0003		SOC SECURITY/PROF STAFF		22,660.00	1,939.32	1,939.32	93.03	1,578.40	0.00	0.00
		1,578.40								
01 6940 221 010 0004		SOC SECURITY/PROF STAFF		5,150.00	700.70	700.70	145.89	(2,363.17)	0.00	0.00
		(2,363.17)								
01 6940 221 010 0006		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 221 010 0007		SOC SECURITY/PROF STAFF		15,000.00	700.30	700.30	51.10	7,335.75	0.00	0.00
		7,335.75								
01 6940 221 010 0008		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 221 010 0009		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 221 010 0900		SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 222 010		SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 222 010 0003		SS/MEDICARE TO INSTRUCTIONAL AIDES		25,000.00	1,290.66	1,290.66	94.32	1,419.07	0.00	0.00
		1,419.07								
01 6940 222 010 0004		SS/MEDICARE TO INSTRUCTIONAL AIDES		5,150.00	157.21	157.21	117.20	(885.72)	0.00	0.00
		(885.72)								
01 6940 222 010 0006		SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 222 010 0007		SS/MEDICARE TO INSTRUCTIONAL AIDES		309.00	23.66	23.66	99.39	1.89	0.00	0.00
		1.89								
01 6940 222 010 0900		SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 223 010 0003		SS/MEDICARE FOR SUBSTITUTE TEACHERS		3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00
		3,000.00								
01 6940 223 010 0004		SS/MEDICARE FOR SUBSTITUTE TEACHERS		2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00
		2,000.00								
01 6940 230 010		RETIREMENT/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 230 010 0003		RETIREMENT/NON INSTRUCTIONAL STAFF		9,270.00	346.60	346.60	35.36	5,992.36	0.00	0.00
		5,992.36								
01 6940 230 010 0004		RETIREMENT/NON INSTRUCTIONAL STAFF		7,000.00	526.37	526.37	77.76	1,557.06	0.00	0.00
		1,557.06								
01 6940 230 010 0007		RETIREMENT/NON INSTRUCTIONAL STAFF		0.00	57.44	57.44	0.00	(541.27)	0.00	0.00
		(541.27)								
01 6940 230 010 0008		RETIREMENT/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 230 010 0009		RETIREMENT/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6940 231 010		RETIREMENT/TEACHERS PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 6940 282 010 0007	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	0.00	515.00	0.00	0.00	0.00	515.00	0.00	0.00
01 6940 291 010	CERTIFIED RETIREMENT BENEFITS	515.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 291 010 0008	CERTIFIED RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 291 010 0009	CERTIFIED RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 330 010	EMPLOYEE TRAINING/DEVELOPMENT	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
01 6940 330 010 0003	EMPLOYEE TRAINING/DEVELOPMENT	1,000.00	5,000.00	0.00	0.00	0.59	4,970.30	0.00	0.00
01 6940 330 010 0004	EMPLOYEE TRAINING/DEVELOPMENT	4,970.30	3,090.00	0.00	0.00	0.50	3,074.70	0.00	0.00
01 6940 330 010 0006	EMPLOYEE TRAINING/DEVELOPMENT	3,074.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 330 010 0007	EMPLOYEE TRAINING/DEVELOPMENT	0.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00
01 6940 340 010	OTHER PROFESSIONAL SERVICES/OFFICIALS	1,000.00	3,000.00	0.00	0.00	119.23	(576.97)	0.00	0.00
01 6940 340 010 0003	OTHER PROFESSIONAL SERVICES/OFFICIALS	(576.97)	1,545.00	0.00	0.00	41.00	911.50	0.00	0.00
01 6940 340 010 0004	OTHER PROFESSIONAL SERVICES/OFFICIALS	911.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 340 010 0006	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 340 010 0007	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	(326.36)	0.00	0.00
01 6940 382 010	DISTANCE ED/TELECOMMUNICATIONS	(326.36)	0.00	947.88	947.88	0.00	(9,203.61)	0.00	0.00
01 6940 382 010 0003	DISTANCE ED/TELECOMMUNICATIONS	(9,203.61)	2,060.00	85.55	85.55	44.42	1,144.88	0.00	0.00
01 6940 382 010 0004	DISTANCE ED/TELECOMMUNICATIONS	1,144.88	1,030.00	0.00	0.00	0.00	1,030.00	0.00	0.00
01 6940 382 010 0006	DISTANCE ED/TELECOMMUNICATIONS	1,030.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 382 010 0007	DISTANCE ED/TELECOMMUNICATIONS	0.00	1,100.00	40.01	40.01	40.01	659.89	0.00	0.00
01 6940 382 010 0008	DISTANCE ED/TELECOMMUNICATIONS	659.89	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 6940 382 010 0009	DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 410 010	WATER AND SEWER		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 420 010	TRASH SERVICE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 431 010 0003	REPAIRS/MAINTENANCE NON TECH		3,000.00	0.00	0.00	170.43	(2,113.04)	0.00	0.00
(2,113.04)									
01 6940 440 010	RENTALS/LEASES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 440 010 0003	RENTALS/LEASES		0.00	182.70	182.70	0.00	(336.83)	0.00	197.28
(534.11)									
01 6940 440 010 0004	RENTALS/LEASES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 490 010	NATURAL GAS		7,000.00	117.75	117.75	60.78	2,745.34	0.00	0.00
2,745.34									
01 6940 490 010 0003	OTHER PROPERTY SERVICES		10,300.00	2,172.04	2,172.04	344.22	(24,154.23)	0.00	1,000.00
(25,154.23)									
01 6940 490 010 0004	OTHER PROPERTY SERVICES		10,300.00	248.90	248.90	54.71	4,766.58	0.00	101.63
4,664.95									
01 6940 490 010 0008	OTHER PROPERTY SERVICES		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 6940 490 010 0009	WATER AND SEWER		515.00	0.00	0.00	0.00	515.00	0.00	0.00
515.00									
01 6940 519 010	STUDENT TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010	ADVERTISING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010 0004	COMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010 0006	ADVERTISING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010 0007	COMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010 0008	ADVERTISING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 530 010 0009	ADVERTISING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 570 010	FOOD SERVICE MANAGEMENT/CACFP		0.00	0.00	0.00	0.00	(102,889.40)	0.00	0.00
(102,889.40)									
01 6940 580 010	TRAVEL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 580 010 0003	TRAVEL EXPENDITURES		61,800.00	12,801.94	12,801.94	103.58	(2,209.70)	0.00	0.00
(2,209.70)									
01 6940 580 010 0004	TRAVEL EXPENDITURES		5,150.00	0.00	0.00	3.83	4,952.80	0.00	0.00
4,952.80									
01 6940 580 010 0006	TRAVEL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 580 010 0007	TRAVEL EXPENDITURES		103.00	0.00	0.00	320.39	(227.00)	0.00	0.00
(227.00)									
01 6940 610 010	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(388.56)	0.00	0.00
(388.56)									
01 6940 610 010 0003	GENERAL SUPPLIES		66,950.00	17,387.56	17,387.56	132.06	11,785.41	0.00	33,248.32

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(21,462.91)									
01 6940 610 010 0004	GENERAL SUPPLIES		50,000.00	8,501.37	8,501.37	23.54	38,228.65	0.00	0.00
38,228.65									
01 6940 610 010 0006	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 610 010 0007	GENERAL SUPPLIES		51,500.00	2,525.57	2,525.57	29.02	36,555.50	0.00	0.00
36,555.50									
01 6940 610 010 0900	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 650 010 0007	BUILDING CONSTRUCTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 650 010 0900	BUILDING CONSTRUCTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6940 810 010	DUES AND FEES/ENTRY FEES		2,100.00	33.25	33.25	103.81	(79.97)	0.00	0.00
(79.97)									
01 6940 810 010 0003	DUES AND FEES/ENTRY FEES		250.00	0.00	0.00	105.60	(14.00)	0.00	0.00
(14.00)									
01 6940 810 010 0004	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	(485.00)	0.00	0.00
(485.00)									
01 6940 810 010 0007	DUES AND FEES/ENTRY FEES		500.00	0.00	0.00	0.00	500.00	0.00	0.00
500.00									
6940	HEADQUARTERS		1,817,528.00	149,941.30	149,941.30	93.67	149,583.48	0.00	34,547.23
6968	TITLE IV PART B 21ST CENTURY								
01 6968 112 003	REG SALARIES/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 151 003	ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 221 003	SOCIAL SECUIRTY/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 231 003	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 232 003	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 237 003	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 282 003	HEALTH BENEFITS/INSTR AIDES AND ASS'TS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 340 003	OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
6968	TITLE IV PART B 21ST CENTURY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH								
01 6969 610 000	GENERAL SUPPLIES		7,000.00	0.00	0.00	185.64	3,440.50	0.00	9,435.24
(5,994.74)									
6969	TITLE IVA STU SUPPORT &		7,000.00	0.00	0.00	185.64	3,440.50	0.00	9,435.24
(5,994.74)									
6980	ADULT BASIC EDUCATION								

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01 6980 111 000		SALARIES OF TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 123 000		SUBSTITUTE TEACHER SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 221 000		SOCIAL SECURITY/TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 223 000		SS/MEDICARE FOR SUBSTITUTE TEACHERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 231 000		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 233 000		RETIREMENT CONTRIB/FAC SUBS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 237 000		ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6980 610 000		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
6980	ADULT BASIC EDUCATION			0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FED CATEGORICAL SOURCES									
01 6990 610 000		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6990 650 000		TECHNOLOGY /USAC		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
6990	OTHER FED CATEGORICAL SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.00
6993	AMERICAN RESCUE PLAN HOMELESS HCY									
01 6993 519 000		STUDENT TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6993 810 000		DUES AND FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
6993	AMERICAN RESCUE PLAN HOMELESS			0.00	0.00	0.00	0.00	0.00	0.00	0.00
6994	AMERICAN RESCUE PLAN HOMELESS HCYII									
01 6994 519 000		STUDENT TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
6994	AMERICAN RESCUE PLAN HOMELESS			0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996	ESSERS (EMERGENCY RELIEF)									
01 6996 330 003		EMPLOYEE TRAINING/DEVELOPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6996 330 009		EMPLOYEE TRAINING/DEVELOPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6996 382 000		DISTANCE ED/TELECOMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6996 519 000		STUDENT TRANSPORTATION		7,000.00	0.00	0.00	0.00	7,000.00	0.00	0.00
		7,000.00								
01 6996 610 000		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6996 610 003		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
01 6996 610 009		GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								

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01 6998 211 000	GROUP INS FOR TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 212 000	GROUP INSURANCE/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 220 000	SS/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 221 000	SOC SECURITY/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 222 000	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 230 000	RETIREMENT/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 231 000	RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 232 000	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 237 000	ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 281 000	HEALTH BENEFITS FOR TEACHERS/PROF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 282 000	HEALTH BENEFITS/INSTR AIDES AND ASS'TS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 291 000	OTHER EMPLOYEE BENEFITS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(5,593.70)	0.00	0.00
(5,593.70)									
01 6998 610 001	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 610 003	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 610 009	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 731 001	MACHINERY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 731 003	MACHINERY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 732 000	VEHICLES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 810 000	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
6998	55583.70		0.00	0.00	0.00	0.00	(5,593.70)	0.00	0.00
8000	TRANSFERS								

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01 8000 913 000	TRANSFERS TO ACTIVITY FUND/ROTC SUP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 8000 913 010	TRANSFERS TO HEAD START		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8000	TRANSFERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
9000	NON PROGRAM EXPENDITURES								
01 9000 890 000	MISCELLANEOUS EXPENDITURES	2,057,375.00	0.00	0.00	0.00	0.04	2,056,458.33	0.00	0.00
	2,056,458.33								
9000	2,056,458.33 MISCELLANEOUS EXPENDITURES		2,057,375.00	0.00	0.00	0.04	2,056,458.33	0.00	0.00
01	5,127,566.66 GENERAL		29,463,900.00	1,875,868.98	1,875,868.98	82.60	5,482,706.56	0.00	355,151.19

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02	DEPRECIATION FUND								
2900	OTHER SUPPORT SERVICES								
02 2900 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
02 2900 610 001	GENERAL SUPPLIES		54,077.00	0.00	0.00	0.00	54,077.00	0.00	0.00
	54,077.00								
02 2900 733 000	FURNITURE AND FIXTURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
02 2900 890 001	MISC EXPENSES		0.00	0.00	0.00	0.00	(54,077.00)	0.00	0.00
	(54,077.00)								
2900	OTHER SUPPORT SERVICES		54,077.00	0.00	0.00	100.00	0.00	0.00	0.00
8000	TRANSFERS								
02 8000 911 000	TRANSFERS TO GENERAL FUND		54,077.00	0.00	0.00	0.00	54,077.00	0.00	0.00
	54,077.00								
8000	TRANSFERS		54,077.00	0.00	0.00	0.00	54,077.00	0.00	0.00
02	DEPRECIATION FUND		108,154.00	0.00	0.00	50.00	54,077.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
03	EMPLOYEE BENEFITS FUND								
2900	OTHER SUPPORT SERVICES								
03 2900 890 000	MISCELLANEOUS EXPENDITURES		0.00	6,493.15	6,493.15	0.00	(71,116.04)	0.00	0.00
	(71,116.04)								
2900	OTHER SUPPORT SERVICES		0.00	6,493.15	6,493.15	0.00	(71,116.04)	0.00	0.00
8000	TRANSFERS								
03 8000 911 000	TRANSFERS TO GENERAL FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8000	TRANSFERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	(71,116.04) EMPLOYEE BENEFITS FUND		0.00	6,493.15	6,493.15	0.00	(71,116.04)	0.00	0.00

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Account	Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
		0.00								
05 2900 810 009 8102		DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 2900 810 009 8103		DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
2900	OTHER SUPPORT SERVICES			0.00	0.00	0.00	0.00	0.00	0.00	0.00
3200	ENTERPRISE OPERATIONS/ACTIVITIES									
05 3200 150 001 8332		EXTRA STIPENDS/NON INSTRUCTIONAL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 151 001 8335		ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 151 001 8391		ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 151 003 8202		ADD'L COMP TO TEACHERS/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 220 001 8332		FICA/NON INSTRUCTIONAL STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 221 001 8335		FICA/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 221 001 8391		FICA/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 221 003 8202		FICA/PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 230 001 8332		RETIREMENT/NON INST STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 231 001 8335		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 231 001 8391		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 231 003 8202		RETIREMENT/TEACHERS PROF STAFF		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 237 003 8202		ADD'L RETIREMENT CONTRIBUTION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 352 001 8391		OTHER TECHNICAL SERVICES/OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 352 003 8202		OTHER PROF SERVICES/OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 565 001 8335		POST SECONDARY TUITION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 580 001 8302		TRAVEL EXPENDITURES		0.00	0.00	0.00	0.00	(189.86)	0.00	0.00
		(189.86)								
05 3200 580 009 8113		TRAVEL EXPENDITURES		0.00	1,154.79	1,154.79	0.00	(4,975.25)	0.00	0.00
		(4,975.25)								
05 3200 610 000 8004		VANDALISM REIMBURSEMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								
05 3200 610 000 8005		TEAMMATES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00								

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05 3200 610 000 8008	ADM MISC		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 000 8010	ACCUMULATED INTEREST		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 000 8011	MISC RETIREE INS		0.00	0.00	0.00	0.00	(1,276.36)	0.00	0.00
(1,276.36)									
05 3200 610 000 8014	SCHOOL NURSE		0.00	0.00	0.00	0.00	(459.11)	0.00	0.00
(459.11)									
05 3200 610 000 8107	SOCIAL WORK FAMILY RESOURCE ACCT		0.00	0.00	0.00	0.00	(511.50)	0.00	0.00
(511.50)									
05 3200 610 000 8206	UNIFIED SPORTS GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(525.41)	0.00	0.00
(525.41)									
05 3200 610 000 8211	DI ACTIVITIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8302	CAREER ACADEMIES		0.00	16.96	16.96	0.00	(8,142.91)	0.00	84.78
(8,227.69)									
05 3200 610 001 8304	HS ART CLUB		0.00	0.00	0.00	0.00	(238.85)	0.00	0.00
(238.85)									
05 3200 610 001 8310	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8312	HS BAND		0.00	1,120.16	1,120.16	0.00	(7,137.61)	0.00	381.19
(7,518.80)									
05 3200 610 001 8314	HS CHEER TEAM		0.00	11,422.81	11,422.81	0.00	(23,258.89)	0.00	0.00
(23,258.89)									
05 3200 610 001 8315	HS DANCE TEAM		0.00	13.50	13.50	0.00	(22,348.41)	0.00	0.00
(22,348.41)									
05 3200 610 001 8316	SPIRIT SQUAD		0.00	358.00	358.00	0.00	(732.12)	0.00	0.00
(732.12)									
05 3200 610 001 8318	HS SHOW CHOIR/CHORUS		0.00	1,460.20	1,460.20	0.00	(9,094.83)	0.00	367.30
(9,462.13)									
05 3200 610 001 8320	AUTO/SHOP		0.00	0.00	0.00	0.00	(6,350.16)	0.00	2,000.00
(8,350.16)									
05 3200 610 001 8321	STUDENT TRAVEL ABROAD		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8322	CLASS OF 2025		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8323	CLASS OF 2026		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8324	CLASS OF 2023		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8326	CLASS OF 2024		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8328	CLASS OF 2027		0.00	0.00	0.00	0.00	(8,272.11)	0.00	0.00
(8,272.11)									
05 3200 610 001 8329	CLASS OF 2028		0.00	0.00	0.00	0.00	(4,500.00)	0.00	0.00
(4,500.00)									
05 3200 610 001 8332	HS CONCESSIONS		0.00	0.00	0.00	0.00	(14,599.05)	0.00	5,000.00
(19,599.05)									
05 3200 610 001 8333	BLUE DEVIL CATERING		0.00	0.00	0.00	0.00	(4,669.50)	0.00	0.00
(4,669.50)									
05 3200 610 001 8334	DECA		0.00	614.43	614.43	0.00	(34,410.06)	0.00	1,437.55
(35,847.61)									
05 3200 610 001 8335	DUAL ENROLLMENT		0.00	0.00	0.00	0.00	(3,218.86)	0.00	0.00

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(3,218.86)									
05 3200 610 001 8336	MANUFACTURING		0.00	0.00	0.00	0.00	(3,724.10)	0.00	0.00
(3,724.10)									
05 3200 610 001 8337	FITNESS CENTER		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8339	EDUCATORS RISING/FEA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8342	FCCLA		0.00	0.00	0.00	0.00	(2,226.86)	0.00	0.00
(2,226.86)									
05 3200 610 001 8344	FOOTBALL FUNDRAISER		0.00	3,120.05	3,120.05	0.00	(14,566.88)	0.00	2,144.00
(16,710.88)									
05 3200 610 001 8345	HALL OF FAME		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8346	HOSA		0.00	0.00	0.00	0.00	(272.05)	0.00	0.00
(272.05)									
05 3200 610 001 8347	F.F.A.		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8348	BOYS BASKETBALL FR		0.00	1,025.00	1,025.00	0.00	(7,691.01)	0.00	0.00
(7,691.01)									
05 3200 610 001 8349	GIRLS BASKETBALL FR		0.00	450.00	450.00	0.00	(3,343.39)	0.00	0.00
(3,343.39)									
05 3200 610 001 8352	JAG		0.00	0.00	0.00	0.00	(23.99)	0.00	0.00
(23.99)									
05 3200 610 001 8353	ROTC ACTIVITIES		0.00	1,139.95	1,139.95	0.00	(5,534.98)	0.00	0.00
(5,534.98)									
05 3200 610 001 8354	HONOR SOCIETY		0.00	0.00	0.00	0.00	(550.00)	0.00	0.00
(550.00)									
05 3200 610 001 8355	ROTC MILITARY ACCOUNT		0.00	473.45	473.45	0.00	(473.45)	0.00	0.00
(473.45)									
05 3200 610 001 8356	GUIDANCE ACTIVITIES		0.00	827.70	827.70	0.00	(12,071.43)	0.00	0.00
(12,071.43)									
05 3200 610 001 8360	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8363	SPEECH		0.00	0.00	0.00	0.00	(646.09)	0.00	0.00
(646.09)									
05 3200 610 001 8366	STRENGTH & CONDITIONING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8371	HS SOCIAL COMMITTEE		0.00	0.00	0.00	0.00	(2,201.16)	0.00	0.00
(2,201.16)									
05 3200 610 001 8374	HS STUDENT COUNCIL		0.00	0.00	0.00	0.00	(7,621.73)	0.00	6,725.00
(14,346.73)									
05 3200 610 001 8378	HS SCIENCE CLUB		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 001 8380	JUNIOR OPTIMIST INTERNATIONAL		0.00	0.00	0.00	0.00	(54.15)	0.00	0.00
(54.15)									
05 3200 610 001 8381	HS TRACK FUNDRAISER		0.00	0.00	0.00	0.00	(5,474.24)	0.00	0.00
(5,474.24)									
05 3200 610 001 8382	GIRLS SOCCER FR		0.00	0.00	0.00	0.00	(1,286.51)	0.00	0.00
(1,286.51)									
05 3200 610 001 8384	HS VOLLEYBALL FR		0.00	0.00	0.00	0.00	0.00	0.00	695.00
(695.00)									
05 3200 610 001 8386	SKILLS USA		0.00	208.46	208.46	0.00	(3,688.46)	0.00	0.00
(3,688.46)									
05 3200 610 001 8387	GOLF FUNDRAISER		0.00	0.00	0.00	0.00	(2,687.00)	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(2,687.00)									
05 3200 610 001 8388	HS BOYS WRESTLING FR		0.00	0.00	0.00	0.00	(20,338.80)	0.00	0.00
(20,338.80)									
05 3200 610 001 8389	HS YEARBOOK		0.00	0.00	0.00	0.00	(5,336.43)	0.00	0.00
(5,336.43)									
05 3200 610 001 8390	HS BASEBALL FR		0.00	1,289.62	1,289.62	0.00	(8,195.75)	0.00	0.00
(8,195.75)									
05 3200 610 001 8391	HS ACTIVITIES/MISC		0.00	5,016.06	5,016.06	0.00	(145,485.04)	0.00	39,825.25
(185,310.29)									
05 3200 610 001 8392	GIRLS WRESTLING FR		0.00	0.00	0.00	0.00	(1,215.46)	0.00	0.00
(1,215.46)									
05 3200 610 001 8401	BOYS SOCCER FR		0.00	0.00	0.00	0.00	(799.96)	0.00	0.00
(799.96)									
05 3200 610 001 8404	CROSS COUNTRY FR		0.00	0.00	0.00	0.00	(1,090.64)	0.00	0.00
(1,090.64)									
05 3200 610 001 8405	SOFTBALL FR		0.00	222.47	222.47	0.00	(2,435.62)	0.00	0.00
(2,435.62)									
05 3200 610 001 8408	HS DRAMA		0.00	0.00	0.00	0.00	(425.31)	0.00	0.00
(425.31)									
05 3200 610 001 8409	HS COLOR GUARD		0.00	0.00	0.00	0.00	(3,766.88)	0.00	590.00
(4,356.88)									
05 3200 610 001 8410	HS ANIMAL CLUB GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8202	MS ATHLETICS		0.00	0.00	0.00	0.00	(20,543.93)	0.00	0.00
(20,543.93)									
05 3200 610 003 8203	MS SOCIAL COMMITTEE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8204	MS BAND/VOCAL MUSIC		0.00	394.80	394.80	0.00	(9,218.31)	0.00	1,588.00
(10,806.31)									
05 3200 610 003 8207	REFERRAL FREE ACTIVITIES		0.00	0.00	0.00	0.00	(9,179.87)	0.00	0.00
(9,179.87)									
05 3200 610 003 8208	MS FCS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8209	MS NJHS GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(385.00)	0.00	0.00
(385.00)									
05 3200 610 003 8210	MS VENDING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8213	MS LIBRARY DONATIONS		0.00	0.00	0.00	0.00	(665.30)	0.00	0.00
(665.30)									
05 3200 610 003 8215	MS SCIENCE FAIR		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8216	MS STUDENT COUNCIL		0.00	0.00	0.00	0.00	(485.49)	0.00	0.00
(485.49)									
05 3200 610 003 8221	MS WRESTLING CLUB		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 003 8226	MS YEARBOOK		0.00	0.00	0.00	0.00	(2,173.00)	0.00	0.00
(2,173.00)									
05 3200 610 003 8228	MS PROJECTS/DONATIONS		0.00	(204.15)	(204.15)	0.00	(18,709.16)	0.00	0.00
(18,709.16)									
05 3200 610 003 8232	MS STUDENT TRAVEL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 009 8101	ELEM STUDENT COUNCIL		0.00	0.00	0.00	0.00	(827.37)	0.00	0.00
(827.37)									
05 3200 610 009 8102	ELEM TEACHERS/POP		0.00	0.00	0.00	0.00	(1,484.11)	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(1,484.11)									
05 3200 610 009 8103	ELEM MISC ACTIVITIES		0.00	261.23	261.23	0.00	(14,993.10)	0.00	0.00
(14,993.10)									
05 3200 610 009 8104	ELEM LIBRARY		0.00	67.38	67.38	0.00	(416.14)	0.00	0.00
(416.14)									
05 3200 610 009 8106	ELEM LIFE SKILLS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 610 009 8111	ELEM SOCIAL COMMITTEE		0.00	0.00	0.00	0.00	(431.37)	0.00	0.00
(431.37)									
05 3200 610 010 8022	HD ST MISC ACTIVITIES		0.00	(16.80)	(16.80)	0.00	(1,077.92)	0.00	0.00
(1,077.92)									
05 3200 610 010 8023	HD ST PARENT GROUP		0.00	0.00	0.00	0.00	(570.52)	0.00	0.00
(570.52)									
05 3200 610 010 8030	HD ST BOOK FAIR		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8000	ADMINISTRATIVE EXPENSES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8012	SALES TAX		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8019	WILES SCHOLARSHIPS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8021	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8211	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 000 8302	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8001	DUDA SCHOLARSHIPS		0.00	15,000.00	15,000.00	0.00	(20,000.00)	0.00	0.00
(20,000.00)									
05 3200 890 001 8003	WILEY SCHOLARSHIPS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8008	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8010	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8020	SITZMAN SCHOLARSHIP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8356	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 001 8391	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	(85.00)	0.00	0.00
(85.00)									
05 3200 890 003 8209	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 003 8221	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 003 8226	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 3200 890 009 8102	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
3200 TRANSFERS			0.00	45,436.07	45,436.07	0.00	(519,383.81)	0.00	60,838.07
8000 TRANSFERS									
05 8000 911 000 8000	TRANSFERS TO GENERAL FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8000 TRANSFERS			0.00	0.00	0.00	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
8009	PIONEER GRANT MATCH								
05 8009 000 000	PIONEER GRANT MATCH		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
05 8009 000 001	KIEWIT GRANT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
05 8009 130 000	EXTRA STIPENDS/CURRICULUM WORK		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
05 8009 210 000	SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
05 8009 220 000	RETIREMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
05 8009 221 000	RETIREMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8009	PIONEER GRANT MATCH		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8015	SPECIAL EDUCATION								
05 8015 000 000	SPECIAL EDUCATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8015	SPECIAL EDUCATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8017	CONESTOGA PARENT GROUP								
05 8017 000 000	CONESTOGA PARENT GROUP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8017	CONESTOGA PARENT GROUP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8026	WEeping WATER PARENT GROUP								
05 8026 000 000	WEeping WATER PARENT GROUP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8026	WEeping WATER PARENT GROUP		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8027	HEAD START POLICY COUNCIL								
05 8027 000 000	HEAD START POLICY COUNCIL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8027	HEAD START POLICY COUNCIL		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8028	HD START POP FUND								
05 8028 000 000	HEAD START POP FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8028	HD START POP FUND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8220	8TH GRADE ACTIVITIES								
05 8220 000 003	8TH GRADE ACTIVITIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8220	8TH GRADE ACTIVITIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8310	BAKE SHOPPE								
05 8310 000 001	BAKE SHOPPE - CLOSED		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8310	BAKE SHOPPE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8332	CONCESSIONS								
05 8332 210 001	SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8332	CONCESSIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8340	FBLA								
05 8340 000 001	HS SCHOOL STORE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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8340	FBLA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8360	LIBRARY								
05 8360 000 001	LIBRARY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
8360	LIBRARY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05	(589,374) ACTIVITY FUND		0.00	45,436.07	45,436.07	0.00	(528,536.04)	0.00	60,838.07

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	CAFETERIA								
3100	FOOD SERVICE OPERATIONS								
06 3100 110 000	NON INSTRUCTIONAL REG EMPLOYEE		360,000.00	16,880.85	16,880.85	98.78	4,374.40	0.00	0.00
	4,374.40								
06 3100 210 000	GROUP INS/NON INSTRUCTIONAL		1,000.00	42.80	42.80	48.68	513.19	0.00	0.00
	513.19								
06 3100 220 000	SOCIAL SECURITY/NON INSTRUCTIONAL		30,000.00	1,272.55	1,272.55	90.02	2,992.92	0.00	0.00
	2,992.92								
06 3100 230 000	RETIREMENT/NON INSTRUCTIONAL		30,000.00	1,236.09	1,236.09	87.07	3,879.27	0.00	0.00
	3,879.27								
06 3100 237 000	ADD'L RETIREMENT CONTRIBUTION		10,000.00	0.00	0.00	24.72	7,528.42	0.00	0.00
	7,528.42								
06 3100 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL		11,000.00	880.24	880.24	88.94	1,216.62	0.00	0.00
	1,216.62								
06 3100 340 000	OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 3100 431 000	REPAIRS/MAINTENANCE NON TECH		25,000.00	0.00	0.00	0.00	25,000.00	0.00	0.00
	25,000.00								
06 3100 431 003	REPAIRS AND MAINTENANCE		75,000.00	0.00	0.00	0.00	75,000.00	0.00	0.00
	75,000.00								
06 3100 431 010	REPAIRS/MAINTENANCE NON TECH/PECC		5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
	5,000.00								
06 3100 570 000	FOOD SERVICE MANAGEMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 3100 570 010	FOOD SERVICE MANAGEMENT/CACFP		150,000.00	0.00	0.00	0.00	150,000.00	0.00	0.00
	150,000.00								
06 3100 610 000	GENERAL SUPPLIES		100,000.00	4,412.53	4,412.53	6.00	94,243.37	0.00	245.00
	93,998.37								
06 3100 610 009	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(4,158.88)	0.00	0.00
	(4,158.88)								
06 3100 610 010	GENERAL SUPPLIES/CACFP		10,000.00	0.00	0.00	0.36	9,963.64	0.00	0.00
	9,963.64								
06 3100 626 000	GASOLINE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 3100 630 000	FOOD EXPENSES		350,000.00	15,407.67	15,407.67	109.21	(32,219.73)	0.00	0.00
	(32,219.73)								
06 3100 630 010	FOOD EXPENDITURES		75,000.00	0.00	0.00	83.28	12,542.06	0.00	0.00
	12,542.06								
06 3100 650 000	TECHNLOGY SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 3100 650 010	TECHNLOGY SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 3100 890 000	MISC EXPENSES/REFUNDS		1,500.00	0.00	0.00	38.34	924.87	0.00	0.00
	924.87								
3100	FOOD SERVICE OPERATIONS		1,233,500.00	40,132.73	40,132.73	71.09	356,800.15	0.00	245.00
6500	CAFETERIA								
06 6500 401 000	DAIRY PRODUCTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
06 6500 690 000	MISCELLANEOUS ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								

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6500	CAFETERIA		0.00	0.00	0.00	0.00	0.00	0.00	0.00
06	356,500 CAFETERIA		1,233,500.00	40,132.73	40,132.73	71.09	356,800.15	0.00	245.00

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07	BOND FUND								
5000	DEBT SERVICES								
07 5000 830 000	DEBT RELATED EXPENSES		1,000.00	0.00	0.00	80.00	200.00	0.00	0.00
	200.00								
07 5000 831 000	PRINCIPAL PAYMENTS ON BONDS		1,000,000.00	0.00	0.00	69.50	305,000.00	0.00	0.00
	305,000.00								
07 5000 832 000	INTEREST PAYMENTS		280,394.00	0.00	0.00	95.09	13,777.74	0.00	0.00
	13,777.74								
07 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
5000	DEBT SERVICES		1,281,394.00	0.00	0.00	75.11	318,977.74	0.00	0.00
07	BOND FUND		1,281,394.00	0.00	0.00	75.11	318,977.74	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
08	SPECIAL BLDG FUND								
2610	OPERATION OF PLANT								
08 2610 340 000	OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 431 000	NON TECH REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 441 000	RENTALS OF LAND & BUILDINGS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 450 000	CONSTRUCTION MATERIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 530 000	COMMUNICATIONS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 710 000	LAND AND IMPROVEMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2610 890 000	MISCELLANEOUS ITEMS		0.00	0.00	0.00	0.00	(341,584.96)	0.00	0.00
(341,584.96)									
2610 (341,584.96)	OPERATION OF PLANT		0.00	0.00	0.00	0.00	(341,584.96)	0.00	0.00
2660	SECURITY SERVICES								
08 2660 430 000	REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 450 000	CONSTRUCTION MATERIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 710 000	LAND AND IMPROVEMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 730 000	EQUIPMENT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 733 000	FURNITURE AND FIXTURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2660 890 000	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
2660 0.00	SECURITY SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2670	SAFETY SERVICES								
08 2670 450 000	CONSTRUCTION SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2670 610 000	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2670 733 000	FURNITURE AND FIXTURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2670 734 000	TECHNOLOGY HARDWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
08 2670 735 000	SOFTWARE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
2670 0.00	SAFETY SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100	BOND RELATED EXPENDITURES								
08 4100 890 000	MISCELLANEOUS EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
4100 0.00	BOND RELATED EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
4200	TITLE 1 - CURRENT								

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08	419,600.00		800,000.00	1,633.36	1,633.36	47.54	421,854.17	0.00	2,179.20

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU								
2515	CENTRAL SERVICES/BLDGS AND SITES								
09 2515 430 000	REPAIRS AND MAINTENANCE SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
09 2515 430 001	REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
09 2515 430 003	REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
09 2515 430 009	REPAIRS AND MAINTENANCE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
09 2515 710 000	LAND AND IMPROVEMENTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2515	CENTRAL SERVICES/BLDGS AND		0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF PLANT								
09 2610 431 000	REPAIRS/MAINTENANCE NON TECH		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
2610	OPERATION OF PLANT		0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES								
09 5000 830 000	DEBT RELATED EXPENSES		0.00	0.00	0.00	0.00	(400.00)	0.00	0.00
	(400.00)								
09 5000 831 000	REDEMPTION OF PRINCIPAL		0.00	0.00	0.00	0.00	(305,000.00)	0.00	0.00
	(305,000.00)								
09 5000 832 000	INTEREST ON LONG TERM DEBT		0.00	0.00	0.00	0.00	(11,777.50)	0.00	0.00
	(11,777.50)								
09 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
5000	DEBT SERVICES		0.00	0.00	0.00	0.00	(317,177.50)	0.00	0.00
09	(317,177.50) QUALIFIED CAPITAL PURPOSE		0.00	0.00	0.00	0.00	(317,177.50)	0.00	0.00

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12	STUDENT FEES								
2190	OTHER PUPIL SUPPORT SERVICES								
12 2190 151 001 1696	ADD'L COMP TO TEACHERS/PROF STAFF		7,000.00	0.00	0.00	44.43	3,890.00	0.00	0.00
	3,890.00								
12 2190 151 003 1697	ADD'L COMP TO TEACHERS/PROF STAFF		3,000.00	0.00	0.00	21.67	2,350.00	0.00	0.00
	2,350.00								
12 2190 152 001 1696	ADD'L COMPENSATION/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 152 003 1697	ADD'L COMPENSATION/INSTRUC AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 221 001 1696	SOCIAL SECURITY		550.00	0.00	0.00	43.26	312.07	0.00	0.00
	312.07								
12 2190 221 003 1697	SOCIAL SECURITY		200.00	0.00	0.00	24.87	150.27	0.00	0.00
	150.27								
12 2190 222 001 1696	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 222 003 1697	SS/MEDICARE TO INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 231 001 1696	RETIREMENT/TEACHERS PROF STAFF		550.00	0.00	0.00	38.75	336.86	0.00	0.00
	336.86								
12 2190 231 003 1697	RETIREMENT/TEACHERS PROF STAFF		200.00	0.00	0.00	23.89	152.22	0.00	0.00
	152.22								
12 2190 232 001 1696	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 232 003 1697	RETIREMENT/INSTRUCTIONAL AIDES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 237 001 1696	ADD'L RETIREMENT CONTRIBUTION		200.00	0.00	0.00	10.60	178.81	0.00	0.00
	178.81								
12 2190 237 003 1697	ADD'L RETIREMENT CONTRIBUTION		100.00	0.00	0.00	4.75	95.25	0.00	0.00
	95.25								
12 2190 340 001 1696	OTHER PROFESSIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 352 001 1696	OTHER TECHNICAL SERVICES/OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 352 003 1697	OTHER TECHNICAL SERVICES/OFFICIALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 610 001 1696	GENERAL SUPPLIES/ HS FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 610 001 1698	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
12 2190 610 001 1707	CULINARY/NUTRITION		0.00	0.00	0.00	0.00	(1,061.27)	0.00	0.00
	(1,061.27)								
12 2190 610 001 1710	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	(72.34)	0.00	0.00
	(72.34)								
12 2190 610 001 1719	WOODS		0.00	0.00	0.00	0.00	0.00	0.00	0.00

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0.00									
12 2190 610 001 1721	MANUFACTURING		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 610 001 1722	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 610 003 1697	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 610 003 1706	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 610 003 1708	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 734 001 1723	TECHNOLOGY HARDWARE		0.00	0.00	0.00	0.00	(6,077.20)	0.00	0.00
(6,077.20)									
12 2190 810 001 1696	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 001 1698	HS BAND RENTALS		0.00	0.00	0.00	0.00	(78.97)	0.00	43.97
(122.94)									
12 2190 810 001 1701	DUES AND FEES/ENTRY FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 001 1710	HS ART FEES		5,000.00	797.87	797.87	17.53	4,123.48	0.00	0.00
4,123.48									
12 2190 810 001 1718	DRIVERS ED		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 001 1722	DUES AND FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 003 1697	MS PARTICIPATION FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 003 1706	MS BAND RENTALS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 810 003 1708	FCS FEES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
12 2190 890 000 1790	MISC EXPENDITURES		0.00	0.00	0.00	0.00	(1.62)	0.00	0.00
(1.62)									
2190 OTHER SUBS	OTHER SUBS		16,800.00	797.87	797.87	74.68	4,297.56	0.00	43.97
12 2190 810 001 1718	DRIVERS ED		16,800.00	797.87	797.87	74.68	4,297.56	0.00	43.97

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Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total			32,903,748.00	1,970,362.16	1,970,362.16	83.88	5,721,883.60	0.00	418,457.43

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
01	GENERAL						
1100	REGULAR INSTRUCTIONAL PROGRAMS	\$7,828,550.00	\$600,561.17	\$6,825,896.51	87.39	\$1,002,653.49	\$987,169.61
1125	SA FLEX FUNDING	\$217,845.00	\$10,119.08	\$172,338.28	79.11	\$45,506.72	\$45,506.72
1150	LIMITED ENGLISH PROFICIENCY	\$90,371.00	\$5,597.63	\$98,457.24	108.95	(\$8,086.24)	(\$8,086.24)
1160	POVERTY PROGRAMS	\$1,009,343.00	\$80,139.87	\$859,690.13	85.17	\$149,652.87	\$149,652.87
1190	EARLY CHILDHOOD EDUC PROGRAMS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1193	MUSIC/FINE ARTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1195	BAF FLEX FUNDING	\$39,758.00	\$2,919.10	\$36,659.21	92.21	\$3,098.79	\$3,098.79
1200	SPECIAL EDUCATION PROGRAMS	\$3,321,006.00	\$222,673.90	\$2,934,261.54	88.45	\$386,744.46	\$383,734.13
1291	SPED INSTRUCTIONAL PROGRAMS 3-5	\$0.00	\$30.63	\$2,301.79	0.00	(\$2,301.79)	(\$2,301.79)
1292	SPED BIRTH TO 2	\$1,339.00	\$0.00	\$5,254.80	392.44	(\$3,915.80)	(\$3,915.80)
1295	UNIFIED COACHING EXTRA DUTY	\$0.00	\$183.97	\$2,035.76	0.00	(\$2,035.76)	(\$2,035.76)
1300	SUMMER SCHOOL	\$54,384.00	\$16,461.02	\$18,492.11	34.00	\$35,891.89	\$35,891.89
2110	SOCIAL WORK SERVICES	\$0.00	\$0.00	\$5,499.45	0.00	(\$5,499.45)	(\$5,499.45)
2120	GUIDANCE SERVICES	\$325,892.00	\$12,652.76	\$139,870.19	42.92	\$186,021.81	\$186,021.81
2130	HEALTH SERVICES	\$153,977.00	\$7,743.86	\$97,316.08	63.37	\$56,660.92	\$56,396.09
2141	SCHOOL PSYCHOLOGY SERVICES	\$156,545.00	\$7,811.37	\$157,307.32	100.49	(\$762.32)	(\$762.32)
2151	SA SPEECH PATHOLOGY	\$219,500.00	\$0.00	\$351,788.14	160.27	(\$132,288.14)	(\$132,288.14)
2152	PK 3-5 SPEECH PATHOLOGY	\$30,000.00	\$0.00	\$66,088.25	220.29	(\$36,088.25)	(\$36,088.25)
2153	PK 0-3 SPEECH PATHOLOGY	\$18,000.00	\$2,460.00	\$23,409.25	130.05	(\$5,409.25)	(\$5,409.25)
2161	SA OCCUPATIONAL THERAPY	\$39,000.00	\$0.00	\$24,482.50	62.78	\$14,517.50	\$14,517.50
2162	PK OCCUPATIONAL THERAPY	\$5,000.00	\$157.50	\$8,740.50	174.81	(\$3,740.50)	(\$3,740.50)
2163	0-2 OCCUPATIONAL THERAPY	\$0.00	\$3,710.00	\$38,097.50	0.00	(\$38,097.50)	(\$38,097.50)
2171	SA PHYSICAL THERAPY	\$37,605.00	\$350.00	\$15,452.50	41.09	\$22,152.50	\$22,152.50
2172	PK PHYSICAL THERAPY	\$12,360.00	\$52.50	\$1,995.00	16.14	\$10,365.00	\$10,365.00

EXPENDITURE BY FUNCTION SUMMARY07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
2173	0-2 PHYSICAL THERAPY	\$20,000.00	\$2,730.00	\$27,020.00	135.10	(\$7,020.00)	(\$7,020.00)
2181	SA VISION	\$77,500.00	\$5,691.16	\$115,220.44	148.67	(\$37,720.44)	(\$37,720.44)
2212	INSTR AND CURRICULUM DEVELOPMENT	\$188,230.00	\$88,298.75	\$146,246.58	114.14	\$41,983.42	(\$26,624.03)
2213	INSTRUCTIONAL STAFF TRAINING	\$7,210.00	\$0.00	\$6,809.85	132.65	\$400.15	(\$2,353.90)
2214	IMPLEMENTATION OF STANDARDS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2220	LIBRARY/MEDIA SERVICES	\$225,569.00	\$19,605.46	\$227,062.87	100.66	(\$1,493.87)	(\$1,493.87)
2230	INSTRUCTION RELATED TECHNOLOGY	\$6,250.00	\$0.00	\$2,600.00	41.60	\$3,650.00	\$3,650.00
2310	BOARD OF EDUCATION	\$413,250.00	\$15,106.19	\$465,115.91	114.35	(\$51,865.91)	(\$59,306.47)
2320	EXECUTIVE ADMIN. SERVICES	\$223,465.00	\$17,348.95	\$187,756.83	84.02	\$35,708.17	\$35,708.17
2330	DISTRICT LEGAL SERVICES	\$20,000.00	\$0.00	\$17,797.60	88.99	\$2,202.40	\$2,202.40
2410	OFFICE OF THE PRINCIPAL SERV.	\$1,608,881.00	\$128,681.96	\$1,399,626.41	86.99	\$209,254.59	\$209,254.59
2510	GENERAL BUSINESS SUPPORT	\$280,529.00	\$18,080.50	\$270,710.34	96.50	\$9,818.66	\$9,818.66
2530	DUPLICATNG SERVICES	\$109,095.00	\$14,394.34	\$110,566.28	101.35	(\$1,471.28)	(\$1,471.28)
2540	EVALUATION SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2580	ADMIN TECHNOLOGY SERVICES	\$506,852.00	\$57,627.73	\$378,714.36	107.62	\$128,137.64	(\$38,624.88)
2610	OPERATION OF PLANT	\$945,362.00	\$81,400.79	\$844,512.87	91.26	\$100,849.13	\$82,652.15
2620	MAINTENANCE OF PLANT	\$960,237.00	\$82,481.84	\$866,874.70	91.39	\$93,362.30	\$82,684.38
2630	UPKEEP OF GROUNDS	\$990,150.00	\$8,857.10	\$36,774.96	3.71	\$953,375.04	\$953,375.04
2650	VEHICLE OPERATION/MAINTENANCE	\$9,148.00	\$0.00	\$7,903.78	86.40	\$1,244.22	\$1,244.22
2660	SECURITY SERVICES	\$94,760.00	\$0.00	\$75,530.59	79.71	\$19,229.41	\$19,229.41
2670	SAFETY SERVICES	\$7,210.00	\$223.50	\$7,584.40	105.19	(\$374.40)	(\$374.40)
2710	REGULAR STUDENT TRANSPORTATION	\$439,913.00	\$94,737.44	\$459,104.99	104.36	(\$19,191.99)	(\$19,191.99)
2712	SA SPED VEHICLE OPERATION	\$186,230.00	\$33,663.04	\$230,640.66	123.85	(\$44,410.66)	(\$44,410.66)
2713	PK VEHICLE OPERATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3300	COMMUNITY SERVICE OPERATIONS	\$10,000.00	\$708.90	\$7,009.77	71.66	\$2,990.23	\$2,833.65

EXPENDITURE BY FUNCTION SUMMARY07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST	\$8,489.00	\$28.89	\$11,704.04	137.87	(\$3,215.04)	(\$3,215.04)
3500	STATE CATEGORICAL PROGRAMS/RULE 82	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3535	HIGH ABILITY LEARNERS	\$12,000.00	\$3,614.43	\$8,426.45	70.68	\$3,573.55	\$3,518.99
3540	STATE EARLY CHILDHOOD GRANT	\$61,800.00	\$1,189.75	\$38,809.35	62.80	\$22,990.65	\$22,990.65
3541	BIRTH TO 3 ENDOWMENT	\$44,856.00	\$13,220.98	\$140,073.50	312.27	(\$95,217.50)	(\$95,217.50)
3550	OTHER STATE CATEGORICAL/RULE 4	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3551	CAREER EDUCATION	\$8,449.00	\$0.00	\$8,055.36	95.34	\$393.64	\$393.64
3575	NEBR INNOVATION GRANT PROGRAM	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3599	OTHER STATE CATEGORICAL PROGRAMS	\$0.00	\$0.00	\$1,284.76	0.00	(\$1,284.76)	(\$1,284.76)
5000	DEBT SERVICES	\$3,668,000.00	\$0.00	\$3,616,110.00	98.59	\$51,890.00	\$51,890.00
6200	TITLE I PART A	\$235,685.00	\$18,105.69	\$151,168.94	70.50	\$84,516.06	\$69,534.93
6210	TITLE I PART A ACCOUNTABILITY	\$1,030.00	\$0.00	\$0.00	0.00	\$1,030.00	\$1,030.00
6310	TITLE II PART A	\$90,600.00	\$7,124.06	\$68,492.80	75.60	\$22,107.20	\$22,107.20
6406	IDEA PRESCHOOL (619) BASE	\$15,000.00	\$0.00	\$13,270.39	88.47	\$1,729.61	\$1,729.61
6408	IDEA BASE/EP	\$459,187.00	\$29,951.21	\$353,604.19	77.01	\$105,582.81	\$105,582.81
6412	IDEA PART B PROPORTIONATE SHARE	\$49,025.00	\$2,983.84	\$15,611.14	31.84	\$33,413.86	\$33,413.86
6421	IDEA 611 ARP	\$5,150.00	\$0.00	\$0.00	0.00	\$5,150.00	\$5,150.00
6422	IDEA NON PUBLIC ARP	\$12,360.00	\$2,487.72	\$12,438.60	100.64	(\$78.60)	(\$78.60)
6423	IDEA 619 ARP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6690	OTHER NON CATEGORICAL EXP/MEDICAID	\$250.00	\$0.00	\$0.00	0.00	\$250.00	\$250.00
6700	PERKINS REVISION GRANT	\$12,800.00	\$3,959.10	\$87,511.29	705.38	(\$74,711.29)	(\$77,489.22)
6940	HEAD START	\$1,817,528.00	\$149,941.30	\$1,667,944.52	93.67	\$149,583.48	\$115,036.25
6968	TITLE IV PART B 21ST CENTURY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH	\$7,000.00	\$0.00	\$3,559.50	185.64	\$3,440.50	(\$5,994.74)
6980	ADULT BASIC EDUCATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
6990	OTHER FED CATEGORICAL SOURCES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6993	AMERICAN RESCUE PLAN HOMELESS HCY	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6996	ESSERS (EMERGENCY RELIEF)	\$7,000.00	\$0.00	\$0.00	0.00	\$7,000.00	\$7,000.00
6997	ESSERS II	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
6998	ESSERS III	\$0.00	\$0.00	\$5,593.70	0.00	(\$5,593.70)	(\$5,593.70)
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
9000	NON PROGRAM EXPENDITURES	\$2,057,375.00	\$0.00	\$916.67	0.04	\$2,056,458.33	\$2,056,458.33
01	GENERAL	\$29,463,900.00	\$1,875,868.98	\$23,981,193.44	82.60	\$5,482,706.56	\$5,127,555.37

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
02	DEPRECIATION FUND						
2900	OTHER SUPPORT SERVICES	\$54,077.00	\$0.00	\$54,077.00	100.00	\$0.00	\$0.00
8000	TRANSFERS	\$54,077.00	\$0.00	\$0.00	0.00	\$54,077.00	\$54,077.00
02	DEPRECIATION FUND	\$108,154.00	\$0.00	\$54,077.00	50.00	\$54,077.00	\$54,077.00

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
03	EMPLOYEE BENEFITS FUND						
2900	OTHER SUPPORT SERVICES	\$0.00	\$6,493.15	\$71,116.04	0.00	(\$71,116.04)	(\$71,116.04)
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
03	EMPLOYEE BENEFITS FUND	\$0.00	\$6,493.15	\$71,116.04	0.00	(\$71,116.04)	(\$71,116.04)

EXPENDITURE BY FUNCTION SUMMARY07/2026

User ID: CHUDSON

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
05	ACTIVITY FUND						
2190	OTHER PUPIL SUPPORT SERVICES	\$0.00	\$0.00	\$9,152.23	0.00	(\$9,152.23)	(\$9,152.23)
2900	OTHER SUPPORT SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
3200	ENTERPRISE OPERATIONS/ACTIVITIES	\$0.00	\$45,436.07	\$519,383.81	0.00	(\$519,383.81)	(\$580,221.88)
8000	TRANSFERS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8009	PIONEER GRANT MATCH	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8015	SPECIAL EDUCATION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8017	CONESTOGA PARENT GROUP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8026	WEeping WATER PARENT GROUP	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8027	HEAD START POLICY COUNCIL	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8028	HD START POP FUND	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8220	8TH GRADE ACTIVITIES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8310	BAKE SHOPPE	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
8332	CONCESSIONS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
05	ACTIVITY FUND	\$0.00	\$45,436.07	\$528,536.04	0.00	(\$528,536.04)	(\$589,374.11)

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
06	CAFETERIA						
3100	FOOD SERVICE OPERATIONS	\$1,233,500.00	\$40,132.73	\$876,699.85	71.09	\$356,800.15	\$356,555.15
06	CAFETERIA	\$1,233,500.00	\$40,132.73	\$876,699.85	71.09	\$356,800.15	\$356,555.15

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number		Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
07	BOND FUND							
5000	DEBT SERVICES		\$1,281,394.00	\$0.00	\$962,416.26	75.11	\$318,977.74	\$318,977.74
07	BOND FUND		\$1,281,394.00	\$0.00	\$962,416.26	75.11	\$318,977.74	\$318,977.74

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
08	SPECIAL BLDG FUND						
2610	OPERATION OF PLANT	\$0.00	\$0.00	\$341,584.96	0.00	(\$341,584.96)	(\$341,584.96)
2660	SECURITY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2670	SAFETY SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4100	BOND RELATED EXPENDITURES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4200	TITLE 1 - CURRENT	\$800,000.00	\$1,633.36	\$36,560.87	4.84	\$763,439.13	\$761,259.93
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4500	BUILDING CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
4700	BUILDING IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
5000	DEBT SERVICES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
08	SPECIAL BLDG FUND	\$800,000.00	\$1,633.36	\$378,145.83	47.54	\$421,854.17	\$419,674.97

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU						
2515	CENTRAL SERVICES/BLDGS AND SITES	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
2610	OPERATION OF PLANT	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
5000	DEBT SERVICES	\$0.00	\$0.00	\$317,177.50	0.00	(\$317,177.50)	(\$317,177.50)
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	\$0.00	\$0.00	\$317,177.50	0.00	(\$317,177.50)	(\$317,177.50)

EXPENDITURE BY FUNCTION SUMMARY
07/2026

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
12	STUDENT FEES						
2190	OTHER PUPIL SUPPORT SERVICES	\$16,800.00	\$797.87	\$12,502.44	74.68	\$4,297.56	\$4,253.59
12	STUDENT FEES	\$16,800.00	\$797.87	\$12,502.44	74.68	\$4,297.56	\$4,253.59

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAXED LEVIED BY SCHOOL DISTRICT	11,479,421.00	76,552.84	7,241,132.73	63.08	4,238,288.27
01 1115	CARLINE TAXES	7,000.00	0.00	4,893.94	69.91	2,106.06
01 1120	PUBLIC POWER DIST SALES TAX	175,000.00	0.00	170,488.68	97.42	4,511.32
01 1125	MOTOR VEHICLE TAX	900,000.00	86,279.84	983,767.43	109.31	(83,767.43)
01 1370	PRESCHOOL TUITION	100,000.00	5,223.62	91,490.48	91.49	8,509.52
01 1510	INTEREST ON INVESTMENTS	50,000.00	19,647.78	126,695.18	253.39	(76,695.18)
01 1510 0003	INTEREST ON INVESTMENTS/HD ST	1,000.00	2.96	37.62	3.76	962.38
01 1510 0004	INTEREST ON INVESTMENTS/HD ST	0.00	0.00	0.00	0.00	0.00
01 1800	REVENUE FR COMM SERVICE/GED/BDA	0.00	0.00	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL FACILITIES/PROPERTY	5,000.00	0.00	1,615.00	32.30	3,385.00
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	0.00	0.00	1,000.00
01 1920	CONTRIB FR PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
01 1921	CITY POLICE COURT FINES	0.00	0.00	0.00	0.00	0.00
01 1990	MISCELLANEOUS LOCAL REVENUE	6,000.00	0.00	4,495.00	74.92	1,505.00
01 1990 0003	MISC LOCAL REVENUE/HD ST	0.00	0.00	0.00	0.00	0.00
01 1990 0004	MISCELLANEOUS LOCAL REVENUE/HD ST	0.00	0.00	0.00	0.00	0.00
Subtotal: 1000		12,724,421.00	187,707.04	8,624,616.06	67.78	4,099,804.94
01 2110	COUNTY FINE & LICENSE FEES	130,000.00	9,620.84	101,233.54	77.87	28,766.46
01 2210	ESU RECEIPTS	1,500.00	0.00	0.00	0.00	1,500.00
Subtotal: 2000		131,500.00	9,620.84	101,233.54	76.98	30,266.46
01 3110	STATE AID TO DISTRICTS	4,991,772.00	0.00	4,491,772.00	89.98	500,000.00
01 3120	SPECIAL ED PROGRAMS	2,900,000.00	0.00	2,542,244.00	87.66	357,756.00
01 3125	SPECIAL ED TRANSPORTATION	198,000.00	0.00	315,773.00	159.48	(117,773.00)
01 3130	HOMESTEAD EXEMPTION	600,000.00	112,131.40	560,657.00	93.44	39,343.00
01 3131	PROPERTY TAX CREDIT	1,725,000.00	(1,242.33)	3,687,783.43	213.78	(1,962,783.43)
01 3132	PERSONAL PROPERTY TAX CREDIT	100,000.00	0.00	0.00	0.00	100,000.00
01 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	1,000.00	0.00	0.00	0.00	1,000.00
01 3155	RULE 4 TEXTBOOK LOAN	1,000.00	0.00	0.00	0.00	1,000.00
01 3165	PRESCHOOL FLEX FUNDING	40,681.00	0.00	0.00	0.00	40,681.00
01 3166	SCHOOL AGE FLEX	187,450.00	0.00	0.00	0.00	187,450.00
01 3175	ABE/STATE GRANT	500.00	0.00	0.00	0.00	500.00
01 3180	PRO-RATA MOTOR VEHICLE	25,000.00	4,777.14	24,813.22	99.25	186.78
01 3400	STATE APPORTIONMENT	500,000.00	0.00	374,638.68	74.93	125,361.32
01 3535	HIGH ABILITY LEARNERS	10,000.00	0.00	9,877.00	98.77	123.00
01 3540	STATE EARLY CHILDHOOD GRANT	44,337.00	0.00	33,985.00	76.65	10,352.00
01 3541	BIRTH TO 3 ENDOWMENT	87,000.00	0.00	71,729.00	82.45	15,271.00
01 3551	CAREER EDUCATION	8,449.00	0.00	7,500.00	88.77	949.00
01 3575	NEBR INNOVATION GRANT	0.00	0.00	0.00	0.00	0.00
01 3599	STATE REIMBURSEMENT SCHOOL SAFETY	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE SOURCES	14,000.00	0.00	17,293.39	123.52	(3,293.39)
Subtotal: 3000		11,434,189.00	115,666.21	12,138,065.72	106.16	(703,876.72)
01 4105	USF - E RATE	0.00	0.00	0.00	0.00	0.00
01 4305	IMPACT AID PL 874	0.00	0.00	0.00	0.00	0.00
01 4307	AMERICAN INDIAN EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4309 0003	HEAD START	1,600,000.00	115,640.32	1,039,322.39	64.96	560,677.61
01 4309 0004	HEAD START	0.00	0.00	0.00	0.00	0.00
01 4421	IDEA PART-B ARP - BIRTH THROUGH AGE 21	50,000.00	0.00	0.00	0.00	50,000.00
01 4505	TITLE I ESEA	205,089.00	0.00	219,019.00	106.79	(13,930.00)
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II PART A	48,413.00	0.00	41,593.00	85.91	6,820.00
01 4512	IDEA POVERTY/BASE	5,000.00	0.00	0.00	0.00	5,000.00
01 4515	IDEA PART B SUPPLEMENTAL	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PART B (619) PRESCHOOL	13,082.00	0.00	17,815.00	136.18	(4,733.00)
01 4518	IDEA BASE AND E/P	374,784.00	0.00	373,617.00	99.69	1,167.00

Fund: 01 GENERAL

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 4519	IDEA PART B E/POVERTY	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA NON PUBLIC	15,183.00	0.00	17,206.00	113.32	(2,023.00)
01 4524	ROTC REIMBURSEMENT FROM DOD	90,000.00	0.00	74,772.24	83.08	15,227.76
01 4525	PERKINS REVISION GRANT	103,104.00	0.00	11,765.00	11.41	91,339.00
01 4529	ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4530	OTHER FEDERAL RECEIPTS	130,000.00	0.00	0.00	0.00	130,000.00
01 4531	21ST CENTURY LEARNING GRANT/MS	5,000.00	0.00	0.00	0.00	5,000.00
01 4701	CENTRAL NEB ROBOTICS GRANT	5,000.00	0.00	0.00	0.00	5,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	50,000.00	1,928.09	31,915.69	63.83	18,084.31
01 4709	MEDICAID ADM ACTIVITIES	15,000.00	0.00	4,770.29	31.80	10,229.71
01 4969	TITLE IV STUDENT SUPPORT	14,135.00	0.00	5,444.00	38.51	8,691.00
01 4995	PRESIDENTIAL DISASTER AID/ESSERS	0.00	0.00	0.00	0.00	0.00
01 4997	ESSER II	0.00	0.00	0.00	0.00	0.00
01 4998	ESSERS III	0.00	0.00	0.00	0.00	0.00
Subtotal: 4000		2,723,790.00	117,568.41	1,837,239.61	67.45	886,550.39
01 5150	TAX ANTICIPATION NOTES	1,500,000.00	0.00	1,500,550.00	100.04	(550.00)
01 5200	FUND TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	10,766.80	0.00	(10,766.80)
01 5690	OTHER NON-REVENUE RECEIPTS	150,000.00	240.00	153,550.71	102.37	(3,550.71)
Subtotal: 5000		1,650,000.00	240.00	1,664,867.51	100.90	(14,867.51)
01 9003	INTERFUND LOAM	800,000.00	(199,000.00)	(144,923.00)	(18.12)	944,923.00
Subtotal: CASH ON HAND		800,000.00	(199,000.00)	(144,923.00)	(18.12)	944,923.00
Fund Total:		29,463,900.00	231,802.50	24,221,099.44	82.21	5,242,800.56

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	INVESTMENT INCOME	0.00	7.76	91.00	0.00	(91.00)
	Subtotal: 1000	0.00	7.76	91.00	0.00	(91.00)
02 5200	FUND TRASFERS IN	0.00	199,000.00	199,000.00	0.00	(199,000.00)
	Subtotal: 5000	0.00	199,000.00	199,000.00	0.00	(199,000.00)
	Fund Total:	0.00	199,007.76	199,091.00	0.00	(199,091.00)

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 5200	FUND TRANSFERS IN	0.00	6,135.48	69,263.10	0.00	(69,263.10)
	Subtotal: 5000	0.00	6,135.48	69,263.10	0.00	(69,263.10)
	Fund Total:	0.00	6,135.48	69,263.10	0.00	(69,263.10)

Fund: 05 ACTIVITY FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
05 1510 8010	INTEREST	0.00	64.03	896.13	0.00	(896.13)
05 1710 8022	HEAD START ACTIVITIES	0.00	0.00	2,106.26	0.00	(2,106.26)
05 1710 8101	ELEM STUDENT COUNCIL	0.00	0.00	1,820.78	0.00	(1,820.78)
05 1710 8102	ELEM TEACHERS	0.00	0.00	1,485.83	0.00	(1,485.83)
05 1710 8103	ELEM MISC	0.00	0.00	17,491.60	0.00	(17,491.60)
05 1710 8107	SOCIAL WORK FAMILY RESOURCE ACCT	0.00	0.00	2,660.00	0.00	(2,660.00)
05 1710 8113	ELEM FIELD TRIPS	0.00	1,154.79	4,981.08	0.00	(4,981.08)
05 1710 8202	MS ATHLETICS	0.00	95.80	23,428.34	0.00	(23,428.34)
05 1710 8204	MS BAND	0.00	0.00	10,613.21	0.00	(10,613.21)
05 1710 8206	UNIFIED SPORTS	0.00	0.00	1,250.00	0.00	(1,250.00)
05 1710 8207	REFERRAL FREE ACTIVITIES	0.00	0.00	10,558.00	0.00	(10,558.00)
05 1710 8216	MS STUDENT COUNCIL	0.00	0.00	876.00	0.00	(876.00)
05 1710 8226	MS YEARBOOK	0.00	0.00	4,425.00	0.00	(4,425.00)
05 1710 8302	CAREER ACADEMIES	0.00	7,617.96	11,207.47	0.00	(11,207.47)
05 1710 8312	HS BAND	0.00	815.84	3,562.42	0.00	(3,562.42)
05 1710 8314	HS CHEER TEAM	0.00	0.00	20,251.04	0.00	(20,251.04)
05 1710 8315	HS DANCE TEAM	0.00	1,028.44	15,533.62	0.00	(15,533.62)
05 1710 8318	CHORUS/SHOW CHOIR	0.00	0.00	9,669.20	0.00	(9,669.20)
05 1710 8320	AUTO/SHOP	0.00	72.00	17,932.00	0.00	(17,932.00)
05 1710 8328	CLASS OF 2027	0.00	0.00	3,622.60	0.00	(3,622.60)
05 1710 8329	CLASS OF 2028	0.00	0.00	7,410.00	0.00	(7,410.00)
05 1710 8332	CONCESSIONS	0.00	0.00	19,236.99	0.00	(19,236.99)
05 1710 8333	BLUE DEVIL CATERING	0.00	0.00	9,823.13	0.00	(9,823.13)
05 1710 8334	DECA	0.00	0.00	35,010.11	0.00	(35,010.11)
05 1710 8336	MANUFACTURING	0.00	120.20	3,266.30	0.00	(3,266.30)
05 1710 8342	FCCLA	0.00	0.00	1,948.24	0.00	(1,948.24)
05 1710 8344	FOOTBALL FUNDRAISER	0.00	14,827.45	14,010.28	0.00	(14,010.28)
05 1710 8346	HOSA	0.00	0.00	1,729.00	0.00	(1,729.00)
05 1710 8348	BOYS BASKETBALL FR	0.00	600.00	8,883.38	0.00	(8,883.38)
05 1710 8349	GIRLS BB FUNDRAISER	0.00	106.60	3,811.35	0.00	(3,811.35)
05 1710 8352	JAG	0.00	0.00	842.46	0.00	(842.46)
05 1710 8353	JR ROTC	0.00	0.00	6,952.54	0.00	(6,952.54)
05 1710 8354	HONOR SOCIETY	0.00	0.00	329.99	0.00	(329.99)
05 1710 8355	JR ROTC	0.00	473.45	473.45	0.00	(473.45)
05 1710 8356	GUIDANCE	0.00	136.28	6,637.28	0.00	(6,637.28)
05 1710 8360	HS LIBRARY FINES	0.00	0.00	59.00	0.00	(59.00)
05 1710 8363	SPEECH	0.00	10.00	2,185.27	0.00	(2,185.27)
05 1710 8374	HS STUDENT COUNCIL	0.00	0.00	9,493.46	0.00	(9,493.46)
05 1710 8380	JUNIOR OPTIMIST INTERNATIONAL	0.00	0.00	3,585.92	0.00	(3,585.92)
05 1710 8381	HS TRACK FR	0.00	189.80	2,763.80	0.00	(2,763.80)
05 1710 8382	GIRLS SOCCER FR	0.00	0.00	956.00	0.00	(956.00)
05 1710 8384	VOLLEYBALL FR	0.00	1,102.02	3,345.02	0.00	(3,345.02)
05 1710 8386	SKILLS USA	0.00	0.00	2,620.00	0.00	(2,620.00)
05 1710 8387	GOLF FR	0.00	50.00	1,180.00	0.00	(1,180.00)
05 1710 8388	BOYS WRESTLING	0.00	0.00	11,470.00	0.00	(11,470.00)
05 1710 8389	HS YEARBOOK	0.00	0.00	2,739.63	0.00	(2,739.63)
05 1710 8390	BASEBALL FR	0.00	0.00	4,531.39	0.00	(4,531.39)
05 1710 8391	MISC ACTIVITIES	0.00	667.87	118,452.17	0.00	(118,452.17)
05 1710 8392	GIRLS WRESTLING	0.00	0.00	2,188.00	0.00	(2,188.00)
05 1710 8401	BOYS SOCCER FR	0.00	0.00	1,271.39	0.00	(1,271.39)
05 1710 8404	CROSS COUNTRY FR	0.00	0.00	796.86	0.00	(796.86)
05 1710 8405	SOFTBALL FR	0.00	260.00	1,952.13	0.00	(1,952.13)
05 1710 8409	HS COLOR GUARD	0.00	900.00	3,197.30	0.00	(3,197.30)
05 1920 8228	MS DONATIONS	0.00	2,000.00	22,470.66	0.00	(22,470.66)
05 1990 8001	DUDA SCHOLARSHIP	0.00	0.00	2,500.00	0.00	(2,500.00)
05 1990 8008	MISCELLANEOUS	0.00	0.00	(9,074.88)	0.00	9,074.88

Fund: 05

ACTIVITY FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
05 1990 8335	DUAL ENROLLMENT	0.00	0.00	9,290.06	0.00	(9,290.06)
05 1990 8371	HS SOCIAL COMMITTEE	0.00	782.76	4,414.81	0.00	(4,414.81)
Subtotal: 1000		0.00	33,075.29	487,123.07	0.00	(487,123.07)
05 5690 8104	ELEM LIBRARY	0.00	0.00	264.00	0.00	(264.00)
05 5690 8355	OTHER NON REVENUE RECEIPTS	0.00	0.00	(23.94)	0.00	23.94
Subtotal: 5000		0.00	0.00	240.06	0.00	(240.06)
Fund Total:		0.00	33,075.29	487,363.13	0.00	(487,363.13)

Fund: 06 CAFETERIA

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1611	DAILY SALES	0.00	2,610.74	230,109.25	0.00	(230,109.25)
06 1650	SUMMER MEAL PROGRAM	0.00	11,018.82	11,018.82	0.00	(11,018.82)
	Subtotal: 1000	0.00	13,629.56	241,128.07	0.00	(241,128.07)
06 3150	STATE REIMBURSEMENT	0.00	0.00	3,019.78	0.00	(3,019.78)
	Subtotal: 3000	0.00	0.00	3,019.78	0.00	(3,019.78)
06 4210	FEDERAL REIMBURSEMENT	0.00	0.00	329,515.39	0.00	(329,515.39)
06 4211 0005	FED REIMB/CACFP	0.00	0.00	62,671.99	0.00	(62,671.99)
	Subtotal: 4000	0.00	0.00	392,187.38	0.00	(392,187.38)
06 5690	OTHER NON REVENUE RECEIPTS	0.00	333.35	127,844.88	0.00	(127,844.88)
	Subtotal: 5000	0.00	333.35	127,844.88	0.00	(127,844.88)
	Fund Total:	0.00	13,962.91	764,180.11	0.00	(764,180.11)

Fund: 07 BOND FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
07 1100	LOCAL TAXES	0.00	11,136.30	1,088,260.35	0.00	(1,088,260.35)
07 1115	CARLINE TAXES	0.00	0.00	514.17	0.00	(514.17)
07 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	17,465.15	0.00	(17,465.15)
07 1510	INVESTMENT INCOME	0.00	2,417.97	26,156.85	0.00	(26,156.85)
Subtotal: 1000		0.00	13,554.27	1,132,396.52	0.00	(1,132,396.52)
07 3130	HOMESTEAD EXEMPTION	0.00	11,508.24	57,755.04	0.00	(57,755.04)
07 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	(42.21)	74,385.62	0.00	(74,385.62)
07 3180	PRO-RATA MOTOR VEHICLE	0.00	490.29	2,573.71	0.00	(2,573.71)
Subtotal: 3000		0.00	11,956.32	134,714.37	0.00	(134,714.37)
Fund Total:		0.00	25,510.59	1,267,110.89	0.00	(1,267,110.89)

Fund: 08 SPECIAL BLDG FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	LOCAL TAXES	0.00	5,087.42	282,875.46	0.00	(282,875.46)
08 1115	CARLINE TAXES	0.00	0.00	266.38	0.00	(266.38)
08 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	11,538.98	0.00	(11,538.98)
08 1510	INTEREST ON LOCAL RECEIPTS	0.00	1,063.89	9,574.05	0.00	(9,574.05)
	Subtotal: 1000	0.00	6,151.31	304,254.87	0.00	(304,254.87)
08 3130	HOMESTEAD EXEMPTION	0.00	7,481.52	37,407.60	0.00	(37,407.60)
08 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	(82.25)	245,247.81	0.00	(245,247.81)
08 3180	PRO-RATA MOTOR VEHICLE	0.00	318.74	1,518.58	0.00	(1,518.58)
	Subtotal: 3000	0.00	7,718.01	284,173.99	0.00	(284,173.99)
08 5690	OTHER NON REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: 5000	0.00	0.00	0.00	0.00	0.00
08 9001 000	INTERFUND LOANS	0.00	199,000.00	144,923.00	0.00	(144,923.00)
	Subtotal: CASH ON HAND	0.00	199,000.00	144,923.00	0.00	(144,923.00)
	Fund Total:	0.00	212,869.32	733,351.86	0.00	(733,351.86)

Fund: 09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
09 1100	TAXES LEVIED BY SCHOOL DISTRICT	0.00	1,870.17	212,927.34	0.00	(212,927.34)
09 1115	CARLINE TAXES	0.00	0.00	130.24	0.00	(130.24)
09 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	4,125.81	0.00	(4,125.81)
09 1510	INVESTMENT INCOME	0.00	1,729.83	5,066.42	0.00	(5,066.42)
Subtotal: 1000		0.00	3,600.00	222,249.81	0.00	(222,249.81)
09 3130	HOMESTEAD EXEMPTION	0.00	2,733.20	13,666.00	0.00	(13,666.00)
09 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	(30.46)	89,984.13	0.00	(89,984.13)
09 3180	PRO-RATA MOTOR VEHICLE	0.00	116.44	629.76	0.00	(629.76)
Subtotal: 3000		0.00	2,819.18	104,279.89	0.00	(104,279.89)
Fund Total:		0.00	6,419.18	326,529.70	0.00	(326,529.70)

Fund: 12 STUDENT FEES

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
12 1741 1707	CULINARY/NUTRITION	0.00	527.18	1,152.18	0.00	(1,152.18)
12 1741 1710	H.S. ART FEES	0.00	239.34	389.34	0.00	(389.34)
12 1741 1718	DRIVERS ED	0.00	0.00	450.00	0.00	(450.00)
12 1741 1723	HS LAPTOP INS FEE	0.00	432.38	4,857.38	0.00	(4,857.38)
Subtotal: 1000		0.00	1,198.90	6,848.90	0.00	(6,848.90)
Fund Total:		0.00	1,198.90	6,848.90	0.00	(6,848.90)

Revenue Summary Report
Processing Month: 07/2026

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	29,463,900.00	729,981.93	28,074,838.13	95.29	1,389,061.87



PCS Superintendent Update: 08-07-26

Superintendent Dr. Richard E. Hasty

Let's make it a happy & healthy 2026! Check out School Wellness at www.pcsd.org.



Here We Go Big Blue!

Teachers are back at PCS. Support staff will be with us soon. Students return the week of Aug. 10.

Your presence matters. We need you here.

Accordingly, we are launching a campaign to support in-person attendance for our students and staff members. On a quarterly basis in the 2026-2027 school year, all students and staff members who have 90% or higher attendance in the given quarter

of the year will be included in the random selection of eligible individuals to receive a free drink coupon from our sponsor, Scooter's Coffee - Plattsmouth.

We will randomly select one student, one non-certificated staff member, and one certificated staff member at each building (EC, ES, MS, and HS) every quarter. So, there will be 12 winners each quarter and 48 total winners throughout the entire school year.

Our slogan for our attendance campaign is *Be Here. Be True. Be Here in Blue*. In the near future, you should see the slogan on yard signs, stickers, and calendar magnets throughout the district.

Thank you for your support of the Plattsmouth Community Schools and our attendance campaign!

*Look for a special **Blue Devil Drink** to arrive at Scooter's Coffee - Plattsmouth in September during *Attendance Awareness Month!*



DO YOU KNOW SOMEONE THAT CAN BENEFIT FROM SUPPORT FOR THEIR CHILD BIRTH TO AGE THREE? WE ARE ACCEPTING APPLICATIONS FOR OUR BIRTH TO THREE PROGRAMS AT PLATTSMOUTH EARLY CHILDHOOD.

CLICK [HERE](#) FOR A ONE-PAGE FLYER AND A TWO-PAGE BROCHURE ABOUT WHAT WE HAVE TO OFFER AT PLATTSMOUTH EARLY CHILDHOOD. COME AND CHECK IT OUT!

Dear PCS Community,

Check out the information below in the new template for the PCS Superintendent Update!

1. District Calendar
2. Attendance
3. Mission Statement, Vision, Beliefs, and Strategic Plan
4. Student and Staff Recognition
5. Curriculum Update
6. Activities (Including Academics, Athletics, and Fine Arts)
7. Quick Links to District and Building Websites



Let's do this in 2026 at PCS!

1. District Calendar

Marketing/Branding Press Conference - Click [HERE](#) to watch a video with the reveal of our new logo.

Stay tuned for our new website that we plan to roll out in August of 2026!



Check out the link below for the 2026-2027 PCS Calendar.

2. Attendance

Attendance Matters

Attendance Works has some informative resources with tips for maintaining consistent attendance throughout the school year. Check out the links below to flyers with tips for maintaining school attendance all year long! *Attendance Works* has flyers for PreK and Kindergarten, Elementary, and Middle School/High School.



PreK and Kind English.pdf

[Download](#)

450.1 KB



PreK and Kind Spanish.pdf

[Download](#)

558.9 KB



Elementary English.pdf

[Download](#)

464.7 KB



Elementary Spanish.pdf

[Download](#)

460.2 KB



MS and HS English.pdf

[Download](#)

218.9 KB



MS and HS Spanish.pdf

[Download](#)

276.3 KB

3. Mission Statement, Vision, Beliefs, and Strategic Plan

Mission Statement

Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment.

Vision

Empower with knowledge. Develop Character. Prepare for the Future.

Beliefs

- Develop and apply higher-level thinking skills.
- Be a positive role model by setting an example for others to follow.
- Use technology, research skills, and problem-solving techniques needed for lifelong learning.
- Create goals for college and/or career pathways.
- Achieve their full potential in a safe learning environment that is inclusive, engaging, and challenging.

Strategic Plan

Guiding Principles:

CLIMATE AND CULTURE (Social-Emotional, Mental Health, Well-Being, and Unity) Primary Focus for Year 1 in 2025-2026

DISTRICT RESOURCES (Facilities, Staffing, Finances, and Technology) Primary Focus for Year 2 in 2026-2027

HIGH-QUALITY EXPANDED LEARNING OPPORTUNITIES (Curriculum, Programs, Experiences, and Instruction) Primary Focus for Year 3 in 2027-2028

While we are addressing all areas of the strategic plan every year, given the magnitude of the plan, we have identified a primary focus for each of the next three years.

Click [HERE](#) to read the full strategic plan.

Click the link below for the strategic plan update from July 13, 2026.



PCS Strategic Plan Year 1 Update July 13 2026.pdf

Download
346.3 KB

4. Student and Staff Recognition

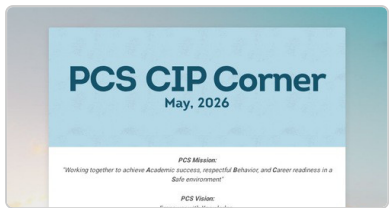
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As noted at the beginning of this update, we plan to have quarterly attendance awards for randomly selected students and staff members. We plan to continue with the PCS Superintendent Customer Service Awards. Stay tuned for many anticipated successes in academics, athletics, and fine arts as we proceed with the 2026-2027 school year.



5. Curriculum Update

Check out the link below to our CIP Corner with Dr. Johnson.



PCS CIP Corner

app.smore.com

(add links or photos for any major curriculum updates you want to share with families)

6. Activities (Including Academics, Athletics, and Fine Arts)

HS AD Luke Chadwell and MS AD Claude Michel

We currently use Bound for our activities. Click [HERE](#) to access our activities calendar.

7. Quick Links to District and Building Websites



Home - Plattsmouth Community School District 13

pcsd.org



Home - Plattsmouth Early Childhood Center

pecc.pcsd.org



Home - Plattsmouth Elementary School

pes.pcsd.org



Home - Plattsmouth Middle School

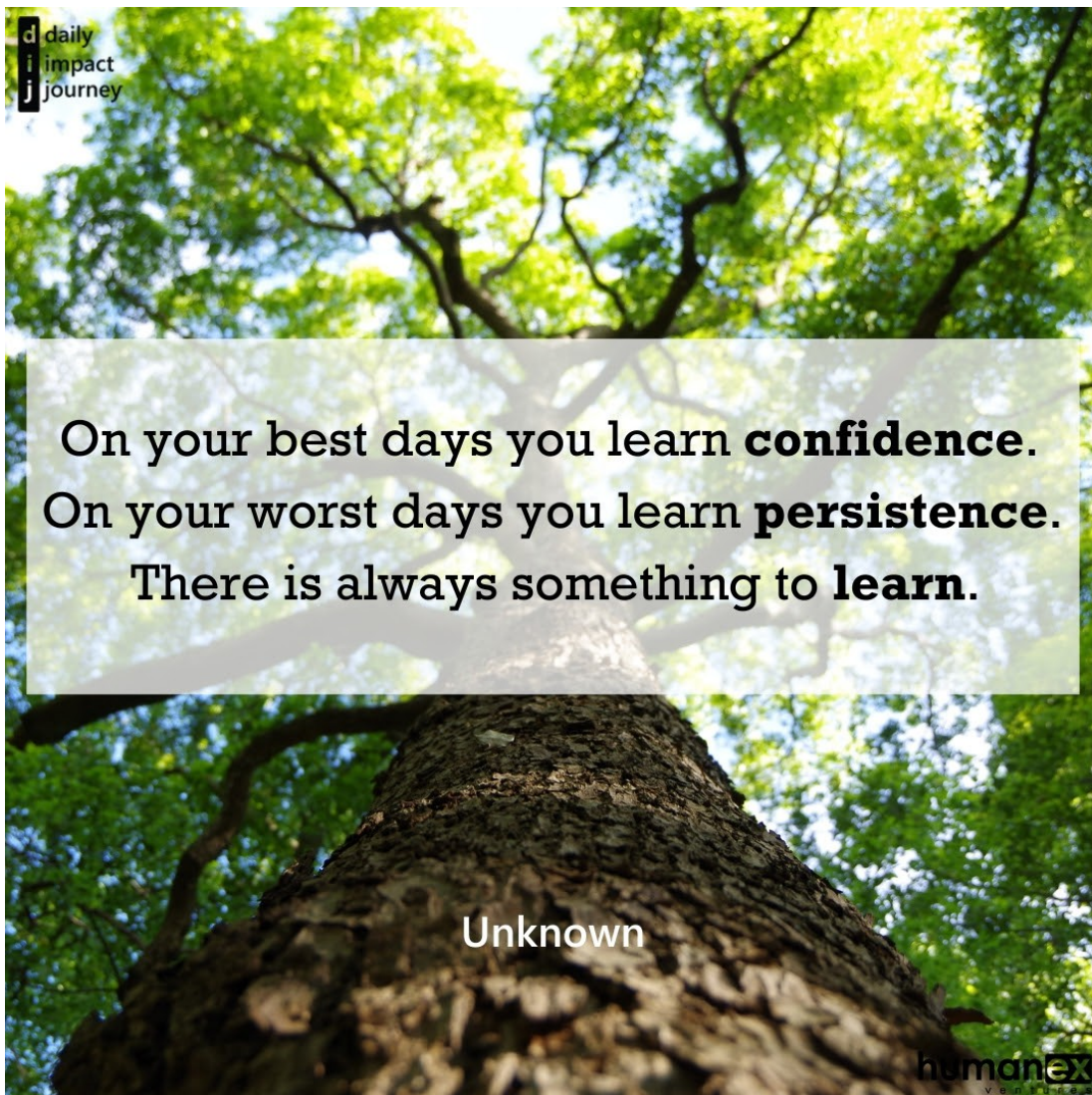
pcms.pcsd.org



Career Academies - Plattsmouth High School

Learning is more than memorizing facts. Students can gain certificates, college credits, and real-world experience.

phscareeracademies.org



Let's Do This Together in 2026! Go Big Blue!

Best regards,

Dr. Richard E. Hasty





Smore

Use Smore to create beautiful newsletters



August 2026

PHS Student Enrollment 2026-2027:

	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June / July
9th	116										
10th	107										
11th	114										
12th	105										
TOTAL	442										

General Updates

Preparation for the 2026–2027 school year is well underway in all areas of Plattsmouth High School. Our maintenance and custodial teams have done a great job preparing the building and grounds, ensuring our facilities are ready to welcome students and staff back for another successful year.

We are also excited to welcome eight new teachers to the PHS team:

- Nate Archer – Physical Education / Strength & Conditioning
- John Boeck – Physical Education / Strength & Conditioning
- Tim Cherek – Construction Trades
- Joel Dix – English
- Nick Fisher – JAG Specialist
- TJ Fitzpatrick – Special Education
- Luke Hudek – Vocal Music
- Tori Suto – Art

In addition, we have secured a long-term substitute teacher who will provide Welding instruction throughout the school year.

One of the most exciting initiatives for the upcoming school year is the launch of SOAR (Student-centered Opportunity, Achievement, and Resilience), a new therapeutic education program designed to support students who need a non-traditional pathway to earn the credits required for graduation. Located in the PACE Complex, SOAR is designed to provide a welcoming, comfortable, and supportive learning environment where students can build relationships, develop resilience, and achieve academic success. We are excited about the opportunities this program will provide and the positive impact it will have on students as they work toward earning their high school diploma.

Activities Report

Fall activities begin practice Monday, August 10th. Plattsmouth will host the Trailblazer Marching Festival on Wednesday, September 23rd. We will also host the Trailblazer Conference Softball Tournament at Papio Landing on Saturday, September 26th.

Career Academy Report

The Career Academies, in particular, our Academy Core Leaders, are busy preparing for Freshman Orientation Day on Wednesday, August 12th. This is the first day for freshmen in our building, and our ACL tries to welcome them into our culture here at the high school. On Thursday, August 13th, our ACL is planning our Academy Kickoff Day with guest speaker Mike Smith.

School Counselors Report

As the school year begins, counselors have been busy finalizing student schedules, making necessary course adjustments, and preparing for a successful start to the year. Planning is also underway for fall assessments, with the PreACT and ACT Practice Test scheduled for October 28.

Students and Staff of the Week - No report - Summer Break

Jobs for America's Graduates (JAG) Report - No report - Summer Break

Plattsmouth Community Middle School
John Campin, Principal

Celebrations:

Thank you to Mr. Long for having the summer band camp and concert in July.

Enrollment Data:

5th	109	113	110	109	107	108	108	108	108	108	108
6th	101	101	102	104	103	102	102	102	102	102	101
7th	91	92	93	92	92	92	93	93	91	91	91
8th	112	113	112	112	112	112	112	114	112	112	112
	413	419	417	417	414	414	415	415	413	413	412

Happenings:

All Staff BIST Training was held on the 6th and 7th. This was a wonderful training by Marty Huitt! We a learning and slowing starting this program.

Mr. Campin attended Administrative Days in Kearney.

Upcoming Events:

Check out school Facebook to find out happenings.



Board Game Day

MR. CAMPIN INVITES ANY STUDENT FROM THE INCOMING 5TH GRADE CLASS AS WELL AS ANY STUDENT THAT WILL BE A 6TH, 7TH OR 8TH GRADERS THIS FALL TO COME TO THE MIDDLE SCHOOL CAFE TO PLAY BOARD/CARD GAMES. THIS IS JUST AN OPPORTUNITY TO HAVE SOME FUN HERE AT SCHOOL. WE HOPE SOME STUDENTS CAN MAKE IT.

MONDAY, JULY 6TH

PLATTSMOUTH MIDDLE SCHOOL

10:00 AM TO 11:00 AM



.....

BOARDING PASS • ADMIT ONE

Plattsmouth Elementary
Shannon Honold, Principal

Celebrations: Shout out to Kelly in the office! She has diligently been calling and emailing parents to get online enrollments and paperwork completed for the start of the year!

Enrollment Data:

	Aug
Kindergarten	68
1st Grade	97
2nd Grade	83
3rd Grade	98
4th Grade	85
Total:	431

Our grade level numbers are similar to last year, except for Kindergarten.

New Staff:

We welcome Kelsi Wuelling (Kindergarten), Gavin Brandt (1st Grade), Tori Reznicek (1st Grade), Kelby Mayfield (2nd Grade), and Natalie Johnson (4th Grade) to the PES team. They have been working through multiple trainings to prepare for the school year. We are excited to have them join PES!

DIBELS Training:

All K-3 classroom teachers, all Special Education teachers, the Reading Interventionist, the Assistant Principal, and myself participated in DIBELS training last Friday. This is the Universal Screener that Nebraska has selected to track early literacy and ensure consistent reading outcomes. We look forward to seeing the data from DIBELS.

Outdoor Classroom:

Between the Optimist Club and multiple student, parent, and teacher volunteers, the Outdoor Classroom is looking great! A great deal of time and planning has been done by Niki Campin and Mike Henrichs in order to help these projects be completed. Our new entrance is definitely something you want to check out. It turned out amazing!

Upcoming Events:

Aug. 3 - New Staff Come

Aug. 6 - All Staff Return

Aug. 10 - Staff Meeting

Aug. 11 - Meet the Teacher Night (4:00-6:00pm)

Aug. 12 - First Day of School - Kindergarten comes 12:00-3:20

Aug. 13 - Kindergarten comes 8:10-12:00pm

Aug. 14 - Kindergarten comes FULL DAY

Aug. 19 - Early Out

Aug. 25 - Admin Meeting

3181 Head Start Cost Allocation Plan

Plattsmouth Community Schools

HEAD START COST ALLOCATION PLAN

CERTIFICATE OF COST ALLOCATION PLAN

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

This cost allocation plan has been prepared and implemented to allocate costs in accordance with the requirements of Generally Accepted Accounting Principles and 2 CFR Part 225 and 45 CFR Part 92 "Cost Principles for State and Local Governments."

All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the agreements to which they are allocated in accordance with applicable requirements. Similar types of costs have been accounted for consistently and the State will be notified of any accounting changes that would affect the calculations.

I declare that the foregoing is true and correct.

Executive Director (Signature)

Board of Education President (Signature)

Head Start Director (Signature)

Date of Execution:

Plattsmouth Community Schools

Cost Allocation Plan

Purpose/General Statements

The purpose of this cost allocation plan is to summarize, in writing, the methods and procedures that this organization will use to allocate costs to various programs, grants, contracts and agreements.

Plattsmouth Community Schools' Cost Allocation Plan is based on the Direct Allocation method described in ** Part 200 of the Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#). The Direct Allocation Method treats all costs as direct costs except general administration and general expenses.

Direct costs are those that can be identified specifically with a particular final cost objective. Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective.

Only costs that are allowable, in accordance with the cost principles, will be allocated to benefiting programs by Plattsmouth Community Schools.

General Approach

The general approach of the Plattsmouth Community Schools in allocating costs to particular grants and contracts is as follows:

- A. All allowable direct costs are charged directly to programs, grants, activity, etc.

- B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.
- C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Definition of Costs

Allocable Costs: A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received. A cost is allocable to a Federal award if it is treated consistently with other costs incurred for the same purpose in like circumstances as defined further in ** Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments.”. The same definition is applied to any other funding sources.

Reasonable Costs: A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost. The question of reasonableness of specific costs must be scrutinized with particular care in connection with organizations or separate divisions thereof which received the preponderance of their support from awards made by Federal agencies. In determining the reasonableness of a given cost, consideration shall be given to whether the purchase is necessary, meets acceptable sound business practices, complies with Federal and state law and maintains arms length. In compliance with ** Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments”.

Allowable Costs:

Grant funds may be used for	Under the following Circumstances
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Conference services	Necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.
Consultant services	Consultant fees, including travel and supporting costs (per diem or, where applicable, subsistence).
Equipment rental	Rental of necessary equipment.
Federal employees	See "Requirements for Specific Types of Recipients—Grants to Federal Institutions and Payments to (or on Behalf of) Federal Employees under Grants."
Meals	When certain meals are an integral and necessary part of a conference (i.e., a working meal where business is transacted), grant funds may be used for such meals, as qualified under "Travel".
Publication costs	When grant funds are awarded to pay for either the entire or partial cost of publication of proceedings or a book or pamphlet, costs of special plates, charts, diagrams, printing, distribution, mailing, postage, and general handling, unless otherwise specified in the NoA.
Registration fees	Registration fees paid by the recipient to other organizations on behalf of attendees provided such fees cover only those allowable costs properly chargeable to the grant.
Salaries	In accordance with the policy of the recipient, all or part of the salaries of professional personnel, clerical assistants, editorial assistants, and other non-professional staff in proportion to the time or effort directly related to the conference.
Speakers' fees	Speakers' fees for services rendered.
Supplies	Purchase of supplies for the conference if the supplies are received and used during the project period.

Travel	Travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the recipient are governed by the recipient's travel policies, consistently applied regardless of the source of funds. Any U.S. foreign travel restrictions that are in effect at the time of the award will be followed, such as · limitations or restrictions on countries to which travel will be supported or budgetary or · other limitations on availability of funds for foreign travel Proposed per diem or subsistence allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration. Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.
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Direct Costs: Direct costs are those that can be identified specifically with a particular final cost objective, i.e. a particular award, project, service, or other direct activity of an organization. However, a cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an award as an indirect cost. Costs identified specifically with awards are direct costs of the awards and are to be assigned directly thereto. Costs identified specifically with other final cost objectives of the organization are direct costs of those cost objectives and are not to be assigned to other awards directly or indirectly in compliance with , Part 200, Super Circular, [2 CFR Part 225](#) and [45 CFR Part 92](#) “Cost Principles for State and Local Governments.”

Cost Allocation Percentages: As referred to herein, the Head Start Director, Executive Director and Fiscal Officer will meet annually, in August, to review the number of Head Start students as compared to other students being served in the Plattsmouth Early Childhood Center. This percentage will then be applied to the cost allocations described in this document. If the percentages do not increase or decrease by more than 10%, the allocation percentages will remain the same. If they do increase or decrease by more than 10%, the allocation percentages will be adjusted for that year.

Administration: For Indirect Cost Purposes administration shall include the Executive Director, the Business Manager, maintenance personnel, and the technology department.

Allocation of Costs

The following information summarizes the procedures that will be used by the Plattsmouth Community Schools:

Compensation for Personnel Services of Head Start Director and other support personnel, including the education coordinator - Documented with Personal Activity Reports (PAR's) showing time distribution for all employees and allocated based on actual time spent on each program or grant. Salaries and wages are charged directly to the program for which work has been done. Costs that benefit more than one program will be allocated to those programs based on the ratio of children enrolled for Head Start to the total number of children enrolled in Plattsmouth Community Schools' Early Childhood programs. Fringe benefits including FICA, Nebraska School Retirement, health insurance, sick leave, and other fringe benefits are also allocated in the same manner as salaries and wages.

Compensation for Family Service Advocates is charged off as a direct cost to the Head Start grant.

Compensation for Teaching Staff, nurse, office assistants and paraprofessionals—Teachers and support staff in the Plattsmouth Early Childhood Center are required to submit semi-annual certifications detailing their duties for each semester. The cost allocation percentages are used to calculate salary and benefit costs to each program being served. The Head Start classroom at Conestoga Schools includes only Head Start students, and the personnel costs are charged directly to the Head Start program.

Travel Costs are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. In the case of dual or multiple purpose trips, the costs are split proportionately based on review of cost allocation percentages (number of children enrolled in Head Start compared with number of children enrolled in other early childhood programs).

Professional Services Costs (such as consultants) are allocated to the program benefiting from the service. All professional service costs are charged directly to the program for which the service was incurred. Costs that benefit all programs will be allocated by the cost allocation percentages established by the Head Start Director and Fiscal Officer. Accounting and auditing services determined using the same cost allocation analysis.

Office Supplies and Postage – Postage costs are an in kind contribution by the school district to the early childhood program, based on the cost allocation percentages. Supplies used for a specific program will be charged directly to that program. Supplies used for multiple programs will be allocated using the cost allocation percentages in place.

Equipment – Plattsmouth Community Schools depreciates equipment when the initial acquisition cost exceeds \$5,000. Items below \$5,000 are reflected in the supplies categories and are expensed either as a direct cost to each program, if applicable, or allocated using the cost allocation percentages.

Printing (including supplies, maintenance and repair) – The copier lease and maintenance agreement costs at the early childhood center are allocated costs, using the allocation percentages to determine costs attributed to each program utilizing the copier.

Insurance – Liability, workers comp and automobile insurance is also a non-federal contribution to the early childhood programs, using square footage of the building and appropriate usage of each space as a basis for determination of the non-federal share as it relates to buildings and contents, and enrollment as the allocation basis for student liability.

Telephone/Communications – Costs are allocated to programs based on employee counts in each program housed in the early childhood center. Twenty-five percent of the Head Start share of phone costs are allocated to Head Start Administration based on past usage history. This percentage is reviewed annually and adjusted as appropriate. One cell phone is used exclusively for the extended care program, which will be a tuition based program beginning in August, 2017. The cost for that cell phone will be charged off against the tuition payments received for that program.

Facilities Expenses - Use of the Conestoga Head Start location is a non-federal contribution to the Head Start program, based on a rental agreement with the Conestoga Public Schools, as well as an appraisal done on the space. The Plattsmouth Early Childhood center is also an in kind contribution to the early childhood program, but is not included in the non-Federal share. Utility costs are charged based square footage of each space according to the program occupying said space. In integrated classrooms, the student allocation percentages are used to determine appropriate cost. Administrative cost for facilities is determined to be 5% based on the square footage on the building used exclusively for administrative office spaces.

Training/Conferences/Seminars – Allocated to the program benefiting from the training, conferences or seminars as a direct expense. In the case of dual or multiple purpose trips, the costs are split based on the cost allocation percentages among the programs for which the travel was necessary.

Other Costs (including dues, licenses, fees, etc.) - Any expenses that can not be direct charged will be allocated based on the cost allocation percentages as established.

Administration Costs – Administration costs include a percentage of the salary and benefits of the Plattsmouth Early Childhood Center director and Administrative Assistants, based on the cost allocation percentages. Services of the Executive Director, the Business Manager, maintenance and technology personnel are considered administrative costs and are part of the non-federal contribution to Head Start.

Unallowable Costs – Costs that are unallowable in accordance with [OMB Circular A-122](#), including alcoholic beverages, bad debts, advertising for non-allowable purposes, contributions, entertainment, fines and penalties will not be paid out of grant funds.

Head Start/Early Head Start: In addition to the allocation percentages discussed herein, the costs allocated to the Head Start program are further allocated within Head Start and Early Head Start programs. Direct costs for both Early Head Start and Head Start are charged if the supply or service is determined to be directly related to each program. If a service or supply is to be used by both programs, further allocation is performed based on the number of children being served in Head Start versus the number of children being served in Early Head Start.

Board of Education Approval & Review

The Cost Allocation Plan has been specifically submitted to the Board of Education for review and approval in its entirety. The Board of Education has approved the cost allocation methods and practices the administrative staff developed and implemented. The Board of Education shall review the Cost Allocation Plan annually.

Adopted: September 10, 2012

Reviewed: Apr. 8, 2013, May 12, 2014, May 11, 2015, May 9, 2016, May 8 2017,

Revised: Sept. 11, 2017

Reviewed: May 14, 2018, May 13, 2019, June 8, 2020, June 14, 2021, July 29, 2024,

Aug. 11, 2025,



PLATTSMOUTH
EARLY CHILDHOOD

902 Main Street Plattsmouth, NE 68048
(402) 296-5250

Cass County Head Start
Juli Beck, Director



Head Start Treasurer's Report **July 2026**

Continuation Grant from 1/1/2026 to 12/31/2026 (with NFS)	\$ 1,694,018
Total Head Start Grant Funds from 1/1/2026 to 12/31/2026 (without NFS)	\$ 1,170,975
Total Early Head Start Grant Funds from 1/1/2026 to 12/31/2026 (without NFS)	\$ 184,231
 Head Start Expenditures for the Month of: July 2026	 \$97,052
 Early Head Start Expenditures for the Month of: July 2026	 \$ 17,523
Total Grant Period Expenditures 1/1/2026 to 12/31/2026	
Head Start	\$622,262
Early Head Start	\$112,108
 In-Kind for the Month of: July 2026	 \$ 28,241
 In-Kind Credited to Date:	
Head Start 1/1/2026 to 12/31/2026	\$195,689
Early Head Start 1/1/2026 to 12/31/2026	\$ 27,204
Total 1/1/2026 to 12/31/2026	\$222,893
 Percent of Required In-Kind For Fiscal Year 2026	
Head Start (\$292,766 total required)	67%
Early Head (\$46,046 total required)	59%
Total Required (\$338,812)	64%
 Head Start Nutrition Expenditures for the Month of: July 2026	 \$ 0
 Meals for July 2026: Breakfast: 0 Lunch: 0	
 OneCard Charges (Credit Card) - July 2026: \$620.68	

Reviewed by: Melinda Zimmerer on Wednesday, Aug. 5th, 2026



**CASS COUNTY HEAD START & EARLY HEAD START
PLATTSMOUTH EARLY CHILDHOOD**

Main office: 902 Main Street, Plattsmouth, NE 68048 Mailing address:
1912 Old Highway 34 Plattsmouth, Nebraska 68048 402-296-5250



**Head Start Director's Report
August 2026**

Early Childhood Numbers as of: 8/01/2026

Enrollment:

Accepted for Tuition/Head Start for 2026-2027:

Total for Head Start **61 out of 80**

Tuition at PEC 41

Total Enrollment for PEC 102

Birth to Three Program Enrollment Report:

Sixpence 14

Birth to 5 Special Education Home/Community Based/Speech 52

Early Head Start **10 out of 10**

Total:

Attendance: July - No School

Week Of:	Head Start Only	Tuition Only	Combined

Head Start Grant Information:

The Fiscal Year (FY) 2026 is a continuation grant application and is due on Oct. 1st, 2026.

Funding Type	Projected Funding	Funded Federal Enrollment
Head Start Program Operations & Training and Technical Assistance	\$1,170,975	80
Early Head Start program Operations & Trainings and Technical Assistance	\$184,231	10
Total Grand Funding	\$1,355,206	90
In-Kind (non-federal share) for HS & EHS	\$338,802	
Total Grant Budget Amount	\$1,694,008	

Office of Head Start Communications:

- The Focus Area 2 (FA2) monitoring review was conducted in May 2026, and the final report was received on July 21, 2026. The review determined that the program was compliant in all monitored areas with the exception of one Area of Concern related to the fingerprinting process for newly hired staff. The program has since fully addressed this finding by implementing a revised fingerprinting protocol and establishing a monitoring tool to ensure ongoing compliance with Head Start Program Performance Standards and applicable background check requirements.

Trainings:

- Following the program's annual cost allocation review, it was determined that the cost allocation percentages should be adjusted to accurately reflect the current enrollment distribution, including the increased number of tuition-based preschool students. Effective September 1, the revised cost allocation will be 60% Head Start and 40% school district. This adjustment ensures that program costs are allocated appropriately based on the current population served and aligns with applicable fiscal requirements.

Personnel:

- Congratulations to Ms. Anya, she is our new custodian and is doing a fantastic job! Ms. Marissa is moving from a paraeducator to our new FSA (Family Support Advocate).
- Congratulations to Ms. Michelle Christensen, she will be moving into a classroom teaching position.
- We are looking for Certified Early Childhood Inclusive Teachers for B-5 home-based services.

Policy Council:

- Leadership reports: Disabilities, Family Supports, Health and Safety, Mental Health

Respectfully submitted,

Mrs. Juli Beck, Cass County Head Start Director

Plattsmouth Community Schools

Board of Education Report

Amanda Wright

Special Education Director

August 10, 2026

Special Education Student Numbers

Elementary: 113 in May 2026

Middle School: 66 in May 2026

High School: 67 in May 2026

Non-Public/Homeschool: 11 in May 2026

Total K-12: 257 in May 2026

IDEA Application

The application for federal special education funds through IDEA has been approved.

School Age Flex Funding Application

The application for school age flexible funding has been approved.

MOE Eligibility

The Maintenance of Effort (MOE) Eligibility report has been approved.

Indicator 11

Indicator 11 Child Find is the percentage of children ages 3 to 21 evaluated within 60 days of parental consent for initial evaluation or the state time frame. Per Nebraska Rule 51 009.04A1, the initial multidisciplinary team evaluation must be completed within 45 school days of receiving parental consent for evaluation. This timeline may not exceed the 60 calendar day timeline.

Districts must report all initial evaluations for which eligibility was determined between July 1, 2025, and June 30, 2026. This report is due on August 31, 2026.

Nebraska Education-Based Medicaid Administrative Claims (NEBMAC)

Each year, the Centers for Medicare and Medicaid Services requires the Nebraska Department of Health and Human Services to complete validations of the NEBMAC program school districts utilize to confirm costs being claimed to the Federal government are allowable under federal regulations.

Our district has been selected to complete the validation process this year. The district is required to provide the following information on select staff members by August 17th to the reviewing agency to ensure compliance with the program.

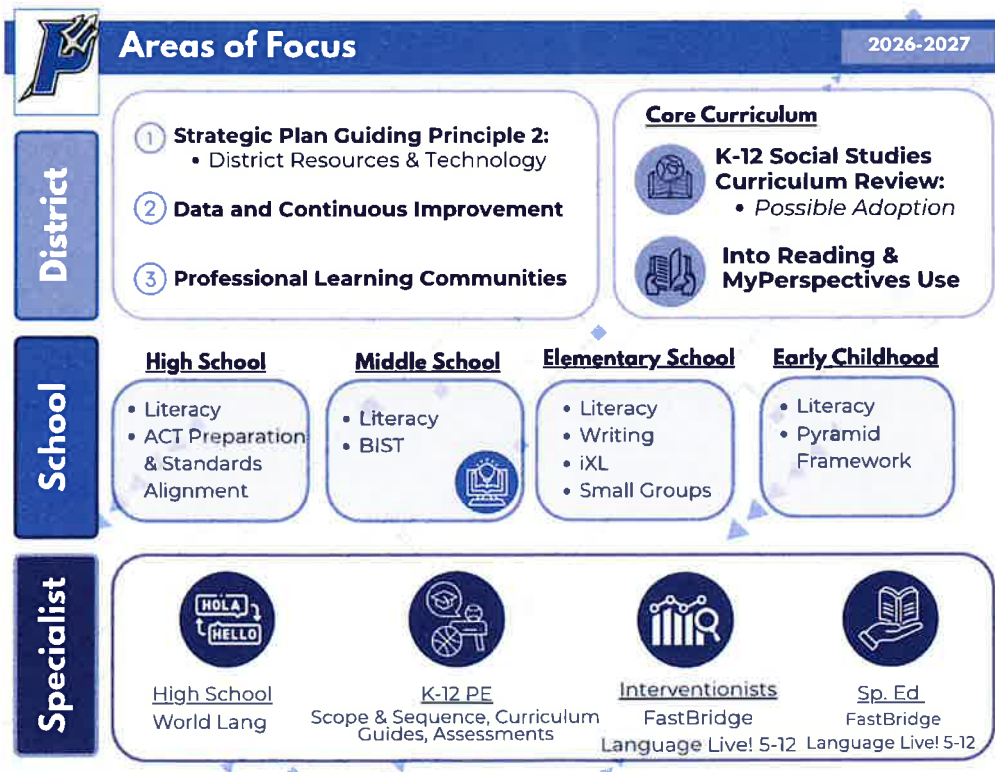
- Names and contact information for LEA Coordinator, Program Contact, Financial Contact
- Documentation supporting salaried staff and contractors
- Documentation for contracted staff including systems ledgers
- Ledger support for any professional dues and fees, materials and supplies, and/or travel/training costs that are part of the claim expenditures

Plattsmouth Community Schools
Board of Education Report
Dr. Amber Johnson
Director of Instructional Services
August 10, 2026

1. District and Building Areas of Focus for the 2026-2027 School Year

The PCS District and Building Focus Areas for the 2026-2027 School Year provide a unified roadmap for the work that will guide our schools throughout the year. This framework is designed to streamline district and building initiatives by aligning our efforts with the Plattsmouth Community Schools Strategic Plan, ensuring that every priority supports our shared mission, vision, and guiding principles.

As we move through the 2026-2027 school year, these focus areas will serve as our guide for decision-making, professional learning, instructional practices, and school improvement efforts, helping us remain intentional, focused, and committed to achieving our shared vision of success for each student.



2. 2026-2027 New Teacher Orientation

Plattsmouth Community Schools welcomed its newest educators during the 2026–2027 New Teacher Orientation, held August 3–5, 2026. The orientation was designed to ensure a smooth and successful transition into the district by providing new staff with an overview of the district’s mission, vision, strategic priorities, instructional expectations, and essential resources.

During the three-day orientation, participants met with district and building administrators, instructional leaders, and support staff to learn about curriculum, assessment, instructional technology, student support services, and professional learning opportunities. New teachers also collaborated with colleagues, established professional relationships, and gained an understanding of district initiatives, including continuous improvement efforts and instructional practices that support student success.

The orientation served as the foundation for beginning the school year, equipping new educators with the knowledge, resources, and support needed to positively impact student learning and contribute to the continued success of Plattsmouth Community Schools.

3. Fall 2026 Assessment Overview

Beginning the week of August 17, 2026, PCS will administer its annual Fall Assessment Window to establish baseline student performance data for the 2026–2027 school year. Assessment results will be used to identify student strengths and areas for growth, inform instructional planning, guide intervention decisions, and monitor progress toward the district’s Continuous Improvement goals. The data collected will enable educators to make informed, data-driven decisions to ensure all students receive the instructional support necessary for academic success.

The district will administer the following assessments:

- **DIBELS (Dynamic Indicators of Basic Early Literacy Skills)** – Administered to students in Kindergarten through Grade 3 to assess foundational literacy skills, including phonemic awareness, phonics, fluency, and reading accuracy. Results support the early identification of students who may benefit from additional literacy instruction and intervention.
- **NWEA MAP Growth** – Administered to students in Grades 4–8 to measure student achievement and academic growth in Reading, Mathematics, and Science (where applicable). MAP Growth provides educators with actionable data to differentiate instruction, monitor growth, and inform instructional decision-making throughout the school year.

- **FastBridge** – Administered to students in Kindergarten through Grade 12 to provide universal screening, diagnostic information, and progress monitoring in reading and mathematics, as appropriate. FastBridge supports the district's Multi-Tiered System of Supports (MTSS) framework by assisting educators in identifying students who may benefit from targeted interventions and monitoring the effectiveness of instructional supports over time.

High School Assessment Update

Beginning with the 2026–2027 school year, 9th and 10th grade students will no longer participate in universal screening through NWEA MAP Growth. Instead, FastBridge may be administered to identified students when concerns arise regarding academic performance or growth and additional diagnostic information is needed.

Additionally, 9th grade students will now participate in the PreACT, joining 10th grade students, who have traditionally completed the assessment. Administering the PreACT to both grade levels will provide valuable data to assist educators in monitoring college and career readiness while strengthening instructional alignment to Nebraska State Standards and ACT College and Career Readiness Standards.

Collectively, these assessment measures provide comprehensive data that supports instructional planning, intervention development, progress monitoring, and continuous improvement efforts across the district.

A summary of the Fall 2026 assessment results will be shared in the October 2026 Board of Education Director of Instructional Services (DIS) Report following the conclusion of the district's Fall Assessment Window.

4. PCS Technology Plan Overview

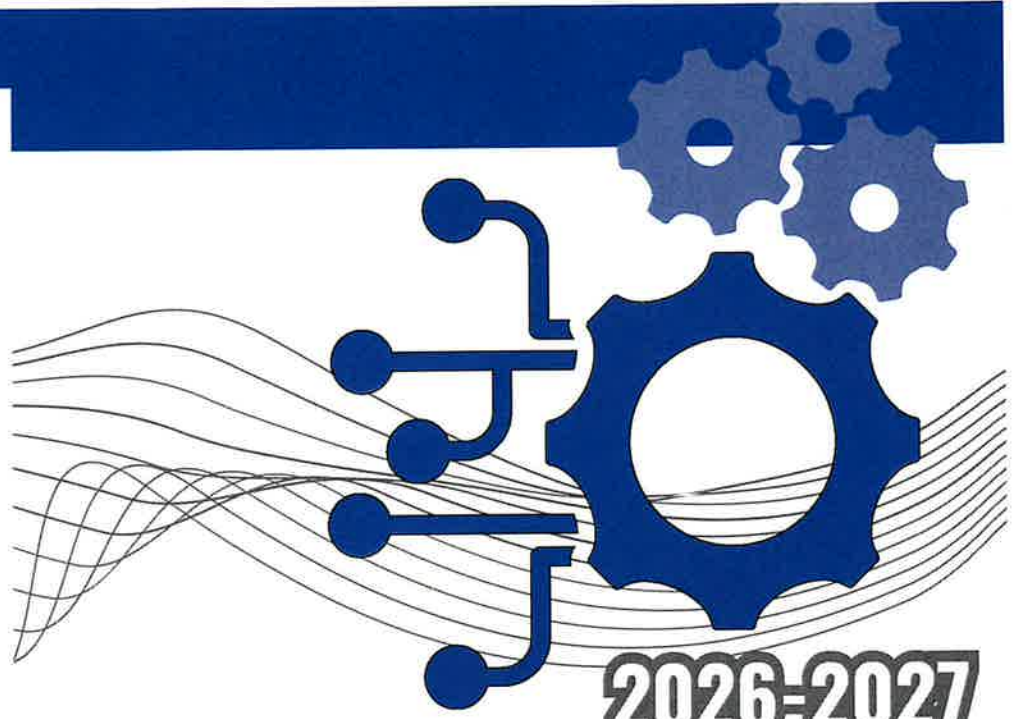
The 2026–2027 Plattsmouth Community Schools (PCS) Technology Plan establishes the district's vision for effectively leveraging technology to enhance teaching and learning, strengthen communication, and support operational efficiency while ensuring students and staff have access to secure, reliable, and innovative digital resources. The plan outlines the district's commitment to purposeful technology integration that supports student success, staff effectiveness, and the continued advancement of district priorities.

The 2026–2027 PCS Technology Plan has been intentionally developed to align with the district's Strategic Plan, Guiding Principle 2 – District Resources: Facilities, Staffing, Finances, and Technology. The plan reflects the district's commitment to creating innovative learning environments and ensuring technology resources effectively support student achievement, staff productivity, and district operations.

Additionally, the PCS Technology Plan fulfills the annual Nebraska Department of Education Technology Plan Profile requirements and represents the district's first comprehensive technology plan developed through a collaborative partnership between Dr. Amber Johnson, Director of Instructional Services, and Zach Schroeder, Technology Systems Administrator. The plan outlines key priorities related to technology infrastructure, cybersecurity, instructional technology integration, device management, professional learning, and future technology planning.

Serving as a roadmap for continuous improvement, the PCS Technology Plan ensures that technology initiatives remain aligned with district priorities, state expectations, and the evolving instructional and operational needs of Plattsmouth Community Schools.

The 2026–2027 PCS Technology Plan is attached for review.



2026-2027

PLATTSMOUTH COMMUNITY SCHOOLS

District Technology Plan



District Technology Plan

Vision

Plattsmouth Community Schools (PCS) is committed to providing equitable access to technology that enhances teaching, learning, communication, and operational efficiency. The district will ensure that technology supports high-quality instruction, promotes digital citizenship, protects student data, and prepares students with the skills necessary to succeed in an increasingly digital world.

Goals

1. Ensure reliable and equitable access to instructional technology for all students and staff.
2. Provide secure and well-maintained network systems that support teaching and learning.
3. Support teachers with professional development focused on instructional technology integration.
4. Establish clear processes for selecting and implementing digital tools.
5. Maintain compliance with district policies and state/federal regulations regarding technology use and data protection.
6. Prepare the district for emerging technologies including Artificial Intelligence (AI).

Classroom Technology Standards

Plattsmouth Community Schools maintains consistent technology access across all buildings to support effective instruction.

District-Wide Classroom Technology

Most learning spaces across the district are equipped with:

- Projectors or interactive display systems
- Apple TV connectivity
- Audio enhancement systems (speakers attached to projectors or Promethean boards)
- Teacher instructional devices
- Classroom network connectivity

Some classrooms utilize TVs on mobile carts based on teacher or building needs.



Device Roadmap (K-12)

Grade Level	Device Model	Access Type
Elementary (K-4)	iPad	Shared Carts
Middle (5-6)	iPad	Shared Carts
Middle (7-8)	iPad	1:1 Program
High School (9-12)	Macbook Neo	1:1 Program (Allowed for home use)



Standards by Level

Plattsmouth Community Schools maintains consistent technology access across all buildings to support effective instruction.

Elementary Schools (Grades K–4)

Elementary classrooms utilize shared device access to support age-appropriate technology integration.

Technology resources include:

- **Grade-level iPad carts containing approximately 28 iPads per cart**
- **Document cameras in select classrooms**
- **Projectors or display systems in all classrooms**
- **Apple TV connectivity for wireless presentation**

These tools allow teachers to integrate technology into small-group instruction, collaborative learning, and interactive classroom activities.

Middle School (Grades 5–8)

Technology access transitions students toward increased independence and digital learning.

5th and 6th Grades

- **Shared iPad carts**
- **Classroom projection systems**
- **Apple TV connectivity**

7th and 8th Grades

- **1:1 student iPad program**
- **Classroom projection systems**
- **Apple TV connectivity**
- **Digital platforms to support blended learning**



High School (Grades 9–12)

The high school maintains a 1:1 Macbook Neo initiative to support digital learning both in school and at home.

Technology access includes:

- **Individual student Macbook Neos**
- **Devices allowed for home use**
- **Classroom projection systems**
- **Apple TV connectivity**
- **Digital curriculum resources**
- **Learning management and instructional platforms**

This structure allows students to complete assignments, collaborate, and access instructional materials both during and outside the school day.

Support and Network Security



The PCS Technology Department ensures the reliability, safety, and functionality of all district technology systems.

Responsibilities include:

- Network maintenance and monitoring
- Hardware and software support
- Device deployment and management
- Data protection and cybersecurity practices
- Technical support for staff and students

Application & Software Vetting Process

Plattsmouth Community Schools will establish a formal **Digital Resource Vetting Process** to ensure all instructional applications meet district standards for:

- Student data privacy
- Cybersecurity
- Instructional alignment
- Accessibility
- Cost effectiveness

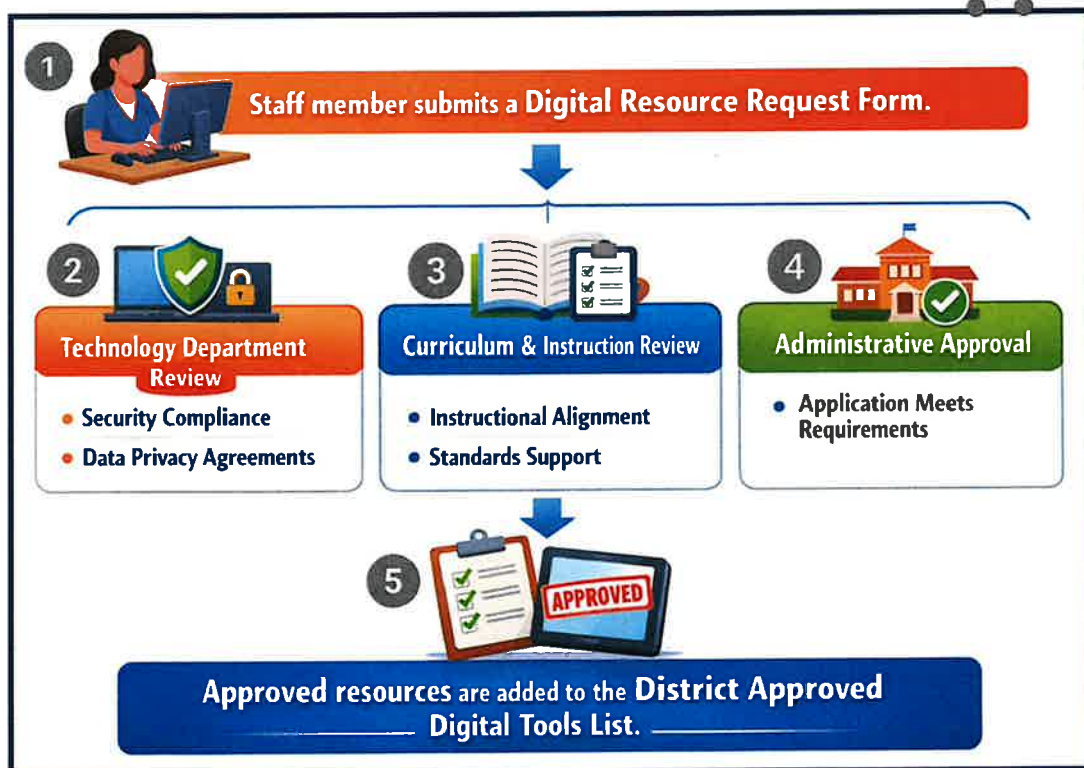
This process ensures consistency, protects student data, and supports instructional innovation.

Network Safety

To ensure a secure digital learning environment, PCS utilizes the following protections:

- **Firewall protection**
- **Content filtering through Content Keeper**
- **Monitoring of student online activity**
- **Hourly safety reports provided to building social workers**

These systems help identify concerning student searches or online behaviors and allow schools to provide timely support when needed.



The Foundation: Ensuring Access and Reliable Technology

Purpose: Establishes the core commitment to access and the physical infrastructure required for digital learning. Our pedagogical innovation for teachers and students is built upon reliable access.

Digital Inclusion

Plattsmouth Community Schools is committed to ensuring all students have access to technology necessary for learning.

Efforts include:

- **Maintaining 1:1 device access at secondary levels**
- **Shared device access at elementary levels**
- **Device refresh cycles**
- **Partnerships with local initiatives to support computer refurbishment programs**
- **Supporting students who may lack access to devices outside of school**

These efforts help reduce the digital divide and ensure equitable access to learning resources.

Device Lifecycle and Refresh Plan

To maintain effective and reliable technology tools, PCS will begin identifying a planned device refresh cycle.

The refresh cycle will:

- **Replace aging iPads and instructional devices**
- **Ensure compatibility with updated educational applications**
- **Maintain device performance and reliability**
- **Support new instructional technologies**

This plan will be reviewed annually as part of the district technology service planning process.

Implementing Innovation: Developing Educators and Integrating Technology

Purpose: Focuses on how technology is used in the classroom. This section moves beyond just providing hardware to ensuring that technology enhances teaching and learning, starting with professional development.



Professional Development and Instructional Support

Technology is most effective when educators receive training and ongoing support.

The district will provide:

-  Professional development on instructional technology integration
-  Training on digital instructional materials
-  Support for blended learning practices
-  Guidance on digital citizenship and responsible technology use



Artificial Intelligence (AI) Integration

Beginning in the 2026–2027 school year, the district will begin structured exploration and training regarding Artificial Intelligence (AI) tools in education.

Focus areas will include:

- **Establishing a district AI platform**
- **Creating shared language and expectations for AI use**
- **Providing staff training on responsible AI use**
- **Developing student guidelines for ethical AI use**
- **Ensuring data safety and privacy protections**

The goal is to prepare staff and students to responsibly utilize emerging technologies while maintaining academic integrity.

Oversight, Security, and Forward Planning

Purpose: Establishes a secure and legally compliant digital environment and ensures the District Technology Plan is a dynamic, continuously updated roadmap for improvement.

Policy Compliance and Data Protection

Plattsmouth Community Schools maintains strict policies regarding the use of district technology systems to protect student data and district infrastructure.

All staff and students must adhere to the district's:

- **Acceptable Use Policy (AUP)**
- **Student Data Privacy Guidelines**
- **Network Security Policies**
- **Technology Device Usage Policies**

Staff are responsible for:

- **Protecting student information**
- **Using district-approved software**
- **Maintaining secure passwords and account access**
- **Reporting suspicious activity or security concerns**

Violations of technology policies may result in disciplinary action in accordance with district guidelines.



Annual Review and Future Planning

Ensures the District Technology Plan is a dynamic, continuously updated roadmap for improvement. The district will develop yearly technology service plans to ensure continuous improvement.

The 2026–2027 focus areas include:

- Staff professional development on instructional technology
- Artificial Intelligence integration and training
- Continued development of the digital resource vetting process
- Ongoing device refresh cycles
- Expanded digital instructional resources

The technology department, in collaboration with district leadership, will review the plan annually to ensure alignment with district instructional goals.

Plattsmouth Community Schools is committed to **leveraging technology to support student achievement, instructional excellence, and operational effectiveness.** Through thoughtful planning, strong security measures, professional development, and responsible adoption of emerging technologies, **PCS will continue to create innovative and safe learning environments for all students.**

Personnel - All EmployeesDrug and Alcohol Testing Policy**1. Need for Random Testing.**

The Board is committed to eliminating drug and alcohol use and abuse in the workplace. All District employees are role models for students, and no employee is permitted to be under the influence of alcohol or any illicit drug while on duty. The Board is further committed to being proactive in ensuring that all employees are prepared to protect the safety of themselves and students in the workplace.

2. Eligibility for Testing.

Every employee who receives any remuneration, commission, bonus, or other form of wages in return for such person's actions which directly or indirectly benefit the District is subject to random drug testing.

3. Testing Procedure.**a. Random Testing.**

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible employees is conducted in a manner that is random and confidential.

b. Collection.

In order to perform tests on an employee's breath specimen or bodily fluid, the District may contract with a clinic, hospital or laboratory. Any clinic, hospital or laboratory must be certified pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a.

The testing collection process will be conducted in a manner that protects privacy, guards against tampered specimens, maintains specimens for the required amount of time and ensures an accurate chain of custody. The tests are designed to detect only the use of alcohol, ~~THC~~, and ~~many other~~ illegal drugs, not medical conditions or the presence of authorized prescription medications.

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4. Confidentiality.

All activities related to the testing policy will be carried out in a confidential manner. Test results shall be not be divulged to others except as required by law or to the employee upon request. Test results may be released to the District officers, agents, or employees who need to know the information for reasons connected with their employment. Confidentiality shall be maintained in accordance with Neb. Rev. Stat. §48-1906 and any other applicable confidentiality laws.

5. Consequences for Positive Tests.

The District may take disciplinary action, up to and including mandatory counseling, up to termination of employment, for an employee's positive test if the following conditions are met:

(1) A positive finding of drugs by preliminary screening procedures has been subsequently confirmed by gas chromatography-mass spectrometry or other scientific testing technique which has been or may be approved by the Department of Health and Human Services; or

Deleted: and

(2) A positive finding of alcohol by preliminary screening procedures is subsequently confirmed by either:

(a) Gas chromatography with a flame ionization detector or other scientific testing technique which has been or may be approved by the department; or

(b) A breath-testing device operated by a breath-testing-device operator. If the employee disputes the positive results of a breath-testing device, the employee may immediately request further testing by a blood sample if the employee voluntarily submits to give a blood sample taken by qualified medical personnel. If the confirmatory blood test results do not confirm a violation of the employer's work rules, any disciplinary or administrative action shall be rescinded.

An employee's refusal to submit to testing shall be deemed to be a positive test result.

An employee's tampering or interference with the testing process or testing equipment shall be deemed to be a positive test result.

6. Appeal Procedures.

An employee may challenge the results of a positive test through an appeal process to be developed by the Superintendent or designee.

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7. Process.

The Superintendent or the Superintendent's designee is directed to develop specific testing procedures consistent with this policy. Testing of the superintendent shall be performed by a third-party, non-school district employee.

Legal Reference: Neb. Rev. Stat. §§ 48-1901 through 48-1910

Date of Adoption: [DATE]

InstructionMulti-Tiered System of Supports (MTSS)

The Board of Education supports the implementation of a Multi-Tiered System of Supports ("MTSS") as a comprehensive, data-informed framework designed to promote the academic, behavioral, social-emotional, and attendance success of all students. The Superintendent is authorized to establish and maintain a district-wide MTSS framework that provides high-quality instruction and support for all students, identifies students who may require additional intervention, delivers evidence-based interventions matched to individual student needs, monitors student progress, and uses data to inform instructional and intervention decisions. The District's MTSS framework will provide varying levels of support based upon student needs, with all students receiving access to high-quality core instruction and universal supports and additional targeted or intensive interventions.

The District will use valid and reliable screening, assessment, behavioral, attendance, and other relevant data to identify students who may benefit from additional support, monitor student progress, evaluate the effectiveness of interventions, and improve instructional practices. Participation in MTSS is intended to provide early intervention and support for students experiencing academic, behavioral, or other educational difficulties and will not be used to delay, deny, or impede a referral or evaluation for special education or related services under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, or other applicable law. Parents, guardians, staff, or others authorized by law may request a special education evaluation at any time in accordance with applicable law and District policy.

The Board encourages meaningful communication with parents and guardians regarding student progress, intervention strategies, and opportunities to support student success.

The Superintendent is further authorized to provide professional development and resources to support the effective implementation and continuous improvement of the District's MTSS framework.

Legal Reference: Individuals with Disabilities Education Act (20 U.S.C. §§ 1400 et seq.);
 Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794);
 Americans with Disabilities Act (42 U.S.C. §§ 12101 et seq.);
 Family Educational Rights and Privacy Act (20 U.S.C. § 1232g);
 Nebraska Special Education Regulations (Title 92, Chapter 51).

Date of Adoption: [Insert Date]

ESU 3 AGREEMENT

CONTRACTED SPECIAL EDUCATION & STUDENT SERVICES

THIS AGREEMENT, made and entered into this 06/18/26 by and between Educational Service Unit 3 of the State of Nebraska, hereinafter referred to as “ESU 3” and Plattsmouth Community Schools hereinafter called “District”.

WITNESSETH:

1. That ESU 3 does hereby agree it will furnish to the District the following special education services as described in:
 - a. Attachment 1: Description of Contracted Special Education & Student Services
2. Services shall be provided only to children who qualify for such services as specified in State Department of Education, Special Education Rules and Regulations (Rule 51 & Rule 52), or as otherwise agreed between the Parties. The District shall receive a list of students enrolled at Brook Valley School in the Fall of each school year (Attachment 2).
3. ESU 3 shall supply recorded information on each child for whom services are contracted. ESU 3 agrees that it will confer with the School District personnel for purposes of evaluating each child's progress.
4. The placing of a child in said program shall be made by joint decision of ESU 3, the District, parents and/or guardians, and other members of the IEP team.
5. ESU 3 agrees to perform the services and the District agrees to pay in accordance with ESU 3 rate schedule as approved by the Nebraska Department of Education. This schedule shall be in full force and effect during the school year of 2026-2027 commencing no earlier than August 1, 2026 and ending no later than July 31, 2027.
6. ESU 3 retains the right to designate personnel to provide services. All personnel provided by the ESU 3 shall be hired by, supervised by, compensated by, and subject to the directions of ESU 3, with reasonable input from the District.
7. Policies regarding sick leave, personal leave, and professional leave shall be determined by ESU 3 for personnel providing services to the District.
8. In the event that the District's programming requirements and needs change at any time subsequent to and during the term of this agreement, the costs to the District established by this agreement, shall in mutual agreement between ESU 3 and the District be adjusted and prorated and the parties may agree. Nothing in this paragraph, however, shall be construed to entitle the District to abrogate this contract or declare it void. The District shall be obligated to pay all sums specified by this contract as due and owing ESU 3 regardless of changes in circumstances within the District during the course of this contract. ESU 3 shall, however, be obligated to meet with the District and discuss in

good faith alternatives to mitigating expense, reallocating staff, and other resources within the bounds of the law and as ESU 3 may in its sole discretion determine to be in the best interest of ESU 3 and the District. Any and all changes or expenses incurred by ESU 3 in the course of performing its obligations pursuant to this agreement, or in preparing to do so, shall become due and payable by District to ESU 3 upon billing in a manner consistent with the billing provision of this agreement.

9. If, for any reason the District does not pay as agreed, ESU 3 may cancel this contract and forthwith, without notice, refuse further services to said District, but the District shall not be relieved from paying for services rendered by the ESU 3 to the said District to date of termination of service.
10. The District agrees that its payments will be made upon receipt of billing from ESU 3; however, in no event will payment be made to ESU 3 more than 30 days after the District's next regularly scheduled Board meeting.
11. It is understood and agreed, that in the event of any reason this contract does not comply with the State's requirement, it will be changed in accordance therewith, upon written notice by ESU 3 to the District and advising the District of the required changes to meet State requirements.
12. It is agreed this contract between ESU 3 and District must be signed by the District Board or Representative and returned to ESU 3 by August 1st. ESU 3's Representative will then sign and return a copy of the contract to the District.

This agreement shall be binding to the parties hereto and their successors. The person executing this Agreement on behalf of the respective parties specifically acknowledge and represent that they have value authority to bind the party to whose benefit this Agreement had been executed.

Signatures:

District Representative

Date

ESU 3 Representative

Date

Educational Service Unit 3

Attachment 1 - Description of Contracted Special Education & Student Services

This contract is entered into by and between the parties for contracted Special Education services for the 2026-2027 school year. Educational Service Unit 3 (NDE Service Provider Code: 95-0003) shall be responsible to provide said services based upon availability of appropriate staff.

The effective date of said contract is for a period of one year running from August 1, 2026 to July 31, 2027.

School District: *Plattsmouth Community Schools*

Special Education services to be provided to the school district:

School Psychologist (Service code: 1002)	2025-2026 FTE: 20 days + hourly available 2026-2027 FTE: .00
Speech Language Pathologist (Service code: 4001)	2025-2026 FTE: .00 2026-2027 FTE: .00
O & M/Instruction -VI (Service codes: 4048/4030)	2025-2026 FTE: .10 2026-2027 FTE: .10
Instruction-Early Childhood (Service code: 3000)	2025-2026 FTE: .00 2026-2027 FTE: .00
Early Childhood SpED Coordination (Service code: 2000)	2025-2026 FTE: 30 days 2026-2027 FTE: 17.25 days
Audiology (Service code: 1003)	2025-2026 FTE: .00 2026-2027 FTE: Yes
Teachers of the Deaf (Service code: 4024)	2025-2026 FTE: .00 2026-2027 FTE: Yes
Licensed Mental Health Practitioner (Service code: 1000)	2025-2026 FTE: .00 2026-2027 FTE: .00
Brook Valley BD (Service code: 4021)	2025-2026 FTE: Yes 2026-2027 FTE: Yes
Brook Valley CDC (Service code: 4021)	2025-2026 FTE: no 2026-2027 FTE: no

Brook Valley RTS
(Service code: 4021)

2025-2026 FTE: Yes
2026-2027 FTE: Yes

Brook Valley OutREACH

2025-2026 FTE: Yes
2026-2027 FTE: Yes

***Additional services may be available upon request and staff availability.**

If the total amount of revenue is not sufficient to cover the budgeted expenditures, school districts will be assessed the additional monies on a prorated basis to cover those costs for each program.

If revenue exceeds expenditures in all account areas above, all excess revenue will be placed in a carryover account to be used to pay unexpected expenses and program costs associated with staff, building maintenance, instructional equipment/materials, office supplies and other costs relevant to the appropriate programs as described in Attachment 1.

PCS LB 243 RESOLUTION

WHEREAS, the Nebraska Legislature enacted several measures this past legislative session, including LB 243, to adjust public school district revenue and finances; and,

WHEREAS, LB 243 generally limits a public school district's property tax request authority, subject to limited exceptions; and

WHEREAS, LB 243 includes an exception to generally allow a school district to otherwise exceed the default property tax request authority if at least seventy percent of the Board of Education votes in favor of the increased request; and

WHEREAS, a Board of Education of a school district with an average daily membership of more than four hundred seventy-one students but no more than three thousand forty-four students may increase its tax request by an additional six percent above the base growth percentage; and

WHEREAS, this School District's average daily membership is more than four hundred seventy-one students but no more than three thousand forty-four students; and

WHEREAS, due to rising enrollment, student and staffing needs, and the need to maintain its budgetary obligations, the Board of Education of Cass County School District 0001, a/k/a Plattsmouth Community Schools (the "School District") hereby desires to increase its base growth percentage by an additional six percent or other maximum amount as permitted by law; and

WHEREAS, public notice of this possible increase was published in a legal newspaper of general circulation in the School District at least one week prior to this Board meeting.

NOW, THEREFORE, BE IT RESOLVED that, pursuant to Section 5 of 2023 Neb. Laws 243, at least seventy percent of the Board of Education of the School District affirmatively votes to increase to the School District's overall property tax request authority by an additional six percent above the base growth percentage, or other maximum amount as permitted by law. The Superintendent or designee is hereby authorized and directed to take any action consistent with this Resolution to ensure that the School District's overall property tax request complies with this Resolution.

The foregoing Resolution having been read in its entirety, Member

_____ moved for their passage and adoption. Member

_____ seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:

_____.

The following members voted against the same: _____

_____.

The following members were absent or not voting: _____.

The above Resolution having been approved to by at least seventy percent of the Members of the Board of Education, it was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska Open Meetings law.

DATED this 10th day of August 2026.

PLATTSMOUTH COMMUNITY SCHOOLS

BY: _____
President

ATTEST:

Secretary

**PCS AND CONESTOGA PUBLIC SCHOOLS
HS GIRLS SOCCER COOPERATIVE
AGREEMENT RESOLUTION**

WHEREAS, a proposed agreement for 2026-2027 and 2027-2028; and,

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school program.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Plattsmouth Community Schools as follows:

1. That the attached Cooperative Sponsorship Agreement is hereby approved;
2. That the Chair and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Nebraska School Activities Association; and
3. That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board(s) or School Board(s) of the cooperating school(s) or school district(s).

The above Resolution, having been read in its entirety, member _____ moved for its passage and adoption, member _____ seconded the same.

After discussion and on roll call vote, the following members voted in favor of passage and adoption of the above Resolution: _____.

The following members voted against the same: _____.

The following members were absent or not voting: _____.

The Resolution having been consented to and approved by more than a majority of the members of the School Board, was declared as passed and adopted by the President at a duly held and lawfully convened meeting in full compliance with the Nebraska open meetings law.

DATED this _____ day of _____, 2026.

PLATTSMOUTH COMMUNITY SCHOOLS

Attest: _____ By: _____

Secretary

President

Updated Proposal August 5, 2026

Established parameters for the girls' soccer cooperative agreement between Conestoga High School and Plattsmouth High School

Host school - Plattsmouth (This will be re-evaluated for each two-year cycle.)

Uniforms and Team Name- Uniforms, colors, and team name would need to be created. The financial cost of uniforms would be split 50/50.

Length of agreement - Per NSAA bylaws, cooperative agreements are two years in length with participating schools being allowed to agree to dissolve cooperative agreement at any point provided both parties agree.

Terms of agreement -

1. Conestoga would provide a head coach and an assistant coach; Plattsmouth would provide two assistant coaches (coaching situation will be evaluated on a year to year basis). All four coaches would work as a team, being involved with both levels and all having input during the tryout process.
2. Practice locations and home contest sites will be a 50% split. Each school would host half of the practices, half of the contests and have their own designated senior day.
3. The coaching staff will prioritize a culture of character, leadership, and sportsmanship. Parents from both schools will be expected to model these behaviors/attributes.
4. Each school will complete the checkout process for students interested in participating in girls' soccer and will notify the coaching staff of who is eligible to participate.
5. Each school will also supply a list of those students who are academically eligible to represent their school in the cooperative program.
6. Students will follow the athletic code of conduct for their respective school.
7. The coaching staff will work together to develop a program handbook with clear expectations for the tryout process, and expectations for both students and parents.
8. Whoever is the host school for a contest(s) would pay for the officials throughout the season.
9. Any entry fees to attend a tournament would be split 50/50.
10. Plattsmouth would keep all entry fees when hosting their tournament. (If applicable)
11. Each school would provide transportation for 50% of the away events based on the availability of transportation.
12. Each school will assure that their home practice and competition site is in good, safe condition.
13. Each school will provide all supplies and equipment necessary to hold practices and/or competitions when hosting at their school (i.e. balls, goals, cones, practice jerseys, etc.).
14. No other financial terms will be required of either school.

Items for Disposal or Resale
From PACE Center - New SOAR Center Site

Item Description	Inventory Number	Qty	Disposal / Resale
Broken Green Office Chair	095645	1	Disposal
HP Printer DeskJet 2050	NA	1	Resale
Damaged 6 ft. table - holes	NA	1	Disposal
Makeshift shelving unit	NA	1	Disposal
Worn wooden bookshelf	NA	1	Disposal
Office Chair	NA	1	Resale
X-Large Wire Animal Kennel	NA	1	Resale
Large Wire Animal Kennel	NA	3	Resale
Medium Wire Animal Kennel	NA	7	Resale
Small Wire Animal Kennel	NA	3	Resale
Large Plastic Animal Kennel - Broken	NA	1	Disposal
Small Plastic Animal Kennel	NA	1	Resale
Pieces of Wire Kennel	NA	multiple	Disposal
Old wooden bookshelf - grey	NA	1	Disposal
Old, rusted 8-ft. table	NA	1	Disposal
3 shelf plastic heat lamp	NA	1	Resale
Broken portable bulletin board	NA	1	Disposal
Old broken small desk	NA	1	Disposal
8-10 gal. glass fish tank	NA	1	Resale
Broken table pieces	NA	2	Disposal

Various Animal Feeders	NA	multiple	Resale
Misc. Pet Supplies	NA	multiple	Resale
Fishing Poles and supplies	NA	multiple	Resale
Partial bags - minerals & soil	NA	multiple	Resale
Various sized plastic plant pots	NA	multiple	Resale
Soil Sample tools	NA	5	Resale
Tumbling Track Smart Spotting Blocks	NA	2	Resale



**Parent/Student Handbook
2026-2027**

MISSION STATEMENT

Plattsmouth Middle School fosters academic excellence, creativity, and responsible behavior.

PLATTSMOUTH MIDDLE SCHOOL VISION STATEMENT

Plattsmouth Middle School provides a safe, caring and flexible learning environment. Students and staff respect each other and take pride in their school. A consistent and fair discipline system protects the rights of everyone to learn and teach. A core curriculum is emphasized, strategies for all learning styles are in place and creativity is fostered. Opportunities are provided for and participation is encouraged in exploratory courses and extracurricular activities. Students have a desire to learn, take an active role in the education process, and value education beyond monetary rewards. The staff, parents, and community work together to guide the Plattsmouth Community Middle School students to achieve realistic high expectations that are meaningful within the lifelong learning process.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of the printing. However, the procedures and regulations set forth in the handbook may be altered or revised as necessary. Some of our procedures and regulations may be altered as we work within the frameworks of our building, the new staff members, parent response, student input, as well as new Board of Education policies, and as State and Federal laws change. Much of the handbook is an extension of Board Policies. **Current board policies are available at www.pcsd.org.** This handbook does not form a contract.

PLATTSMOUTH SCHOOL BOARD MEMBERS

Brian Harvey, President	Jeremey Shuey
Ken Winters, Vice President	Keri Gradoville
Joe Woracek, Secretary	Max Muller
Amanda Timm, Treasurer	Tony Foster
Jacqueline Miller Pearson	

PLATTSMOUTH SCHOOLS ADMINISTRATIVE STAFF

Superintendent– Dr. Richard Hasty
Director of Instructional Services – Dr. Amber Johnson
Early Childhood-Head Start Director- Juliana Beck
Director of Special Education – Amanda Wright
Systems Administrator/ Technology Support- Zach Schroeder
Business Manager – Chris Hudson
Payroll Administrator- Tami Petri
Office/Data Manager- Emily Morlan
Administrative Assistant- LeeAnn Stander
Food Director-Kim Kubat

MIDDLE SCHOOL ADMINISTRATIVE STAFF

Mr. John Campin - Principal
Mr. Claude Michel - Assistant Principal/Activities Director

MIDDLE SCHOOL SUPPORT STAFF

Ms. Sherie Adkins– Office Manager
Mrs. Sara Barada – School Social Worker
Mrs. Jill Bradney – Administrative Assistant
Mrs. Sherri Johnson – Data/Student Support Facilitator
Mrs. Sarah Lozzi – Health Aide

PLATTSMOUTH MIDDLE SCHOOL STAFF

Ms. Amber Younker- 5th Grade Science/Social Studies
Mrs. Colleen Ksiazek – 5th Grade Resource
Mrs. Leigh La Rosa - 5th Grade Math/Social Studies
Mrs. Staci McDonnell- 5th Language Arts/Reading/Social Studies
Mrs. Ginnifer Murray- 5th Grade Language Arts/Reading/Social Studies

Mrs. Kasey Barr - 6th Grade World History
Ms. Robin Christiansen - 6th Grade Language Arts/Reading
Mrs. Justice New- 6th Grade Resource
Mr. Larry Kress- 6th Grade Math
Mrs. Amanda Phillipson - 6th Grade Science

Mr. Grant Colligan- 7th Grade World History
Mrs. Megan Grabowski -7th Grade Language Arts
Mr. C.J. Wiseman - 7th Grade Science
Mr. Chase Lofing- 7th Grade Math/Pre-Algebra
Mrs Elizabeth Hadraba - 7th/8th Grade Resource

Mrs. Heather Irish - 8th Grade Language Arts/Reading
Mrs. Jaima Negrete- 8th Grade American History
Miss Samantha Cook - 8th Grade Science
Mr. Caleb Wiseman - 8th Grade Pre-Algebra
Mrs. Nicole Springer -8th Grade Algebra

Mrs. Mandi Crick – Vocal Music
Mrs. Cynthia Duechting- ELL
Mr. Kyle Graves - HAL Facilitator
Mrs. Brenda Jessen- Art
Mr. Jared Urbach - Computer Tech
Mr. Mike Knust - Industrial Technology
Mrs. Julie Little - Library/Media Center
Mr. Tyler Long- Instrumental Music
Mrs. Kim Ryerson- 5th-8th Life Skills
Ms. Marla Larsen – Health
Mr. Troy Steele - Physical Education

Mrs. Mandy Creekmore – Teacher Associate
Mrs. Danielle Haberman- Teacher Associate
Ms. Amy Hansen- Teacher Associate
Mrs. Sherry Harrold- Teacher Associate
Mrs. Sarah Hastings- Teacher Associate
Mrs. Shelley Quade – Teacher Associate
Mrs. Tara Sainz-Teacher Associate
Mrs. Jen Harvey-Teacher Associate

CLASS SCHEDULES FOR 2025-2026

Please contact the office with any questions about the 26-27 schedule.

[26-27 Calendar](#)

GENERAL INFORMATION

Front doors open at 7:45 a.m.

First bell is at 7:55 a.m.

Classes Begin at 8:00 a.m.

School Dismisses at 3:30 p.m.

Access to Buildings

Students are not to arrive at school before 7:45 a.m. If students participate in the breakfast program, they may enter the building at 7:45 a.m. All students must be out of the building by 3:45 p.m. However, with specific permission from a teacher and with direct supervision, a student will be granted access for such activities as practices, tutorials, detentions, lab and media use. Upon arriving at school, students are to report to their designated grade level area, or the gym (depending on the weather conditions).

Closed Campus

Plattsmouth Middle School operates on a closed campus basis. During the school day (including the lunch period), students are prohibited from leaving the school ground or being in the parking lot unless permission to do so has been granted by the principal or his/her designee. Parents should contact the office if their child needs to leave the school grounds.

Leaving During the School Day

No student is to leave the school during school hours without permission of the principal or the principal's designee, which will be granted only after parents or guardians have been contacted. The student must then sign out in the office. Leaving the school campus without permission will result in after-school detentions and/or in-school suspension.

Cafeteria Rules

Food is confined to the cafeteria area and may not be taken to other parts of the building. Students are to use proper table manners and not misuse food or beverages. Trays, serving utensils, plates, and silverware must be returned to the proper area. Students should never be late to class following breakfast or lunch. Serving lines will close 10 minutes before the period ends and at 8:00 a.m. in the mornings.

Meal Costs

Student Breakfast- \$2.65

Student Lunch- \$3.50

Milk- \$.60

Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us. We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email thru Infinite Campus. You can monitor your account balance online at anytime thru Infinite Campus. We encourage parents to enroll in the online payment system thru Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. We do not accept checks.

If you have any questions regarding your family meal account, please contact us.

402-296-3361 ext. #2806 – mdaisley@pcsd.org

All families who qualify for free or reduced-price meals must fill out a new application form each school year. Families that fail to turn in a new application will be charged full price for meals. Parents are responsible for all charges on the account until a new application has been received and processed. Applications will be available late July or early August. If you do not receive an application by the beginning of school please contact the food service office. Our district employees and operates our own nutrition program. All menus along with nutritional information are posted online.

The school food service program operates under USDA guidelines. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g.Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil

Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410 (2) Fax: (202) 690-7442;
or (3) Email: program.intake@usda.gov
This institution is an equal opportunity provider.

Change of Address

Any change in your address or phone number or that of your parent or guardian must be reported to the office immediately.

Computer Use

The computer has become an essential educational tool. Therefore, students at PMS will interact with them on a daily basis. This use must be responsible. Students who misuse computers (for example, abuse them or access the Internet without prior parental permission) may be denied access privileges (for the school year) and/or receive more serious consequences. Students and parents will be required to sign an application for an Internet account. A complete statement of student rights and responsibilities will be distributed at registration. **See Board Policy 6800 at www.pcsd.org for more information on the district computer use policy.**

Student Technology Expectations

Plattsmouth Middle School students are expected to use their **school-issued laptop** for all instructional activities during the school day. Personal laptops, iPads, tablets, and similar electronic devices are **not permitted** for classroom use.

To protect the integrity of the learning environment and maintain student privacy, **smart glasses are not permitted during the school day.** Students who wear prescription glasses should ensure they have a pair without smart technology for use at school.

Problem Solving

When a problem or concern about your child arises, please contact the staff member who is involved with your child. This is usually the classroom teacher or the sponsor/coach. This individual has the most knowledge of this concern and will be able to discuss the matter with you at a convenient time for both of you either by phone or at a conference. Most of the time solutions can be found for your concerns by contacting the district employee. If you do not feel your concerns are adequately addressed, then contact the building principal.

Student Fee Policy 5195

The Board of Education of Plattsmouth Community Schools adopts a student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. See www.pcsd.org for more information on Board Policy 5195.

Telephone/Cell Phones/Personal Electronics

Teachers are conducting classes from 8:00 a.m. - 3:30 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, and before or after school. The school telephone is for school business. **Students may not make personal calls, unless they are urgent** and are given permission from their classroom teacher. The school will attempt to get emergency messages to students during the school day. **Try to let your children know their after-school plans before they come to school.**

Personal electronic devices (cell phones, iPods, iPads, headphones, smart watches, etc.) will be kept in student lockers.

- **First offense:** Electronic devices will be taken to the office. Students may pick up devices at the end of the day.
- **Second offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day.
- **Third offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day. 2 options will then follow (student choice):
 - Students may not bring cell phones/electronic devices to schools for 30 days
 - Students MUST turn in devices to the office each day for 30 days
- **Fourth Offense:** Students will turn in devices to the office for the remainder of the year during the school day.
- Students on 3rd or 4th offense will check in with office staff each morning to turn in electronic devices and ensure that students do not have further access to devices.
- Students on 3rd or 4th offense who are found to have electronic devices will follow school behavior policy.
- Exceptions may ONLY be made with students who have accommodations listed in an IEP, 504 plan, MTSS plan, Health plan, etc.
- Parents/Guardians who need to communicate with their student may leave a message with office staff and the message will be communicated as deemed appropriate by office staff/administration.

ACADEMICS

Parent/Teacher Conferences

Parents are encouraged to communicate frequently with their children's teachers. Appointments for conferences with teachers, counselors, or administrators can be made at any time by telephoning the school office. Parents can meet with grade level teacher teams in person during the school week or they can utilize a telephone conference.

Regular Parent/Teacher Conferences will be held two times per year, for parents to meet with teachers to discuss their son/daughter's academic standing.

MTSS and Special Education

Participation in MTSS does not automatically mean a student has a disability or will be referred for special education services. MTSS is designed to provide support to any student who may need additional assistance.

If a student continues to experience significant difficulty despite receiving increasingly intensive interventions, the district may consider additional evaluations. Parents will be informed and involved throughout any evaluation process.

Multi-Tiered System of Supports (MTSS)

Supporting Every Student's Success

Plattsmouth Community Schools is committed to ensuring that every student receives the academic, behavioral, social, and emotional support needed to be successful. To accomplish this, our district utilizes a Multi-Tiered System of Supports (MTSS) framework.

MTSS is a proactive process designed to identify student needs early and provide timely support. Through MTSS, educators work collaboratively to monitor student progress, analyze data, and implement interventions that help students achieve success.

How MTSS Works

MTSS is organized into three levels, or tiers, of support:

Tier 1: Core Instruction and Supports

All students will receive high-quality instruction, interventions, and behavioral supports within the general education classroom. Teachers regularly monitor student progress and use evidence-based instructional practices to meet the needs of all learners.

Approximately 80–85% of students are expected to be successful with Tier 1 supports alone.

Tier 2: Targeted Supports

Some students may require additional support beyond the core classroom instruction. Students identified through screening data, classroom performance, attendance, behavior, or teacher observations may receive targeted interventions in small groups.

These supports are designed to address specific skill gaps and are provided in addition to regular classroom instruction. Student progress is monitored regularly to determine the effectiveness of the intervention.

Approximately 10-15% of students may receive additional Tier 2 support.

Tier 3: Intensive Supports

A small number of students may require more individualized and intensive interventions. Tier 3 supports are tailored to a student's unique needs and may involve more frequent intervention, specialized instruction, and closer progress monitoring.

The goal of Tier 3 is to accelerate student growth and help students achieve success within the educational setting.

Approximately 3-5% of students may receive Tier 3 support.

How Students Are Identified for Support

Plattsmouth Community Schools uses multiple sources of information when determining whether a student may benefit from additional support, including:

- Universal screening assessments
- Classroom performance and grades
- State and local assessment data
- Attendance information
- Behavioral data
- Teacher observations
- Parent input

No single assessment or data point is used to make decisions regarding student support.

Parent and Family Involvement

Families play an important role in the MTSS process. Parents and guardians may be informed when their child is receiving additional interventions and may be asked to participate in discussions regarding student progress and support plans.

Families can support their child's success by:

- Maintaining regular communication with teachers
- Encouraging consistent attendance
- Supporting learning activities at home
- Sharing concerns or observations with school staff
- Participating in meetings when invite.

Our Commitment

Plattsmouth Community Schools believes that all students can learn and achieve success when provided with the appropriate supports. Through the MTSS framework, our staff works

collaboratively with students and families to ensure every learner has the opportunity to grow academically, socially, emotionally, and behaviorally.

ATTENDANCE

Absence

When a student is absent or tardy from school, parents are asked to call the school by 9:00 a.m. The school office, whenever possible, will call the parents or guardians of the students whose names are on the student absentee list if a prior call has not been received from the parent regarding the absence. A written excuse shall be presented to the office upon the day of return or parents may excuse the absence by phone.

Students must follow specific guidelines if they plan an extended absence from school for any reason:

- The student must notify the office and teachers as soon as possible.
- The student must arrange to make up all work as possible before going.
- Parents or guardians must provide written notification to the office prior to the time of the student's departure.

ACTIVITIES

Student Activities

Student activities play an important role at PCMS. In order to promote student participation, the following activities are sponsored by the school district:

Band
Jazz Band
Vocal Music
Student Council
Art Club
NJHS
Football
Volleyball
Cross Country
Girls Wrestling
Boys Wrestling
Girls Basketball
Boys Basketball
Track and Field

Student Council

The Student Council is an organization representative of the PCMS student body working for the benefit of the PCMS students. At the end of each year, Student Council elections are held

to elect members for the upcoming school year. Grade level elections for class representations and an election by the Student Council members is held for Student Council officers.

Athletics

Competitive athletics present many challenges and learning opportunities for PMS students. In order to promote student participation, the following athletic activities are offered for 7th and 8th graders: Football, Cross Country, Volleyball, Basketball, Wrestling, and Track and Field.

Activity and Event Regulations

As with all school-sponsored activities, all student behavior guidelines will be followed including adherence to the dress code. Students attending any school activity may not leave and re-enter the activity. If students leave, they will be required to leave the school property. Students are at events to be spectators, not to cause disruptions. Any student causing disruptions at an event will be removed from the school grounds for this event and could be restricted from events for the remainder of the school year. This includes events at all three schools.

Student Illnesses /Health

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature of 100.4°F. or higher, vomiting, diarrhea, chills, cough, shortness of breath, difficult breathing, muscle or body aches, new loss of taste or smell, sore throat, unexplained rashes, severe head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The Plattsmouth Community School district follows the Nebraska Department of Health and Human Services communicable illness guidelines. Health staff will also utilize DHHS guidelines when determining if a student needs to be sent home.

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

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent, and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by

a student with signed consent from the doctor and parent on file in the nurse's office. The school **does not** provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a one month supply.

The school nurse, or in the nurse's absence, the person who has been instructed by the school nurse shall have access to medication. No medication will be brought to school or sent home with a child. **An adult must bring all medication to the nurse's office.** Emergency protocol for medication-related reactions will be in place.

Students showing any signs or symptoms of a contagious or infectious disease as defined by school health guidelines shall be sent home immediately, or as soon as safe and proper conveyance can be found. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. When a student is sent home because of a suspected reportable communicable disease it shall be the responsibility of the school nurse to report the circumstances to the county board of health and the principal. Health data of a student is confidential and it shall not be disclosed to third parties. Additional information is available from the school nurses. Students **may** be excluded from school for, but not limited to, the following communicable diseases:

Chicken Pox	Conjunctivitis (Pink Eye)
Coryza (Common Cold)	Diphtheria
Erythema Infectiosum (5 th Disease)	German Measles (Rubella)
Hepatitis A, B, or C	Hemophilias Meningitis
Impetigo	Measles
Meningococcal Meningitis	Mumps
Scabies	Scarlet Fever
Tuberculosis	Scarletina
Strep Throat	Whooping Cough (Pertussis)
Influenza	

BIST-Behavior Intervention Support Team

Information about our new schoolwide behavior program can be found on the [Parent Brochure](#).

Notice of Nondiscrimination

The Plattsmouth Community School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, marital status, pregnancy, childbirth or related medical condition, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at 601 East 12th Street, Room 353, Kansas City, MO 64106, (800) 368-1019 (voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Student Conduct Board Policy 5101

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion. **Please see the school's website for a complete explanation of Board Policy 5101 and a list of violations that could lead to suspension and/or expulsion.**

B. Special Education - Discipline Actions for Special Education Students
See Board Policy 5105.

C. Use of Corporal Punishment

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;

3. Removal of the student from a situation that endangers the student, other persons, or property.

D. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Plattsmouth Community Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

E. Attire and Grooming (See Policy 5107).

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should be upheld.

The administration may establish specific attire regulations, including permitted and prohibited clothing. The following are examples of unacceptable school attire (*please remember that the following guidelines on appropriate attire are just examples and may not cover all situations*):

- Halter tops, tube tops, spaghetti strap tops, one strap, or strapless garments.
- See-through clothing, cut low, exposes midriff and/or bust line, tight-fitting, or sexually suggestive

- Sleeveless garments must fit closely under the arms
- Short shorts, short skirts, short dresses, and spandex (volleyball shorts)
- Visible undergarments
- Pants or shorts that sag below the waist when fastened
- Clothing that contains vulgar, offensive, or obscene language
- Sunglasses
- Clothing, items, or excessive writing/drawing on one's body that disrupt the learning environment
- Nighttime attire (blankets, robes, pajamas, slippers etc.)

Students who do not comply with dress code policies will follow disciplinary protocol:

- **First offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out.
- **Second offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a consequence by Administration.
- **Third offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a PAL placement, In-School Suspension, or Out-of-School Suspension.
- **Fourth offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Parents/guardians and students will be asked to meet with the administration before returning to school from PAL, ISS, or OSS.

Exceptions can be made for school-sponsored activities and events and for students who have been given IEP or 504 plan accommodations.

Backpack Policy

Students are allowed to bring backpacks to school to transport goods to and from school. While at school, backpacks are to be placed in lockers at all times. Students may access backpacks when returning to lockers during the day. Students may remove backpacks from lockers when leaving school for the day. Exceptions can be made for students who have been given IEP or 504 plan accommodations.

Student Preparedness Expectations

It is expected that students are prepared for each class they attend. Students are prepared for class if they bring the following materials with them to each class period:

- Writing utensils specified by the teacher
- Paper

- Organizational Folder
- Other necessary items requested by the teacher

New expectations for the 26-27 School Year.

Students will be allowed to leave the classroom with an E-HALL PASS. The teacher will enter the E-HALL PASS in Infinite Campus and the student will take a pass with them while in the hall.

Tardies to class-Students need to get to class on time. Sometimes there are exceptions.

When a student reaches four tardies, an Office Referral will be sent to Administration.

WATER BOTTLE ONLY-NO OTHER DRINKS! WATER BOTTLE CAN NOT HAVE A STRAW. IF A STUDENT DOES NOT FOLLOW THE WATER BOTTLE POLICY THE STUDENT WILL EITHER NOT BE ALLOWED TO CARRY A WATER BOTTLE OR THE WATER BOTTLE WILL HAVE TO BE A CLEAR WATER BOTTLE. THIS WILL BE THE ADMINISTRATION'S DECISION.

NO ENERGY DRINKS ALLOWED DURING THE SCHOOL DAY. EXAMPLES LISTED BELOW-

Fitness & Performance (150mg–300mg Caffeine)

- **Celsius:** Popular for pre-workout and weight management, typically containing 200mg of caffeine and zero sugar. The *Celsius Essentials* line features 270mg.
- **C4 Energy:** Focuses on mental clarity and performance with 200mg of caffeine, plus additional amino acids.
- **Alani Nu:** Zero-sugar performance drinks with a lower profile of 200mg of caffeine.

High-Stimulant (300mg Caffeine)

- **Bang:** Known for 300mg of caffeine, creatine, and BCAAs (Branched-Chain Amino Acids).
- **Bucked Up:** A high-stimulant, pre-workout style energy drink geared toward heavy exercise, offering 300mg of caffeine per 16oz can.

Nootropic & Clean Energy (150mg–200mg Caffeine)

- **Ghost Energy:** Contains no sugar, focusing on focus-enhancing nootropics and often features flavors branded with candy partners like Sour Patch Kids.
- **GORGIE:** A lifestyle/wellness brand focusing on beauty benefits, balanced energy, and natural ingredients.

- **FocusAid:** Marketed heavily for mental clarity, featuring supplements like L-Arginine and B-complex without a heavy stimulant load.

Traditional & Lifestyle (80mg–160mg Caffeine)

- **Red Bull:** The global standard, famous for its taurine blend, typical 80mg per 8oz can.
- **Monster Energy:** A staple in convenience stores, featuring 80mg per 8oz serving and multiple sub-lines like *Ultra* (zero sugar) and *Java* (coffee blends).
- **Rockstar:** Similar profile to Monster, known for its focus on extreme sports with multiple variants, including 300mg options like *Xduration*.

Exceptions can be made for students with accommodations in an IEP or 504 plan or for teachers who make alternate requests of students. Students who do not come to class prepared will follow disciplinary procedures.

F. Building Entry and Movement

Students involved in special activities before 8:00 a.m. or after 4:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a specific designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must report to the main office to obtain permission to remain in the building and to obtain assignment to a designated location. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. A pass signed by a teacher is required. Each teacher will maintain a sign out sheet in their room.

G. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

H. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training levels and standards are present in Plattsmouth Community Schools policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Appropriate disciplinary sanctions and educational measures shall be imposed when any Plattsmouth Community Schools student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on Plattsmouth Community Schools property or at other community sites), or when being transported in vehicles dispatched by the school district.

Extracurricular Activity - Grounds for Suspension Policy 5103

Participation in Nebraska School Activities Association (NSAA)-sponsored and/or District-sponsored middle school and high school activities is a privilege. Students who participate in extracurricular activities serve as ambassadors of the District, whether away from school or at school. Students who wish to participate must conduct themselves in accordance with the Board policy and must refrain from illegal activities and improper behaviors. Board policy specifically prohibits several improper behaviors including, but not limited to, the distribution, dispensing, manufacture, possession, use, or being under the influence of alcohol, illegal drugs, tobacco, other controlled substances, or *look alike* substances.

This policy is supplemental to the Plattsmouth Community Schools policy entitled Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment, and any action taken hereunder may be in addition to any action under said policy. **Please see the school's website for further information on Board Policy 5103. Board Policy 5103 includes extracurricular academic standards, attendance, and conduct that may constitute grounds for discipline and/or suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions.**

Article 5

STUDENTS

Policy No. 5104

Drug and Substance Use and Prevention

Drug-Free Schools

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Please see the school's website for further information on Board Policy 5104 and standards of student conduct, with regard to drug and substance use and prevention.

[A Parent's Guide for Solving Concerns at School](#)



Plattsmouth Elementary
Teacher Handbook
2026-2027

Statement of Plattsmouth Elementary Staff Handbook

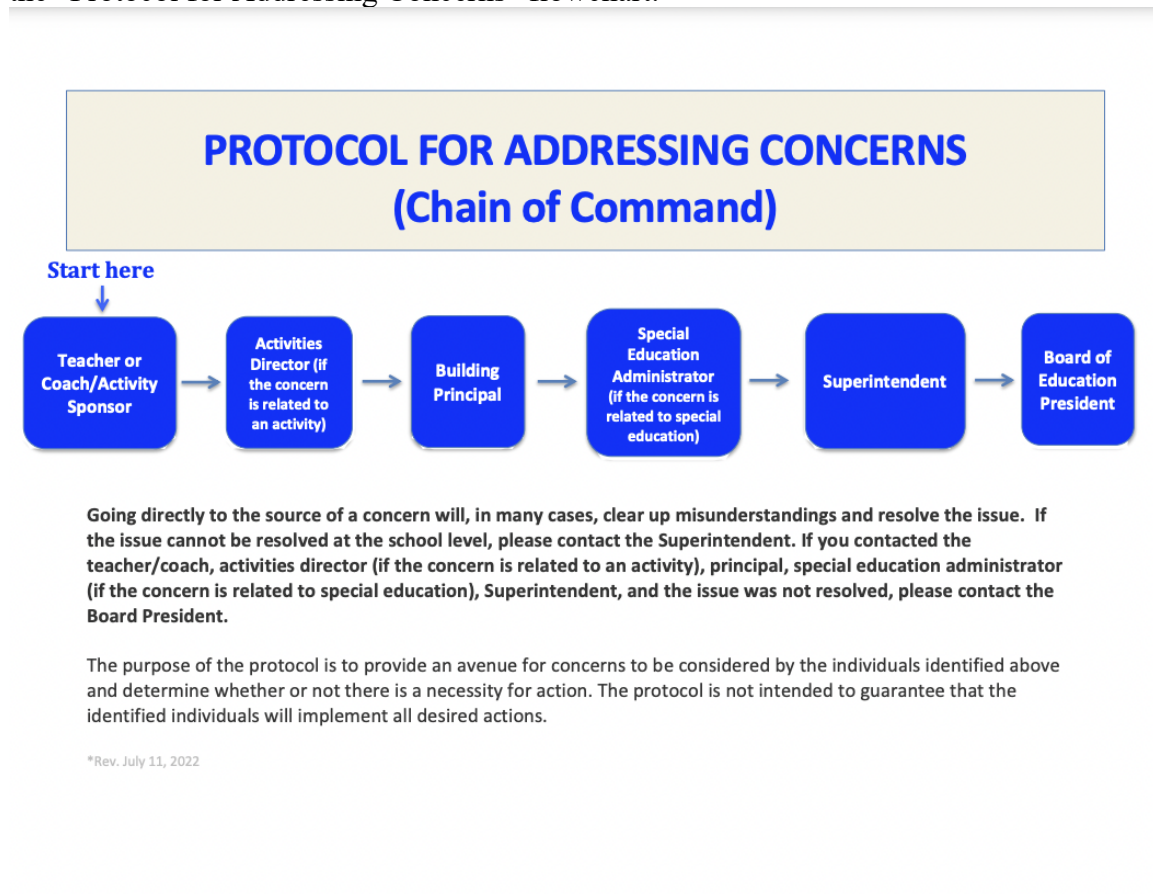
This Plattsmouth Elementary Staff Handbook shall be used for building specific procedures only. The District Teacher Handbook procedures and policies will supersede all Elementary Addendum procedures when in contradiction.

Plattsmouth Community Schools

“Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment”

Addressing Concerns:

If an issue arises with another employee (e.g., colleague, supervisor, etc.), please follow the “Protocol for Addressing Concerns” flowchart.



ABSENCES FROM WORK

Sick and Personal Leaves

Sick Leave

If a teacher needs to be absent for a long time due to an illness, the principal needs to be notified so that an appropriate substitute can be obtained.

Personal Leave

These need to be scheduled five days in advance with the building principal. **No more than two teachers will be granted leave on the same day unless permission is granted from the building principal.** No personal leave will be allowed during in-service workdays without the approval of the superintendent in addition to the approval of the building principal. Please don't schedule personal leave for the last two weeks of school.

Personal leave may not be granted during August 13-August 29 and May 4-22. Exceptions may be made for once-in-a-lifetime events (i.e. son or daughter's wedding or graduation). These types of events will be pre-approved by the building principal. Emergency Personal Leave for an event, which is beyond the control of the employee, may be used during these periods when personal leave is not allowed.

Personal Day requested on a Professional Development Day has to be approved by the building principal and Dr. Hasty. The information missed will need to have a plan for makeup.

Aesop System

All absences need to be put into Aesop or the Subfinder system by 5:45 a.m. on the day of the absence. If you miss the AESOP deadline, please call or text Kelly at 402-297-3727.

Substitutes

Occasionally, a substitute teacher is not available for an absent teacher. If a special area teacher has no sub, then a classroom teacher may sign up for loss of planning time in the office, or students may be divided into the other specials' classes. If no sub is available for a classroom teacher, any teacher not tied to a classroom will be asked to sub (specialists/reading/HAL). When this happens, teachers will need to sign a form for extra pay. Only in emergency situations, an administrator may substitute.

Regular classrooms will take priority for a substitute before special area classrooms to try to avoid dividing students.

Classroom and specials' teachers will be paid all or part of the sub pay for taking extra students.

Substitute Teacher Folder

Prepare a Substitute Teacher folder. The folder should be located in a place where a substitute can easily find it (on the teacher desk).

This folder needs to include:

- list of student names
- daily schedule including any duties, special classes
- location of teaching materials
- description of procedures for restroom, lunch, recess
- alternative activities
- responsible students
- any special education students and their particular needs
- updated seating charts

Lesson plans must be available to a substitute.

DUTIES AND RESPONSIBILITIES

Hours of Work and Meetings

Daily Schedule

The normal workday shall consist of eight and one-fourth hours and normally will be from 7:45 a.m. to 4:00 p.m. daily. The workday may be varied as necessary for school activities. Staff members will confer with the building principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupils' school day.

Team Leaders

Team Leaders will meet approximately once a month

Faculty Workshops

Faculty Workshops will be scheduled on one Wednesday of each month. These workshops will be centered on our School Improvement Process or training. There may be times throughout the year that we need to meet, so it is possible that a meeting may be called on another day. Individual teams may be called to meet in regard to a team specific issue; if it doesn't include or doesn't impact other teams, other teams will not be required to meet.

Please do not schedule appointments, parent meetings, MDT/IEP, or personal business on specific Wednesdays when there are meetings.

Plattsmouth Elementary Norms:

- Arrive on time
- Be prepared
- Be willing to participate
- Stay focused on the task at hand

Everyone will be part of a grade level or area Professional Learning Community throughout the year, and review curriculum, instruction, and student assessment data results.

Parent-Teacher Organization

The PTO is a valuable resource for our schools. Many projects in the past sponsored by the PTO have helped the students. Staff are encouraged to join and participate in PTO activities. Input from staff is valued and appreciated at PTO board meetings. Please support this group, and its projects. The expectation is that one teacher/job-alike teacher will be represented at each PTO meeting via in-person or Zoom. There are approx. 8-9 PTO meetings a year (September-May).

Teacher Duties

Certificated staff members will have lunch and/or recess duties while ensuring that each staff member receives 30 minutes of uninterrupted lunch. There are after school duties at the front, and middle school doors, which are handled by staff as assigned. These duties are very important for safety reasons.

If a staff member is gone, the hired substitute must handle any school duty. If you know you'll be gone ahead of time, **please trade days or find a supervision substitute and inform the office.**

Lesson Plans

Weekly lesson plans are required to ensure teachers are prepared to know what, why, and how they are teaching. The building principal may request individual/grade level lesson plans. Your plans are indispensable to the substitute who has your class when you are absent. Plans should include:

1. Stated objectives for the lesson including the state standard for reading, writing, math, and science.
2. Materials needed, method/description of presentation
3. Evaluation

4. Time allotment
5. Possible teaching strategies (ex. -cooperative learning groups)

Purchased lesson plan books or computer generated lesson plan forms may be used.
Please have a copy of your lesson plans available each day

Daily Class Record Book

Infinite Campus

Every staff member is able to get student and family information easily on Infinite Campus. Health and behavior information is available to selected personnel. Attendance is to be entered daily for students by classroom teachers. When other records are established, teachers are expected to follow guidelines for updating data.

Classroom and School Procedures

Book Orders

Teachers may collect money or checks for book orders. Checks must be made out to the book company and not to the teacher. Money must be deposited in the office everyday.

Budget

Classroom teachers do not have an allotted budget to be used on supplies and materials; materials are available, as needed, with permission from school administration.

No fees will be assessed for students because of the state legislation and the district fee policy. Special areas, reading, special education, and office expenses have separate budgets. P.T.O. will help with field trip expenses, and often allocates additional resources and funding to teachers.

Orders for materials must be made by May 1st by filling out a requisition form, and turning it into the office. Teachers must have a signed purchase order before items can be ordered online, by phone, or picked up in person.

Classroom Assignments

When new students are registered, many factors are considered. Current classroom numbers, possible relatives, special needs, and gender are some variables. Teachers may be consulted to help make the decision. The building administrators will make final placement.

In the spring, administration, classroom teachers and resource teachers create next year's classes. Occasionally, there are parent requests. Please do not promise parents that children will be placed in a specific room for the next school year. If a parent would like to request, please have them email the principal with characteristics of a teacher they feel

would best match with their child. Resource students will always get first priority when classes are created, and resource and classroom teachers will work together to complete this task.

Classroom Supplies

The office will only have a small amount of extra supplies for new staff members. Classroom budgets can be used for supplies. Do not ask parents for money or require donations of materials or extra supplies beyond what students have brought.

Copy Machine /Copying

Staff may use the copy machine in the work room or the copy room. You are welcome to make your own copies. If you would like to have the office staff make copies for you, please allow at least five days for the job to be completed, and 10 days if you'd like copies bound or pieces laminated.

Please attach the pink printing form to each print order, and turn into the office bin. (A copy of this form is in the back of this handbook.) If you need a large quantity of one-subject worksheets, please do not order them to be finished on the same date. Please fill out the subject blank with the curricular area or the name of the papers. Do not put ASAP on orders.

Master copies sent to be copied should be flat, have no curled edges or holes, have no tape or sticky notes attached, and be clean. Do not send booklets. Make separate copies of each page and send those. Do not send dark colored pages as masters.

Cumulative Folders

Classroom teachers need to keep student cum folders updated in a timely manner. These items need to be placed in the folders as shown below:

1. Student file access record
2. School pictures placed on tag picture forms
3. MTSS information
4. Copies of legal documents such as custody papers
5. Birth certificate
6. Checklist
7. General information sheet
8. Miscellaneous letters
9. Standardized test scores
10. Report cards (place most recent last in the folder)

It states in Board Policy 5202 that the district is to keep a list of all individuals that obtain access to a student's records. Student Records are in locked file cabinets in the Conference Room. Please get the key from the office, and fill out the Student File

Access Record form in the front of each cum folder. Please sign your name, date, and reason for looking in the cum folder on this form.

Directory type information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, dates of attendance, degrees, awards and the name of the previous educational institutions attended by the student may be released without prior consent if it is done in a judicious manner.

Elementary Performance Goals

A copy of the Elementary Performance Goals is located in the Instructional Information section of the handbook.

Halls/Rules

Teachers are to escort the whole class to and from the lunchroom/gym, media center, art room, and music room. Please teach and re-teach your students our common area expectations. Selected staff members will walk students to the bus pick-up point after school, and to the outside doors for dismissal.

Hallway expectations are posted in hallways, and are taught at the beginning of the year and reinforced throughout the year.

Inventory

All teachers are to complete an inventory of furniture and instructional materials in their classrooms. This must be completed prior to checking out on the final teacher workday.

Keys

Each teacher will be issued a key to their classroom, and a common key to be used for the workroom and teacher's lounge. At the end of the year, each staff member will need to show his/her keys for checkout. They may be kept over the summer months.

Lounge

A pop machine, microwave, and refrigerator are provided for all staff to use. A bookcase is available for paperbacks, magazines, and newspapers. The lounge was cleaned before school started including all of the cabinets and the refrigerator. Staff need to work together to ensure the lounge remains clean.

Media Center

The Media Specialist will help you learn how to look up subjects/topics. She will not pull books for teachers due to lack of time.

Professional Development

The Media Center and Professional Development Rooms are used for meetings after school and for staff development classes in the evening. Please remember to sign up for

these rooms prior to meetings taking place. Everyone needs to help clean up any food mess, trash, and sticky tables. Sometimes chairs also need to be put on the tables because vacuuming is done early in the morning.

MTSS-Multi-Tiered System of Supports

As the district focuses on “Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment” students are expected to meet performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support at various stages of the four-level system. At the four levels, students will be monitored to determine if they respond to interventions developed by the team.

Potential team members at each level are identified as follows.

Level 1: Student, teacher(s), and parents

Level 2: Student, teacher(s), parents, interventionist, and possibly an administrator

Level 3: Student, teacher(s), parents, building administrator, and school psychologist

Level 4: Student, teacher(s), parents, building administrator, school psychologist, and District administrator.

Students enter the support system by not meeting performance goal expectations established by the staff in each building. The purpose of the student support system is to provide students with *opportunities to learn* in the general education environment. If a student does not respond to interventions at Level 1, Level 2, and Level 3, the team will likely consider a Level 4 intervention that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation. Students will not be considered for a special education evaluation until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

Music Programs/Assemblies/Speakers

Each grade level will have one music program. Assemblies will occur as needed throughout the year. If you are having a speaker come in to speak to your class/grade level, please let building administrators know, especially if you need alternative space for your presentation.

Parking

Staff is expected to park south of the building in the Middle School lot, the lot by the track, or on the curb next to the playground. The asphalt parking areas in the front of the building are for assigned staff members, handicap parking, and visitors.

Planning Period

Planning periods are used for pod or grade level planning, preparation of materials and lesson plans, meeting with teacher associates, taking care of school business, and conferencing with parents. There should be a regular team meeting weekly with an agenda and notes. The Pod chairperson is responsible for setting the agenda. A copy of the meeting agenda and notes need to be sent via e-mail to the principal, assistant principal and PES.

Purchase Orders

A building budget has been established. Teachers are asked to order what they need rather than being given a specific amount. This money is also to be used for spring purchases. You may decide what you want to purchase or order. Please provide a list of items to the office.. If you want to be reimbursed, you must turn in the original receipt. Please put these in an envelope with your name on it. **Prior to purchasing, the principal must approve all purchase orders.**

To fill out a request for a purchase:

1. Pick up a white order form in the office.
2. Fill it out listing:
 - vendor name, address, date, staff member ordering
 - item and item number
 - quantity
 - price of each item
 - any discount
 - shipping cost
 - total order
3. Give a white order form to the Office Manager to approve the order. Items will be ordered by the Office Manager.
4. When the order arrives, please check off items and return the packing slip.
5. If you take a P.O. to a business, you must return a receipt to the office.
6. Receipts should have your name on it. Do not send them to the Administrative Office.

Reading Interventionist Paraprofessionals

The reading interventionist paraprofessional's primary responsibility is to provide academic support within the Multi-Tiered Student Support. As scheduling allows, they may provide additional support in specific grade levels. All reading interventionist paraprofessionals will be responsible for lunch and recess duty. Additional duties may be assigned by building administration as needed.

Administrative Assistants

There are two administrative assistants in the office to help all of the staff, students, and parents. They have many varied duties and are busy all of the time. Please be considerate of their working time to allow them to accomplish some paperwork. They do not have a scheduled planning time to work in a quiet environment.

Student Procedures

Arrival/Dismissal

Arrival

The school day for students begins at 8:10 a.m. Students may begin entering the building at 8:00 a.m. Students will go to designated areas beginning at 7:50 a.m.

Students may be dropped off at the north doors of the school. Students who would like to eat breakfast will enter Door 29 while students who do not want to eat breakfast will go to their designated grade level area.

Walking Club will take place during the first full week of school. When the weather turns cold, Walking Club will stop and begin again when the weather turns warmer (spring).

Walking Club Schedule:

Monday - Kindergarten

Tuesday - 1st grade

Wednesday - 2nd grade

Thursday - 3rd grade

Friday - 4th grade

Parent/Guardian Information regarding arrival and dismissal:

Arrival

Campus opens at 7:50 a.m. Please plan your family schedule around these times. Do not drop off your child before 7:50 a.m., as there will be no supervision. If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

Students who ride buses will be delivered to the south doors of the Middle School.

For the safety of students and staff all doors are locked at 8:10 a.m. except the north door (1). If your child arrives at school later than 8:10 a.m., he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

Dismissal

Students will be dismissed at 3:20 p.m. (1st and 3rd Wednesday - Dismissal at 2:20 p.m.)
Bus students will be escorted to the bus ramp.

Students who walk to the east and south of the school will be supervised by staff to the cross walk on 8th Avenue.

If your child(ren) goes to POPS Place, he/she will be released to that program.

Students who need to meet Middle School siblings will be supervised until the Middle School dismissal to prevent any potential problems. Staff members are posted at all arrival and dismissal areas until 3:35 p.m.

Other students (K-4) will exit through the North Doors (Door 1). Staff will direct drivers picking up students, and may ask you to park if your student has not been dismissed. If your child needs assistance entering the car or assistance buckling into a carseat, please park and a staff member will walk your child to your car. Please follow directions from staff members to ensure quick, efficient pick up for all students.

Daycare vehicles will be allowed to park in a designated area. This area will be located curbside on the west side of the circle drive.

Children will not be allowed to wait on the playground after school due to safety concerns. The playground will be used by POPS Place after school. Students need to be picked up by 3:35.

Attendance of Pupils

Attendance Procedures

Attendance will be taken with Infinite Campus. This needs to be entered every morning before 8:20 a.m. so that calls can be made to check on absent students. **If a child enters your classroom after 8:10 a.m., please count them tardy, but do not send them to the office.**

If you know why a student is absent, please let the office know to save calling time. The reason for the absence will be put in the computer system, so it is important to know the reason. Contact the parents of students who are absent often and notify them of your concern. Record the date and results of your call and inform the office.

The following section is in the Student/Parent Handbook. It is included for your information.

Attendance Policy

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

Parent Responsibility to Report Absence

Parents are required to contact the school in the event that a child is going to be absent or tardy from school either by phone or in writing. Please state the reason for the absence, and the date of the absence. If no reason is given, the absence will be recorded as unexcused.

Notification of any future absences should not only be given to the teacher but the office as well.

Extended Absence from School

Students must follow specific guidelines if they plan an extended absence from school for any reason:

- The parents or guardians must notify the office and teachers as soon as possible.
- The parents or guardians must arrange to make up as much work as possible prior to going.
- Parents or guardians must provide written notification to the office prior to the time of the student's departure.

Leaving during the School Day

A request to have a child excused early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to parents unless the school has been notified otherwise. Please stop at the office upon arrival at the building to pick up your child.

Tardies

The school staff, parents, and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated start time for school. Tardiness will result in a progressive disciplinary action developed by the school. The more tardies a student accrues, the more severe consequences.

Elementary school tardies, as well as leaving school before dismissal time, will be recorded for each student who missed up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.

Absence Procedures

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

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The teacher will determine the time each student is allowed.

The parent or guardian has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

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

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Attendance is required to Participate in Activities

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

Truancy

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

Reporting and Responding to Truant Behavior - Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from

school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism - Students who accumulate ten (10) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration, the parent/guardian, and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy - Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given, such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Birthdays

Parents are welcome to send treats to school to celebrate a child's birthday. The Student/Parent Handbook states that drinks or difficult snacks are not to be sent. Try to

discourage children from bringing birthday invitations to school unless all of the students will be receiving one.

Books

Pupils are responsible for books issued to them. They are not to lend the textbooks to other pupils without permission of the teachers.

A pupil who loses his/her book should report the matter to the teacher at once. If the book is not found within a reasonable time, the teacher should find out the cost of the book and charge the student the replacement cost. Lost library books will be handled by the Media Specialist.

Field Trips

Students should be taken on field trips and excursions as valuable means of education. The procedure for planning a field trip should include the following:

1. It should be closely integrated with the curriculum studies of the grade/pod and not be a duplication of a previous grade level's field trip. P.T.O. will pay for field trips. P.T.O. might limit the number of field trips for grade levels.
2. It must be well planned with your team and cleared with the principal using the Field Trip Approval Form before the reservations are made for the trip and transportation.
3. Each teacher should use the Field Trip Checklist form to make sure all procedures for a safe trip have been followed.
4. Children going on field trips must have a permission slip signed by the parents and returned to school. Student participation will be granted for a field trip based on individual conduct at school.
5. If a student has transportation home other than the school bus, parents need to sign The Alternate Transportation Form before the field trip occurs.
6. The class should have sufficient number of sponsors, preferably parents, to accompany the students to their destination and back. (Suggest one parent to six (6) students). Make sure that all adult volunteers for trips understand the appropriate behaviors. All sponsors need to fill out a Volunteer Application Form, and be approved before going on any field trip.
7. Busses need to be ordered using the Electronic Activity Trip Bus Request Form. The electronic form should be e-mailed to the principal. Two or three classes must be on one bus to save money.

8. Any check needed for a trip needs to be requested from the appropriate P.T.O. Officer or administrative assistant.
9. Bus guidelines should be reviewed with the students prior to the trip.
10. Local visits are highly encouraged throughout the year, when buses are available.
11. **Do not schedule field trips during the last two weeks in May** since bus use is heavy at this time of year.
12. Let Food Service know if a pod/grade/class will miss lunch several weeks ahead of the proposed date.
13. Please fill out a Bus Service Appraisal Form after every field trip.
14. Turn in completed forms to the principal.

Food/Gum

Food is allowed in the classrooms for snacks or special lunches. Refrain from using food as a reward unless it is written into an individualized plan. Healthy food needs to be the priority. Students should not bring candy or other foods that are not nutritious. Gum is allowed, if permission is granted and supervised by the teacher. Students and staff need to be responsible in the types of food they are bringing, and cleaning up messes. This is a way to develop student responsibility.

Hair

Crazy temporary hair coloring (wash out) is not permitted. After contacting parents, the student will be asked to wash the color out.

Health

Injuries/Accidents

Injuries occurring at school or school-sponsored activities should be reported to the health professional, teacher, sponsor, coach or the office. The school nurse is on duty during the day, and will be contacted if a student becomes injured or ill during school. In case of severe injury, an emergency unit will be called immediately at the discretion of school personnel. **Students leaving school due to injury or illness must check out through the office.** Parents will be contacted to inform them of the injury or illness, and to receive permission for the student to leave the school. If a parent cannot be reached, the emergency contact will be called.

If the accident requires more than a simple bandaid, an accident form will be filled out by the school nurse.

Health Statute 79-3-002, 3-002

Students showing any signs or symptoms of a contagious or infectious disease as defined by school health guidelines shall be sent home immediately, or as soon as safe and proper conveyance can be found. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. When a student is sent home because of a suspected reportable communicable disease, it shall be the responsibility of the school nurse to report the circumstances to the county board of health and the principal. Health data of a student is confidential and it shall not be disclosed to third parties. Additional information is available in the PCS Health Handbook or through the school nurses. Students **may** be excluded from school for, but not limited to, the following communicable diseases:

Chicken Pox	Conjunctivitis (Pink Eye)
Coryza (Common Cold)	Diphtheria
Erythema Infectiosum (5 th Disease)	German Measles (Rubella)
Hepatitis A, B, or C	Hemophilias Meningitis
Impetigo	Measles
Meningococcal Meningitis	Mumps
Pediculosis (Head/body lice)	Ringworm
Scabies	Scarlet Fever
Tuberculosis	Scarlatina
Strep Throat	Whooping Cough (Pertussis)
Influenza	

Head Lice

Head lice are small, tan/brown parasitic insects that live on scalp hair. No disease is associated with head lice, so their presence is considered a nuisance and not a health threat. Symptoms are itching and the presence of lice and nits (eggs). Head lice are communicable, most often by DIRECT head-to-head contact or the sharing of personal items like combs, hats and towels. Guidelines based on current “best practice” evidence from the Centers of Disease Control, American Academy of Pediatrics, and the National Association for School Nurses will be used by Plattsmouth Schools to reduce absenteeism due to head lice, and involve parents as partners in control efforts.

Health Information Release

Most parents have signed a release so the nurse may share appropriate information with teachers and/or EMS personnel.

Nursing Services

The school nurse provides many services such as giving medications, taking care of injuries, contacting parents, doing continuous lice checks, and teaching selected health lessons. Please let them know if you need band-aids for the small scrapes that should be taken care of in the classroom. A health screening for every student is scheduled for early in the fall. When students are sent home because of severe lice, illness, or

accidents, the nurse will notify the classroom teacher by phone call or personal contact.

Lunch

Food Service Guidelines

In order to purchase meals, parents must set up family lunch accounts with Food Service. Funds must be placed in accounts, and then students will use their lunch cards until the balance reaches \$5.00. When there is a low balance, a note will be placed in classroom teachers' mailboxes to be sent home with the students. If you have a student who does not have a lunch card on any day, please ask that student whether he/she brought money or a cold lunch. A Food Service employee will be contacting parents when students have no funds in their lunch account. Teachers may not purchase student lunches on their own lunch card. All lunch accounts will be handled in the Administration Center (ext. 2800) so questions about accounts go there..

Lunch Count/Lunch Cards

Each classroom will have a Lunch Card Envelope to use for any cash received for lunch payment. Please note each child's name that brought money so the proper account can be credited. Your classroom envelope will be returned to you each afternoon (via your mailbox), and will be used daily.

Lunchroom Procedures

Lunch is on a rotating schedule according to the pods. Each grade/pod needs to decide the class order and rotation. Students purchasing a lunch will first pick up milk, go through the food line, and then present their lunch card to be scanned by a food service employee.

Please remind your students that pop/soda is not recommended for school lunches.

Classroom teachers need to return to their classroom at the designated time.

Lunchroom Rules (from Parent-Student Handbook)

1. Food is confined to the cafeteria area, and may not be taken to other parts of the building unless requested by a staff member.
2. Students are to use proper table manners, and not misuse food or beverages.

3. Trays, serving utensils, plates, and silverware must be returned to the proper area.
4. Students are encouraged to drink water, juice, or milk.
5. Violation of these rules may result in disciplinary action.

Adult Lunches

Adult lunches may be purchased for approximately \$4.85. Lunch accounts may be set up by calling the Food Service at the Administration Office. The phone number is ext. 2800. Teachers may buy lunch at the elementary kitchen or the middle school kitchen. **If a staff member leaves the building for lunch, he/she is responsible for getting back to school on time. Please sign out before leaving, and sign in when you return.**

Money

No teacher should ask students for money for supplies, cooking materials, fees for field trips, or donations. The only exception is when book money is collected for book orders or money is needed to replace a lost book.

Office Pass

Please fill out an office pass before sending any student to the office to see the school nurse, secretary, administrative assistant, or school social worker. For behavior concerns, **do not drop off students in the office.** Please call the office, and someone will come to your classroom for a behavior response.

Parent Communication

Classroom/Pod Newsletters

Each classroom teacher/pod member is requested to send home a weekly, biweekly, or monthly newsletter. The teacher may compose it, or students may participate and write news. Special area and Special Education teachers should give appropriate news to classroom teachers for inclusion in these newsletters.

Notes

Office reminder notes will be distributed to remind parents of future schedule changes. Please give the office a copy of notes that are sent home.

Phone Calls

Teachers are encouraged to have frequent contact with parents. ***Before the end of the first two weeks of school, make a phone call home to each parent/guardian.*** Telephone calls are especially beneficial if a personal conference is not possible. Since each teacher has a telephone, making a phone call is quite easy.

You may want to log whenever you call or send a note home to parents/guardians particularly when a problem is being discussed. It is helpful to have a copy of your parent contacts when you need to refresh your memory or fill out the parent contact form. Any significant parent comment (positive or negative) should be shared with a principal or assistant principal. Many problems can be averted or solved with effective communication here at school.

Calls from parents will not be transferred to teachers when they are teaching.
Voicemail will be used instead.

Report Cards

There are quarterly report cards throughout the school year. All report cards are located on Infinite Campus for parents/guardians to access.

A paper copy of Report Cards will be provided to parents/guardians 1st and 3rd quarter during Parent/Teacher conferences, and sent home to parents/guardians at the end of the school year.

As teachers prepare report cards to reflect assessments and academic progress, they need to remember that attitude, compliance, effort, and ability should not be considered. There are other places on the report card for social skills reporting. Adjustments for Resource students are to be made based on IEP goals, and noted on report cards.

Pets

Students and/or parents shall not be permitted to bring animals into the school and/or classroom.

Picnics

End of the year picnics may be held if proper safety measures are implemented. Parents need to be informed by a note, and volunteers need to be recruited to help. All teachers need to be in attendance, and monitoring students. Students should be instructed in, and participate in cleaning up. A cell phone should be taken when picnics are off school grounds. A checklist for field trip procedures to follow must be turned in before going on a picnic.

POPS Place

This is a before/after school daycare program held in the gym and classrooms. Students may come early to school or stay late, and receive excellent daycare. These students will have a variety of activities including snacks and outdoor exercise. If you have students who are signed up for this daycare, they will be delivered to POPS Place. If you need to keep a student after school or have them come to your room before school starts instead of having them go to POPS Place, previous arrangements need to be made with parents and the staff of POPS Place.

Recess

Inside Recess

If the weather is bad outside or the temperature is 15 degrees or below, recess is held in classrooms. Students need time to talk, play games, work puzzles, draw/color, and just have fun. Preparing a basket/box of games specifically for inside recess works extremely well. The principal will make the final decision on inside recess.

Outside Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child is dressed appropriately for outside activities when the weather becomes cold.** It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining or the temperature and/or wind chill is below 15 degrees. When the temperature and/or wind chill is above 15 degrees, recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground.** Occasionally, the presence of ice on all hard outdoor surfaces necessitates that students stay inside. **Students are asked to not bring toys or equipment from home to play with before and after school or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

Per the district Wellness Policy, students in grades Kindergarten - 3rd grade will receive 50 minutes of recess daily and 4th grade will receive 35 minutes of recess daily.

Equipment

A shared equipment bin is available for students to take to recess. The first grade level to go outside to recess brings the cart out, and the last grade level to go out to recess brings the equipment bin back to the building each day.

Rules

There are playground and equipment rules for safety and for uniformity. Please follow these guidelines when you have recess duty, so the students are not confused by expectations being different with different staff members.

Toys/Games

Children should not be bringing toys/games to school unless an administrator has given permission.

Restrooms

Teachers must escort, and monitor their students at the restrooms when the whole class goes together no matter when the break occurs. A plan should be established in your classroom for how individuals may go to the restroom responsibly. Please work with your teammates to schedule restroom breaks in order to minimize students in the hallway.

Snacks

The Quick Guide to Buying and Bringing Snacks to School

The following is a grade level list of recommended healthy snacks to bring for daily snacks. All other snacks will be sent home based on the school's healthy schools policy and procedures. Snacks should be individually packaged.

Acceptable Snacks

Lite Popcorn	Goldfish
Animal Crackers	Fruit
Dried Fruit	Graham Crackers
Pretzels	Nuts
Fruit Cups	Reduced sugar or 90 calorie granola bars
Teddy Grahams	Yogurt
100-Calorie Snacks	Baked Chips
Baked Cheetos	Cheese and Crackers
String Cheese	Beef Jerky
Vegetables	Cereal
Fruit Snacks made with Real Fruit	

Television/Videos

Cable might be available on the televisions. It is to be used for only educational shows that fit into the established curriculum or to see current events/news.

Videos should be of educational value, not to fill time. **When you want to use a video in your classroom, you need to submit a Video Request form to the principal for approval.**

Workroom Equipment

Accu-Cut Machine

This machine uses all of the Ellison dies and is very easy to use. One Ellison machine is also available.

Binder

A binder is located in the workroom.

Laminator

The laminator is located in the workroom. Individuals will be selected to laminate.

The laminator is an expensive machine and costly to operate. Please do not request that items with glitter or other small objects on them be laminated because the machine can be ruined. If you are publishing books, it is sufficient to laminate the covers but not each typed page unless there are photos that need to be preserved on the written pages.

Supervision of Students

Emergencies

If an emergency should occur due to an accident or illness of a student, staff member or anyone visiting the building, notify a principal and/or school nurse. If the principal is out of the building, notify the secretary. Make every effort to contact the parent or spouse. Forms with emergency information for staff members and students are on file in the office, and are also on the computer management system. Follow the directions of the parent or spouse. If no one can be contacted immediately and it is necessary to take action, call the individual's doctor for direction. In an extreme situation, it might be necessary to call a Rescue Squad (911).

Managing School Conduct

Teachers need to teach and have students practice appropriate skills throughout the day and week. If a student continues to have problems maintaining control, a parent needs to be contacted, and a conference may be set up. A behavior plan may need to be established. **Students are not to be placed in the hall or pod unless there is a person available to monitor them.** Your safe seat in your room is more effective and safer.

All staff members need to use appropriate **voice tone and voice levels at all times**. This is the expectation since all staff members have had the opportunity for ongoing BIST Training, and understand the value of the adult being calm in any situation throughout the school day.

To regain instructional control:

- Use a calm voice tone
- Maintain appropriate physical proximity
- Give student time to calm and respond

Office Referral

It is essential to the relationship between the adult and the student that clear expectations be established and reinforced. The supervising adult should establish, communicate, and carry out consequences whenever possible. Therefore, an office referral is to be used as a last resort.

Call the office for support when:

- (1) The student has engaged in a serious misbehavior or infraction of a school rule. e.g. physical or verbal aggression, weapons, possession of contraband, etc.
- (2) The student has worked through the BIST continuum.
- (3) **Please do not use the office or MTSS Room as a time out area or for finishing work unless prearranged with an administrator.**

REMINDER:

Once the supervising adult has referred a student to the office, it is up to the discretion of the administrator to teach the appropriate social skill and administer consequences.

Academic Matters

Teaching to Student Understanding to Assure Learning

Homework

At the elementary level, teachers may assign homework. Homework given to elementary children must be meaningful. Homework assignments should stem from class work, and give the students an opportunity to integrate and apply what he/she has learned to everyday situations. A guideline for the appropriate amount of homework is to provide ten minutes of homework per grade level of the student.

Nancy Paulu, author of *Helping Your Students with Homework: A Guide for Teachers* has these suggestions when assigning homework:

1. Make sure students understand the assignment.
2. Make assignments focused and clear.
3. Create assignments that challenge students to think and to integrate.
4. Vary assignments.
5. Match assignments to the skills, interests, and needs of students.
6. Keep track of how long it takes students to complete the assignments.
7. Provide constructive feedback.

The parent is a very important partner with the teacher in helping the student profit from well-planned homework assignments. It is hoped that this responsibility can be conveyed to parents early in the school year. If parents request homework, please furnish it for the student if it is appropriate. Do not require students to provide materials for projects or homework completed at home. The school must furnish the materials.

Measuring and Reporting Academic Achievement

Failure/Retention

A pupil is not to be retained unless, in the considered judgment of the teacher and principal, such retention will serve the best interest of the pupil. The parent must sign the retention form and all efforts should be made to secure parental support. Parents need to be informed as early, and often, that the student is in trouble academically. When it appears that a pupil is to be retained in his/her grade, written notification shall be made to the parent no later than the third quarter. Much has been written about retention in recent years. Retention has not been shown to be helpful in improving long-term student achievement. Improvement has only been shown during the year that the child is retained, after that year the student again falls behind. A far greater concern than student achievement is student self esteem and psychological well being.

DO NOT discuss retention with parents until advised to do so by the administrator.

Use of District Computer Network and Internet

Technology Repairs

A tech ticket needs to be filled out when a repair request needs to be addressed by the technology team.

Care of School Property

Maintenance Requests

If you have a maintenance problem or you need to have equipment put together or moved, please fill out a maintenance request.

Security of Desks, Lockers, Classrooms

Security/Keys/Name Tags

Do not leave money in classrooms overnight. Caution students not to leave money in desks. Do not leave even a small amount of money on desktops or any place where it could be easily found. **All money being collected for book orders or for other reasons needs to be brought to the office at the end of the day where it will be secured.**

An electronic badge will be given to each certified person. It can be used on the front door and magnetic doors only. Classroom keys are not to be copied and given to others, or lent to others. Lost keys need to be reported, and a charge of \$25.00 will be made for replacement. At the end of the year, each staff member will need to show his/her keys for checkout. They may be kept over the summer months.

All visitors to classrooms, lunch, or recess will be required to sign in at the office, and wear a visitor badge. If you see an adult who is not an employee, please request that he/she stop at the office to check in for security reasons. Please keep your classroom door or pod doors unlocked. Windows in doors should not be covered.

Safety

Name Tags are to be worn and visible daily.

Evacuation Drills, Disaster/Shelter, Crisis Drills

Evacuation and Shelter drills are required by law at regular intervals and are an important safety precaution. For an evacuation drill, a signal will sound and pupils and staff are to leave the building in a single file led by the teacher. There is to be no talking. Teachers will hold up a green card if all students are accounted for and a red card if a student is missing. Teachers will hold lines at their position until signaled to return to the building. All staff need to leave the building during a drill. The drills will usually be unannounced.

Shelter drills will occur twice per year. This will be announced on the intercom. Classes should be instructed on the duck and cover method. An intercom announcement will instruct students and staff when to return to classrooms. Teachers are to give instructions for these drills. Please post the instructions in each classroom.

Emergency/Crisis drills will be held once each semester. This drill is in case there is an intruder, and all staff and students are behind locked doors. All staff needs to post maps of fire drill routes and disaster/tornado drill locations.

Supervision/Safety of Pupils

1. No pupil is to leave the building during school hours without permission from the office. Some students might go home for lunch. Parents are to sign out their child from the office if they come early to pick him/her up. This procedure is for safety reasons.
2. Parents may see their children at school; however, when custody is limited by law, an estranged parent may not see a pupil except under certain conditions. Refer these cases to a principal.
3. Generally, pupils may not be interviewed during the school day by persons other than parents, school district officials, and employees. Requests from law enforcement officers and from persons other than parents, school district officials, and employees to interview students shall be made through the principal's office.
4. Know your fire drill signal and route. These must be posted in your rooms. Know your disaster/tornado drill, signal and route. Post these also. Know the location of all fire extinguishers. Know the crisis/emergency drill procedures.
5. No pupil is to handle the paper cutter or other sharp items. Students should not be allowed to stand on or jump from chairs, tables, or ladders.
6. No pupil should move the A.V. equipment unless directly supervised by the teacher.
7. Students should not be sent to the workroom. The laminator, binder, and other machines are in there. Adults also need to be free to work there without the disturbance of children.
8. Coffeepots and other appliances that are hot should not be set up in pods or classrooms. Coffee pots can be in the workroom and lounge. When there is a special cooking unit, every precaution should be made to make students safe.
9. Do not place student desks directly under ceiling mounted T.V.'s
10. Rubber gloves should be used in matters relating to body fluids.

Social Media Usage

Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District's policies, rules, procedures, and guidelines.

Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.

*Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Principal/designee of the existence and the intent/purpose of the page prior to such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

A. Professional Responsibility. When using District web pages and/or approved social media sites, staff may not engage in the following:

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.
2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.
3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).

B. Personal Responsibility. When using non-District web pages and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. For certificated staff, the District's Code of Ethics and the State Standards of Professional Practice are applicable.

*Including simultaneously identifying oneself as a District employee and sending, soliciting, or displaying materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. District staff are responsible for all matters which they post or publish.

3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Plattsmouth Community Schools District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name

Employee's Signature

Date:

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

RECEIPT OF 2026-2027 TEACHER HANDBOOK

OF PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

This signed receipt acknowledges receipt of the 2026-2027 Teacher Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Teacher Name: _____

Teacher Signature: _____

Date: _____



PLATTSMOUTH
HIGH SCHOOL

PARENT / STUDENT HANDBOOK

2026 – 2027



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Welcome to Plattsmouth High School

Welcome to Plattsmouth High School—a place where students are encouraged to learn boldly, grow with purpose, and pursue excellence every day. We're excited to have you as part of the PHS community!

At PHS, students have access to a wide range of academic and extracurricular opportunities designed to support both college and career success. Your time here should be a launching point for your future, and your success will be shaped by your effort, the support of your family, and our dedicated staff.

We are proud to be a nationally recognized model academy school, built around small learning communities tailored to students' interests and career goals. Our academy structure provides:

- A strong sense of belonging within smaller learning communities
- Real-world learning through job shadowing, internships, and business partnerships
- Industry-recognized certifications and college/career-aligned coursework

These experiences help students see the relevance of their education and connect it to their future.

We look forward to partnering with you for a successful and rewarding school year.
Welcome to PHS — we're glad you're here!

Our PHS Core Values

At Plattsmouth High School, we believe that success is built on more than academics—it's shaped by the values we live every day. That's why our students and staff strive to embody **PRIDE** in all that we do:

P – Positive

We lead with kindness and optimism, uplifting others through our words and actions.

R – Respectful

We value ourselves, others, and the important role we each play in our school and community.

I – Intentional

We act with purpose and sincerity, choosing our words and behaviors carefully and thoughtfully.

D – Determined

We don't give up—on ourselves or each other. We face challenges with resilience and support.

E – Engaged

We stay involved, curious, and committed to learning as part of a connected, caring community.

By identifying and sharing these core values, we hold ourselves—and one another—accountable. PRIDE is more than a motto at PHS. It's a promise we make to our school, our community, and ourselves.

Nebraska Frameworks Accreditation

Plattsmouth High School is accredited through the Nebraska Frameworks.

INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the expectations, procedures, and general information about Plattsmouth High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource in assisting their child meet the expectations.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, along with state and federal statutes and regulations.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of printing; therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published on the high school website. Some of our procedures and regulations may be altered as we work within the framework of our building, with new staff members, parent response, student input, as well as new Board of Education policies, and as state and federal laws change. The student handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary. The Board policies upon which this handbook relies can be found at

<https://www.pcsd.org/about-us/board-of-education/policies>

PLATTSMOUTH COMMUNITY SCHOOLS BOARD OF EDUCATION

Brian Harvey, President

Keri Gradoville

Max Muller, Vice President

Jacqueline Miller-Pearson

Joe Woracek, Secretary

Jeremy Shuey

Amanda Timm, Treasurer

Ken Winters

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PLATTSMOUTH COMMUNITY SCHOOL DISTRICT ADMINISTRATORS

Dr. Richard E. Hasty, Superintendent of Schools

Dr. Amber Johnson, Director of Instructional Services

Amanda Wright, Director of Special Education

Chris Hudson, Business Manager

Emily Morlan, Data Manager

PLATTSMOUTH HIGH SCHOOL LEADERSHIP TEAM

Dr. Tina Harvey, Principal

Kevin Tilson, Assistant Principal

Luke Chadwell, Activities Director

Dan Oatman, Career Academy Coordinator

Plattsmouth High School Staff

2026 - 2027

Administrative Assistants

Michele Quinn, Office Manager*
Kristin Young, Att./College & Career* *

AFJROTC

Lt Col, Ernie DeSimone***
Msgt Bruce Price***

Business

Liz LaSure**
Jana Shuey (CTE Chair)**

Custodian / Maintenance

Jason Babcock*
James Balderson*
Kenny Dasher*
Mark Schuette*

English/Foreign Language

Laura Phillips (English Chair)***
Joel Dix*
Cynthia Duechting**
Kyle Graves*
Ardena Mrasek*
Monica Olsen**
Eilene Rodriguez**
Janel Schweitzer***
Teri Wehrbein**

Family & Consumer Science

Carmen Hall**
Brynn Jobman**

Fine Arts

Hunter Holoubek** (Fine Arts / PE Chair)
Luke Hudek**
Tori Suto*

Industrial Technology

Tim Cherek*
Randy Schroeder*

Food Service

Bobby Bower*
Jeri Boyd**
Jodi Derby**
James Shaw**
Amanda Sherer**

JAG

Nick Fisher***
Doug White**

Library/Media

Ardena Mrasek*

Math

Nicole Springer (Math Chair)**
Trey Cossel**
Micah Dority***
Matt Rathman*
Stephanie Reynolds***

Nurse

Katie Graves***

Para Professionals

Katie Davis*
Holly Foote*
Carrie Hansen*
Kristen Johnson*
Sheila Nelson**
Deanna Rader*

Physical Education

Nate Archer*
John Boeck*
Jill Eggert**

School Counselors

Jolene Boesch ***
Jeremy Woodworth*

Science

Ashley Classen (Science Chair)**
Katie Bashus***
Thomas Howard***
Jim Olsen*

Social Studies

Blake Adelman*
Kevin Hanlin**
Austin Lenhoff (Soc. St. Chair)**
Cheyenne McClain***

Social Worker

Katie Lorenzen**

Special Education

Curtis Larsen (SpEd Chair)*
Sara Baio*
TJ Fitzpatrick*
Missy Haswell**
Tim Winters*

Technology

Jacob Graff***

Leadership Team

Luke Chadwell, Activities Director*
Tina Harvey, Principal**
Dan Oatman, Academy Coordinator*
Kevin Tilson, Assistant Principal***

Academy Assignments

*ATEAM
**BEACH
***STEAM

Career Academy Overview

ONE SCHOOL,
THREE ACADEMIES



Career Academies are small learning communities designed to prepare students for college and careers. A "wall-to-wall" approach ensures all students participate in an academy suited to their strengths, interests, and learning preferences.

A T E A M	<i>Dedicated and Prepared</i>  ATEAM ACADEMY - Architecture, Construction - Transportation/logistics - Environment & Agriculture - Art - Manufacturing <i>Student Organizations: Skills USA, FFA</i>
	<i>Learning through Serving</i>  BEACH ACADEMY - Business, Marketing & Management - Education - Arts (Performing) - Communications, A/V Technology - Human Services & Hospitality <i>Student Organizations: Educators Rising, FCCLA, DECA</i>
	<i>Creative, Ethical, Scientific Minds</i>  STEAM ACADEMY - Science - Technology - Engineering - Aeronautics - Mathematics <i>Student Organizations: FFA, HOSA, Skills USA</i>

CONTINUUM OF EXPERIENCES	
COURSES	CAREER EXPLORATION
	PATHWAY COURSES
	DUAL CREDIT COURSES
	AP COURSES
	CAPSTONE COURSE
EXPERIENCES	BUSINESS TOURS
	GROUP COLLEGE VISITS
	COLLEGE & CAREER FAIR
	CAREER FIELD TRIPS
COLLEGE & CAREER PREP	INDIVIDUAL COLLEGE VISITS
	ACADEMY SELECTION
	ACADEMY ADVISOR
	CAREER MENTORS
	CAREER SPEAKERS
	PRE-ACT TEST
	PRACTICE ACT TEST
	ACT TEST/ASVAB TEST
	COLLEGE REP VISITS
	JOB SHADOWING
	COLLEGE APPLICATIONS
	FIN. AID/SCHOLARSHIPS
	CERTIFICATIONS
	PORTFOLIO
	INTERNSHIPS

Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.

ONE SCHOOL, THREE ACADEMIES



Contact Information:

402-296-3322

thavorsen@pcsd.org

charvey@pcsd.org

1916 Old Highway 34

Plattsburgh, NE 68048

Every PHS Graduate Will Be:

College Ready

Every student will be prepared to continue their education in a postsecondary institution.

All students will complete the courses in the Personal Learning Plan AND at least one of the following:

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class



Career Ready

Every student will be prepared to bring value to their workplace.

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

*community
and business
partners*

Community and World Ready

Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

*college courses
offered from
four institutions*

*Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.*

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

[Plattsmouth High School Building Hours and Bell Schedule](#) - Click Here

PLATTSMOUTH HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Requirements

The Plattsmouth Board of Education has established the following credit requirements for graduation:
240 total credits required for graduation:

English.....40 credits
Including English I, English II or Honors English II, English III or Honors English III, choice of Creative Writing, English Comp. I, English Comp. II, Holocaust Lit., Journalism, English IV

Mathematics..... 30 credits
Pre-determined by placement

Social Studies.....35 credits
Including World Geography, American History or Honors American History, Govt. & Society; History and Films, Psychology, Sociology, The U.S. Military History

Science.....30 credits
Including General Biology, Physical Science or Honors Physical Science, and choice of Biology II, Chemistry or Honors Chemistry, Earth Science, Environmental Science, Human Anatomy/Physiology, Physics

Physical Education.....20 credits
Including choice of PE/Health or ROTC I and II; and choice of any combination of Beginning Weight Training, Adv. Weight Training, Lifetime Fitness, Aerobics or ROTC III and IV, or 4 first semesters of Marching Band

Fine Arts.....10 credits
Choice of Intro to Drama, any Art class or any Music class

CareerExploration/Principles of Computing.....10 credits

College/Career10 credits
Personal Finance and Capstone

Electives.....55 credits

Total Credit Hours.....240 credits

***All students are required to complete a portfolio in order to graduate from PHS.**

Grade Level Classification

Students at Plattsmouth High School are classified by grade level according to the number of years in high school. Students should have the number of credits shown below for graduation.

End of 9th grade year	60-80 credits
End of 10th grade year	120-160 credits
End of 11th grade year	180-240 credits
End of 12th grade year	240-320 credits

GRADING SCALE AND SYMBOL DEFINITIONS

In order to calculate grades, the following scale is used to assign grades. In turn, the letter symbols give a description of the student's academic achievement.

Classes Other Than Advanced Placement, Honors, and Dual Credit

GRADE	PERCENTILE RANGE	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

Advanced Placement, Honors, and Dual Credit Courses

GRADE	PERCENTILE RANGE	GPA
A+	97-100	4.00
A	90-96	4.00
A-	87-89	3.67
B+	83-86	3.33
B	80-82	3.00
B-	77-79	2.67
C+	73-76	2.33
C	70-72	2.00
C-	67-69	1.67
D+	63-66	1.33
D	60-62	1.00
F	0-59	0.00

GRADE POINT SCALES AND CALCULATIONS

A. Grade Point Average (GPA) is based on grades earned in the following grade level group:

Grades 9-12

- All courses for which the student receives from an A to an F are included in the GPA.
- Both a Term GPA and a Cumulative GPA are calculated.
- An official transcript is maintained for grades 9-12.
- Pass grades are not included in the GPA calculation, but do count for graduation credit.

B. Annual audits of courses offered within Plattsmouth High School and taught by qualified teachers will be conducted by examining the course rigor to determine potential grade weighting. The criteria for a grade to be weighted are that the course must be of college level rigor. Content must significantly exceed the Plattsmouth content standards

National Honor Society

The following criteria must be met for a student to become a member of the PHS National Honor Society:

- The student shall have spent at least two semesters at PHS and shall have a scholastic average of 3.5 or better.

2. An application for membership will be given to each eligible student by the NHS sponsor prior to the selection deadline.
3. All forms that are received on time will be considered for membership.
4. Scholarship counts for a maximum of ten points.
4.0 = 10 pts; 3.85 - 3.99 = 9 pts; 3.70 - 3.84 = 8 pts; 3.55 - 3.69 = 7 pts; 3.50 - 3.54 = 6 pts.
5. Service counts for a maximum of ten points. The student is to list all activities they have been involved in at PHS on the activity sheet. Community and church activities and any special recognitions, awards, etc. should be listed on the activity sheet. Points are awarded on the following basis: 15+ = 10 points; 13 - 14 = 9 points; 11 - 12 = 8 points; 9 - 10 = 7 points; 7 - 8 = 6 points; 5 - 6 = 5 points; 3 - 4 = 4 points; 1 - 2 = 3 points.
6. Leadership and character count for a maximum of 20 points. A faculty committee is given a list of those eligible for membership who returned their applications. The committee rates each individual on a 10-point scale, 10 being the highest. An average of the ratings is used to assign points.
7. After all the points are totaled for the student, any student receiving 30 or more points will be automatically selected. Any student not reaching 30 points will be evaluated by the faculty committee for possible selection.

Honor Roll, Merit Roll and Honorable Mention

Scholastic recognitions are published each semester to reward scholastic excellence. The Honor Roll distinction is awarded to students who earn a 4.0 GPA for the semester. The Merit Roll honors students achieving an average of 3.50 to 3.99 for the semester. Honorable Mention rewards students achieving an average of 3.00 to 3.49 for the semester.

Schedule Changes

Students are expected to carefully select their courses and to follow their selections. In special situations, individual requests for changes will be reviewed. Changes will not be made if the result causes the maximum class size to be exceeded. **Students may not be permitted to drop and add a class after the semester has begun.** Requests from students or their parents for a change in teachers cannot be allowed since such involve teaching loads and schedules. However, consideration will be given to requests from students assigned to repeat work with a teacher under whom they have previously failed. Finally, approval rests with the principal after a parent, student and principal meeting.

Dropping Classes

A student dropping a class after one week will receive a "F" for the semester; zero credits, and it will be calculated in his/her G.P.A. Any exceptions to this policy are at the discretion of the administration.

Progress Reports

Parents and students can monitor progress at all times via the internet, using the computer-based Infinite Campus Program.

Final Exams

Time is designated at the end of each semester for final exams and culminating projects. Unless otherwise exempted under school guidelines, students are expected to complete all required final exams and projects. If a student must miss a scheduled final exam, a parent or guardian must contact the principal **before** the exam to request a rescheduled testing time and explain the circumstances. Approval of requests to reschedule final exams is at the discretion of the administration.

Parent-Teacher Conferences

Regular Parent-Teacher Conferences will be held each semester for parents to meet with teachers to discuss their student's academic standing. If parents have a concern that arises about their child that is related to class or other school activities, they should contact the teacher or adult sponsor closest to the situation. If additional contact is necessary, parents are encouraged to contact a building level administrator.

Grade Reporting

First and second semester grades will be posted on Infinite Campus.

What I Need (WIN) Time

Students who are failing one or more classes are required to attend WIN time from 12:02 - 12:32pm, Monday through Friday or make arrangements with their teachers to get additional academic support. WIN time is assigned to give students academic support. Students who are on the WIN list are not eligible to participate in non-graded activities or athletic competitions while they are on the WIN list. Students who have an unexcused absence from their WIN time may be assigned additional time to fulfill the WIN obligations as determined by administration.

Textbooks and Supplies

Textbooks are loaned to students by the Plattsmouth Community Schools. Students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth High School.

College Visits

To encourage post high school education, PHS will allow juniors and seniors to visit two schools of their choice on a prearranged basis. A maximum of two days per school year will be excused for such visits. The College & Career Center should be notified of the visit and students must complete a form for the visit to be excused. Parents must also notify the Attendance Office.

Scholarships

Graduating seniors are eligible for scholarships offered by universities, colleges, technical schools, and many organizations. For more information regarding scholarships, seniors should see their school counselor.

Transcripts

Upon student request and authorization, a transcript of the student's credits will be forwarded to colleges, technical schools, or other authorized institutions by the school counselor's office.

Graduation Ceremony

Participation in the graduation ceremony is a privilege granted to students who have fulfilled the graduation requirements established by the Plattsmouth Board of Education. Students will be required to follow a code of conduct and dress that will be distributed to the graduating seniors prior to the ceremony. If a student fails to comply with all standards set forth and does not finish the year in good standing with the administration, they will forfeit the privilege to walk in the graduation ceremony.

Early Completion [Policy 5207](#)

An Early Completion Plan Policy has been established for students seeking early completion. Failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

Plattsmouth Community Schools - Multi-Tiered System of Supports (MTSS)

Supporting Every Student's Success

Plattsmouth Community Schools is committed to ensuring that every student receives the academic, behavioral, social, and emotional support needed to be successful. To accomplish this, our district utilizes a Multi-Tiered System of Supports (MTSS) framework.

MTSS is a proactive process designed to identify student needs early and provide timely support. Through MTSS, educators work collaboratively to monitor student progress, analyze data, and implement interventions that help students achieve success.

How MTSS Works

MTSS is organized into three levels, or tiers, of support:

Tier 1: Core Instruction and Supports

All students will receive high-quality instruction, interventions, and behavioral supports within the general education classroom. Teachers regularly monitor student progress and use evidence-based instructional practices to meet the needs of all learners.

Approximately 80–85% of students are expected to be successful with Tier 1 supports alone.

Tier 2: Targeted Supports

Some students may require additional support beyond the core classroom instruction. Students identified through screening data, classroom performance, attendance, behavior, or teacher observations may receive targeted interventions in small groups.

These supports are designed to address specific skill gaps and are provided in addition to regular classroom instruction. Student progress is monitored regularly to determine the effectiveness of the intervention.

Approximately 10-15% of students may receive additional Tier 2 support.

Tier 3: Intensive Supports

A small number of students may require more individualized and intensive interventions. Tier 3 supports are tailored to a student's unique needs and may involve more frequent intervention, specialized instruction, and closer progress monitoring.

The goal of Tier 3 is to accelerate student growth and help students achieve success within the educational setting.

Approximately 3-5% of students may receive Tier 3 support.

How Students Are Identified for Support

Plattsburgh Community Schools uses multiple sources of information when determining whether a student may benefit from additional support, including:

- Universal screening assessments
- Classroom performance and grades
- State and local assessment data
- Attendance information
- Behavioral data
- Teacher observations
- Parent input

No single assessment or data point is used to make decisions regarding student support.

Parent and Family Involvement

Families play an important role in the MTSS process. Parents and guardians may be informed when their child is receiving additional interventions and may be asked to participate in discussions regarding student progress and support plans.

Families can support their child's success by:

- Maintaining regular communication with teachers
- Encouraging consistent attendance
- Supporting learning activities at home
- Sharing concerns or observations with school staff
- Participating in meetings when invited

MTSS and Special Education

Participation in MTSS does not automatically mean a student has a disability or will be referred for special education services. MTSS is designed to provide support to any student who may need additional assistance.

If a student continues to experience significant difficulty despite receiving increasingly intensive interventions, the district may consider additional evaluations. Parents will be informed and involved throughout any evaluation process.

Our Commitment

Plattsmouth Community Schools believes that all students can learn and achieve success when provided with the appropriate supports. Through the MTSS framework, our staff works collaboratively with students and families to ensure every learner has the opportunity to grow academically, socially, emotionally, and behaviorally.

PLATTSMOUTH HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE POLICY [Policy 5008](#)

Students are expected to attend school on a daily basis. The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. However, if that responsibility is not assumed by the parent/guardian, the school will do everything possible to enforce the attendance regulations of the school and the State of Nebraska. Cooperation between parents, students and school personnel can minimize the number of days a student misses.

Plattsmouth Community Schools District must report absences of students in accordance with Nebraska State Statute 79-209.

Once a student exceeds 20 days of absences per school year, a report may be filed with the Cass County Attorney for action under NEB. REV. STAT. § 43-247(3)(a) and (b). As part of the report, the report will either request additional time to work with the student prior to intervention by the county attorney OR the report will demonstrate the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention.

Required Attendance

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

Attendance Officer

The high school has designated an attendance officer. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides.

Medical, Funeral and other Waived Absences

Medical, Funeral and other Waived Absences are defined as those that have been communicated with the attendance secretary (in advance whenever possible) for the following circumstances:

- Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible.
- Doctor or dental appointment which requires a student to be absent from school - with a medical slip provided to the attendance secretary upon student's return.
- School-sponsored activities which require students to be absent from school.
- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- College visits for juniors and seniors with proper documentation from the counselors (2 maximum per year).
- Students are suspended or expelled from school by the school district.
- Court appearances that are required by a court order with proper documentation.
- Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- Other absences that have received prior approval from the principal.

Vacation

If the school is notified in writing, prior to the vacation, five (5) days of vacation will be excused per school year. Any subsequent vacation days beyond five (5) for which the parents provide written notification prior to the vacation will be “unexcused,” and will count toward the 20 days of unexcused absences reported to the county attorney.

Unexcused Absences

Unexcused Absences include, but are not limited to, illness without doctor’s note, vacations without principal approval, and medical appointments without doctor’s note.

Extra Curricular Activity Attendance

On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible to participate in practice, competitions, or activity.

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

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

After 20 days of Not School Excused Absences, a student may lose credit for the course/s.

ATTENDANCE PROCEDURES

Step 1: At five (5) Excused or Unexcused Absences, the following will be sent to parent/guardian by the attendance secretary:

- Five-day letter

Step 2: At ten (10) Excused or Unexcused Absences, the following will be sent to the parent/guardian by the attendance officer:

- Ten-day letter
- Form A is to be completed by the parent/s or guardian/s

It is expected to be completed and returned to the attendance officer within five (5) days.

If Form A is not returned, the attendance officer will call parents and complete over the phone or invite parents to come into school and complete Form A. The attendance officer will document all meetings and what was discussed during the meetings and or phone calls.

If the parents don’t complete or return calls in order to complete Form A within 5 days of the letter being sent, the school *may* submit a truancy filing to the county attorney’s office.

Step 3: At fifteen (15) Excused or Unexcused Absences, the following will occur:

- Fifteen-day letter will be sent home to parents requesting a meeting.
- Form B is to be completed by the student.

It is expected to be completed and returned to the attendance officer within five (5) days.

If Form B is not returned, the attendance officer *may* call the student in to complete. The attendance officer will document all meetings and what was discussed during the meetings.

- A parent/guardian meeting is required. Parents/guardians will need to meet with the attendance officer and any other school staff deemed necessary. Form C will be completed during the meeting.
 - o If the parent refuses to have a meeting or does not contact the school about setting one up, or the student does not complete the form or return calls within five (5) days of the letter being sent, the school *may* submit a truancy filing to the county attorney’s office.

Step 4: At twenty (20) Excused or Unexcused Absences, the following will occur:

- Twenty-day letter will be sent home to parents/guardians.
- A request is made that parents provide documentation within 7 days to excuse the student’s absences.

Step 5: After twenty (20) Excused or Unexcused Absences, the following will occur:

- A referral letter will be sent home to inform the parents/guardians that the school will be submitting a truancy referral to the county attorney's office including all documentation on efforts to remove barriers to the student's attendance.

Plattsmouth High School Attendance Form A

Completed by Parents/Guardians

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time			
Participants			
Location	Via Mail/Email	Phone Conference	In-Person

1. What are the reasons that your child is not coming to school? What are some possible solutions for each reason?
2. Develop an attendance plan to combat this attendance problem.
3. Is there anything that the school needs to be aware of to support your student and/or family?

By signing this document, it means that you are aware of the attendance concerns and have participated in filling out this form.

Parent/Guardian Signature _____ Date _____

Plattsmouth High School Attendance Form B

Completed by Student

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Student Name	
Grade	
Academy	

1. What is going well for you at school?
2. What is causing you to miss so much school?
3. What are some possible solutions to your lack of attendance?
4. How can Plattsmouth High School help you?

By signing the document, it means that you have participated in the conference.

Student Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Form C
Completed at the Attendance Meeting

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Participants	

1. Discuss current attendance concerns. The student has at least 15 absences at this time. Review answers submitted on Form B that were completed by the student.
2. How can Plattsmouth High School help you and your child?
3. Develop an attendance plan to combat this attendance problem.

By signing this document, it means that you have participated in this conference.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Policy - Tardies

Belief Statement

All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

A student is considered **tardy** when arriving late to class within the following timeframes:

- **Periods 1 & 2:** Up to **10 minutes** after the start of class.
- **Periods 3–8:** Up to **6 minutes** after the start of class.

Students who arrive **after the tardy window has ended but while class is still in session** will be marked **ULA (Unexcused Late Arrival)**. This attendance code indicates that the student arrived too late to be considered tardy but was present for a portion of the class period.

Students who miss the **entire class period** will be marked **absent**. Students arriving at school after **8:15 a.m.** must be buzzed into the building, report to the main office to sign in with the attendance secretary, and obtain an E-Hallpass before reporting to class. The students who arrive after 8:15 a.m. and are unexcused are not permitted to practice or compete in PHS activities.

Tardy Procedures

Students are expected to arrive to every class on time. Tardies are cumulative throughout each semester and apply to any class period.

3 Tardies

- 30-minute lunch detention
- Parent/guardian notification

6 Tardies

- 60-minute lunch detention
- Restorative conference with administration
- Parent/guardian notification

9 Tardies

- One day of In-School Suspension (ISS)
- Parent/guardian conference
- Tardy Success Plan developed with administration

12 Tardies and Beyond

Every three (3) additional tardies may result in progressive disciplinary action, review of the Tardy Success Plan, and additional interventions as determined by administration.

Students with excessive tardies may lose eligibility to attend school-sponsored activities and events, including Homecoming and Prom, as outlined in the school's Good Standing expectations.

Plattsmouth Community Schools Multi-Tiered System of Supports (MTSS)

Supporting Every Student's Success

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MTSS is a proactive process designed to identify student needs early and provide timely support. Through MTSS, educators work collaboratively to monitor student progress, analyze data, and implement interventions that help students achieve success.

How MTSS Works

MTSS is organized into three levels, or tiers, of support:

Tier 1: Core Instruction and Supports

All students will receive high-quality instruction, interventions, and behavioral supports within the general education classroom. Teachers regularly monitor student progress and use evidence-based instructional practices to meet the needs of all learners.

Approximately 80–85% of students are expected to be successful with Tier 1 supports alone.

Tier 2: Targeted Supports

Some students may require additional support beyond the core classroom instruction. Students identified through screening data, classroom performance, attendance, behavior, or teacher observations may receive targeted interventions in small groups.

These supports are designed to address specific skill gaps and are provided in addition to regular classroom instruction. Student progress is monitored regularly to determine the effectiveness of the intervention.

Approximately 10-15% of students may receive additional Tier 2 support.

Tier 3: Intensive Supports

A small number of students may require more individualized and intensive interventions. Tier 3 supports are tailored to a student's unique needs and may involve more frequent intervention, specialized instruction, and closer progress monitoring.

The goal of Tier 3 is to accelerate student growth and help students achieve success within the educational setting.

Approximately 3-5% of students may receive Tier 3 support.

How Students Are Identified for Support

Plattsburgh Community Schools uses multiple sources of information when determining whether a student may benefit from additional support, including:

- Universal screening assessments
- Classroom performance and grades
- State and local assessment data
- Attendance information
- Behavioral data
- Teacher observations
- Parent input

No single assessment or data point is used to make decisions regarding student support.

Parent and Family Involvement

Families play an important role in the MTSS process. Parents and guardians may be informed when their child is receiving additional interventions and may be asked to participate in discussions regarding student progress and support plans.

Families can support their child's success by:

- Maintaining regular communication with teachers
- Encouraging consistent attendance
- Supporting learning activities at home
- Sharing concerns or observations with school staff
- Participating in meetings when invited

MTSS and Special Education

Participation in MTSS does not automatically mean a student has a disability or will be referred for special education services. MTSS is designed to provide support to any student who may need additional assistance.

If a student continues to experience significant difficulty despite receiving increasingly intensive interventions, the district may consider additional evaluations. Parents will be informed and involved throughout any evaluation process.

Our Commitment

Plattsmouth Community Schools believes that all students can learn and achieve success when provided with the appropriate supports. Through the MTSS framework, our staff works collaboratively with students and families to ensure every learner has the opportunity to grow academically, socially, emotionally, and behaviorally.

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature of 100.4°F. or higher, vomiting, diarrhea, chills, cough, shortness of breath, difficult breathing, muscle or body aches, new loss of taste or smell, sore throat, unexplained rashes, severe head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The Plattsmouth Community School district follows the Nebraska Department of Health and Human Services communicable illness guidelines. Health staff will also utilize DHHS guidelines when determining if a student needs to be sent home. Please include emergency daytime phone numbers on your child's enrollment, so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent, and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent on file in the nurse's office. The school does not provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a month supply.

The school nurse, or in the nurse's absence, the person who has been instructed by the school nurse shall have access to medication. No medication will be brought to school or sent home with a child. An adult must bring all medication to the nurse's office. Emergency protocol for medication-related reactions will be in place.

Asthma, Anaphylaxis, and Allergic Reaction Protocol [Policy 5601](#)

The District will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis Protocol as required by the Nebraska Department of Education.)

Makeup Work [Policy 5208](#)

When a student is absent, they have two class periods to complete missed assignments. **After this period, any unfinished work *may* be marked as a zero in the grade book.** Students may need to come in before or after school to make up the work. Extra time will be granted for long-term absences.

Closed Campus

Plattsmouth High School follows a closed campus policy. Students are not allowed to leave school before the regular dismissal time unless they have permission from the principal or the principal's designee.

If students wish to leave for lunch, they must be escorted by a parent or guardian, who must meet them in the office before leaving.

Leaving During The School Day

No student may leave school before the dismissal time unless accompanied by a school employee, police officer, court official, or their parent, or unless prior permission from the parent has been obtained. If a police or court official requests a student's dismissal, the student's parents should be notified as soon as possible.

Students must obtain office permission before leaving school during school hours, which will only be granted after contacting the parents or guardians. The student must then sign out properly in the office. Failure to follow these guidelines may result in disciplinary action.

Student And Adult Visitors

Current students are not allowed to bring visitors (except for parents, guardians, or grandparents) to school during the school day, as this can detract from the learning environment and distract the host student. All guests must have prior approval from the building principal or their designee, and students must sign their guests in at the office.

Withdrawal from the High School

Students transferring out of Plattsmouth High School must be accompanied by a parent or legal guardian. Notes or phone calls from parents or legal guardians **will not** be accepted as official notification. Any student withdrawing from the high school permanently must obtain a checkout form from the school counselors' office. Each teacher involved will sign the form after all the books and materials have been returned to the teacher. It will also indicate that all fines and assessments have been paid. The checkout form must be returned to the guidance office and signed by the building principal.

Student Driving And Parking - Regulations And Responsibilities

All motorized vehicles driven by students must be parked in the south student and activities parking area. The north parking lot is for staff and visitors. Students are expected to park in designated parking stalls (between yellow lines). Parking in any other locations will make students liable for parking tickets. **All vehicles parked should have an authorized PHS Parking Permit. Once you enter the school parking lots, you are to park your vehicle.** Reckless driving, speeding, driving over non-road surfaces, illegal turns, drag racing, burnouts, or failure to observe parking regulations will result in disciplinary consequences which may include the loss of the privilege of parking and driving on campus.

Cars ARE NOT ALLOWED to be parked on or in front of either entrance without a driver in the vehicle. Loitering and/or cruising in any lot during the school day or normal drop-off or pickup times is strictly prohibited. Excessive radio or stereo noise from vehicles is prohibited! This distracts other drivers and may be dangerous.

Anytime a student's automobile is involved in an accident with another vehicle, pedestrian, or school property, those involved should report the incident to the School Resource Officer (SRO) no matter how minor. The office will help you contact the proper authorities and/or your parents.

Cars illegally parked may be ticketed, or towed. This may occur when a student parks in reserved parking lots, in handicap areas (indicated by blue paint), in fire lanes (indicated by red paint), on the grass, in any prohibited areas designated by yellow hash lines, or is double-parked. Payment for tickets issued during any one term is due by the end of that term. **Any vehicle left unattended for 24 hours in any school parking lot may be subject to towing at the owner's expense.** If a student or staff member needs to have their car left for more than 24 hours, they should have prior approval with the principal or the principal's designee. **Parking lots will be closed from 9:00 pm. until 5:00am. After activities students are expected to vacate the parking lot immediately and there should be no loitering in the parking lots or on school premises.**

Note: The speed limit on campus is 10 mph. **Safe driving on campus is the number one issue when it comes to driving and parking at Plattsmouth High School.** Surveillance cameras are utilized in the parking lots at PHS. Students are reminded to arrive at school early in order to secure a parking spot.

PHS BEHAVIOR EXPECTATIONS

1. Arrive to class on time prepared for learning
 - Arrive before tardy bell with materials/supplies
 - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
 - Follow directions
 - Accept feedback from staff in a respectful manner
 - Own your behavior
 - Accept “No” as an answer
3. Demonstrate respect for people and property
 - Use appropriate language
 - Respect personal space and boundaries

If a student's behavior does not meet teacher expectations, the teacher will conduct a problem-solving conference with the student using a **PRIDE Form** before the student's next class period with that teacher. Conferences may take place before school, after school, or at the end of the class period.

After a student has participated in **three** problem-solving conferences with the same teacher, the next incident will result in an office referral. Once a student has received an office referral for reaching the three-conference threshold, any future behavior requiring a PRIDE Form with that same teacher will result in an immediate office referral.

PRIDE Forms reset at the beginning of each new school year.

See the PRIDE Form on the following page.

Consequence for not meeting expectations:

Minimum sanction - Conference with Administrator, Detention, mandatory study hall, or short- term suspension

Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

Inappropriate Public Displays Of Affection (IPDA) [Policy 5101](#)

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, fondling or other displays of affection that would be considered embarrassing or a distraction to others. Students could face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be assigned to In School Suspension for a minimum of 1 day; parents and students will need to meet with administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the students could face long-term suspension or expulsion.

Plattsmouth High School PRIDE Form

Student Name : _____

Grade: 9 10 11 12

Teacher/Class: _____

POSITIVE RESPECTFUL INTENTIONAL DETERMINED ENGAGED

Complete both sides of this form for each Problem Solving Meeting

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #1: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #2: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #3: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Student Signature: _____

Plattsmouth High School PRIDE Form - Page 2

Problem Solving #1:

Student Point of View _____

Teacher Point of View _____

Problem Solving #2:

Student Point of View _____

Teacher Point of View _____

Problem Solving #3:

Student Point of View _____

Teacher Point of View _____

Student Signature: _____

Student Appearance and Attire [Policy 5101](#)

Plattsmouth High School strives to maintain a learning environment that is free from unnecessary distractions. Appropriate student attire is extremely important in maintaining a school climate which fosters academic success. These efforts also contribute to the mission of preparing students for appropriate dress in the workplace. School is a place for serious work and study. Certain types of clothing and student dress are not appropriate for school. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness and appropriateness to the school.

The administration and faculty of Plattsmouth High School have the responsibility to help students develop habits that contribute to good taste in matters of dress and appearance. What is considered appropriate dress for school and all school related activities and events is at the discretion of the Plattsmouth High School administration.

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules relative to student appearance apply to all students on school grounds 7:30 AM - 3:45 PM. This list is not inclusive of all items that may be deemed inappropriate:

1. Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear

2. Students may not wear attire that shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment. See-through clothing or clothing revealing excessive skin is deemed inappropriate. Underclothing may not be worn as outer clothing.

3. Students may not wear attire that displays inappropriate comments/words, obscene/vulgar writing or symbols, or products that are illegal for students to use. Any clothing or slogan that may cause a disruption to the school environment is prohibited.

4. Students are prohibited from wearing scarves, hoods, bandanas, hats, caps, and/or other headgear of any type, unless part of an individual education plan or in respect to ethnic or religious cultures. All student hats, ball caps, and headgear worn to school must be kept in a locker or book bag and are not to be seen.

5. Chains (even if attached to a wallet), pliers, or other objects that could be used as a weapon are not to be worn to school or school activities.

6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.

7. Sleepwear, blankets, and costumes are prohibited. Pajama pants and lounge pants will be allowed.

8. Sunglasses are not allowed to be worn in the school building, unless part of a medical plan.

9. Coaches, sponsors, or teachers may have additional requirements for students in class, performing groups, or representing the school as part of an extracurricular activity program.

Violations of the above, or dressing in a manner deemed “educationally inappropriate,” may result in asking the student to change/cover up or notifying the student’s parent/guardian. Continued infractions will be considered insubordination and may result in disciplinary action such as, but not limited to:

- Detention
- In School Suspension
- Out of School Suspension

Student Conduct at School Activities [Policy 5101](#)

Student conduct at all events, extracurricular and otherwise, is both an expression of the student as an individual and as a representative of the school and the city of Plattsmouth. Misbehavior at school activities will be handled in accordance with regular school policy. Student standards of good conduct (positive, respectful, intentional, determined and engaged) apply on school grounds or in school-owned or utilized vehicles during any educational function on and off school grounds at a school sponsored activity or athletic event.

Participants in extracurricular activities assume a leadership role. The student body, the community and other communities judge PHS on its students’ conduct and attitudes, and how they contribute to their school spirit and community image. The students’ performance and devotion to high ideals make their school and community proud.

Extra-curricular activities have an important place in the educational program of Plattsmouth High School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to be **Positive, Respectful, Intentional, Determined, and Engaged (PRIDE)** as well as demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, and sportsmanship. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

Student Conduct at School Dances [Policy 5309](#)

School dances are special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in ensuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. Our hope is that Plattsmouth High School dances will continue to be a part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all Plattsmouth High dances. Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks, or genital areas, 3) "hiking-up" of skirts or dresses, 4) leaning against the wall while dancing, and 6) dancing that appears to be "simulating sex" or "grinding." Additionally, any student that participates in dancing that creates an unsafe environment (crowd surfing, moshing, etc.) will be asked to leave.

Staff, parents/volunteers, contractors/vendors, 7th through 12th-grade students, and their dates shall be required to submit to a breathalyzer prior to gaining entrance. Those who choose not to submit to a breathalyzer will not gain entrance. Law enforcement will be contacted if there is reasonable suspicion that the student or a student's date is under the influence of alcohol or drugs.

All other Plattsmouth High School rules and student responsibilities apply at school dances.

Homecoming Dance Eligibility Criteria [Policy 5309](#)

To ensure a safe, respectful, and academically focused environment, students must meet the following eligibility criteria to attend the Homecoming Dance:

Attendance

- Students with 5 or more absences may be ineligible to attend.
- Exceptions may be made for verified extenuating circumstances (e.g., medical or dental appointments, family emergencies).
 - All exceptions must be approved by the principal or designee prior to the event.

Tardies

- Students must have 6 or fewer tardies to be eligible.

Academics

- Students must have no more than 2 failing classes at the time of the eligibility check.

Behavior

- Students must have 3 or fewer days of In-School Suspension (ISS).
- Students with any Out-of-School Suspension (OSS) are not eligible to attend.

Non-PHS Guests

- Persons who are below 9th grade or older than 20 years of age & not attending high school are generally considered to not be appropriate guests for homecoming.
 - Guests not meeting these requirements are generally not considered appropriate and will not be approved.
- Each PHS student may bring only one guest.
- A completed Guest Form must be submitted to the office by the announced deadline.
 - Late forms will not be accepted.
- All guests must present a valid photo I.D. at the door for entry.

Administrative Discretion

- PHS Administration reserves the right to make alternate determinations regarding eligibility in accordance with Board Policy 5101.

Prom Eligibility Criteria [Policy 5165](#)

To ensure a safe, respectful, and academically focused environment, students must meet the following eligibility criteria to attend Prom:

Attendance

- Students with 15 or more absences may be ineligible to attend.
- Exceptions may be made for verified extenuating circumstances (e.g., medical or dental appointments, family emergencies).
 - All exceptions must be approved by the principal or designee prior to the event.

Tardies

- Students must have 9 or fewer tardies to be eligible.

Academics

- Students must have no more than 2 failing classes at the time of the eligibility check.

Behavior

- Students must have 6 or fewer days of In-School Suspension (ISS).
- Students with 3 or fewer days Out-of-School Suspension (OSS).

Non-PHS Guests

- Persons who are younger than 16 or older than 19 years of age & not attending high school will generally not be approved as an invited guest to prom.
 - Guests not meeting these requirements are generally not considered appropriate and will not be approved.
- Each PHS student may bring only one guest.
- A completed Guest Form must be submitted to the office by the announced deadline.
 - Late forms will not be accepted.
- All guests must present a valid photo I.D. at the door for entry.

Administrative Discretion

- PHS Administration reserves the right to make alternate determinations regarding eligibility in accordance with Board Policy 5101.

We encourage students to maintain positive attendance, academic standing, and behavior to ensure eligibility and support a successful and enjoyable event for all.

Student Personal Electronic Devices [Policy 5106](#)

Plattsmouth Community Schools Student Personal Electronic Devices (i.e. Cell phones, headphones, earbuds, smartwatches, etc.)

These guidelines and procedures are being implemented to help maximize instructional time, reduce the number of outside distractions for students during the school day, standardize communication, and enhance student and staff safety.

Plattsmouth Elementary School (K-4), Middle School (5-8) and High School (9-12):

The expectation is that all elementary school students and middle school students will keep personal electronic devices turned off or on silent in their lockers (MS and HS) or other designated area (ES).

- First offense: Phone (or other electronic device) is brought to the office by your teacher. You may pick it up at the end of the day.
- Second offense: Phone (or other electronic device) is brought to the office by your teacher. Your parent/guardian will pick it up.
- Third offense: Phone (or other electronic device) is brought to the office by your teacher. Your parents/guardians will pick it up. **YOU MAY NOT BRING YOUR PHONE TO SCHOOL FOR 30 DAYS** or turn it into the office each day for a period of 30 days.

- High school students are allowed to use their electronic devices during lunch unless otherwise directed by administration.
- It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.
- Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student as soon as possible.
- All personal electronic devices must be out of sight or placed in the designated area and completely silenced or powered off during the instructional period (unless given permission by the teacher or it is required as part of the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc. This includes all classrooms, library, gym, locker room, fitness center, auditorium, music room, etc.).
- Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch, students will be asked to remove them to follow the personal electronic device procedures.
- Earbuds and headphones will not be allowed in the classroom unless it is required as part of the instructional activities and/or the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc.).
- If earbuds or headphones are worn before school, after school, or during lunch, only one earbud may be worn due to safety concerns.
- Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5101 Student Discipline.
- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Adopted: July 15, 2024

When a student is referred to the office for discipline, they will be directed to secure their cell phone in the main office before meeting with an administrator.

Student Technology Expectations

Plattsburgh High School students are expected to use their **school-issued laptop** for all instructional activities during the school day. Personal laptops, iPads, tablets, and similar electronic devices are **not permitted** for classroom use.

To protect the integrity of the learning environment and maintain student privacy, **smart glasses are not permitted during the school day**. Students who wear prescription glasses should ensure they have a pair without smart technology for use at school.

Any exceptions to these expectations must be approved in advance by the school administration.

Nuisance Items

Items deemed a nuisance or distraction to the learning environment including, but not limited to: skateboards/longboards, laser light pens, pagers, air horns, cameras of any kind, sunglasses, safety glasses outside the classroom, pepper spray, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian. Lost or stolen items of this nature will not be the responsibility of the school and is one of the reasons these types of items are discouraged to be brought to school.

STUDENT PRIVACY PROTECTION POLICY [Policy 5421](#)

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following

examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Email and Internet Usage [Policy 6800](#)

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

a. General Rules:

- i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

- b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
- ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
- iii. Students shall not use or try to discover another user's account or password.
- iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

FERPA Rights For Elementary And Secondary Schools

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 School District to amend a 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 student's 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 with 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.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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, S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Plattsmouth Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this

section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Nondiscrimination In Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a PRE-PAY system. Meals are not purchased on credit. There must be funds in your account for your child to make purchases. We can work with emergency situations if you call to make payment arrangements in a timely manner. The district reserves the right to block any account that is not prepaid.

We strive to assist parents with their efforts by providing notice of a low balance. School staff will give verbal reminders to students. Low balance notices will also be sent via email. You can monitor your account balance online at anytime www.pcsd.org. If a family account has a negative balance your account may be inactivated and your student will not be able to make any purchases on the family account.

Debit/credit card payments can be made at the District Central Office. We are also able to take debit/credit card payments by phone at 402-296-3361. Online Payments: www.pcsd.org

Cash payments can be made at your child's school and the District Central Office.

We do not accept checks.

All families who qualify for free/reduced meals must fill out a new application form each school year. Failure to fill out a new application will cause a family to pay full price until the application is received and processed. Applications for free/reduced price meals are available at all school offices. They are also available online at www.pcsd.org.

If you have any questions regarding your account please contact us, 402-296-3361 ext #2800.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

USDA Nondiscrimination Statement

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Information Hotline: (202) 720-2791
3. Toll-free number: 1-833-ONE-USDA
4. Email:: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027), found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: 202-690-7442

3. Email:: *program.intake@usda.gov*

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish or call the [State Information/Hotline Numbers](#) (click the link for a listing of hotline numbers by State); found online at: [SNAP Hotline](#).

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

This institution is an equal opportunity provider.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS STUDENT'S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, Plattsmouth Community Schools asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Student's Signature _____ Date _____

This form will be retained on file by authorized faculty designee for duration of applicable computer/network/Internet use
Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS PARENT'S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Plattsmouth Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Plattsmouth Community Schools responsible for materials acquired or sent via the network.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Student's Name _____

Parent's Signature _____ Date _____

This form will be retained on file by authorized faculty designee for the duration of applicable computer/network/Internet use.

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "4"

**PARENTAL AUTHORIZATION AND RELEASE
TO DISPLAY STUDENT WORK**

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____ ("the student").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____ I/We hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____ I/We DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

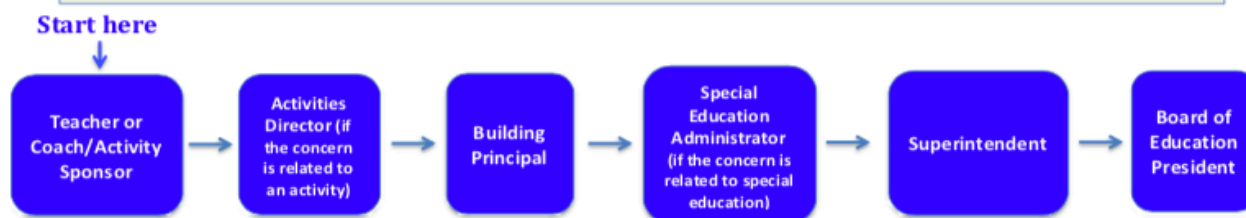
Dated this ____ day of _____, ____.

Name of Student

Parent/Guardian

Parent/Guardian

PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022



STAFF **HANDBOOK**

2026 – 2027



Plattsmouth High School Staff

2026 - 2027

Administrative Assistants

Michele Quinn, Office Manager*
Kristin Young, Att./College & Career* *

AFJROTC

Lt Col, Ernie DeSimone***
Msgt Bruce Price***

Business

Liz LaSure** (BEACH Leader)
Jana Shuey (CTE Chair)**

Custodian / Maintenance

Jason Babcock*
James Balderson*
Kenny Dasher*
Mark Schuette*

English/Foreign Language

Laura Phillips (English Chair)***
Joel Dix*
Cynthia Duechting**
Kyle Graves*
Ardena Mrasek*
Monica Olsen**
Eilene Rodriguez**
Janel Schweitzer*** (STEAM Leader)
Teri Wehrbein**

Family & Consumer Science

Carmen Hall**
Brynn Jobman**

Fine Arts

Hunter Holoubek** (Fine Arts / PE Chair)
Luke Hudek**
Tori Suto*

Industrial Technology

Tim Cherek*
Randy Schroeder*
Dave Snyder*

Food Service

Bobby Bower*
Jeri Boyd**
Jodi Derby**
James Shaw**
Amanda Sherer**

JAG

Nick Fisher***
Doug White**

Library/Media

Ardena Mrasek*

Math

Nicole Springer (Math Chair)**
Trey Cossel**
Micah Dority***
Matt Rathman*
Stephanie Reynolds***

Nurse / Trainer

Katie Graves***
Lindsey Norton***

Para Professionals

Katie Davis*
Holly Foote*
Carrie Hansen*
Kristen Johnson*
Sheila Nelson**
Deanna Rader*
Mary Speck*

Physical Education

Nate Archer*
John Boeck*
Jill Eggert**

School Counselors

Jolene Boesch ***
Jeremy Woodworth*

Science

Ashley Classen (Science Chair)**
Katie Bashus***
Thomas Howard***
Jim Olsen* (ATEAM Leader)

Social Studies

Blake Adelman*
Kevin Hanlin**
Austin Lenhoff (Soc. St. Chair)**
Cheyenne McClain***

Social Worker / SRO

Katie Lorenzen**
Mike McKnelly**

Special Education

Curtis Larsen (SpEd Chair)*
Sara Baio*
TJ Fitzpatrick*
Missy Haswell**
Tim Winters*

Technology

Jacob Graff***

Leadership Team

Luke Chadwell, Activities Director*
Tina Harvey, Principal**
Dan Oatman, Academy Coordinator*
Kevin Tilson, Assistant Principal***

Academy Assignments

*ATEAM
**BEACH
***STEAM

Our PHS Culture Code

At PHS, our values aren't just words on a wall — they're the heart of how we work together, support students, and shape a positive school culture. PRIDE represents the mindset and behaviors we strive to model every day:

P – Positive

We lead with encouragement, kindness, and an optimistic Cyspirit. Whether we're mentoring a student or collaborating with a colleague, we build each other up.

R – Respectful

We show value for ourselves, one another, and our school community by treating everyone with dignity and care.

I – Intentional

Our words and actions matter. We're thoughtful in how we teach, support, and interact, always striving to make a meaningful impact.

D – Determined

Challenges don't stop us—they grow us. We push forward with resilience and support each other to succeed, no matter the obstacles.

E – Engaged

We're all in. We show up, participate, and connect—contributing to a strong, united school community where everyone feels included and empowered.

Living Our Culture:

What We Ask of Every Staff Member

Help Create a Positive Culture

- Celebrate each other's wins - big or small
- Take ownership of student growth as a shared goal
- Extend patience and grace to students and peers
- Build our reputation — let PHS be known for warmth, care, and professionalism

Provide Great Service

- Listen with your full attention
- Own mistakes and bounce back with humility
- Respond within one school day
- Keep private matters private — honor confidentiality and build trust

Avoid a Negative Culture

- Replace “That’s the way we’ve always done it” with curiosity and flexibility
- Avoid blaming others — including parents, students, or fellow staff
- Focus on solutions, not shame
- Steer clear of gossip — talk to people, not about them

Let’s show our PRIDE and make PHS a place where students and staff grow, belong, and thrive — together.

Professional Expectations

At PHS, professionalism is reflected in how we show up—for our students, our colleagues, and our community. We hold ourselves and each other to high standards that support learning, respect, and responsibility.

Be Present and Prepared

- Arrive on time, ready to lead and support learning.
- Come prepared with all necessary materials and equipment.
- Maximize instructional time — stay engaged, focused, and teach bell to bell.
- Refrain from using personal cell phones during instructional time.

Execute the Core Responsibilities of Teaching

- Clearly post and reference daily learning targets.
- Provide direct instruction, effective modeling, guided practice, and meaningful assessment.
- Ensure students have adequate time and support to master the content.

Model Respect and Responsibility

- Use professional and respectful language in all interactions.
- Treat students, colleagues, and school property with care.
- Maintain a clean, orderly, and respectful learning environment.

Respond with Professionalism

- Follow staff directives respectfully and promptly.
- Approach all feedback, expectations, and responsibilities with a solution-focused mindset and a commitment to growth.

Professional Behavior [Policy 4190](#)

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The superintendent is responsible for drafting administrative regulations to implement this policy.

Leaving the Regularly Assigned Classroom

For safety and security reasons, any time that a teacher holds class outside or in a classroom other than their regularly assigned classroom, the teacher must contact an administrator for approval. This will enable the administrative office to locate and/or contact all students and staff members in the event of an emergency, etc.

IEP Meetings

Individual Education Plan (IEP) meetings are usually organized and scheduled to discuss difficulties an individual student is experiencing at school in an attempt to find solutions so the student can experience success. **ALL** meetings require the presence of a regular education teacher, counselor, administrator, usually a school psychologist, teachers who work with the student and parents. Other school, agency and family representatives may be invited to participate.

Staff Identification Cards

All staff are required to wear their school issued ID cards at all times during the school day.

Employee Conduct and Appearance [Policy 4020](#)

Employees are role models for the students who come in contact with them before, during and after school hours. Appearance can influence the way in which students, visitors, and other staff members interact with PHS employees and perceive their abilities to perform their jobs. Therefore, it is the responsibility of the employees to dress, groom, and conduct themselves in a manner appropriate to the educational environment.

All certificated employees will dress in a manner and have an appearance that is appropriate and professional in light of their job duties and work environment. Any appearance that is prohibited for students to wear is also prohibited for staff.

The employee's direct supervising administrator will handle exceptions to the dress code on an individual basis relative to the position or a special event. If an employee is unsure about the appropriateness of a certain type of appearance, he/she should consult with the building principal. However, for health, safety, and professional reasons, flip-flops are not acceptable attire.

Support staff should maintain the same standard of dress expected of certified employees. Certified employees of the school district shall also follow the code of ethics for their professions. **Conferences and Open House are times where PHS staff need to put their best foot forward. All staff are required to dress up professionally for these events unless other attire has been specified for the event.**

Both classified and certified staff will **only be allowed to wear jeans on specified days if they are in good condition.** Jeans may be worn during a designated "jeans week" in which money is being raised for a "worthy cause."

Teacher Workday [Policy 4004](#)

The normal teacher workday will be between the hours of 7:30am and 3:45pm. On days when school is dismissed because of inclement weather or other emergencies, or on the days immediately preceding a scheduled holiday, the instructional staff member's day may end ten minutes after the end of the students' school day. **Instructional staff are expected to be in their rooms by 7:30am. Supervision begins at 7:35am.**

Personal Leave

Personal leave may not be granted during August 12- August 26 and May 10-21. Exceptions may be made for once-in-a-lifetime events (i.e. son or daughter's wedding or graduation). These types of events will be pre approved by the building principal. Emergency Personal Leave for an event, which is beyond the control of the employee, may be used during these periods when personal leave is not allowed.

Personal Day requested on a Professional Development Day has to be approved by the building principal and superintendent. The information missed will need to have a plan for makeup.

Attending School Activities

Teachers are encouraged to attend school-sponsored activities. Attendance demonstrates interest in students and is greatly appreciated by students and parents. Your ID badge will serve as your pass into regularly scheduled PHS home games and activities. We have many talented students. Please support them!

Attendance Procedures

Attendance must be taken and recorded every class period, including Advisory. A student is considered **tardy** when arriving late to class within the following timeframes:

- **Periods 1 & 2:** Up to **10 minutes** after the start of class.
- **Periods 3-8:** Up to **6 minutes** after the start of class.

Students who arrive **after the tardy window has ended but while class is still in session** will be marked **ULA (Unexcused Late Arrival)**. This attendance code indicates that the student arrived too late to be considered tardy but was present for a portion of the class period.

Students who miss the **entire class period** will be marked **absent**. Students arriving at school after **8:15 a.m.** must be buzzed into the building, report to the main office to sign in with the attendance secretary, and obtain an E-Hallpass before reporting to class. The students who arrive after 8:15 a.m. and are unexcused are not permitted to practice or compete in PHS activities.

Lesson Plans

Probationary teachers will need to have lesson plans available for administration to view on Google Docs no later than 8:00am on Monday for the week. All other teachers should have lesson plans available for administration to see upon request.

Effective lesson plans should include:

- Clearly stated learning target aligned to the state standard
- Opening activity or bell ringer
- Instruction that includes modeling and/or exemplars
- Engaging student learning activities with opportunities for guided and independent practice
- Formative assessment to monitor learning
- Lesson closure or assessment of the learning target
- Required materials and equipment

Every classroom lesson should include:

- A clearly posted learning target ("Students will be able to...")
- Learning presented in manageable chunks with modeling and exemplars
- Opportunities for students to rehearse and apply new knowledge and skills
- Ongoing formative assessment to guide instruction

ONE SCHOOL, THREE ACADEMIES



Career Academies are small learning communities designed to prepare students for college and careers. A "wall-to-wall" approach ensures all students participate in an academy suited to their strengths, interests, and learning preferences.

A T E A M	Dedicated and Prepared  ATEAM ACADEMY - Architecture, Construction - Transportation/logistics - Environment & Agriculture - Art - Manufacturing Student Organizations: Skills USA	CONTINUUM OF EXPERIENCES COURSES CAREER EXPLORATION PATHWAY COURSES DUAL CREDIT COURSES AP COURSES CAPSTONE COURSE EXPERIENCES BUSINESS TOURS GROUP COLLEGE VISITS COLLEGE & CAREER FAIR CAREER FIELD TRIPS INDIVIDUAL COLLEGE VISITS COLLEGE & CAREER PREP ACADEMY SELECTION ACADEMY ADVISOR CAREER MENTORS CAREER SPEAKERS PRE-ACT TEST PRACTICE ACT TEST ACT TEST/ASVAB TEST COLLEGE REP VISITS JOB SHADOWING COLLEGE APPLICATIONS FIN. AID/SCHOLARSHIPS CERTIFICATIONS PORTFOLIO INTERNSHIPS
B E A C H	Learning through Serving  BEACH ACADEMY - Business, Marketing & Management - Education - Arts (Performing) - Communications, A/V Technology - Human Services & Hospitality Student Organizations: Educators Rising, FCCLA, DECA	
S T E A M	Creative, Ethical, Scientific Minds  STEAM ACADEMY - Science - Technology - Engineering - Aeronautics - Mathematics Student Organizations: HOSA, Skills USA	

Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.

ONE SCHOOL, THREE ACADEMIES



Plattsmouth High School
1916 Old Hwy 34
Plattsmouth, NE
68048

Every PHS Graduate Will Be:

College Ready

Every student will be prepared to continue their education in a postsecondary institution.

All students will complete the courses in the Personal Learning Plan AND at least one of the following:

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class



Career Ready

Every student will be prepared to bring value to their workplace.

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

*community
and business
partners*

Community and World Ready

Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

*college courses
offered from
four institutions*

*Working together to achieve **A**cademic success, respectful **B**ehavior,
and **C**areer readiness in a **S**afe environment.*

Professional Learning Communities (PLC)

All staff will be involved in a PLC at the designated time. Each PLC meeting will be facilitated by the Department Chair, have an agenda, and will be centered around student achievement, student data, and instruction.

Academy PLC Schedule

Academy PLC meetings allow each Academy to meet for the purposes of collaborating about Academy initiatives, discussing student concerns and reviewing National Standards of Practice. When Academy meetings are held the Academy Leader will lead the Academy meetings. Academy meetings will be centered on student achievement, academy growth and promotion, and career readiness skills that pertain to the academy.

Staff Meetings

All teachers are required to attend staff meetings. Prompt attendance is required. Whenever possible, information will be shared with teachers through email. All absences from the staff meeting must be cleared with the building principal prior to the meeting. A plan will be developed to share information with staff who were absent.

Supervising Students

Teachers should be in their classrooms, or another assigned area where they are available to students, by **7:30 a.m.**, unless attending a building or district meeting.

During passing periods, teachers are expected to be in the hallway outside their classroom doors to provide a visible presence and assist with student supervision. All staff members share responsibility for supervising hallways, restrooms, and other common areas before school, during passing periods, throughout the school day, and after school. Maintaining a consistent and visible presence is one of the most effective ways to promote positive student behavior and prevent inappropriate conduct.

Students should not be left unsupervised in classrooms whenever possible.

Doors

All doors will be locked at all times. This is a safety precaution and it will be followed at all times. Outside doors should never be propped open unless maintenance has a temporary reason for it. Teachers should not give students staff keys to unlock areas/doors.

Classroom Door Windows

The windows on the classroom doors will be uncovered at all times.

Leaving the Building [Policy 4006](#)

When leaving the building, it is the responsibility of the teacher to stop at the office to sign out. Staff should come back to the office to sign back in upon return to the building. For all other leaves, refer to the 2026 - 2027 Negotiated Agreement.

Parent-Teacher Conferences

All teachers are expected to attend Parent-Teacher Conferences. In order to be absent from Parent-Teacher Conferences, you must have prior approval from the building principal. Your Parent-Teacher Conferences need to be completed prior to your absence, or you must have a schedule of times prepared in advance to meet with parents.

Assemblies

During every school assembly, all teachers will be responsible for their respective students and must sit with them during the assembly program. Teachers who do not have a regularly scheduled class will be expected to attend and be disbursed about the facility to supervise.

Substitute Teacher Folders

A substitute folder should be completed by the end of the second week of school. It should contain the class schedule, duty assignments, lunch schedule, duties to be performed by students, classroom guidelines, attendance procedures, advisory activities, teachers to ask for assistance, and some emergency activities that the substitute can use for instruction with the students.

STUDENT RECORDS

The teacher is to keep an accurate and up-to-date record on Infinite Campus. This should include, but not be limited to homework, formative assessments, summative assessments, and any special projects and reports. This allows a student's grade to be followed by office staff and parents. **All grades need to be updated weekly and posted by 4:00 PM each Friday.**

Remember that a student should not be failed at the end of a quarter or semester, if the student and parent/guardian have not received warning during the quarter or semester. If you have a student that is going to be failing, that student's parent/guardian should be notified via email or phone call.

- Reports should be accurately and conscientiously made because they represent a serious estimate of each student's degree of success.
- The teacher should be adequately prepared to defend all decisions as given on the report of success.
- The office will notify teachers when grades are due in the computer.

Student cumulative records folders are maintained in the school counselors' office. These records include all student grades, standardized test scores, teacher comments, important correspondence, health notes, accident reports, records from other schools, notes, reports on student achievement, behavioral problems, student test scores, and records of parent conferences.

Parents/guardians and eligible students (those who are 18 or are attending any school after graduation from high school) have certain rights regarding educational records.

Progress Reports

To increase communication, and more closely monitor student progress, parents will be informed of definite times to check their child's grades on Infinite Campus. Emails should be sent out to parents approximately every two weeks. Do not limit emails to failing students only; a positive email is always welcome. Emails for failing students should be sent out and copied to the building principal by 4:00pm on the following Fridays:

September 11
September 25
October 9
November 6
November 20

December 4
January 15
January 29
February 12
February 26

March 19
April 9
April 23
May 7

What I Need (WIN) Time

What I Need (WIN) Time will be distributed by Monday morning or the first day of the week. Advisory teachers need to share with their students that they have WIN time and where to go. WIN time is 12:02-12:32 p.m. each day. Students can also be called in during Advisory to get additional academic support.

WIN List Procedures

Students assigned to the WIN (What I Need) list are expected to spend WIN working in the class they are currently failing. Whenever possible, students should report to the classroom of the teacher for that course to receive targeted support and complete missing or incomplete work.

Advisory teachers are responsible for recording each student's WIN attendance by entering the initials of the teacher who supervised the student during WIN.

If a student refuses to report to their assigned WIN location, the Advisory teacher should record an "R" on the WIN list and notify a member of the Leadership Team.

Accurate and timely completion of the WIN attendance record is essential to ensure accountability, minimize confusion, and maximize instructional time.

WHAT I NEED (WIN) TIME LEVELS OF ACADEMIC ACHIEVEMENT

Level 1

All students are Level 1.

Level 2

If a student has a grade below 60% in one or more classes, the student will be moved to Level 2 for Academic Achievement. Grades will be checked every Friday at 4:00pm. Students will have a 4 week grace period at the beginning of each semester.

Students that are placed at Level 2 for academics will be required to attend What I Need (WIN) Time for twenty (20) school days from 12:02-12:32 pm, or until they are passing all classes. If after twenty (20) school days a student is still failing a class, they could be moved to Level 3 of the WIN Process.

Level 3

At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially replace an elective and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

Level 4

At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

Advisor/Advisee

All students will be assigned to a teacher from their Career Academy known as an Advisor and will remain with the same teacher for the four years of high school. Teachers are expected to act as advocates for their students and visit with his/her students about career options, preparation for post secondary education, grades on progress reports and report cards, character education traits, and so forth. Assigned activities for the advisor/advisee program will be utilized.

Advisory Supervision

1. Advisory is designed for students and teachers to make connections. Be as responsible for your advisory assignment as you are to your academic classes. This includes starting the advisory on time, and requiring the students to be there on time.
2. Advisors are expected to follow the developed curriculum and activities for Advisory.
3. On Mondays students are expected to be in their assigned advisory and should not be pulled to other advisories. **They are not to leave to visit other rooms. Tuesday through Thursday students can be requested by other teachers for academic support. Club meetings can take place on Thursdays and Fridays.**
4. Advisory should be a productive time. Students should be engaged in advisory activities including Career Mentor visits or studying. [Advisory Study Hall Rules are linked here.](#)

INSTRUCTIONAL PROCEDURES

Community Resources

The supervising administrator will approve all outside guests utilized as resource people in the classroom. Teachers are encouraged to involve community resource people to complement the instructional program.

Course Descriptions and Student Expectations

All teachers are required to turn into their supervising administrator a syllabus for each course they are teaching. This syllabus should include at minimum a course description, unit calendar, grade and evaluation criteria, attendance and tardy expectations, and behavior expectations. This syllabus should be distributed to all students in the class and turned in to the supervising administrator by the first day of school. Please use the PHS Core Education Common Syllabus Template for all of your classes. It can be found online at <https://docs.google.com/document/d/1sxvm0ggaGlcH0TdR41zCWVjS2uKDQm8sqkIfAd1nG00/edit?usp=sharing> or ask your building principal.

Academy Leaders

Academy leaders assist the administration and disseminate information that relates to their assigned academy tasks and responsibilities: Some of these duties include:

- Assist with academy projects, teacher collaborations, etc.
- Serve as liaisons between teachers and administration
- Work with student leaders to plan events and projects within the academy
- Encourage teamwork, collaboration, curricular integration, projects and student empowerment
- Facilitate academy meetings

Department Leadership Assignments

The department chairs will serve as the leaders in their particular field. They will be knowledgeable and up-to-date in their subject area, constantly studying the curriculum. It is his/her duty to research and know the new trends and means of learning in their field. It is their responsibility to encourage the teachers of the

department to use these methods to meet the needs of the students and provide better educational opportunities.

The department chairs will serve as the representatives of the school at various curriculum meetings. One important factor that should be noted: At no time is the chairperson to supplant either the work of the principal, director of instructional services or superintendent. Rather, they are given the responsibility to work in cooperation with the administration. He/She will serve as the liaison between the staff and administration.

Department chairs are responsible for collecting information and supplies for the budget. They must review the items desired and present a rationale for purchasing to the administration. Any purchase over \$400 requires the district's purchase order form be completed. Department chairs are responsible for having available current inventories of equipment and books specific to their department.

Condition of Classrooms and Offices [Policy 6111](#)

Teachers are responsible for the condition of the classroom and the equipment at all times. Students should not sit on student desks or tables, they should sit on the seat. If the classroom is not to be occupied the next period, teachers will turn out all the lights, close and lock all doors. Supplies should be stored in an appropriate manner and floors should be kept free of obstacles.

Teacher Assistants

1. Teachers who request a Teacher Assistant will need to meet with the principal to share the performance expectations of the Teacher Assistant and how they will be utilized. **Teacher Assistants will be under the direct supervision of the teacher at all times. They should not be sent from school to run errands for teachers or staff.**
2. Under no circumstances are they allowed to leave the classroom without wearing their PHS Teacher Assistant badge.
3. They are to remain in the classroom even when you do not have work for them to do. They should not be sitting in the hallway.
4. Remember that teacher assistants do not perform teaching duties, or manipulate confidential material and data. Students do not carry grade reports to the School Counselors' Office or to any other location.
5. Staff should not give students staff keys to unlock areas/doors.

DISCIPLINE - STUDENT BEHAVIOR [Policy 5101](#)

Every teacher should have classroom expectations and procedures, which are consistent with school expectations and district policy. Classroom expectations should be fair, clearly communicated to all students, visibly posted, reviewed frequently, and consistently enforced. Additionally, classroom expectations should be posted on the class syllabus that is distributed to all students.

Staff members should be familiar with all school rules and enforce them consistently. School rules can be found in the 2026-2027 PHS Student/Parent Handbook. You can pick up a copy in the office or it can be found online at [Board of Education Policies](#)

Student Personal Electronic Devices [Policy 5106](#)

PHS Staff will:

- a. Model appropriate technology using utmost professional discretion on educational and personal matters.
 - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication or family emergency.
- b. Enforce the PHS Personal Electronic Device Expectations in all spaces throughout the school day.
- c. Enforce the expectations as written in a fair and equitable manner.
- d. Avoid power struggles by maintaining composure in potentially difficult situations.

Leadership Team will:

- a. Model appropriate technology using utmost professional discretion on personal matters as well as professional matters pertaining to student safety.
 - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication, or family emergency.
- b. Enforce the PHS Personal Electronic Device Expectations in the office and hallways during the school day.
- c. Enforce the policy as written in a fair and equitable manner.
- d. Avoid power struggles by maintaining composure in potentially difficult situations.
- e. Maintain practices consistent with other building administrators.
- f. Maintain consistent habits of modeling appropriate technology use.
- g. Document instances of personal technology violations in Infinite Campus.

Student Technology Expectations

Plattsmouth High School students are expected to use their **school-issued laptop** for all instructional activities during the school day. Personal laptops, iPads, tablets, and similar electronic devices are **not permitted** for classroom use.

To protect the integrity of the learning environment and maintain student privacy, **smart glasses are not permitted during the school day**. Students who wear prescription glasses should ensure they have a pair without smart technology for use at school.

Any exceptions to these expectations must be approved in advance by the school administration.

Student Behavior [Policy 5101](#)

Good discipline is evident when there is a positive learning climate in the classroom. Therefore, it is the teacher who must assume primary responsibility for discipline in the classroom. Students who do not conform to standards which are necessary to allow the establishment of a positive learning environment, should be dealt with firmly and promptly.

Teachers may assign before or after school detention as a disciplinary measure; however, **they must schedule it when they will be in their classroom to supervise and should contact the student's parent/guardian to notify them.**

If the detention is not served on schedule, the student should be referred to the administration who will take proper disciplinary action with the student. Teachers should shape student behavior. Students who continue to cause disruption to the learning environment should be sent to an administrator. **Every time that a student is sent to the office by a staff member, an email or phone call should be sent to the office within a few minutes.**

Teachers should address every behavior concern as promptly as possible. Private conferences with students, as well as direct communication with parents is encouraged. If necessary, joint conferences with student, teacher, counselor, administrator and parents may be called.

Teachers need to remember that when they send a student to the office with behavior problems, they have turned the problem over to the administration. They must accept the consequence that is given. If they have concerns with the consequence, they need to discuss it with the administration.

Only the principal may remove a student permanently from a class. Hallways are not to be used for punishment of students.

When a student should be referred for behavior to an administrator:

A referral for behavior to an administrator should be a teacher's last resort. The following are examples of times a student should be referred to an administrator:

- **Safety/Security Threat** - If a student or students pose a significant threat to safety of others or themselves, they should be referred to an administrator immediately. Examples of a safety/security threat include physical contact with other students or staff, vulgar/obscene language that may escalate to physical contact, bullying/harassment, etc.
- **Repeated Violation of Rules** - If a student is consistently not meeting the teacher's behavior expectations and has gone through the PRIDE Form process, contacted the parents and assigned classroom consequences; then the student should be referred to an administrator.

STUDENT EXPECTATIONS:

1. Arrive to class on time prepared for learning
 - Arrive before tardy bell with materials/supplies
 - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
 - Follow directions
 - Accept feedback from staff in a respectful manner
 - Own your behavior
 - Accept "No" as an answer
3. Demonstrate respect for people and property
 - Use appropriate language
 - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third PRIDE problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three

problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher.

Consequence for not meeting expectations:

Minimum sanction - Detention with teacher, mandatory study hall, or short-term suspension

Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

Student Appearance

The school staff has the responsibility to help students develop an understanding of appropriate attire and good taste in matters of dress and appearance. Teachers have the right to require appropriate dress under the conditions of safety or school representation and the responsibility to assist in the enforcement of the above policy. Read the Student Parent Handbook for the dress code at PHS.

BUSINESS PROCEDURES

District Funds and Purchase Orders [Policy 3130](#)

Any items requested during the school year must be put on an online purchase order by the building principal or principal designee. **Ordering by staff will not be allowed without first securing that approval from the building principal for non-NSAA activity purchases and the athletics/activities director for all NSAA activity purchases.** The following procedures need to be followed:

- Find the item you wish to purchase and the vendor (must have a W-9 on file)
- Give information to the administrator and the administrator will enter the data from the proper account (anything over \$400 will require a separate form for superintendent approval)
- Once all necessary information is entered and the requisition has been approved, you will be given the requisition number to place the order

If anything is purchased without a proper school issued requisition order, it will be the responsibility of the individual purchasing it. This applies both to ordering items from an outside vendor and to requesting reimbursement for items purchased by a staff member.

Plattsmouth High School uses credit cards for purchasing. You will need to check out a card from Mrs. Quinn and provide an estimated amount for the purchase. A requisition order will then be created. When you purchase, use the tax exempt form in the sleeve with the card. After purchasing, return card, form and receipt to Mrs. Quinn. **ALL PURCHASES MUST BE COMMUNICATED WITH THE SUPERVISOR PRIOR TO THE PURCHASE.**

If you choose an out-of-town vendor, you must submit the [Form 3180](#) which can be found online, showing the cost savings from an out-of-town vendor versus a local vendor.

Activity Accounts [Policy 6281](#)

At the high school level, the office manager is in charge of receiving and depositing activities money into the district's activity fund account on a timely basis. As a backup, office personnel from the building may be required to also count money turned in each day. A spreadsheet is forwarded to the business manager at the end of each month for entry into the accounting system and reconciliation of deposits. A detailed description of each deposit shall be provided on the spreadsheet (e.g., shirts sold, fundraising sales, etc.).

Depositing shall be made at least weekly and more frequently if large sums of money are collected. Staff members in each building are required to turn in money collected from students and patrons for fundraising and other activities to the school office daily. **Money is not to be taken home or away from school premises for any reason. There are no exceptions. Money collected is also not to be kept overnight in a classroom, but is to be turned in to the office each day.**

If the building administrator finds that faculty members are holding money longer than one day in their classroom or any other location, especially away from school premises, the building administrator must address the situation with the faculty member and advise the superintendent.

Any event or activity that is associated with Plattsmouth High School, or sponsored by an organization within Plattsmouth High School, must process all receipts through the activity account. A monthly report is available on all financial activity in your organization's account. Any discrepancy with your records should be noted and brought to the principal or principal's designee's attention immediately.

All requests for money disbursed through the activity account must be accompanied by a purchase order. The purchase request should be legibly written with proper spelling. The principal or principal's designee must approve before you purchase items or services for which you will expect the school to pay. **Sponsors and coaches are financially responsible for their organization's funds.**

Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

Procedure for Purchasing with Activity Funds

1. Obtain activity purchase order number from the building principal or designee.
2. Place your order. Remember to use the tax exempt number when appropriate.
3. Turn in the copies of invoices and receipts to the office. **NO ONE ELSE WILL PLACE THIS ORDER.**
4. If you are picking up the order yourself and need the purchase order returned, please note this on the purchase order.
5. All activities money should be turned in to the office immediately upon receiving them.

Sales Tax

We must pay sales tax on all things the school purchases if the school is not the ultimate consumer of the goods. The only exception to this are food items sold in connection with school activities on the school premises. In other words, we must pay sales tax on uniforms, t-shirts, books, magazines, lumber, metal, fabric, car parts, etc. that are used in projects which are taken home. The sales tax collected should be equal to the prevailing rates. Be sure to add enough to the cost of products to cover sales tax and transportation.

Fundraising [Policy 1300](#)

All fundraising activities must be scheduled and approved in advance with the high school principal utilizing the proper Plattsmouth Community Schools Request For Fundraising or Camp Activity form. Only one fundraiser per organization may be approved for each semester.

Adherence to the following procedures when conducting fundraising activities may be useful to you:

1. All students must be made to follow definite deadlines in the deposit of money or return of unsold items. Establish the expectation that all students will meet the deadline and follow up immediately with the parents of any students who do not meet the deadline.

2. Students must be made to understand that any products they are given must be accounted for when the fundraiser ends. Any unsold merchandise must be returned, if applicable, and if the items are lost or stolen, the student is responsible for replacement of the missing items.
3. All money must be turned into the office in a timely manner. Receipts will be issued for all deposits. Keep those receipts in order to check on any errors that may occur.
4. Profits from the fundraisers may not be spent until all bills have been paid. Activity accounts will not be allowed to have a negative balance. Purchases made with the profits from the fundraiser may be expended only with the authorization of the principal, assistant principal, or activities director.
5. The only fundraisers that will be authorized are those that benefit the school or the involved organization as a whole. No fundraisers will be authorized which result in only personal gain for the individual student.

Solicitations

Participation in any fund or charity drive by either students or employees shall be entirely voluntary so far as each individual is concerned. There shall be no cause for embarrassment for those who do not or cannot participate or contribute.

Organization Dues, Material Costs, Fines

When it comes to organization dues, material costs, fines, etc., the following procedure should be followed:

1. Students should turn in all money for fines directly to the office.
2. All money for materials, such as shop, clothing, and art materials should be turned into the teacher. The teacher then turns in the money to the office with the envelope clearly marked.
3. Any dues turned in by activity sponsors must be counted by the sponsor, placed in the appropriate type of envelope with completed documentation.
4. Students enrolled in courses requiring payment of a fee must be continually reminded of their need to pay their fees. If the student has not paid the fee within two weeks of the beginning of the course, contact the administration. Also check with the office manager to see if the student is "WAIVED" from paying for consumable items. **Always refer to the state law about student fees. Remember that students cannot be required to pay for any projects, or to furnish paper, pencils, etc.** The State Student Fee policy is in the Appendix.
5. Discretion must be used in allowing students to accumulate materials bills beyond a minimal level. Parents should be contacted and written verification of parental approval should be obtained before students begin a project. Timely payment must be made by students to keep their bill to a minimal level. Unless payment in full has been received for a project, the project should be held and not released to the student.
6. If assistance is needed in the collection of an account, please contact the administration as soon as the problem arises.
7. Sponsors of fundraisers must establish methods to collect all money and/or sale items from students. Students must not be allowed to hold money for an extended period of time. Accountability for all money must be expected. Sponsors are responsible for ensuring that all of the money is accounted for. Once the sponsor has received money, turn it into the office immediately after counting it.

Money Collection

Money collected should be turned into the office on a daily basis. The school is not responsible for thefts or loss of money. Teachers who collect money must turn the money into the office at the end of the school day. School district money (which includes activity money) is not to be taken off school premises at all. Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

COMMUNITY BASED LEARNING EXPERIENCES (CBLE) [Policy 6270](#)

Approval of the parent or guardian is always required for participation of pupils in Community Based Learning Experiences. Verification of permission is available through Infinite Campus. It is the responsibility of the teacher / sponsor to check on the status of each student participating.

- Appropriate instruction will precede and follow each CBLE activity.
- CBLE activities will be considered as instruction and planned as such with definite objectives determined in advance.
- All CBLE will begin and end at the school, unless prior arrangements with individual parents have been made.
- CBLE activities requiring school bus transportation will not interfere with the regularly scheduled transportation of students to and from school.
- Subject to the approval of the transportation supervisor and the superintendent, bus transportation will be provided for bands, or other groups of students to participate in activities in communities outside the school district. The principal will approve or disapprove the request and notify the teacher. The activities director will arrange school bus service in advance for the date of the trip.
- The bus driver will see that all rules and regulations are enforced in the use of school buses for CBLE. Certified personnel must assist him/her in doing so.
- When a CBLE is made to a place of business or industry, the teacher will arrange to have an employee of the host company serve as conductor.
- Teachers will accompany students on all CBLE and will assume responsibility for their proper conduct.
- Appropriate educational experience and proper supervision will be supplied for students whose parents do not wish them to participate in a community activity or CBLE.
- Teachers are to ensure that students pick up any trash from the bus or vehicle before departing.
- **YOU CANNOT CHARGE FOR ANY CBLE RELATED TO YOUR CURRICULUM.**
- It is important that students are in attendance in all of their classes as semester finals approach; therefore, all field trips during the school day must be completed four weeks before finals.
- Students are not allowed to drive on CBLE. This pertains to all school sponsored trips and is done primarily for insurance and reasons of liability. Any special circumstances should be discussed and cleared through the principal's office.

PLATTSMOUTH HIGH SCHOOL STAFF EVALUATIONS [Policy 4150 and 4150A](#)

Tina Harvey

Tim Cherek - P1
TJ Fitzpatrick - P1
Luke Hudek - P1
Tori Suto - P1
Blake Adelman - P2
Kevin Hanlin - P2
Dan Oatman - P2
Jolene Boesch - P3
Hunter Holoubek - P3
Kevin Tilson - P3
Jeremy Woodworth - P3
Katie Lorenzen

Kevin Tilson

Nathan Archer - P1
John Boeck - P1
Jill Eggert - P2
Liz LaSure - P3
Ashley Classen
Brynn Jobman
Laura Phillips
Nicole Springer

*P = Probationary

ADVISORY ASSIGNMENT

Freshman

Boeck	ATEAM
Fitzpatrick	ATEAM
White	ATEAM
Lenhoff	BEACH
LaSure	BEACH
Classen	BEACH
Dority	STEAM

Sophomore

Rathman	ATEAM
Schroeder	ATEAM
Adelman	ATEAM
Hall	BEACH
Hanlin	BEACH
Cossel	BEACH
Howard	STEAM

Junior

Dix	ATEAM
Cherek	ATEAM
J. Olsen	ATEAM
Hudek	BEACH
Rodriguez	BEACH
Wehrbein	BEACH
Bashus	STEAM
Phillips	STEAM

Senior

Archer	ATEAM
Snyder	ATEAM
Haswell	BEACH
Jobman	BEACH
Suto	BEACH
McClain	STEAM
Schweitzer	STEAM

StuCo 9-12

Shuey

ACL 9-12

Oatman

ROTC

DeSimone 12

Price 9, 10 & 11

Library Duty - Even Days -

Kyle Graves

Lunch Duty - 1st: Fisher (ACL WIN)

Lunch Duty - 2nd: Eggert (ACL WIN)

Lunch Duty - 1st: Boesch

Lunch Duty - 2nd: Woodworth

Math Intervention:

Reynolds

Springer

ELA Intervention:

Mrasek

LUNCH TIMES

1. The lunch schedule operates in two shifts. It is important that you maintain the schedule in order to achieve a balance in the lunchroom. These times are subject to change dependent on enrollments.
2. Lunch times are 10:59-11:29 and 11:29 -11:59. First lunch is BEACH. Second lunch is ATEAM and STEAM.

Please do not release your students ahead of time. Students should remain in the rooms, not in hallways or stairwells.

3. On special occasions such as field trips, speakers, major test days, or others, you may adjust your assigned lunch schedule provided that you request permission from the principal ahead of time. Do not adjust your lunch schedule without discussing your schedule with the principal and notifying the cafeteria personnel.

COMMONS GREETER -7:35 & 3:30 in Commons

Week of:

August 12	Springer	November 2	M. Olsen	February 1	Reynolds
August 19	LaSure	November 9	Boeck	February 8	Schweitzer
August 24	White	November 16	Suto	February 16	J. Olsen
August 31	Shuey	November 23	Phillips	February 22	Howard
September 8	Wehrbein	December 1	Winters	March 1	Dix
September 14	Lenhoff	December 7	Bashus	March 15	Cherek
September 21	Hudek	December 14	Archer	March 22	Larsen
September 28	Lorenzen			March 30	Adelman
October 5	Rodriguez	January 5	Dority		
October 12	Rathman	January 11	Fitzpatrick	April 5	Classen
October 20	Hall	January 19	Mrasek	April 13	Holoubek
October 26	McClain	January 25	Cossel	April 19	Price
				April 26	Fisher
				May 3	Jobman
				May 10	Eggert
				May 17	Staff

SOUTH LOT GREETER

7:35 & 3:35

Week of:

August 12	Hanlin	November 2	Hall	February 1	Rathman
August 19	Price	November 9	Shuey	February 8	Dority
August 24	DeSimone	November 16	LaSure	February 16	Cossel
August 31	Schroeder	November 23	Reynolds	February 22	Rodriguez
September 8	Dix	December 1	Schroeder	March 1	M. Olsen
September 14	White	December 7	McClain	March 15	Schweitzer
September 21	Boeck	December 14	Cherek	March 22	Fisher
September 28	Eggert			March 30	Archer
October 5	Hudek	January 5	J. Olsen		
October 12	Suto	January 11	Howard	April 5	Mrasek
October 20	Haswell	January 19	Classen	April 13	Hanlin
October 26	Jobman	January 25	Bashus	April 19	Wehrbein
				April 26	Lenhoff
				May 3	Adelman
				May 10	Lorenzen
				May 17	Staff

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

The school building is open from 7:30am until 3:45pm.

Plattsmouth High School Building Hours and Bell Schedule

BUILDING SECURITY

The following guidelines should be utilized to maintain the security of the high school:

1. No student should be in the building before 7:30am and after 3:45pm unless they are under staff supervision.
2. No students should be in the building beyond the regular school day unless they are under staff supervision.
3. For security reasons, it is imperative that students not be permitted to have access to school keys.

EMERGENCY AND MEDICAL PROCEDURES Policy 6114 and Policy 6115

Accident Procedure

If an employee is involved in an accident while in the line of duty, it is necessary to file an accident report within twenty-four (24) hours with the school nurse.

Classroom Emergency Procedure

If a classroom emergency such as a medical situation should occur, notify the office. While awaiting assistance from the office, administer first aid if necessary. If the situation involves an injury or accident, a written report on the circumstances must be given to the principal who in turn will notify the superintendent. Forms for writing these reports are available from the nurses' office.

Emergency Procedure

In the event of an emergency such as a fire, the person making the discovery should immediately pull the fire alarm and notify the office. It is the responsibility of the office personnel to notify the appropriate authorities. It is also the responsibility of office personnel to meet the authorities outside the building and tell them the location of the emergency.

Severe Weather Emergency Procedure

In coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in the early spring of each year. In case of severe weather, follow the procedures outlined in the PCS Emergency Operations Plan.

HEALTH POLICIES

Accidents

1. In case of suspected severe injury, an emergency unit will be called immediately at the discretion of the administration or designee.
2. Personnel are urged to stay with an injured student to prevent them from being moved until a certified person can render first aid.
3. Parents should always be notified of an injury by phone call or email.

4. When parents are notified, they are to be told what has happened, what has been done, and then ask what they want the school to do.
5. In the event a parent cannot be reached, the emergency person will be called and if this person cannot be contacted, school personnel will make a decision in the best interest of student health and safety.
6. Accident reports are filled out on all major accidents and reports are kept on file in the office of the principal or school nurse.
7. In the event of a serious accident or injury, the student will not be left unattended.

Illness

1. Prescription medication must be brought into school by a parent/guardian. The only person authorized to give medication is the school nurse or those who are trained in medication administration.
2. NO MEDICATION can be furnished by the school.

DISASTER PLAN PHILOSOPHY AND INTRODUCTION

This plan is developed to be used in case of fire, blizzard, tornado, or bomb threat. All members of the faculty and other employees should:

- Familiarize themselves with this plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to make its activation effective

The primary consideration in the event of any type of emergency should be the safety of the personnel in the building. Secondary considerations are the protection of school property and the continued orderly operation of the school.

Any type of emergency procedure is considered to be of a very serious nature and it will be standard procedure to turn individuals falsely initiating such procedures over to the proper authorities for prosecution according to the law.

Please study the instructions carefully so you will know exactly what to do and you will be able to avoid panic.

Notification of Fire

In the event that a fire is discovered in the building, the person discovering it should immediately activate the fire alarm and report to the office to inform office personnel of the fire.

It is the responsibility of office personnel to notify the fire department. It is also the responsibility of office personnel to meet the fire truck outside the building and tell them the location of the fire.

Fire Drills

Fire drills will be conducted monthly. The signal for a fire drill is a continuous pulsing tone. When this tone sounds, all personnel must leave the building. Be sure that all doors are locked before you leave your room.

Fire and Emergency Evacuation Plan

Fire and emergency escape routes are to be posted in every room where people may be located. Check your classroom immediately to make sure the escape route is posted. Teachers and/or staff will move students to the classroom's designated fire exit.

Teacher Responsibilities During Fire Evacuation

1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.
3. The teacher should exit the building following the last student. Once outside, the teachers are responsible for student control, ensuring that the students are 100 feet from the building and free of fire lanes and should have their class roster with them to take roll and determine the safety of all students under their control.
4. Ensure you have your green and red cards to communicate with administrators or assistants your student attendance at the fire exit location.
5. Keep students quiet at all times to listen for any emergency instructions.

Tornado Disaster Plan

In coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in the spring of each year. Teachers and/or staff will move students to the classroom's designated tornado shelter.

Teacher Responsibilities During Tornado Evacuation

1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.
3. Have students 2-3 deep next to the wall in the hallways.
4. Keep students quiet at all times to listen for any emergency instructions.
5. Leave an open aisle down the middle of the hallways.
6. Keep students away from all glass areas including the trophy cases and doorways.
7. Do not congregate students near the fire doors so that if the doors need to be opened for some reason, students will not be behind the doors.
8. Have students cover their heads with their hands and arms.

SOCIAL MEDIA USAGE

Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District's policies, rules, procedures, and guidelines.

Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.

*Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Principal/designee of the existence and the intent/purpose of the page prior to such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

A. Professional Responsibility. When using District web pages and/or approved social media sites, staff may not engage in the following:

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.

3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).

B. Personal Responsibility. When using non-District web pages and/or personal social media sites outside of the duties as a staff member of the District, staff should consider the following:

1. For certificated staff, the District's Code of Ethics and the State Standards of Professional Practice are applicable.

*Including simultaneously identifying oneself as a District employee and sending, soliciting, or displaying materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

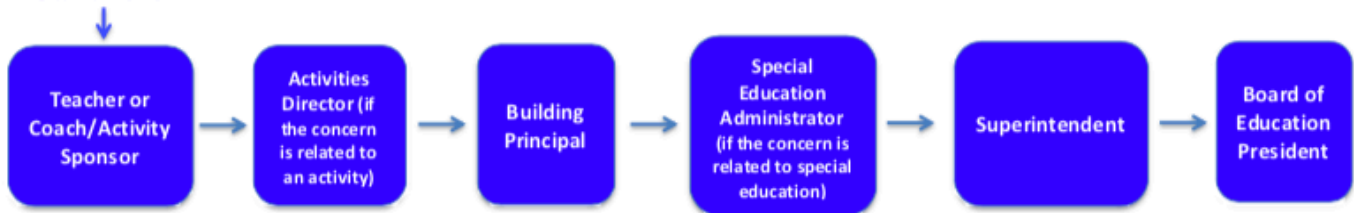
2. District staff are responsible for all matters which they post or publish.

3. All matters which may be posted or published, including photographs, should reflect high standards of professionalism and professional discretion, and should not negatively or adversely impact relations with students, parents, other staff, or the community.

CHAIN OF COMMAND

PROTOCOL FOR ADDRESSING CONCERNS (Chain of Command)

Start here



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

Acceptable Use of Computers and Networks Administrators, Faculty and Staff Agreement

In order to make sure that all members of Plattsmouth Community Schools understand and agree to these rules of conduct for use of the email and Internet systems of the school district, the Plattsmouth School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Employee's Name_____

Employee's Signature_____

Date_____

This form will be retained on file by authorized faculty designee for
duration of applicable computer/network/Internet use.

RECEIPT OF 2026-2027 STAFF HANDBOOK

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

This signed receipt acknowledges receipt of the 2026-2027 Staff Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

Teacher's Signature

Plattsmouth High School PRIDE Form

Student Name : _____

Grade: 9 10 11 12

Teacher/Class: _____

POSITIVE RESPECTFUL INTENTIONAL DETERMINED ENGAGED

Complete both sides of this form for each Problem Solving Meeting

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #1: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #2: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

- | | | |
|---|--|--|
| ☐ talking out of turn | ☐ technology violation | ☐ harassment/insults/bullying |
| ☐ refusal to participate | ☐ cheating | ☐ refusal to stop "sleeping" |
| ☐ inappropriate language | ☐ horseplay | ☐ inappropriate responses |
| ☐ throwing items | ☐ ignoring teacher's directions | ☐ PDA |

Date of Problem Solving #3: _____

To avoid the problem in the future I will:

- ☐ Privately tell my teacher any needs or concerns I have before my actions become a problem
- ☐ Listen the first time my teacher asks me to change my behavior
- ☐ Ignore my classmates or ask them to stop their distracting behavior
- ☐ Keep my hands, body, and/or comments to myself

Other _____

- ☐ I am struggling to take ownership at this time and need support.

Student Signature: _____

Plattsmouth High School PRIDE Form - Page 2

Problem Solving #1:

Student Point of View_____

Teacher Point of View_____

Problem Solving #2:

Student Point of View_____

Teacher Point of View_____

Problem Solving #3:

Student Point of View_____

Teacher Point of View_____

Student Signature:_____

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



PLATTSMOUTH

ELEMENTARY SCHOOL

Plattsmouth Elementary School
Parent-Student Handbook
2026-2027

Plattsmouth Elementary School Parent-Student Handbook 2026-2027

Intent of Handbook

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

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

Members of the Board of Education

Name	Contact Information
Brian Harvey, President	Contact through District website
Max Muller, Vice President	Contact through District website
Joe Woracek, Secretary	Contact through District website
Amanda Timm, Treasurer	Contact through District website
Tony Foster	Contact through District website
Keri Gradoville	Contact through District website
Jacqueline Miller Pearson	Contact through District website
Ken Winters	Contact through District website
Jeremey Shuey	Contact through District website

Administrative Staff

Name	Position	Building	Contact Information
Dr. Richard E. Hasty	Superintendent	Administration Center	402-296-3361
Dr. Amber Johnson	Dir. of Instructional Services		
Mrs. Amanda Wright	Dir. of Special Education		
Mrs. Tina Harvey Mr. Kevin Tilson Mr. Luke Chadwell	Principal Assistant Principal Activities Director	High School	402-296-3322
Mr. John Campin Mr. Claude Michel	Principal Assistant Principal/AD	Middle School	402-296-3174
Mrs. Shannon Honold Mr. Troy Niehus	Principal Assistant Principal	Elementary School	402-296-4173
Mrs. Juli Beck	Early Childhood/Head Start Administrator	Early Childhood Center	402-296-5250

Article I. Plattsmouth Elementary School

Name	Department	Grades
Sarah Coniglio	School Social Worker	K-4
Wendy Morrison	Kindergarten-Room 1	Kindergarten
Christine Loper	Kindergarten-Room 2	Kindergarten
Angela Magee	Kindergarten-Room 4	Kindergarten
Kelsi Wuelling	Kindergarten-Room 5	Kindergarten
Kimberly Ecklund	Kindergarten-Room 6	Kindergarten
Gavin Brandt	Purple Pod-Room 1	1 st Grade
Tori Reznicek	Purple Pod-Room 2	1 st Grade
Starla Mobley	Purple Pod-Room 3	1 st Grade
Jillian Koch	Purple Pod - Room 5	1 st Grade
Bailey Dinges	Purple Pod - Room 6	1 st grade
Becky Stoskopf	Teal Pod-Room 1	2 nd Grade
Kelby Mayfield	Teal Pod-Room 3	2 nd Grade
Susan Knox	Teal Pod - Room 4	2 nd Grade
Holly Joy	Teal Pod - Room 5	2 nd Grade

Riley Thomas	Berry Pod-Room 3	3 rd Grade
Brianna Clark	Berry Pod-Room 4	3 rd Grade
C.J. Fenton	Berry Pod-Room 5	3 rd Grade
Allyson Hood	Berry Pod-Room 2	3 rd Grade
Stephanie Icenogle	Blue Pod-Room 1	4 th Grade
Tricia Day	Blue Pod-Room 2	4 th Grade
Natalie Johnson	Blue Pod-Room 3	4 th Grade
Rose Goeres	Blue Pod-Room 5	4 th Grade
Rhonda Heim	Reading Interventionist	K-4
Kari Coplen	Media Center	Media Specialist
Andrea Baxter	Art Room	Art
Julia Spracklin	Music Room	Music
John Clark	Gym	Physical Education
Danielle Drewes	Special Education	4 th Grade
Tiffany McCarthy	Special Education	K & 1 st Grade
Jillian Wilson	Special Education	1 st & 2 nd Grade
Louise Bade-Drew	Special Education	3 rd Grade
Stacey Hicks	Special Education	K-4 Life Skills
Donna Moss	Speech Language Pathologist	K-4
Enduren Valmores	Speech Language Pathologist	K-4
Katie Korth	Speech Language Pathologist	K-4
Janetta Eipperle	P.A.L.	K-4
Niki Campin	High Ability Learner	K-4
Cynthia Duechting	English Language	K-4

Classified Staff

Name	Building	Position
Kelly Hadraba	Elementary Office	Office Manager
Christine Davenport	Elementary Office	Administrative Assistant
Brooke Lemke	Elementary School	MTSS Paraprofessional
Jessica Drewes	Elementary Special Education	Paraprofessional
Karen Wheatley	Elementary Special Education	Paraprofessional
Erin Woracek	Elementary Special Education	Paraprofessional
Angelica Mariscal	Elementary Special Education	Paraprofessional
Heather Lawson	Elementary Special Education	Paraprofessional
Rebecca Knacke	Elementary Special Education	Paraprofessional
Samantha Bridgmon	Elementary Special Education	Paraprofessional
Jessica Jordan	Elementary Special Education	Paraprofessional
Debbie Travis	Elementary School	Interventionist Paraprofessional
Christine DeSimone	Elementary School	Interventionist Paraprofessional

2026-2027 Plattsmouth Elementary School Calendar

Please note - dates/times are subject to change

August 3-5	New Teachers Report
August 6-11	All Staff Report
August 11	Back to School Open House (4:00 p.m. - 6:00 p.m.)
August 12	First Day of School (Kindergarten students 12:00 p.m. - 3:20 p.m.)
August 13	Kindergarten students - 8:10 a.m. - 12:00 p.m. - Lunch will be served/No recess
August 14	First Full Day of Kindergarten
September 7	No School -- Labor Day
September 11	No School for Students/Teacher Professional Development Day
September 15	Title One Parent Meeting 5:30 p.m. - Library/Zoom option
September 15	PTO Meeting - 6:00 p.m.
September 16	Picture Day
September 17 & 18	Outdoor Classroom Experience
September 18	Books and Breakfast 7:30 a.m. - 8:10 a.m.
September 24 & 25	Outdoor Classroom Experience - Rain date.
September 28	Boosterthon Fun Run Kick-Off
October 9	Boosterthon Fun Run
October 13 & 14	Parent-Teacher Conferences 4:30 p.m. - 7:30 p.m.
October 15	No School for Students - Teacher Planning
October 16	No School for Students or Staff
October 19	No School for Students - Teacher Professional Development Day
October 20	PTO Meeting 6:00 p.m.
October 21	Picture Retake Day
November 17	PTO Meeting 6:00 p.m.
November 25-27	No School for Students or Staff
November 30	No School for Students - Teacher Planning
December 8	2nd/3rd Music Program 6:00/7:00
December 15	PTO Meeting 6:00 p.m.
Dec. 18	No School for Students - Teacher Planning
Dec 22 - Jan. 1	No School for Students -- Winter Break
January 4	No School for Students - Teacher Professional Development Day
January 18	No School for Staff or Students - Martin Luther King, Jr. Day
January 19	PTO Meeting 6:00 p.m.
February 15	No School for Students - Teacher Planning/Teacher Professional Day
February 16	PTO Meeting 6:00 p.m.
March 3 & 4	Parent-Teacher Conferences 4:30 - 7:30 p.m.
March 5	No School for Students
March 8-12	No School for Staff and Students -- Spring Break
March 16	PTO Meeting 6:00 p.m.
March 26 & 29	No School for Staff and Students
April 1	1st/4th Music Program 6:00/7:00
April 12	No School for Students - Teacher Professional Development Day
April 20	PTO Meeting 6:00 p.m.
April 29	Kindergarten Music Program 6:30
May 19	Field Day

May 20
May 21

End of 4th Quarter - Last Day of School for Students
No School for Students

Policy 1200

Personnel - All Employees and Students Anti-discrimination

- A. Elimination of Discrimination.**
- B. Preventing Harassment and Discrimination of Employees and Students.**

Notice of Nondiscrimination, Anti-Harassment, Anti Discrimination

Policy 4003

The Plattsmouth Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in programs and activities and provide equal access to the Boy Scouts and other designated youth groups. Please follow the Protocols for Addressing Concerns to handle inquiries regarding the non-discrimination policies.

MISSION STATEMENT PLATTSMOUTH COMMUNITY SCHOOLS

“Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment”

WE BELIEVE:

- All students can learn.
- Students learn in diverse ways at different rates.
- Learning is a lifelong process.
 - Students achieve success through high quality challenging experiences.
 - An awareness and understanding of cultural diversity enriches students’ lives.
- Positive role models contribute to a student’s success.
 - Each person is unique and worthy and must be treated with dignity and respect.
- Students are capable of becoming responsible learners.
 - Education is the best economic investment for our community and children are our most valuable resources.
- A safe and caring environment enhances learning.
 - The cooperative efforts of the student, home, family, school and community are essential to education.

PLATTSMOUTH ELEMENTARY SCHOOL DAILY SCHEDULE 2026-2027

7:30 a.m.	Principal, Assistant Principal, and Administrative Assistants arrive
7:45 a.m.	Teachers report
7:50 a.m.	Staff supervision begins - Students begin arriving and standing in designated grade level areas outside (weather permitting)
8:00 a.m.	First Bell
8:10 a.m.	Tardy Bell
3:20 p.m.	Dismissal
2:20 p.m.	Dismissal - *1st and 3rd Wednesday
4:00 p.m.	End of Teacher Work Day/Office Closed

APPOINTMENTS AND QUICK ANSWERS

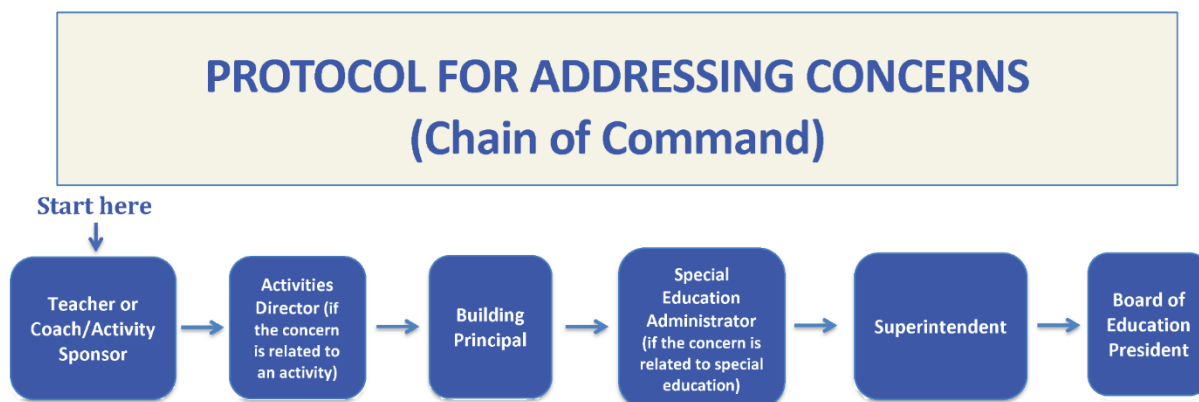
Appointment requests with the building Principal, Assistant Principal, and/or parent-teacher discussions should be pre-arranged by contacting our front office at 402-296-4173.

Parents/Guardians will receive quick answers about school by calling between 7:30 a.m.-7:45 a.m., yet for questions regarding detailed responses, please contact the front office after 9:00 a.m.

Mutual Respect

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

Complaint Procedure



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Section 1 Daily Schedule

Students in kindergarten have daily schedules that include:

- 150 minutes - Literacy Block

- ☐ 30 minutes - Science/Social Studies/Health
- ☐ 60 minutes - Math
- ☐ 30 minutes - Choice Centers

Students in first grade have daily schedules that include:

- ☐ 155 minutes - Literacy Block
- ☐ 30 minutes - Science/Social Studies/Health
- ☐ 85 minutes - Math

Students in second grade have daily schedules that include:

- ☐ 130 minutes - Literacy Block
- ☐ 45 minutes - Science/Social Studies/Health
- ☐ 75 minutes - Math

Students in third grade have daily schedules that include:

- ☐ 110 minutes - Literacy Block
- ☐ 45 minutes - Science/Social Studies/Health
- ☐ 75 minutes - Math

Students in fourth grade have daily schedules that include:

- ☐ 120 minutes - Literacy Block
- ☐ 80 minutes - Math
- ☐ 40 minutes-Science/Social Studies/Health

Specialists in music, physical education, library/media, and art also provide instruction for students on a regular schedule. Students will have fifty minutes a day of specials.

Special schedule:

- | | |
|----------------|-----------------------|
| ☐ Kindergarten | 1:25 p.m.- 2:15 p.m. |
| ☐ 1st Grade | 2:20 p.m.- 3:10 p.m. |
| ☐ 2nd Grade | 10:10 a.m.-11:00 a.m. |
| ☐ 3rd Grade | 9:15 a.m.-10:05 a.m. |
| ☐ 4th Grade | 8:20 a.m.-9:10 a.m. |

Lunch/Recess schedule:

- | | |
|----------------|-------------------------|
| ☐ Kindergarten | 11:20 a.m. - 12:00 p.m. |
| ☐ 1st | 11:30 a.m. - 12:10 p.m. |
| ☐ 2nd | 12:00 p.m. - 12:55 p.m. |
| ☐ 3rd | 11:50 a.m. - 12:40 p.m. |

Section 2 Severe Weather and School Cancellations

The Superintendent may close schools in cases of severe weather. A message will be sent via Infinite Campus when schools will be closed. Local news media may also be notified relative to the closure of schools.

After School Starts

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

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff practice tornado safety procedures regularly. Also, parents are urged not to call radio stations, television stations, or school buildings during severe weather.

Emergency Conditions

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law throughout the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 **Supervision Responsibility Before/After School**

Arrival And Departure Times

The school day for students begins at 8:10 a.m.

Students **must not** be on campus prior to 7:50 a.m. as there is **no supervision** prior to that time. After 8:10 a.m., students must come to the front office to sign in.

Beginning at 7:50 a.m. - Students in grades Kindergarten, 1st, and 2nd grade will line up at the front of the building in designated grade level spots.

Students in grades 3rd and 4th will line up at Door 29 in designated grade levels spots.

Students who would like to eat breakfast will enter Door 29, while students who do not want to eat breakfast will enter the main front doors.

If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

Students who ride buses will be delivered to the south doors of the Middle School.

For the safety of students and staff, all doors are locked at 8:10 a.m. except the north door (1). If your child arrives at school later than 8:10 a.m., he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

Dismissal

Students will be dismissed at 3:20 p.m. Bus students will be escorted to the bus ramp.

Students who walk to the east and south of the school will be supervised by staff at the cross walk on 8th Avenue.

If your child(ren) goes to POPS Place, he/she will be released to that program.

Students who need to meet Middle School siblings will be supervised until Middle School dismissal to prevent any potential problems. Staff members are posted at all arrival and dismissal areas until 3:35 p.m.

Other students (K-4) will exit through the North Doors (Door 1). Staff will direct drivers picking up students, and may ask you to park if your student has not been dismissed. If your child needs

assistance entering the car or buckling into a carseat, please park and a staff member will walk your child to your car. Please follow directions from staff members to ensure quick, efficient pick up for all students.

Daycare vehicles will be allowed to park in a designated area. This area will be located curbside on the west side of the circle drive.

Children will not be allowed to wait on the playground after school due to safety concerns. The playground will be used by POPS Place after school. The dismissal area is supervised until 3:35 p.m. It is important for students to be picked up by this time.

Signing A Child In And Out Of School

We request parents limit appointments for your child during school hours as much as possible. Parents can enter the office to check out your child. Please have your ID available to ensure safety for all students.

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

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing, or any other situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early.

Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination, and that the building principal/office staff be made aware of this information. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Visitors

Parents and other patrons are to report to the main office to notify staff when they come to visit. Office personnel will ask to see a form of ID, and visitors must wear a name tag. The principal, in consultation with the staff members involved, shall have the discretion to limit access when the principal and staff members determine access would interfere with the instructional process and/or student learning.

Visitors outside of parents/guardians and volunteers are asked to contact the principal for visitation permission and scheduling.

Smoke-Free Environment

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

Care of School Property

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

Fines are determined on books according to the following criteria

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	\$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

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

Searches of Lockers and Other Types of Searches

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

The following rules apply to searches of students, student's personal property, and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Video Surveillance

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

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

Use of Telephone

Teachers are conducting classes from 8:00 a.m.-3:20 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

Bicycles/Skateboards/Heelys

Students may ride bicycles to and from school with parent permission. Scooters and skateboards are not to be ridden on school property. They must be stored when they are carried into the building. No wheeled shoes (heelys) will be allowed at school. Students will be asked to remove the wheels if these shoes are worn to school.

Student Valuables

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

Lost and Found

All small articles that are found should be taken to the office. Clothing items should be taken to the "lost and found" box. If students misplace books or personal possessions, they should check with the office to determine if the lost items have been turned in.

Accidents

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

Insurance

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

Bulletins and Announcements

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

Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and

research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Attendance

Regular and punctual student attendance is required, as stated in [Board Policy 5008](#). The administration is responsible for developing further attendance rules and regulations, and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Parent Responsibility to Report Absence

Parents are required to contact the school in the event that a child is going to be absent or tardy from school either by phone or in writing. Please state the reason for the absence and the date of the absence. If no reason is given, the absence will be recorded as unexcused.

Notification of any future absences should not only be given to the teacher, but the office as well.

Extended Absence from School

Students must follow specific guidelines if they plan an extended absence from school for any reason:

- The parents or guardians must notify the office and teachers as soon as possible.
- The parents or guardians must arrange to make up as much work as possible prior to going.
- Parents or guardians must provide written notification to the office prior to the time of the student’s departure.

Leaving during the School Day

A request to have a child excused early should be sent with the child on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A child will be released only to parents unless the school has been notified otherwise. Please stop at the office upon arrival at the building to pick up your child.

Tardies

The school staff, parents, and students shall make every effort to prevent tardy behavior. Students will be counted tardy when they are not present at the designated beginning time for school. Tardiness will result in a progressive disciplinary action developed by the school. The more tardies a student accrues, the more severe consequences there will be.

Elementary school tardies, as well as leaving school before dismissal time, will be recorded for each student who missed up to one hour at the beginning or end of school. Any time missed beyond one hour will be recorded as one-half day's absence.

Absence Procedures

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

Make-up Work

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

The parent or guardian has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to complete make up work. If requested, assignment sheets will be prepared for students who are ill. If parents or students request assignment sheets, the school should be contacted by 10:00 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

Attendance is Required to Participate in Activities

Students must attend school all day the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, concerts, practices and dances. Failure to attend

will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

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

Reporting and Responding to Truant Behavior

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

Excessive Absenteeism

Students who accumulate ten (10) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration, the parent/guardian, and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy

Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one week after the time the notice is given, such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Grading System

Grades on a student's report card are not given by the teacher; they are earned by the student. Grades that are written on report cards for first through fourth grades include:

A = Advanced, P+ = Proficient, P = Progressing, and B = Beginning. Special area grades are E = Excellent, S = Satisfactory, N = Needs Improvement and U = Unsatisfactory.

Assessment scores are included on some report cards.

Each teacher will define the grading procedures to be used in their classes.

Promotion and Retention

Every effort is made by teachers and staff members to ensure that students will be promoted to the next grade level. Any retention concerns will be directed toward administration. Before retention is considered, many other methods for helping a student will be tried.

Report Cards

Report cards are available on Infinite Campus. A paper copy is provided to parents/guardians 1st and 3rd quarter during parent/teacher conferences. 2nd quarter report cards can be found virtually through the student portal. A paper copy of the report card is sent home to parents/guardians at the end of the school year for the 4th quarter.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Virtual or in person conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Student Recognition

•Blue Devil of the Month

The Blue Devil Student of the Month program strives to promote student success inside and outside of the classroom. Plattsmouth Elementary School's mission focuses on "*Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment*". When we acknowledge and recognize our students as engaged academically, demonstrating responsible behavior, and contributing to civic engagement, we encourage their participation and contributions! The Blue Devil Student of the Month is designed to nominate and select students who promote and take pride in Plattsmouth Elementary and in themselves.

Nomination Criteria:

All students in Kindergarten - 4th grade are eligible to receive the Blue Devil Student of the Month award. A student cannot receive the award more than once within a school year.

•Blue Bucks

Plattsmouth Elementary students have the opportunity to earn “Blue Bucks” throughout the school day.

Students earn “Blue Bucks” for demonstrating expected behaviors in all common areas outside of the classroom setting.

Common Areas Outside of the Classroom:

- ★ Arrival/Dismissal
- ★ Restroom
- ★ Hallway
- ★ Lunchroom
- ★ Playground

•President’s Award for Educational Achievement

At the end of the fourth grade, students who have shown outstanding educational growth or improvement receive a pin and certificate.

•President’s Award for Educational Excellence

Fourth grade students who have reached the 85th percentile in math or reading on a standardized test, and have earned a grade point average of at least 90 or the equivalent by the completion of fourth grade shall receive a pin and certificate.

MTSS - Multi Tiered System of Supports**Supporting Every Student's Success**

Plattsmouth Community Schools is committed to ensuring that every student receives the academic, behavioral, social, and emotional support needed to be successful. To accomplish this, our district utilizes a Multi-Tiered System of Supports (MTSS) framework.

MTSS is a proactive process designed to identify student needs early and provide timely support. Through MTSS, educators work collaboratively to monitor student progress, analyze data, and implement interventions that help students achieve success.

How MTSS Works

MTSS is organized into three levels, or tiers, of support:

Tier 1: Core Instruction and Supports

All students will receive high-quality instruction, interventions, and behavioral supports within the general education classroom. Teachers regularly monitor student progress and use evidence-based instructional practices to meet the needs of all learners.

Approximately 80–85% of students are expected to be successful with Tier 1 supports alone.

Tier 2: Targeted Supports

Some students may require additional support beyond the core classroom instruction. Students identified through screening data, classroom performance, attendance, behavior, or teacher observations may receive targeted interventions in small groups.

These supports are designed to address specific skill gaps and are provided in addition to regular classroom instruction. Student progress is monitored regularly to determine the effectiveness of the intervention.

Approximately 10-15% of students may receive additional Tier 2 support.

Tier 3: Intensive Supports

A small number of students may require more individualized and intensive interventions. Tier 3 supports are tailored to a student's unique needs and may involve more frequent intervention, specialized instruction, and closer progress monitoring.

The goal of Tier 3 is to accelerate student growth and help students achieve success within the educational setting.

Approximately 3-5% of students may receive Tier 3 support.

How Students Are Identified for Support

Plattsmouth Community Schools uses multiple sources of information when determining whether a student may benefit from additional support, including:

- Universal screening assessments
- Classroom performance and grades
- State and local assessment data
- Attendance information
- Behavioral data
- Teacher observations
- Parent input

No single assessment or data point is used to make decisions regarding student support.

Parent and Family Involvement

Families play an important role in the MTSS process. Parents and guardians may be informed when their child is receiving additional interventions and may be asked to participate in discussions regarding student progress and support plans.

Families can support their child's success by:

- Maintaining regular communication with teachers
- Encouraging consistent attendance
- Supporting learning activities at home
- Sharing concerns or observations with school staff
- Participating in meetings when invited

MTSS and Special Education

Participation in MTSS does not automatically mean a student has a disability or will be referred for special education services. MTSS is designed to provide support to any student who may need additional assistance.

If a student continues to experience significant difficulty despite receiving increasingly intensive interventions, the district may consider additional evaluations. Parents will be informed and involved throughout any evaluation process.

Our Commitment

Plattsmouth Community Schools believes that all students can learn and achieve success when provided with the appropriate support. Through the MTSS framework, our staff works collaboratively with students and families to ensure every learner has the opportunity to grow academically, socially, emotionally, and behaviorally.

Special Education Services

What Does Special Education Mean?

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

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

In the area of reading, students must complete the MTSS (Multi-Tiered System of Supports) process, in order to be considered for special education services. Referrals are made by teachers

or parents to a Problem Solving Team. If the problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Re-evaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student, and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

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

Special Education Placement

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

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

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

Special Education Policies

Plattsmouth Community Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

Section I.01

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

(a) Legal Reference: 92 NAC 51-004.11A

3. Child Find

All children with disabilities residing in the District, including children with disabilities who are homeless or are wards of the state or attending nonpublic schools, regardless of the severity of their disabilities, who are in need of special education and related services, will be identified, located and evaluated and a practical method shall be developed and implemented by the administration to determine which children with disabilities are currently receiving needed special education and related services.

(b) Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

(c) Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Article II. Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

(a) Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

(b) Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Article III. Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

(a) Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Article IV. Legal Reference: 92 NAC 51-004.05

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized

for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

School Social Workers/Mental Health Counselor

The School Social Workers/Mental Health Counselor's primary role is to assist students in being successful at school. She works with students, teachers and families to find solutions to problems that may be interfering with a student's success at school and/or at home. Students may be having emotional, behavioral, or family problems that can be addressed.

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature of 100.4 °F. or higher, vomiting, diarrhea, chills, cough, shortness of breath, difficult breathing, muscle or body aches, new loss of taste or smell, sore throat, unexplained rashes, severe head lice, or on determination

by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. The Plattsmouth Community School district follows the Nebraska Department of Health and Human Services communicable illness guidelines. Health staff will also utilize DHHS guidelines when determining if a student needs to be sent home.

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

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent, and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent on file in the nurse's office. The school **does not** provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a monthly supply.

The school nurse, or in the nurse's absence, the person who has been instructed by the school nurse shall have access to medication. No medication will be brought to school or sent home with a child. **An adult must bring all medication to the nurse's office.** Emergency protocol for medication-related reactions will be in place.

Health - Statute 79-3-002, 3-002

Students showing any signs or symptoms of a contagious or infectious disease as defined by school health guidelines shall be sent home immediately, or as soon as safe and proper conveyance can be found. The term "communicable disease" shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law. When a student is sent home because of a suspected reportable communicable disease, it shall be the responsibility of the school nurse to report the circumstances to the county board of health and the principal. Health data of a student is confidential, and it shall not be disclosed to third parties. Additional information is available from the school nurses. Students **may** be excluded from school for, but not limited to,

the following communicable diseases:

Chicken Pox	Conjunctivitis (Pink Eye)
Coryza (Common Cold)	Diphtheria
Erythema Infectiosum (5 th Disease)	German Measles (Rubella)
Hepatitis A, B, or C	Hemophilias Meningitis
Impetigo	Measles
Meningococcal Meningitis	Mumps
Pediculosis (Head/body lice)	Ringworm
Scabies	Scarlet Fever
Tuberculosis	Scarlatina
Strep Throat	Whooping Cough (Pertussis)
Influenza	

Guidelines for Head Lice

Head Lice: Head lice are small, tan/brown parasitic insects that live on scalp hair. No disease is associated with head lice, so their presence is considered a nuisance and not a health threat. Symptoms are itching and the presence of lice and nits (eggs). Head lice are communicable, most often by DIRECT head-to-head contact or the sharing of personal items like combs, hats and towels. Guidelines based on current “best practice” evidence from the Centers of Disease Control, American Academy of Pediatrics and the National Association for School Nurses will be used by Plattsmouth Schools to reduce absenteeism due to head lice, and involve parents as partners in control efforts.

Injuries/Accidents

Injuries occurring at school or school-sponsored activities should be reported to a nurse, teacher, sponsor, coach or the office. The school nurse is on duty during the day, and will be contacted if a student becomes injured or ill during school. In case of severe injury, an emergency unit will be called immediately at the discretion of school personnel. **Students leaving school due to injury or illness must check out through the office.** Parents will be contacted to inform them of the injury or illness, and to receive permission for the student to leave the school. If a parent cannot be reached, the emergency contact will be called.

Physical and Visual Examination

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

Immunizations

A written record of a student's immunization record must be kept on file in the office of the school nurse. State Law requires that before entering the classroom, a child must have proof of receiving all mandated immunizations. Exemptions, temporary waivers, or religious reasons must be written documents kept on file. Unimmunized students may be excluded from school in the event of a disease outbreak. Reach out to the school nurse for immunization requirements for all students enrolled Pre-K-12.

Birth Certificate Requirements

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

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it, and is signed by the director of vital statistics. **Failure to comply with this law will keep your child (ren) from enrolling in school.**

Transportation Services

Transportation to and from school is provided to students in accordance with law and [Board Policy 5501](#). Contact First Student at (402) 296-0669 for information about transportation.

Drug-Free Schools

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

ACADEMICS

Nebraska Frameworks

Plattsmouth Elementary is accredited through the Nebraska Department of Education's Frameworks. Being accredited means that this school meets high criteria for quality education for students.

Current school improvement goals are:

- Reading: All students will improve their reading performance.
- Math: All students will improve their math performance.
- Civic Engagement: All students will have the opportunity to participate in at least one Civic Engagement.

Assessments

DIBELS:

All students in grades Kindergarten through third complete computerized adaptive assessments in the area of reading and mathematics. These assessments align with our Nebraska state standards. Student assessment results are in real-time, and assist with teachers being able to make informed decisions regarding a student's area of strength, as well as academic areas of weakness. The DIBELS assessment is administered in the fall, winter, and spring.

Measures of Academic Progress (MAP) Growth:

All students in fourth grade will complete computerized adaptive assessments in the area of reading and mathematics. These assessments align with our Nebraska state standards. Student assessment results are in real-time, and assist with teachers being able to make informed

decisions regarding a student's area of strength, as well as academic areas of weakness. The MAP assessment is administered in the fall, winter, and spring.

Nebraska Student Centered Assessment System (NSCAS) - State Summative Test:

In March and April, students in grades 3rd-5th complete an online-administered state assessment which assesses our state's College and Career Ready Standards for English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Nebraska Student Centered Assessment System Alternate Assessment (NSCAS-AA):

In March and April, students in grades 3rd-5th with severe cognitive limitations complete the individually administered state alternate assessment. These assessments measure a student's alternate state content standards in English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Parents may request, and the district will provide (in a timely manner), information regarding any State or District policy regarding student participation in any assessments.

Parent Communication

- **Infinite Campus Messenger**
Infinite Campus Messenger is a mass notification system designed to reach parents in minutes using phone numbers, text messages and e-mail alerts regarding a time-sensitive situation or just day-to-day events, such as school closing, testing notification or when parental notification is necessary. **Please let the office know when your phone number or email address has changed.**
- **Bulletins/Newsletter**
The school will post a monthly newsletter on the district website each month highlighting special activities for the upcoming month. Reminders of future activities are included. Occasionally, special notes will be sent home giving specific information on a topic.
- **Informal Communication**
Teachers will informally let parents know of successes and problems by telephone, notes and/or class newsletters. Also, parents may email teachers. Teacher email addresses are located under the staff directory of the elementary school website.
- **Parent/Teacher Conferences**
Parents are encouraged to make appointments for conferences with teachers, the social worker, or the administrators at any time by telephoning the appropriate person or the school office. Regular Parent/Teacher Conferences will be held at the end of the first quarter and third quarter for parents to meet with teachers to discuss their son/daughter's academic progress.

Regular Programs

All students in kindergarten through fourth grade receive instruction in reading, writing, handwriting, math, social studies, science, and social skills taught by the classroom teacher. Specific phonics and phonemic awareness skills are also taught in kindergarten through second grade. Word study skill instruction is included in third and fourth grade.

Special Programs

Multi-Tiered System of Support

Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment, students are expected to meet performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support. Students will be monitored to determine if they respond to interventions developed by the team.

Potential team members include student, teacher(s), parents, building administrator, school psychologist, and District administrator

If a student does not respond to interventions, the team will likely consider additional problem solving that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation. Students will not be considered for a special education evaluation until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

High Ability Learners Program (HAL)

The High Ability Learners Program is designed to extend the learning environment for high potential students. Classes are defined as being expanded learning experiences for able learners capable of studying in depth matters of an academic and creative nature. Students in fourth grade may be selected to participate in the High Ability Program.

Students' individual needs and learning styles should be accommodated by differentiated programs achieved through flexible and appropriate programming. The High Ability Program is to aid students in attaining the highest level of achievement possible in their unique talent area and enhancing the student's social responsibility and adjustment.

Title I

Students who need help with their reading skills may be served in small groups, or as an individual, taught by Title I reading teacher or paraprofessional.

Parents/guardians or a student in a Title I school may request and the district will provide (in a timely manner), information regarding any State or District policy regarding student

participation in any assessments. Please contact the following individuals if you have any questions.

Mrs. Shannon Honold
Elementary Principal
shonold@pcsd.org
402-296-4173 ext. 2504

Dr. Amber Johnson
Director of Instructional Services
ajohnson@pcsd.org
402-296-3361 ext. 2812

Student Placement

In the spring, classroom teachers and other staff members meet to determine student class placement for the next school year. It is essential that equitable, compatible, and balanced classrooms are assembled, and that classrooms reflect what teachers know about the conditions under which your child best learns. If your child has a special need not known to the school that would impact class placement, please submit your concern in writing to the principal when your child enrolls in school for the first time, or in the spring as classroom assignments are being considered. **We do not accept requests for individual teachers;** however, we value information that will enable us to select the best placement for your child. Please do not call or write to request a teacher or expect a classroom teacher to place your child with a specific teacher.

Textbooks and Supplies

Textbooks are loaned to the students as a benefit from the Plattsmouth Community Schools. The students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth Elementary School.

Students and their parents may choose to provide minor personal or consumable items for specific courses and activities such as pencils, pens, erasers, glue sticks, notebooks, and binders.

ACTIVITIES

Students are reminded that participation in activities is a privilege, which may be forfeited pursuant to the *Student Conduct Rule* ([Board Policy No. 5101](#)).

Activity and Event Regulations

As with all school-sponsored activities, all student behavior guidelines will be followed including

adherence to the dress code. Students attending any school activity may not leave and re-enter the activity. If a student leaves, he/she will be required to leave the school property. Students are at events to be spectators and not to cause disruptions. Students who cause disruptions will be removed from school grounds for this event, and could be restricted from events for the remainder of the school year. This includes events at all three schools. **Elementary students should be accompanied by an adult at all school activities.**

Elementary students who are attending events at other buildings need to follow the behavior guidelines at those buildings. Students should not play in the halls, or run around the buildings. They should stay with their parents or relatives.

The Quick Guide to Buying and Bringing Snacks to School

The following is a grade level list of recommended healthy snacks to bring for daily snacks. All other snacks will be sent home based on the school's healthy schools policy and procedures. Snacks should be individually packaged.

Acceptable Snacks

Lite Popcorn	Goldfish
Animal Crackers	Fruit
Dried Fruit	Graham Crackers
Pretzels	Nuts
Fruit Cups	Reduced sugar or 90 calorie granola bars
Teddy Grahams	Yogurt
100-Calorie Snacks	Baked Chips
Baked Cheetos	Cheese and Crackers
String Cheese	Beef Jerky
Vegetables	Cereal
Fruit Snacks made with Real Fruit	

Field Day

A half-day outdoor event may be held in May for students. These are appropriate game and athletic activities for the students.

Practices/Rehearsals

The school will avoid scheduling activities on Wednesday evenings and Sundays. Exceptions to this will only be made by prior approval of the superintendent of schools.

If school is dismissed early due to inclement weather, all scheduled practices and activities are canceled for that day.

Student Council

Plattsmouth Elementary School has an active Student Council. Two students are elected to serve

from each second, third, and fourth grade classroom for one year. The Student Council meets twice a month, plans fundraisers, and supports Staff Appreciation Day. The members also do other service projects, plus manage the school store.

GENERAL GUIDELINES

Dress Code

A student's clothing should be appropriate and in good taste. Weather conditions should be considered when selecting the student's daily apparel. During the winter months, if a child wants to go outside for recess, long pants will be required. When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground. Any clothing that interferes with the learning process will not be accepted, and you may be called to bring appropriate clothing. Hats are not to be worn in the building, unless it is a specific hat day.

Apparel must comply with the health and safety codes, and not interfere with the educational process. We will not allow intimidating, hostile, or offensive messages on face coverings. Apparel that advocates tolerance for or advertises controlled or illegal products or substances will not be permitted. Any face covering by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang will not be tolerated. Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or building administrator. [See Policy 5107](#) for more information.

Change of Address/Phone Number

Please contact the office when there is a change in a student address or phone number, or that of the parent or guardian. Please help the office staff maintain up-to-date records.

Distribution of Materials

The principal must approve non-curricular materials before they can be distributed. There are guidelines to be met before a request can be considered.

Fire/Tornado /Crisis Drills

Fire and tornado drills are required by law at regular intervals, and are an important safety precaution. Teachers in each classroom will give instructions for these drills. The instructions will be posted in each classroom, and students should be familiar with the procedures.

The fire alarm is a signal for all students and staff to make a quick, quiet, and orderly exit from the building. Students should remain with their class group, moving at least 100 feet from the building, and are not to reenter the building until directed to do so.

Tornado drills will be signaled and directions will be given on the intercom. Students should follow the tornado drill instructions by moving to their designated areas. An intercom announcement will instruct students when it is safe to return to class. Security drills will be held during the school year.

Food and Drink Regulations

No opened containers may be brought into the building. This includes but is not limited to opened liter bottles, sports bottles, cups, and other containers that are not sealed. Water bottles are allowed to be brought from home.

Kindergarten Registration

Parents of future kindergartners (those students who will be five years old on or before July 31) will be informed of the yearly Kindergarten Registration. Parents will be able to register their child by visiting school, and bringing the child's certified birth certificate, immunization records, and a record of a physical exam.

Library

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies, resource materials, books, periodicals, and novels for personal interest reading. The library is available as a quiet study area when doing research. The policies governing the use of the library, checkout of library materials, fines, etc., are posted in the library. Students violating the rules and regulations of the library will lose their privilege of library use. If a book is lost, a bill will be sent home. If the book is found later, a refund will be issued.

Lunch Room & Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated, and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us.

We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email through Infinite Campus. You can monitor your account balance online at any time through Infinite Campus. We encourage parents to enroll in the online payment system through Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. **We do not accept checks.**

Student Breakfast and Lunch

During the 2026-2027 school year, the cost of breakfast and lunch are as follows:

Breakfast Fees and Schedule:

Breakfast Fee - \$2.65

Milk - \$.60

Breakfast begins at 7:50 a.m. and ends at 8:05 a.m.

Lunch Fees and Schedule:

Lunch Fee - \$3.40

Milk - \$.60

If students would like seconds or two entrees, the cost of a lunch is \$3.40. *Students are encouraged not to bring pop/soda.*

If you have any questions regarding your family meal account, please contact us at 402-296-3361 ext. #2800.

All families who qualify for free or reduced price meals must fill out a new application form each school year. Families that fail to turn in a new application will be charged full price for meals. Parents are responsible for all charges on the account until a new application has been received and processed. Applications will be available late July or early August. If you do not receive an application by the beginning of school, please contact the food service office.

Our school district currently provides an in-district food service. All menus along with nutritional information are posted online.

The school food service program operates under USDA guidelines.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g.Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1)Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights1400 Independence Avenue, SW Washington, D.C. 20250-9410(2)Fax: (202) 690-7442; or (3)Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Lunch Rules

1. Students are to use proper table manners and not misuse food or beverages.
2. Trays and trash must be returned to the proper area.
3. Students are encouraged to drink healthy beverages. Pop is not encouraged.

Make-Up

Please do not allow your child to bring make-up to school because of the potential health hazard when the make-up is shared with other students.

Money

Please do not send money to school unless there is a reason such as lunch money or school store purchase.

Office Referral

A student may be sent to the office for serious inappropriate behavior. Teachers and other staff members will re-teach/redirect that behavior whenever possible before an office referral is made. Some behaviors are severe enough that a student is sent to the office with little staff intervention. Administrators will investigate the behavior or incident, work with the student, and contact parents to inform them of the situation, and discuss the resolution of the problem. Occasionally, a parent/student/principal/assistant principal conference may be needed.

Parent Involvement

A parent may object in writing to textbooks, tests, and other curriculum materials, the subject matter of courses, assemblies, counseling sessions, or other instructional activities. If parents know in advance of topics or activities from which they wish to have their child(ren) excused, the school expects parents to request to have the student excused from participation.

Parents wishing to participate in counseling sessions with their children may make such a request of the building administrator. Upon receiving such a request, the building principal will contact the counselor to determine if, in the opinion of the counselor, parental participation is appropriate.

Pets - [See Policies 1260 and 6920.](#)

P.T.O.

Parents and guardians are encouraged to join the P.T.O. This organization sponsors activities and helps to raise money to help Plattsmouth Elementary School. The P.T.O. Board meets monthly, and welcomes any parent to attend. A Zoom option is also provided.

Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child is dressed appropriately for outside activities when the weather becomes cold.** It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining, or the temperature and/or wind chill is below 15 degrees. When the temperature and/or wind chill is above 15 degrees, recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants, if they expect to play off the paved playground.** Occasionally, the presence of ice on all hard outdoor surfaces necessitates that students stay inside. **Students are asked to not bring toys or equipment from home to play with before and after school, or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

School Cancellation and Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. The same conditions may necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over television, radio stations, and Infinite Campus. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it should be assumed school is in session. If school is dismissed early because of inclement weather, all scheduled practices and activities may be canceled for that day.

School Closing Due to Health Conditions

The school district works closely with the Nebraska Department of Health during outbreaks of illness. In accordance with the Nebraska Department of Health recommendations, if 25-30 percent of students are absent, and/or if an insufficient number of staff members are available to teach classes due to health, the administration of the school will consider closing the school.

School Property

Students marking or damaging school equipment or property in any way will be required to clean the article or pay for the damage done. Parents and students are responsible for materials loaned to the student.

Soiling and Wetting

Occasionally children do have soiling and wetting accidents. In grades K-4, if your child soils or wets, it is expected that you will come and/or pick him/her up, clean and change him/her and return him/her back to school. These are the procedures that Plattsmouth Elementary School will follow:

1. The first time the student soils or wets their pants, the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves, the parents are expected to come and help their child clean up, or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.
2. The second time the student soils or wets their pants, the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves, the parents are expected to come and help their child clean up, or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.
3. The third time the student soils or wets their pants, the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves, the parents are expected to come and help their child clean up, or take them home to clean up and return the student to school. A meeting with the parents of the student will be set, and a plan will be established to address the issue.

At the team meeting, the plan should include the following information:

- a. Possible reasons for the toileting issue.
- b. Possible solutions for the toileting issue.
- c. A home/school plan detailing who is responsible for each step of the plan at each location.

Students with medical or special needs may be exempt from these procedures. A toileting plan will need to be established detailing who is responsible for each step of the plan at each location.

Telephone

Teachers are conducting classes from 8:10 a.m.-3:20 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

The school telephone is for school business. Students may not make personal calls, unless they are urgent and are given permission from their classroom teacher. Students may not receive phone calls during the instructional day. The school will make every effort to get messages to students during the school day. Try to let your child(ren) know their after school plans before they come to school.

Toys/Games

Toys, games, and video games will not be allowed at school unless they are to be used for a special activity. Please make sure your child does not bring toys to school unless a teacher or administrator has given prior approval. This includes all types of trading cards. This procedure has been changed due to the number of conflicts resulting from lost, broken, and stolen toys.

LEGAL NOTICES AND STUDENT RIGHTS

Anti-Bullying Policy

Discussed in [Board Policy 5415](#)

Child Find/Special Services

If special educational needs of students exist or arise, they will be addressed in a manner that complies with State and Federal requirements. If you have questions about special education identification or services, contact the Director of Student Services, Amanda Wright at 296-3361.

Discontinuance of Enrollment for Children Younger Than Six Years of Age

Discussed in [Board Policy 5002](#)

Freedom of Expression

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Administration

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

Student Discipline & Early Childhood Student Discipline

Discussed in [Board Policy 5101](#)

Academic Integrity

Discussed in [Board Policy 5101](#)

Student Fees

Discussed in [Board Policy 5195](#)

Multicultural Policy

Discussed in [Board Policy 6370](#)

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

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

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
 5. Have your child receive services and be educated in facilities which are
comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA

Discussed in [Board Policy 5202Z](#)

Student Privacy Protection Policy

Discussed in [Board Policy 5421](#)

Parental Involvement Policies

Discussed in [Board Policy 6400](#)

Title I Parental and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Homeless Students Policy

Discussed in [Board Policy 5418](#)

Interviews Of Students By Outside Agencies

Discussed in [Board Policy 5413](#)

Community Use of School Facilities

Discussed in [Board Policy 1100](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Attendance and Excessive Absenteeism

Discussed in [Board Policy 5008](#)

Student Records

Discussed in [Board Policy 5202](#)

Identification of Learners with High Ability

Discussed in [Board Policy 5414](#)

Search and Seizure

Discussed in [Board Policy 5406](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Safe Pupil Transportation Plan

Discussed in [Board Policy 5306](#)

Fire Drills & Crisis Plans

Discussed in [Board Policy 6115](#)

Assessments -- Academic Content Standards

Discussed in [Board Policy 6212](#)

Reading Instruction and Improvement

Discussed in [Board Policy 6213](#)

Concussions

Discussed in [Board Policy 6284](#)

Return to Learn From Cancer

Discussed in [Board Policy 6286](#)

Tobacco Policy

Discussed in [Board Policy 1120](#)

Title I Parent and Family Engagement Policy

Discussed in [Board Policy 6410](#)

Title I Funds

Discussed in [Board Policy 3570](#)

Insufficient Funds

Discussed in [Board Policy 3580](#)

Board Minutes

Discussed in [Board Policy 9340](#)

Employee Conduct Regulations

Discussed in [Board Policy 4020 and 4020A](#)

Workplace Privacy Act

Discussed in [Board Policy 4027](#)

Option Enrollment

Discussed in [Board Policy 5006](#)

Student Discipline

Discussed in [Board Policy 5101](#) and [Board Policy 5105](#) for students with disabilities

Student Discipline Administrative Regulation

Discussed in Board Policy [5101AR](#)

Drug and Substance Use and Prevention

Discussed in [Board Policy 5104](#)

Internet Safety and Acceptable Use Policy

Discussed in [Board Policy 6800](#)

Self-Management of Asthma Anaphylaxis and Diabetes

Discussed in [Board Policy 6921 and 6921A](#)

Board Policies can be found at <https://www.pcsd.org/about-us/board-of-education/policies>.

STUDENT HANDBOOK: COVID SUPPLEMENT

Refer to district website for COVID protocols and updates: www.pcsd.org



2026-2027 CERTIFICATED STAFF HANDBOOK

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2026-2027 PLATTSMOUTH COMMUNITY SCHOOLS CERTIFICATED STAFF HANDBOOK

FOREWORD

Section 1 Intent of Handbook

Welcome to Plattsmouth Community Schools. This handbook is intended to be used by teachers and other certificated staff covered by the negotiated agreement to provide general information about the Plattsmouth Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations. References in this handbook to "teachers" are intended to apply to all certificated staff covered by the negotiated agreement.

Each certificated staff member is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Plattsmouth Community School District and the Plattsmouth Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school District policies, state and federal statutes and regulations, and the best interests of the District. This handbook will be in effect for the 2026-2027 and subsequent school years, unless replaced by a later edition.

Section 2 Information About Plattsmouth Community School District The first publicly funded school in Plattsmouth opened in 1857 with an enrollment of about 100 students. In 1861, the Territorial Commissioner of Education reported to the Legislature that, "Cass County has the most perfect school organization in the territory." The community has a long-standing tradition and expectation of educational excellence.

In 2026-2027, the District's PreK-12 enrollment was about 1,450 students. These students reside in a District that covers approximately 63 square miles. Students are served by an early childhood/Head Start center, K-4th grade elementary school program,

a 5th–8th grade middle school program, a 9th–12th grade high school program, Plattsmouth Universal Learning and Support (PLUS) Center, and the Plattsmouth Academic Curriculum and Equipment (PACE) Complex. The District also serves as the fiscal agent for the Cass County Head Start program, which addresses the needs of children from birth to school age.

The District employs approximately 120 teachers, eleven administrators, and approximately 100 support personnel, with a total budget of approximately 25 million dollars. The high school and elementary facilities were built in 1996 and the middle school was renovated in 1997. A career and technical education (CTE) center was added to the high school due passage of a bond issue in 2019.

Section 3 District Mission Statement

The mission of the Plattsmouth Community School District is to provide students with challenges and opportunities in a safe and caring environment, to enrich their lives, and to assist them to realize their potential and become responsible members of society. Specifically, we are **working together to achieve academic success, respectful behavior, and career readiness in a safe environment.**

The Plattsmouth Community School District will provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to be:

- ☐ Proficient in meeting the State's academic content standards and essential learning's as established by the Board of Education
- ☐ Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- ☐ Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- ☐ Qualified and competent administrative, teaching, paraprofessional, and operational staff

- ☐ Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above
- ☐ Comprehensive support programs and services that meet the diverse needs of students
- ☐ Safe, clean and supportive facilities and learning environments;
- ☐ Implementation of a curriculum that:

Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning's in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education

- ✓ Is appropriate for the developmental level of the students
- ✓ Addresses diverse learning needs
- ✓ Instills a passion for learning and the importance of life-long learning
 - ✓ Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information
 - ✓ Develops expected work ethics, as well as group participation and leadership skills
 - ✓ Incorporates character education and multicultural education, including respect for diversity
 - ✓ Provides for application of technology in all learning areas;
 - ✓ Provides access to advanced courses
 - ✓ Is organized in a schedule that is functional and meets student needs in all curriculum areas
 - ✓ Supportive learning environment which includes:
 - ✓ A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity
 - ✓ Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences
 - ✓ Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior

Section 4 Members of the Board of Education

Brian Harvey - President	
Max Muller - Vice President	Joe Woracek - Secretary
Amanda Timm - Treasurer	Tony Foster
Keri Gradoville	Jacqueline Miller Pearson
Jeremey Shuey	Ken Winters

Section 5 Administrative Staff and Other Supervisors/Directors

Name	Position
Dr. Richard E. Hasty	Superintendent
Dr. Amber Johnson	Director of Instructional Services
Amber Wright	Special Education Director
Dr. Tina Harvey	High School Principal
Kevin Tilson	High School Assistant Principal
Dan Oatman	Career Academy Coordinator
Luke Chadwell	High School Activities Director
John Campin	Middle School Principal
Claude Michel	Middle School Asst. Principal/ Activities Director
Shannon Honold	Elementary Principal
Troy Niehus	Elementary Assistant Principal
Juliana Beck	Early Childhood/Head Start Director
Chris Hudson	Business Manager
Tami Petri	Payroll Administrator
Emily Morlan	Data Manager/Admin. Ctr. Office Mgr.
Gene Konkler	Buildings and Grounds Director
Zach Schroeder	Systems Administrator

Plattsmouth Community Schools 2026-2027 Calendar

Revised: 4-13-2026

AUGUST 2026						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

SEPTEMBER 2026						
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OCTOBER 2026						
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NOVEMBER 2026						
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29	30					

DECEMBER 2026						
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27	28	29	30	31		

August

- 3-5 PD New Teachers
- 6-11 PD All Staff/No Students
- 12 First Day of School 1st-9th; PM Kind.
- 13 First Day of School for AM Kind., 10th-12th
- 12-17 Early Childhood Home Visits
- 18 First Day for Early Childhood

September

- 7 No School - Staff & Students
- 11 No School - Teacher PD

October

- 7 P/T Conferences: HS 5 -8 PM
- 13 P/T Conferences: ES/MS 4:30 PM-7:30 PM
- 14 End of 1st Qtr.= 44 student days, 51 teacher days
- 14 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 15 No Students - Teacher Planning
- 16 No School for Staff & Students- Teacher Comp. Day
- 19 No Students - PD for All Teachers

November

- 4 & 5 P-T Conferences: EC 4:30 PM-7:30 PM
- 6 P-T Conferences: EC: 8 AM-4 PM, No classes

- 25-27 No School for Staff & Students
- 30 No Students - Teacher Planning

December

- 17 End of 2nd qtr.= 39student days, 42 teacher days
- End of 1st semester= 83 student days and 93 teacher days=(Oct. 16 is a Comp. Day)

- 18 No Students - Teacher Planning
- 21-31 No School- Staff & Students

January

- 1 No School- Staff & Students
- 4 No Students-PD for All Teachers
- 5 First Day of Second Semester
- 18 No School for Staff & Students

February

- 12 No Students at EC
- 15 No Students-½ PD and ½ Planning for All Teachers
- 17 EC Home Visits 4:30 PM-7:30 PM
- 18 EC Home Visits 8 AM - 7:30 PM, No classes at EC
- 19 EC Home Visits 8 AM - 4 PM, No classes at EC

March

- 3 & 4 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 4 End of 3rd Qtr.= 41 student days, 45 teacher days

- 5 No Students - Teacher Planning
- 8-12 No School-Spring Break (Mar. 12 is a Comp. Day)
- 26, 29 No School - Staff & Students

- April 12 No Students - PD for All Teachers

May

- 5 & 6 PT Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 10 EC Comp. Day, No classes at EC
- 16 High School Graduation
- 20 End of 4th Qtr.= 46 student days, 48 teacher days
- End of 2nd Semester= 87 student days, 93 teacher days= (Mar. 12 is a Comp. Day)
- 21 ½ Day Teacher PD, ½ Teacher Planning
- 24-28 Inclement Weather Make-Up Days, if needed

JANUARY 2027						
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FEBRUARY 2027						
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28						

MARCH 2027						
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28	29	30	31			

APRIL 2027						
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MAY 2027						
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23	24	25	26	27	28	29
30	31					

	Professional Development (PD)- New Teachers	The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.
	Professional Development (PD)-All Teachers-No Students	
	Half Day - Students	
	Parent/Teacher Conferences	
	No School for Staff & Students	
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)	If necessary, the Board will revisit the calendar.
	Teacher Planning Day - No students	

EARLY CHILDHOOD SCHOOL SCHEDULE

Classes begin at 8:15 AM. School dismisses at 2:30 PM Monday through Friday.

ELEMENTARY SCHOOL SCHEDULE

Classes begin at 8:10 a.m. School dismisses at 3:20 pm. Early dismissals are at 2:20 PM.

MIDDLE SCHOOL SCHEDULE

Classes begin at 8:00 a.m. School dismisses at 3:30 p.m. Early dismissals are at 2:30 PM.

HIGH SCHOOL SCHEDULE

Classes begin at 8:05 a.m. School dismisses at 3:30 pm. Early dismissals are at 2:30 PM.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of finalization. Therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published in newsletters and/or on the District website. Some of our procedures and regulations may be altered as we work within the frameworks of our building, the new staff members, parent response, student input, as well as new Board of Education policy, and as State and Federal laws change. The teacher handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary.

Section 1 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will send a message via the district's instant messaging system (currently Infinite Campus). News media may also broadcast the information. DO NOT call the Principal or Superintendent to ask if there will be school. Their telephone lines need to be free for the decision-making process.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified, and parents will be notified via Infinite Campus. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Plattsmouth Community School District has a signal which, when activated, indicates the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for emergency responses in our safety plan. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 2 Contract Days

Teachers are contracted for 186 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Section 3 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days might not be credited as a contract day served. Make-up days might be scheduled by the administration during the contract year, as needed, to allow all teaching staff to serve the full number of contract days.

Article 2 – EQUAL OPPORTUNITY EMPLOYMENT, COMPENSATION, & BENEFITS

Section 1 Employment

It is the policy of Plattsmouth Community Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's

race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

A teacher is employed by Plattsmouth Community School District when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school District, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before the date designated in the notice. It is important for teachers to respond to the request to signify acceptance, as failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after June 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required, a teacher may be assigned "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the teacher and the District may agree upon or as set forth in the negotiated agreement. The extracurricular program of the school District is an integral part of the overall educational program of the school District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment is a part of the evaluation of the teacher's overall performance in the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment-related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively-bargained, negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the “negotiated agreement”) and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. The provisions of the negotiated agreement shall govern changes in a teacher’s placement on the salary schedule. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher’s placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments with payment beginning on or about September 18. Teachers will be paid on the 18th of the month or the last preceding school day if the 18th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher’s employment or upon fulfillment of the contract the teacher may, at the option of the Board, be paid all salary due in one lump sum. Teachers new to the District may elect to distribute their salary over thirteen equal installments, receiving their first payment on or about August 18.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned, and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation. All claims for reimbursements shall be pre-approved by administration and submitted for payment using proper District forms within 30 calendar days of occurrence.

Section 6 Extended Contract Pay

Extended contract pay for any teacher, beyond the number of contract days established by the Board of Education for the school year, shall be paid at 100 percent of schedule placement on a per diem basis for such teacher’s extended contract.

Section 7 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the District's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."

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

Section 8 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement

Reimbursement for authorized mileage will be paid to teachers that drive their own vehicles during their regularly scheduled working hours between two or more work sites, if a District vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The District is not liable for physical damage to employee vehicles. Staff members shall use district vehicles (and not personal vehicles) to transport students while performing duties as an employee of PCS.

The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request for such items should be made to the Principal.

Reimbursement for the purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the athletic director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose. Under no circumstances will alcoholic beverages be reimbursed. **(All claims for reimbursements shall be submitted using designated District reimbursement forms within 30 calendar**

days of occurrence.)

Section 10 403(b) Salary Reduction Agreements

The District will cooperate with any teacher who chooses to participate in an investment program under the Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District, and the vendor of the 403(b) Plan elected by the teacher is on the District's list of approved vendors and has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime

Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government that provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of 1 1/2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test.) An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to

meet a “salaried basis” test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves

Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave (Requests for leave are submitted through Frontline/AESOP which is located at www.pcsd.org. Staff will log in there and request a sub).

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill and is unable to work is to use Aesop and request a sub **before 6:00 a.m.** Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such an advance report of need for leave to the Principal as soon as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building Principal or to the immediate supervisor if the teacher is not assigned to the early childhood center, elementary, middle school or high school at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.

Return from Leave

Upon returning from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

Leave forms must be filed with the building Principal or immediate supervisor **prior to** taking planned leave. Unplanned leave forms must be filed with the building Principal or immediate supervisor within 48 hours of returning from leave. Failure to file the

appropriate forms is considered neglect of duty as it interferes with the accuracy of the payroll accounting system.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider or for a period of one week or more due to illness must present a written statement to the Principal or immediate supervisor from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator and the number of total contract days for the school years as the denominator (e.g., one day missed = $1/186$ of total salary and fringe benefits).

Section 3 Leaves of Absence

A teacher who has been employed by the District for four years may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A teacher granted leave of absence shall notify the Superintendent of intent to return or resign by March 1. All leaves of absence shall be without pay except for the payment of health insurance benefits required under applicable state or federal laws.

Section 4 Jury Duty

A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons that may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated like a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 5 Military Leave and Military Family Leave

Military leave and military family leave will be granted to the extent required by state and federal law. Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take military family leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Military family leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave. More information about military family leave is included in Appendix “C.”

Section 6 Family and Medical Leave Act

The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix “C” to this handbook. Some specifics regarding FMLA leave at Plattsmouth Community School District:

- a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.
- b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher’s employment position. The Board of Education recognizes that teachers’ responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day

but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees covered by the negotiated agreement who are assigned to a building are to spend eight hours and 15 minutes on site, inclusive of a lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours and 15 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, Principals, department heads and team leaders, except those meetings that are designated for optional attendance.

Section 2 Arrival to Duty Assignments

It is understood and agreed that the District shall determine the daily work schedule of instructional staff members. The workday may be varied as necessary by the District to meet the District's requirements. The normal workday shall consist of eight and one-fourth (8 1/4) hours and normally will be from 7:30 a.m. to 3:45 p.m. Staff members will confer with their principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupil's school day.

Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who

need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans that cover at least five days of advance instruction. The plans must be submitted to the Principal and kept in a plan book or folder. Please keep the plan book or folder, including lesson plans, class rosters, etc. in the top right hand drawer or corner of the teacher's desk. If that is not possible, the plan book or folder should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. The plan book or folder must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. See Appendix F for building specific lesson plan requirements.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student. Plattsmouth Community School District requires teachers to use Infinite campus to create and maintain these records. Teachers must print a paper copy backup of grades and attendance weekly. This record must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester
2. The name and date of entry for each student who enrolls after the semester opens
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals
4. A complete record of the attendance of each student enrolled showing A. Days on which the student was tardy
B. Days on which the student was absent, with a differentiation between excused and unexcused absences
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess and record grades frequently enough to readily and realistically justify the term and final grades reported to parents

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Confidentiality of student information

shall be maintained. Teachers will ensure that students or parents of students will not see the grade reports of classmates as teachers show students their grades during parent-teacher or student-teacher conferencing.

Because the entries in Infinite Campus constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to complete all student records on Infinite Campus at the close of the school year for filing in the permanent records. Any additional original entry records that a teacher may complete on a student such as assessment data, IEPs, 504 Plans, anecdotal behavioral observations, etc. that are required for permanent records must be turned in to the Principal at the close of the school year.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

2. Textbook and Room Inventory

All school purchased materials must be inventoried with the building Principal. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student to whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine as prescribed by District policies and procedures. Encourage students to put cover their books by the end of the first week after receiving them.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

4. Use of Teacher Associates

Teacher associates provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher associate must not, however, assume teaching responsibilities.

The teacher must maintain the role of leadership and responsibility for the students, with the teacher associate in a supportive role. Teacher associates may be used to assist the teacher by, among other tasks, assisting with

instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials and preparing bulletin boards. Teacher associates are to work only on their assigned workdays and within their assigned workday. If the teacher desires the associate to work hours other than the assigned work hours or assigned workday, contact the administration for prior approval.

5. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

6. Checking Out of Equipment

All equipment must be checked out through the building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without written permission of the Superintendent. If equipment use is granted, you will be responsible for repair or replacement of damage.

7. Requisition of Equipment and Supplies

Books and supplies needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should respond to emails requiring a response in a timely manner, but should not check or respond to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

9. Teacher MailBox

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.

10. Scheduled Meetings

ALL teachers are expected to be present for meetings, unless they are absent from school for good cause or have made prior arrangements with their Principal.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility of teachers and other adults. Teachers and other adults responsible for student supervision are expected to meet the four “P’s” for student supervision and safety.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students you are to be supervising are doing.
- If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- Be careful with touching students. Use of corporal punishment is prohibited at Plattsmouth Community School District. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- Be careful with your language. You shall not use profanity or abusive language. Be a good role model for students. If a student uses such language, you are expected to correct the student and take such

disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment - Conduct periodic inspections of equipment under your control or in your area of supervision.

- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign). Notify your principal and or your building maintenance person. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

3. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include: • student fight

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately

located, call 911 if the problem appears to be of immediate and serious concern

- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Administrators will perform searches of students or their belongings. If a staff member suspects a student is in possession of an item in violation of the law or school rules, the staff member shall contact an administrator. Do not use physical force to detain the student or to make the student accompany you, except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. **All staff members** are responsible for **all students** in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include, but are not limited to, students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations, rules and procedures. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one

copy to the students, post one copy in the room and provide one copy for the Principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting procedures and forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences. The consequence often includes an apology. You are expected to professionally accept the apology.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules that are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or

medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School District personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation that would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

- (a) Placed in a situation that endangers his or her life or physical or mental health;
- (b) Cruelly confined or cruelly punished
- (c) Deprived of necessary food, clothing, shelter, or care
- (d) Left unattended in a motor vehicle if such minor child is six years of age or younger
- (e) Sexually abused; or
- (f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions

Teachers are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern using the District's child abuse reporting forms. These forms are available in the Principal's office, the Superintendent's office and in each library's Board Policy book. Timeliness

in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services employees to interview the child during the school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Plattsmouth Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards, which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence

professional decisions.

D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

F. Shall not sexually harass students, parents or school patrons, employees, or board members.

G. Shall not have revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

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

A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view. B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

C. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety. D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student. E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

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

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

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices: The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is

responsible.

F. Shall permit no commercial or personal exploitation of his or her professional position.

G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

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

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all colleagues, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

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

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

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and the Superintendent by the next business day may be subject to disciplinary action up to and including termination.

Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

Section 6 Notification of Arrest, etc.

Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
 - iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of

employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

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

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify, as described herein, may subject the employee to disciplinary action, up to and including termination.

Section 7 Professional Attire

It is important for teachers to project a professional image to students, parents and coworkers. Appropriate attire and grooming project a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 8 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 9 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school District in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work related injury in order to comply with workers' compensation requirements.

Section 10 Code of Ethics Policy No. 8272

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy 8272 Code of Ethics.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Plattsmouth Community School District Board of Education is committed to providing a quality education for all Plattsmouth Community School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (special education students), students with other disabilities, which impact the educational program (504 students), and limited English proficient students (LEP or ELL students). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum maps, guides and materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement Grades and Grading.

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the District, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. GRADES

MUST BE RECORDED FOR ALL CURRICULAR AREAS.

Recording Grades. Each teacher shall record grades in Infinite Campus and print a paper copy backup weekly. A sufficient number of grades must be recorded in the grade book to justify all grades for each student.

Grading System. Teachers are to use the grading scales as described in Board Policy 5204. The Principal must approve any deviation from the approved grading system.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference that includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The Superintendent will not change the grades designated by teachers unilaterally, unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Plattsmouth Community School District at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents. Grades and credit are assigned on a mester (7 weeks), quarter (9 weeks) or semester basis (18 weeks). The grade reports are produced from information supplied by teachers and distributed to students at school, parents at parent-teacher conferences, or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the

grade report forms. The notes may call attention to deficiencies, faults, or failures, or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes that are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Continuous Progress Reports To Parents. Continuous progress reports are available to parents and students. In addition, progress reports may be mailed to all parents from time to time to accommodate households without easy access to the Internet and PowerSchool.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent Teacher Conferences are scheduled for each building, as noted on the 2026-2027 District Calendar. Teacher attendance at Parent-Teacher conferences is mandatory. The Superintendent or Principal may excuse a teacher from attendance at Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports, which include all student assignments, work or tests completed by students prior to five (5) days of the date of the Parent-Teacher conference.

Section 6 Special Education - See Policy No. 6600

Section 7 Return to Learn - See Policy No. 6286

Section 8 Academic Standards - See Policy No. 6212

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No. 6600 Special Education, Policy No. 6286 Return to Learn and Policy No. 6212 Academic Standards.

Section 9 Record Management Policy No. 3560

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No. 3560 Record Management.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace Policy No. 4009

Section 2 Alcohol and Drug Testing Policy No. 4009

Section 3 Smoke and Tobacco-Free Workplace Policy No. 4010

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No. 4009 Drug- Free Work place, Alcohol and Drug Testing. Policy No. 4010 Smoke and Tobacco-Free Workplace.

Section 4 Weapon-Free Workplace

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

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

- a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means
- b. The frame or receiver of any object described in the preceding example
- c. Any firearm muffler or silencer
- d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device
- e. Any bludgeon, club, metal knuckles, or throwing star
- f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement
- g. Any electronic device designed to discharge immobilizing levels

of electricity, commonly known as a stun gun

- h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in possession of mace or other similar chemical agents will be subject to disciplinary action.
- i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.
- j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 5 Use of District Computer Network and Internet

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

(3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

A. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the

District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

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7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation,

this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

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

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The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Plattsmouth Community Schools, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Plattsmouth Community Schools and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Plattsmouth Community Schools, any of its employees, or any institution providing network access to [Plattsmouth Community Schools responsible for the performance of the system or the content of any material accessed through it.

Section 6 Technology Safety Policy No. 6800

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read

Technology Safety Policy No. 6800.

Section 7 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning of the school year and during any weekend or evening usage.

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

Section 8 Care of School Property

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

Section 9 Use of Telephone

Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office.

Section 10 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to their workplace during instructional time in lieu of taking them to childcare.

Section 11 Volunteers

It is the desire of the Plattsmouth Community Schools to provide a safe environment for our students and staff. In order to ensure this, all individuals providing volunteer services to the District shall have a background check performed prior to volunteering. The intent of this policy is not to interfere or inhibit a parent's ability to observe their child in a classroom setting on an individual basis or meet with teachers or staff regarding their child's education or needs, but to ensure that reasonable steps are taken to provide a safe environment for our students and staff. For additional information, refer to Board Policy 1015.

Section 12 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the

Superintendent or designee. By law, the hours of no solicitation are between 8:00 a.m. and 4:00 p.m. on all days' school is in session. If you are required to be at work earlier than 8:00 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 13 Security of Desks and Lockers

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

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

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 14 Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to

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District property, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

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

Section 15 Bulletins and Announcements

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

Section 16 Copyright and Fair Use Policy

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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

Section 17 Lost and Found

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

Section 18 Personal Property

Plattsmouth Community School District is not responsible for personal property brought to school by any employee.

Section 19 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the president of the teacher's association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teacher's association representative of the safety committee, (2) contact the president of the teacher's association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices that teachers should follow include the following: 1.

- Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. No open e.g., candles
5. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
6. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
7. Do not use equipment if you are not familiar with it or operate machinery without proper training.
8. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
9. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
10. Wear seatbelts when in vehicles where provided.
11. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do

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

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

Use of Personal Vehicles

Teachers who drive school vehicles must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and shall be given instruction on emergency evacuation and first aid. **PCS employees should not transport students in their personal vehicles.** Teachers are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

Accidents

Every accident that results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Section 20 Safe Pupil Transportation Plan Policy No. 5506

Click [HERE](#) and read Policy No. 5506 Safe Pupil Transportation Plan.

Section 21 Fire drills and Crisis Plan Policy No. 6115 Click [HERE](#) and

read Policy No. 6115.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Anti-discrimination, Anti-harassment, and Anti-retaliation (Employees and

students) **A. Elimination of Discrimination.**

The Plattsmouth Community School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Plattsmouth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non discrimination policies:

Students: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org. Alternate/Designee: Amanda Wright, Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org. Alternate/Designee: Amanda Wright, Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Plattsmouth Community School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin,

religion, disability, age, sex, or other protected category, that is sufficiently serious

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to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

- a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
- b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

- a. Name-calling,
- b. Teasing or taunting,
- c. Insults, slurs, or derogatory names or remarks,
- d. Demeaning jokes,
- e. Inappropriate gestures,
- f. Graffiti or inappropriate written or electronic material,
- g. Visual displays, such as cartoons, posters, or electronic images, h. Threats or intimidating or hostile conduct,
- i. Physical acts of aggression, assault, or violence, or
- j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

- a. Unwelcome sexual advances or propositions,
- b. Requests or pressure for sexual favors,
- c. Comments about an individual's body, sexual activity, or sexual attractiveness,
- d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
- e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and

- sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
- f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
 - g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will

take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation (“discrimination”) to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is included in Appendix E and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):

Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential

discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant**. Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

- a. Providing the parties with the opportunity to present witnesses and provide evidence.
- b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
- c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if

applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

- d. A review of the evidence using a “preponderance of the evidence” standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

- a. A summary of the facts,
- b. An analysis of the appropriate legal standards applied to the specific facts,
- c. Findings regarding whether discrimination occurred, and d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the

decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Remedies:

If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and

mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

- a. Providing an escort to ensure the complainant can move safely between classes and activities.
- b. Ensuring the complainant and alleged harasser do not attend the same classes.
- c. Moving the alleged harasser to another school or work area within the District.
- d. Providing counseling services or reimbursement, if appropriate.
- e. Providing medical services or reimbursement, if appropriate.
- f. Providing academic support services, such as tutoring.
- g. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

- a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.
- b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.
- c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
- d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.
- e. Creating a committee of students or employees and District officials

- to identify strategies for ensuring that students and employees:
- i. Know the school's prohibition against discrimination, harassment, and retaliation.
 - ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
 - iii. Understand how and to whom to report any incidents of discrimination.
 - iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
 - v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
- f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.
- g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform

the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. Training:

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

- a. The current legal standards and compliance requirements of anti discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.
- b. The District's current anti-discrimination, anti-harassment, and anti retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.
- c. Identification of the District's designated compliance coordinators and their job responsibilities.
- d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the

District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

- e. Potential consequences for violating the District's anti discrimination, anti-harassment, and anti-retaliation policies, including discipline.
- f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.
- g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

- a. Coordinating efforts to comply with anti-discrimination, anti harassment, and anti-retaliation laws and regulations.
- b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti retaliation laws and regulations, including the training areas listed above.
- c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
- d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

- e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
- f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti retaliation standards and compliance requirements.
- g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
- h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
- i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
- j. Recommending changes to this policy and grievance procedure.
- k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. Preventive Measures:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials

(such as sexual violence), including a summary of the District's anti-discrimination, anti harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Section 2 Anti-Discrimination Policy No. 1200

Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No. 1200 and 1200A Anti Harassment.

Section 3 Equal Opportunity Policy 5401 Please go to <https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No. 5401 Equal Opportunity.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for

reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board Policy 5202z and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8 Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further, information about student privacy and the District's policies

with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and

related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students
2. Student surveys that involve “sensitive” matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to “opt-out” their child from the survey. Sensitive matters include:
 - a. Political affiliations or beliefs of the student or the student’s parents
 - b. Mental or psychological problems of the student or the student’s parent
 - c. Sexual behavior or attitudes
 - d. Illegal, anti-social, self-incriminating or demeaning behavior
 - e. Critical appraisals of other individuals with whom the student has close family relationships
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
 - g. Religious practices, affiliations, or beliefs of the students or the student’s parent
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term “instructional materials” does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

Plattsmouth Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.
2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.
3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.
4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.
6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family relationships;
- Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 10 Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. Bill Fitzpatrick, the Family School Liaison, serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information

It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 13 Employee Anti-discrimination Policy No. 4003 Please go to

<https://www.pcsd.org/about-us/board-of-education/policies> and read Policy No.

4003, 4003a and 4003b.

Appendix A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA ****

Introduction

You are receiving this notice because you have recently become covered under Plattsmouth Community School District health plan (the “Plan”). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan’s Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Dr. Richard E. Hasty, Superintendent, 1912 Old Highway 34, Plattsmouth, NE 68048 (402) 296-3361. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a “qualifying event.” Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a “qualified beneficiary.” A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse’s hours of employment are reduced;
3. Your spouse’s employment ends for any reason other than his or her gross misconduct; 4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee’s hours of employment are reduced;
3. The parent-employee’s employment ends for any reason other than his or her gross misconduct; 4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both); 5. The parents become divorced or legally separated; or

6. The child stops being eligible for coverage under the plan as a “dependent child.” Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee’s spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage

under the Plan. The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment

or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided. **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Appendix B
Fair Labor Standards Act Notice

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

\$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
www.dol.gov/agencies/whd



WH1088 REV 0423

Appendix C FMLA Notice

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR



WH1420 REV 04/23

Appendix D

Complaint Form-Discrimination, Harassment or Retaliation

The Plattsmouth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district. Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form.

Contact the applicable coordinator, if you have questions about filling out this form:

Students: Dr. Richard E. Hasty, Plattsmouth Community School District
Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE
68048, (402) 296-3361, rhasty@pcsd.org, Alternate/Designee: Amanda Wright,
Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-
3361, awright@pcsd.org.

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District
Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048,
(402) 296-3361, rhasty@pcsd.org, Alternate/Designee: Amanda Wright, Special Education
Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Name: _____ Date: _____

Description of the complaint:

(2) Names of any witnesses to the matter being complained about:

(3) Identify and attach any document supporting the complaint:

(4) Confidentiality: I ___ do ___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____ (5) Relief
requested (what I want done in response to this complaint):

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____ Received by: _____ Date: _____

Appendix E



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

6270A Out-of-State Field Trip Request Form
Plattsmouth Community Schools

Name of Requestor: <u>Lyke Chadwell</u>	Name of Group: <u>Marching Band</u>	Date: <u>7/6/86</u>
--	--	------------------------

Destination: <u>Vermillion, SD</u>	Departure Date: <u>10/17/86</u> Return Date: <u>10/17/86</u>
---------------------------------------	---

Purpose of Trip: <u>An educational competition where students</u> <u>will compete at a regional level in a dance and be</u> <u>judged by world class judges.</u>
--

Transportation Required: <u>3 school buses</u>	How Funded: ☒ District Funded ☐ Grant Funded ☐ Donation/Fundraiser ☐ Other Explain: _____
---	--

Sponsoring Body: <u>Hunter Holoubek</u>	Number of Staff in Attendance <u>5</u>
--	---

Number of Students Participating: <u>80 high school</u> <u>15 middle school</u>	Chaperones Required? ☐ Yes ☒ No If yes, how many? <u>Band parent association</u> <u>volunteers will attend</u>
---	--

Notes:
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6270A Out-of-State Field Trip Request Form
Plattsmouth Community Schools

Name of Requestor: <u>Luke Chadwell</u>	Name of Group: <u>Boys & Girls Wrestling</u>	Date: <u>7/6/26</u>
--	---	------------------------

Destination: <u>Council Bluffs, IA</u>	Departure Date: <u>12/11 & 12/12/26</u> Return Date: <u>12/11 & 12/12/26</u>
---	---

Purpose of Trip: <u>Wrestling tournament at the Mid-America Center.</u>

Transportation Required: <u>1 school bus</u>	How Funded: ☒ District Funded ☐ Grant Funded ☐ Donation/Fundraiser ☐ Other Explain: _____
---	--

Sponsoring Body: <u>Jerrold Nielsen & Jim Allen</u>	Number of Staff in Attendance <u>5</u>
--	---

Number of Students Participating: <u>35</u>	Chaperones Required? ☐ Yes ☒ No If yes, how many?
--	--

Notes: _____ _____ _____ _____ _____ _____ _____

6270A Out-of-State Field Trip Request Form
Plattsmouth Community Schools

Name of Requestor: <u>Luke Chadwell</u>	Name of Group: <u>Boys & Girls Basketball, Cheer, Dance</u>	Date: <u>7/6/26</u>
--	--	------------------------

Destination: <u>Council Bluffs, IA</u>	Departure Date: <u>12/19/26</u> Return Date: <u>12/19/26</u>
---	---

Purpose of Trip: <u>Basketball game at the Mid-America Center</u>

Transportation Required: <u>3 Activity buses</u> <u>2 SUV's</u>	How Funded: ☒ District Funded ☐ Grant Funded ☐ Donation/Fundraiser ☐ Other Explain: _____
---	--

Sponsoring Body: <u>Blake Adelman, John Boeck, Lily Roby, Jett Eggeert</u>	Number of Staff in Attendance <u>8</u>
---	---

Number of Students Participating: <u>48</u>	Chaperones Required? ☐ Yes ☒ No If yes, how many?
--	--

Notes: _____ _____ _____ _____ _____ _____ _____

6270A Out-of-State Field Trip Request Form
Plattsmouth Community Schools

Name of Requestor: Kelby Mayfield + Lily Roby	Name of Group: Cheer	Date:
--	-------------------------	-------

Destination: Orlando, FL	Departure Date: 12/29 ⁰⁸ 12/30 Return Date: 1/3/27
-----------------------------	---

Purpose of Trip: Cheer participation in the Varsity Citrus Bowl Half Time performance

Transportation Required: Flights to/from Orlando	How Funded: ☐ District Funded ☐ Grant Funded ☒ Donation/Fundraiser ☐ Other Explain: _____
--	--

Sponsoring Body: Kelby Mayfield + Lily Roby	Number of Staff in Attendance Lily Roby 3 Kelby Mayfield Jill Eggert
--	--

Number of Students Participating: 13	Chaperones Required? ☐ Yes ☒ No If yes, how many?
---	--

Notes: Parents and family members are invited to attend but are not required to go.
--

6270A Out-of-State Field Trip Request Form
Plattsmouth Community Schools

Name of Requestor: <u>Will Eggert (Dance team)</u>	Name of Group: <u>Dance Team</u>	Date:
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Destination: <u>Orlando, FL</u>	Departure Date: <u>12/24</u> or <u>12/30/26</u> Return Date: <u>1/3/27</u>
------------------------------------	---

Purpose of Trip: <u>(Citrus Bowl)</u> <u>Dance Team Participation in the Varsity Bowl Game -</u> <u>Half Time Performance</u>

Transportation Required: <u>Flights to + from Orlando</u>	How Funded: ☐ District Funded ☐ Grant Funded ☒ Donation/Fundraiser ☐ Other Explain: _____
--	--

Sponsoring Body: <u>Will Eggert</u>	Number of Staff in Attendance <u>Will Eggert</u> 3 <u>Kelby Mayfield</u>
--	---

Number of Students Participating: <u>12</u>	Chaperones Required? ☐ Yes ☒ No If yes, how many?
--	--

Notes: <u>A few parents might be in attendance as well -</u> <u>but they are not required to go.</u>
--



PLATTSMOUTH
EARLY CHILDHOOD

902 Main Street Plattsmouth, NE 68048
(402) 296-5250

Cass County Head Start
Juli Beck, Director



07CH012443

**Head Start/Early Head Start One-Time Supplemental Funds
Nutrition and Healthy Eating for Head Start Children and Families
For 01/01/2026 to 12/31/2026**

**Plattsmouth Community Schools/Cass County Head Start
Board of Education Approval**

The Plattsmouth Early Childhood Board of Education will be presented this Head Start/Early Head Start One-Time Supplemental Funds for Nutrition and Healthy Eating grant application for Fiscal Year 2026 at the Aug. 10th, 2026 BOE Meeting. This one time application will support new kitchen equipment for the Head Start building, providing a new Walk In Freezer, Commercial Grade Steamer, and Commercial Dishwasher Units. As well as provide for supplies and installation/delivery.

Funding Type	Head Start/Early Head Start
Equipment	\$95,000.00
Supplies/Delivery	\$5,000.00
Other: Installation	\$8,000.00
Total Grant Funding	\$108,000.00
Non Federal Share	\$27,000.00

Board of Education President

Date



NEBRASKA AGRICULTURE ACADEMY

SERVICES AND COST
UNOFFICIAL QUOTE

Prepared For :

Plattsmouth High School

2026-2027 School Year

1916 Old Hwy 34

Plattsmouth, NE 68048



Services Offered to Your School



Making Quality Remote Agriculture Education Accessible with Nebraska Certified Agriculture Teachers.

All courses focus on career pathways within agriculture. Based on your school needs, we will be offering the following curriculum and weekly lectures to your school:

- 2 Semesters of Welding 1
- 2 Semesters of Welding 2
- 1 year of Welding 3

But wait. That's not all! Here are additional services available to enhance the student and community experience:

- One-on-one mentorship meetings with the FFA Advisor (as-needed or monthly)
- In-Person Visits



OFFICIAL PAYMENT SCHEDULE

TUITION

\$25,500 due by Aug 10, 2026

\$25,500 due by Jan 12, 2027

IN-PERSON VISITS

\$402 - 4,020 due by Jan 12, 2027

\$402 - 4,020 due by Jun 1, 2027

TOTAL DUE AUG 10, 2026

\$25,500

TOTAL DUE JAN 12, 2027

\$25,902 - 29,520

TOTAL DUE JUN 1, 2027

\$402 - 4,020

GRAND TOTAL: \$51,804 - \$59,040

VARIES AS A RESULT OF AS NEEDED INVOICED SERVICES



**THE SIGNED CONTRACT IS DUE VIA EMAIL BY AUGUST 10, 2026. THE
FIRST PAYMENT IS DUE AS SOON AS POSSIBLE.**

Thank you,
Breann Zimmer
bzimmer@neagacademy.com

SERVICES AND COST

THE NON-NEGOTIABLE TUITION

All curriculum is created by a certified agriculture teacher, so you can have peace in knowing all content is created with experience, every lesson of the way! This cost includes the curriculum posted on Google Classroom, one day per week for live meetings, and as needed one-on-one meetings with students for guidance via Google Meet.

\$300 per student for quarter-long courses

\$600 per student for semester courses

\$1,200 per student for year-long courses

THE BREAKDOWN

Semester 1 Enrollment

Welding 1 | 19

Welding 2 | 6

Year-Long Enrollment

Welding 3 | 10

Semester 2 Enrollment

Welding 1 | 24

Welding 2 | 16

TUITION TOTAL: \$51,000

Once enrolled, students are not allowed to enter or exit the course.

SERVICES AND COST CONT.

THE NEGOTIABLES

FFA ADVISOR MENTORSHIP PROGRAM

This one hour meeting per month check-in service allows a designated space for your FFA Advisor to lean on one of our agriculture teachers for guidance and preparation. Our agriculture teachers provide best practices for planning and executing all things FFA. We understand that things get busy for first-time FFA advisors, so this service guarantees a monthly check-in meeting to help alleviate stress as they keep up with FFA events, contests, professional development opportunities, volunteering in the community, learn the agriculture experience tracker software, and lead chapter meetings as well as chapter contest preparation.

\$150 per hour

THE RECOMMENDED BREAKDOWN

1st Quarter July August September	3rd Quarter January February
2nd Quarter October November December	4th Quarter March April

MENTORSHIP TOTAL: \$1,500

IN-PERSON VISITS

To round out this experience, I highly encourage at least two in-person visits.

One in the fall, and one in the spring. During these visits, the students will experience interactive activities related to the curriculum they're learning, have one-on-one "coffee chats" with the instructor, receive guidance on agriculture-focused projects they're working on, and/or receive help entering their records on AET. This cost does not include any classroom consumables needed for the lessons. This will be an additional cost to be reimbursed to NAA.

\$402 per visit

THE RECOMMENDED BREAKDOWN

Aug - Welder Startup & Sub Training

Sept, Oct, Nov - Teaching in Lab

Dec - Lab Teaching & Machine Maintenance

Jan, Feb, Mar, April - Teaching in Lab

May - Lab Teaching and Machine Shut Down

IN-PERSON VISITS TOTAL: \$804 – \$8,040

There is a minimum of two and maximum of ten visits when signing up for our services.