

Board of Education Regular Meeting
Monday, July 12, 2021 5:30 PM
McKinley Education Center
301 West F Street
North Platte, NE 69103-1557

1. Roll Call
2. Posting of the Open Meetings Act
3. Pledge of Allegiance and Announcements
4. Communications
 - 4.1. Foundation Report
 - 4.2. Superintendent's Report
 - 4.3. Board Comments
 - 4.4. Committee Reports
 - 4.4.1. July 1, 2021, meeting of the Personnel, American Civic, Curriculum, Student Services and Communication subcommittee
 - 4.4.2. July 8, 2021, meeting of the Finance, Facilities, Operations and Legislation subcommittee
5. Consent Agenda
 - 5.1. Approve the agenda for the July 12, 2021, regular meeting of the Board of Education
 - 5.2. Approve the publication of the July 12, 2021 regular meeting of the Board of Education
 - 5.3. Approve the minutes of the June 14, 2021, regular meeting of the Board of Education
 - 5.4. Approve the minutes of the June 14, 2021, Bullying Hearing
 - 5.5. Approve the minutes of the June 14, 2021, American Civics Hearing

- 5.6. Approve the minutes of the June 14, 2021, Parent Involvement Hearing
- 5.7. Approve the minutes of the June 28, 2021 Board of Education Work Session
- 5.8. Approve the minutes of the July 1, 2021, meeting of the Personnel, American Civic, Curriculum Student Services and Communication subcommittee of the Board of Education
- 5.9. Approve the minutes of the July 8, 2021, meeting of the Finance, Facilities, Operations and Legislation subcommittee of the Board of Education
- 5.10. Approve #5002.2 Attendance Area Policy/Regulations
- 5.11. Approve 2021-2022 Student Handbook
- 5.12. Approve 2021-2022 NPHS Extracurricular Student Activities Handbook
- 5.13. Approve 2021-2022 Certified/Classified & Substitute Handbooks
- 5.14. Approve the teaching contract of Robert Wilson effective for the 2021-2022 school year
- 5.15. Approve the teaching contract of Shelby Dietz effective for the 2021-2022 school year
- 5.16. Approve the teaching contract of Megan Kelley effective for the 2021-2022 school year.
- 5.17. Approval of Financial Claims and Reports
6. Reports and Discussion Items
 - 6.1. Elementary Summer Extended Learning Update
 - 6.2. Hiring Update
 - 6.3. Monthly Financial & Budget Report
 - 6.4. Legislative Update
 - 6.5. Review Policies #2005, #3001, #3003, #3003.1, #3004.1, #3042, #3043, #5063 and #6036
 - 6.6. Review Policy #5003 Admission of part time students

6.7. Return to School Plan Update

6.8. August Back to School Schedule

7. Public Comment

8. Action Items

8.1. Request approval for North Platte Public Schools to co-op with Ogallala Public Schools for Swim and Dive for the next two years

9. Future Board Calendar

10. Adjournment

Board of Education Regular Meeting
McKinley Education Center
Monday, June 14, 2021 5:30 PM

1. Roll Call

All Present: Mark Nicholson, Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell and Angela Blaesi

2. Posting of the Open Meetings Act

3. Pledge of Allegiance and Announcements

4. Communications

4.1. Foundation Report

Superintendent Dr. Ron Hanson reported that Foundation Director Terri Burchell and Secondary Curriculum Director Vikki Carlson have been working on a Nebraska Youth Talent Initiative Grant. If the grant is received it will be used to help fund z-Space labs at Adams Middle School and the Great Plains Health Learning Lab.

4.2. Superintendent's Report

None

4.3. Board Comments

Matthew Pederson participated in the Activities Department five-year plan meeting recently and commented on the great turnout of parents, teachers, students and coaches who participated.

Angela Blaesi, who is involved with the Miss Nebraska organization, praised the custodial staff at the High School for their help at the recently held pageant.

Skip Altig reported that he enjoyed the year end video put together by NPHS students and staff to summarize the year.

4.4. Committee Reports

4.4.1. June 8, 2021, meeting of the Personnel, American Civic, Curriculum, Student Services and Communication subcommittee

Mark Nicholson reported on items discussed at this meeting which included American civics duties, policy approvals, personnel updates, student and staff handbooks as well as the NPPS strategic plan.

4.4.2. June 10, 2021, meeting of the Finance, Facilities, Operations and Legislation subcommittee

Ivan Mitchell reported on items discussed at this meeting which included the 2021-2022 budget, LB 644, construction, C.A.R.E.S. Acts, enrollment and architect services.

5. Consent Agenda

- 5.1. Approve the agenda for the June 14, 2021, regular meeting of the Board of Education
 - 5.2. Approve the publication of the June 14, 2021, regular meeting of the Board of Education
 - 5.3. Approve the minutes of the May 10, 2021, regular meeting of the Board of Education
 - 5.4. Approve the minutes of the May 24, 2021, North Platte Board of Education Work Session
 - 5.5. Approve the minutes of the June 8, 2021, meeting of the Personnel, American Civic, Curriculum Student Services and Communication subcommittee of the Board of Education
 - 5.6. Approve the minutes of the June 10, 2021, meeting of the Finance, Facilities, Operations and Legislation subcommittee of the Board of Education
 - 5.7. Release Ronee Watson from the previously approved teaching contract for 2021-2022 due to unforeseen family circumstances
 - 5.8. Approve the teaching contract of Amanda Page effective for the 2021-2022 school year
 - 5.9. Approve the teaching contract of Miranda Gerdes effective for the 2021-2022 school year
 - 5.10. Approve the teaching contract of Darci Holling effective for the 2021-2022 school year
 - 5.11. Approve the teaching contract of Danielle Callins effective for the 2021-2022 school year
 - 5.12. Approve the teaching contract of Shawna Gardner effective for the 2021-2022 school year
 - 5.13. Approve the teaching contract of Skye Story effective for the 2021-2022 school year.
 - 5.14. Accept the resignation of Sky Seery effective on or about May 19, 2021
 - 5.15. Approval of Financial Claims and Reports
- Motion by Matthew Pederson second by Jo Ann Lundgreen to approve the consent agenda as presented
- Yeas: Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell and Angela Blaes

6. Reports and Discussion Items

6.1. District Social Worker Impact/Future Plans

District Social Worker Grace Fletcher introduced herself to the Board and outlined the services currently provided to NPPS students as well as future plans to support the students of North Platte Public Schools. Matthew Pederson commented that a social worker for the District is needed and hopefully the planned interventions will help students to break the cycle.

6.2. Student Handbook

Student Services Director, Brandy Buscher presented the changes proposed for the student handbook which includes changes to rules for cell phone usage and memorials. Mrs. Buscher also noted that the handbook is primarily in digital format so that changes can be made as laws and guidelines change throughout the year.

6.3. NPHS Extracurricular Student Activities Handbook

Superintendent Hanson reported for Activities Director Jorden Cudney noting that this version of the Extracurricular Student Activities Handbook more clearly outlines the chain to report concerns by students or parents. This handbook will be brought back before the Board at the July meeting for final approval.

6.4. Proposal to co-op with Ogallala for Swim and Dive for the next two years

This inquiry was received about a year ago but COVID put it on hold until now. There is a family in Ogallala that has two swimmers that don't have access to a swimming program who are requesting to participate in the North Platte Public Schools swimming program. Tonight is the first read of this proposal with details to be completed and brought back to the Board next month. If the agreement is approved by the North Platte Public Schools Board of Education, Mr. Cudney will submit the agreement to the NSAA for approval. Matthew Pederson asked if there may be other co-op opportunities in the future. Superintendent Hanson stated he is open to any collaborative efforts that fall within the Title IX parameters.

6.5. K-12 District Curriculum Development Update

Curriculum Directors Vikki Carlson and Lyndsey Douglas reported that teaching staff is currently working on curriculum and the High Ability Learner (HAL) program. In addition, a new science curriculum has been adopted so the writing team received professional development to familiarize themselves with the content and will work on a detailed plan to implement changes with all staff next year. Mrs. Carlson reported that secondary level staff are currently working on essential content guides for Math, Social Studies, Language Arts, Science and World Language. Mrs. Carlson commented on the first draft of the Nebraska Department of Education health standards for which NDE has received a lot of contact from patrons across the state. Mrs. Carlson also noted passage by the Nebraska legislature of a financial literacy graduation requirement. This will be imbedded in the NPPS curriculum as part of the graduation requirements by December 2024. Ivan Mitchell praised the state for the financial literacy requirement.

6.6. Staffing Update

Human Resources Director, Kevin Mills, reported that he would like to add an additional social worker position to NPPS staff in the future. Mr. Mills reported that he started hiring certified staff for the 2021-2022 school year back in December and has completed hiring as of today with the exception of a High School Library Media Specialist and a High School Journalism teacher. He noted that a plan to work around those two open positions has been made by High School administration should the positions remain open in the upcoming school year. Mr. Mills noted that he is currently recruiting for paraprofessionals to fill nine to twelve positions for the 2021-2022 school year and expects more paraprofessional openings due to summer resignations.

6.7. Certified, Classified & Substitute Handbooks

Director Mills presented drafts of the Certified/Classified Employee Handbook and the Substitute Teacher Handbook. These handbooks will be brought before the Board for final approval next month.

6.8. Attendance Area Policy/Regulations

Director Mills noted that a procedure of Request to Attends (RTA) for parents who want to transfer their students between elementary schools has been practiced but there was no policy officially adopted to govern the procedure. Superintendent Hanson noted that on the recommendation of Board members this policy was drafted to back up the RTA practice. This could impact the ability of students that register late to attend their neighborhood school.

Matthew Pederson noted that it is important for staffing assignments and best use of resources to place students early. Ivan Mitchell commented that he feels the District has done a great job of accommodating families and is hopeful for a proactive approach with the potential growth in the community.

6.9. Monthly Financial & Budget Report

Executive Director of Finance, Stuart Simpson, presented the monthly financial report and summarized its connection to the District strategic plan. He went on to note that there are outstanding grant receivables of about 1 million dollars. The District has received May tax collections from Lincoln County but noted that overall tax collections are still less than expected. He noted August 30th at 5:30 will be the Budget Hearing and Property Tax Request. He explained that there could be upcoming disbursements from three C.A.R.E.S. Acts of approximately 9.2 million dollars. The plan for those potential expenditures will be outlined to include air ventilation in the school buildings and submitted to the Federal Government for approval.

6.10. Legislative Update

Executive Director of Finance, Stuart Simpson, reported that LB644 – Adopt the Property Tax Request Act, change dates relating to tax levies and change provisions relating to property tax refunds has passed. He noted that the expense of notifying patrons of a meeting and the financial impact will fall primarily on Lincoln County and will be implemented in the 2022-2023 school year.

7. Public Comment

Jennifer Thomas – 1302 Hackberry Rd. – expressed her concerns regarding the Nebraska Department of Education proposed health standards.

Katie Pinkerton - 701 Stewart Avenue – also expressed her concerns regarding the Nebraska Department of Education proposed health standards.

8. Action Items

8.1. Request Approval of Roof Bids

Administration is requesting approval to install new roofing membranes at Jefferson, McKinley and Osgood as part of the regular building upkeep maintenance cycle at a total cost of \$155,192.00.

Motion by Ivan Mitchell second by Angela Blasei to approve the roof repairs as presented.

Yeas: Skip Altig, Jo Ann Lundgreen, Ivan Mitchell, Angela Blasei, Mark Nicholson and Matthew Pederson

9. Future Board Calendar

Future Board professional development opportunities were discussed.

10. Adjournment

Motion by Angela Blasei second by Matthew Pederson to adjourn this regular meeting of the North Platte Board of Education at 6:46 p.m.

Yeas: Jo Ann Lundgreen, Ivan Mitchell, Angela Blaesi, Mark Nicholson, Matthew Pederson and Skip Altig

President, Skip Altig

Secretary, Matthew Pederson

Draft

Bullying Policy Hearing

McKinley Education Center
301 West F Street
North Platte, NE 69103-1557

Monday, June 14, 2021 5:30 PM

1. Roll Call

All present: Mark Nicholson, Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell and Angela Blaes

2. Bullying Policy #5415 Hearing

There were no recommended changes to #5415 Anti-Bullying Policy

3. Public Comment

There was no public comment.

4. Adjournment

Motion by Ivan Mitchell second by Matthew Pederson to adjourn the bullying policy hearing of the North Plate Public Schools at 5:34 p.m.

Yeas: Angela Blaes, Mark Nicholson, Matthew Pederson, Skip Altig, Jo Ann Lundgreen and

President, Skip Altig

Secretary, Matthew Pederson
Ivan Mitchell

American Civics Hearing

McKinley Education Center
301 West F Street
North Platte, NE 69103-1557

Monday, June 14, 2021 5:30 PM

1. Roll Call

All Present: Mark Nicholson, Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell and Angela Blaesi

2. American Civics Hearing

Members of the Board have reviewed the duties of the American Civics Committee and verified requirements are being met.

3. Public Comment

There was no public comment.

4. Adjournment

Motion by Matthew Pederson second by Mark Nicholson to adjourn the North Platte Public Schools American Civics Hearing at 5:31 p.m.

Yeas: Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell, Angela Blaesi and Mark Nicholson

President, Skip Altig

Secretary, Matthew Pederson

Parent Involvement Policy Hearing
McKinley Education Center
301 West F Street
North Platte, NE 69103-1557
Monday, June 14, 2021 5:30 PM

1. Roll Call

All Present: Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell, Angela Blaesi and Mark Nicholson

2. Parent Involvement

There are no recommended changes to Policy 6400 - Parent Involvement or Policy 6410 - Parent Involvement - Title 1

3. Public Comment

No Public Comment

4. Adjournment

Motion by Mark Nicholson seconded by Angela Blaesi to adjourn the Parent Involvement Policy Hearing of North Platte Public Schools at 5:32 p.m.

Yeas: Jo Ann Lundgreen, Ivan Mitchell, Angela Blaesi, Mark Nicholson, Matthew Pederson and Skip Altig

President, Skip Altig

Secretary, Matthew Pederson

Board of Education Work Session

McKinley Education Center
Monday, June 28, 2021 10:00 AM

1. Roll Call

Present: Ivan Mitchell, Mark Nicholson, Matthew Pederson, Skip Altig and Jo Ann Lundgreen

Absent: Angela Blaesi

Motion by Matthew Pederson seconded by Ivan Mitchell to excuse Angela Blaesi from this Board of Education work session.

Yeas: Mark Nicholson, Matthew Pederson, Skip Altig, Jo Ann Lundgreen and Ivan Mitchell

2. Strategic Plan Review

North Platte Public Schools Board of Education members, along with members of District administration, discussed progress, modifications and future goals of the North Platte Public School District Strategic Plan.

Board Secretary Matthew Pederson left at 10:31 a.m. and returned at 11:00 a.m.

3. Adjournment

Motion by Matthew Pederson seconded by Ivan Mitchell to adjourn the Board of Education work session at 1:20 p.m.

Yeas: Matthew Pederson, Skip Altig, Jo Ann Lundgreen, Ivan Mitchell and Mark Nicholson

Absent: Angela Blaesi

Board of Education Personnel, American Civic, Curriculum Student Services and Communication Subcommittee –7/01/2021 Summary

Topic	Summary/Discussion
Participants	Skip Altig, Mark Nicholson, Angela Blaes, Stuart Simpson, Ron Hanson
Board Policy Approval	NPPS District is updating all Board Policies. The District will be switching to KSB Policy Services – scheduled completion August 2021. The Subcommittee reviewed the KSB 5003 .
Personnel Updates	NO REPORT
Student Handbook & Staff Handbook & Extracurricular Handbooks	Ron Hanson reminded the Subcommittee that both the student, staff, and extracurricular handbooks will be approved via consent agenda a the July Board of Education Meeting.
Adjourned	Meeting adjourned at 10:13

Finance/Communication Subcommittee Meeting

7-8-21 Summary

Topic	Summary/Discussion
Present	Matt Pedersen, Stuart Simpson, JoAnn Lundgreen
2021-2022 Budget	The Budget and Tax Hearing will be August 30, 2021 at 5:30. We are watching valuations, we received preliminary numbers that are lower than anticipated. Strategic Plan Goal 5
LB 644 and Next Year's Budget Process	Current legislation requires us to have a budget and tax hearing on a different night than the regular board meeting. Strategic Plan Goal 2
Valuations	Reviewed the valuations from the county. Preliminary numbers appear to be low. Strategic Plan Goal 5
Preliminary Facility Information	Looked at age of facilities and max capacity for each building and current enrollment. Looked at options to get students into the District. Strategic Plan Goal 6
ESSERS (ARP)	Nebraska schools will consider using ESSER III funds to support students most impacted by COVID 19 disruptions. Strategic Plan Goal 5
Adjournment	8:45 am

School Attendance Area Policy 5002.2 **Proposal**

School Attendance Areas

The North Platte Board of Education shall establish elementary, middle school and high school attendance areas.

Students who reside within the North Platte Public Schools district boundaries should attend at the school designated by the Board of Education to serve the attendance area within which the student resides.

Exceptions for students to attend other than the assigned school.

The Superintendent of Schools is authorized to assign certain students or groups of students to centers outside their attendance area when necessary to (1) balance building utilization, (2) provide the program required to meet the needs of students, (3) accommodate parents who have provided acceptable justification for change, or (4) balance student enrollment patterns.

Prior to the opening of school, parents will be notified of attendance areas. Communication between parents and school staff should precede any change in an assigned attendance area.

Exceptions for students to attend other than the assigned school may be made through the '**Request to Attend**' process issued by the Human Resource Department on the basis of criteria established by the North Platte Board of Education.

Parents who wish to have their child attend a school other than their home school must submit a written request to the Office of the Superintendent of Schools. All requests will be reviewed by the appropriate central office administrator and the appropriate principal(s). No more than one Request to Transfer may be submitted for each level, i.e. elementary, middle school or high school unless the family relocates or extenuating circumstances arise.

Students may receive mandatory assignment to an attendance area other than his/her home school in accordance with the policy, rules and regulations relative to student control and discipline. Parents are responsible for the transportation of students reassigned due to parental request or mandatory reassignment due to student control and discipline problems.

Adopted on: _____

Reviewed on: **June 8, 2021 - BoE Subcommittee**

Developed on: June 2021

Legal Notes:

SPED/504/ESEA/ESSA (from KSB)

- IDEA
 - “Neighborhood school” is dictated by board policy
 - As long as assignment after deadline for new families into the district is done without consideration of disability, shouldn’t be a discrimination issue
 - IEP teams will determine ultimate placement
 - Choices for serving students: in neighborhood school with on-site services; in another assigned school where services are available; transport student to services based on school assigned; staff travel to provide services at assigned school
- 504
 - Placement decisions made by team knowledgeable about student and disability
 - No strict “neighborhood school” requirement for LRE
 - Assignment made by generally applicable rules can be changed by 504 team, or can transport students and/or staff to serve if necessary
- ESEA/ESSA
 - Homeless (McKinney Vento)
 - Must allow child to continue attending “school of origin” or to enroll in the attendance area where other children living there attend
 - The term "school of origin" means “the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool”
 - In this context, “school” is different from “local education agency” and so “school of origin” or “school...in the attendance area in which the child lives [while homeless]” means the building not the school district
 - Will have 2 options if a child becomes homeless while at one of NPPS’s attendance centers or moves into one of NPPS’s attendance centers while homeless
 - LEA must continue child’s enrollment in “school of origin” if parents/guardians elect to continue that enrollment, even if they relocate to a different attendance area
 - LEA must “(ii) enroll the child or youth in any public school that nonhomeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.”
 - This will require an exception within the policy allowing students to keep attending their building of residence
 - However, we CAN say that homeless youth who move into a new attendance area after that school is “closed” will enroll in another district

based on the policy; this is because other children living in that attendance area who are similarly situated are also not “eligible to attend” if the attendance area is closed. In other words, a new family who moves in the same day as a homeless youth moves in are both excluded from attending within the attendance area if that school is closed to new enrollees

- Awaiting or in foster placement (ESSA/Fostering Connections Act)
 - Must continue child’s enrollment in school of origin (with transportation) unless the educational factors indicate continuity of attendance is not in the child’s best interest:

“(B) by not later than 1 year after the date of enactment of the Every Student Succeeds Act, develop and implement clear written procedures governing how transportation to maintain children in foster care in their school of origin when in their best interest will be provided, arranged, and funded for the duration of the time in foster care, which procedures shall—

“(i) ensure that children in foster care needing transportation to the school of origin will promptly receive transportation in a cost-effective manner and in accordance with section 475(4)(A) of the Social Security Act (42 U.S.C. 675(4)(A)); and

“(ii) ensure that, if there are additional costs incurred in providing transportation to maintain children in foster care in their schools of origin, the local educational agency will provide transportation to the school of origin if—

“(I) the local child welfare agency agrees to reimburse the local educational agency for the cost of such transportation;

“(II) the local educational agency agrees to pay for the cost of such transportation; or

“(III) the local educational agency and the local child welfare agency agree to share the cost of such transportation; and

- If a current student is warded, awaiting foster placement, or placed in a foster care placement within NPPS, the student must be permitted to continue attending within the school of origin
- If a non-student is placed within foster care within NPPS’s district, 2 things may happen (like homeless):
 - The child may continue attending the school of origin (at the former resident school district) with transportation provided
 - DHHS may determine it is in the child’s best interest to enroll in the school district in which the foster home is located,
 - However, attendance center is determined by board policy; DHHS may say that a former Hershey student placed in foster care in NPPS should attend NPPS, but your board policy will dictate the school that child will attend

Intent of Handbook

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

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

Notice of Nondiscrimination

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

Name: Brandy Buscher
Title: Student Services Director
Address: 301 West F Street
Telephone: 308-530-0503
E-mail: bbuscher@nppsd.org

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

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

Reporting Bullying

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district's anonymous platform See and Send to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

Cell Phones and Other Electronic Devices

Students may not use cell phones or other electronic devices while at school, except as permitted in this handbook.

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

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

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

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

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

Child Abuse and Neglect

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

Memorials

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

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

Head Lice

Option A

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

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

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

OUR PURPOSE IS TO PREPARE STUDENTS
TO BE PRODUCTIVE, RESPONSIBLE CITIZENS
IN A SAFE, CARING, SUPPORTIVE
LEARNING ENVIRONMENT



GREATNESS

An aerial photograph of a football stadium. The field is green with "NORTH PLATTE" written in blue on the end zones. The stadium is surrounded by bleachers and parking lots. The word "GREATNESS" is overlaid in large, semi-transparent white letters across the top and right sides of the image.

WE ARE

NP**PS**

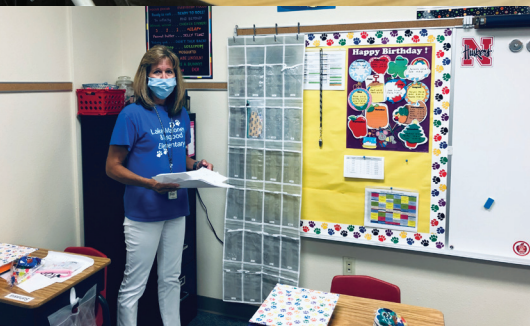
PARENT DISTRICT HANDBOOK
2021-2022

301 West F Street • 308-535-7100 • www.npsd.org

COMMUNICATE - CONNECT - COMMIT



NPPS



2021-2022 NPPSD School Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
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August 2021						
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September 2021						
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October 2021						
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31						

November 2021						
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14	15	16	17	18	19	20
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28	29	30				

December 2021						
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26	27	28	29	30	31	

July	
4th	Independence Day Recognized On The 5th
26th	AdCo - All District Admin

August	
5-6, 9th	New Teachers Report
10-13	All Teachers Report (PD)
13	Para's Report
16th	First Day K-8th, 9th
17th	First Day 10th-12th
	Student K-9 (12); 10-12 (11); Staff (16)

September	
6th	No School - Holiday
17th	No School - Professional Learning
	Days: Student (20); Staff (21)

October	
14th	End of 1st Quarter
15th	No School - Professional Learning
18th	2nd Quarter Begins
21-22	K-12 Parent/Teacher Conferences. NO SCHOOL K-12
	Q1: Student K-9 (42); 10-12 (41); Staff (48)
	Q2: Student K-12 (8); Staff (10)

November	
12th	No School - Professional Learning
24th-26th	No School - Holiday
	Days: Student (18); Staff (19)

December	
21st	End of 2nd Quarter
22nd	No School - Professional Learning
23-31	No School - Holiday
	Days: Student (15); Staff (16)
	Q2: Student K-12 (41); Staff (45)
	1st Semester: K-9 (83) 10-12 (82); Staff (93)

January	
3rd-4th	No School - Holiday
5th	Start of 3rd Quarter
17th	No School - Professional Learning
	Days: Student (18); Staff (19)

February	
18th	No School - Professional Learning
25th	No School
	Days: Student (18); Staff (19)

March	
4th	No School
9th	End of 3rd Quarter
10th	No School - Professional Learning
11th	No School
14th	Begin 4th Quarter
17-18	K-12 Parent/Teacher Conferences. NO SCHOOL K-12
	Q3: Student K-12 (42); Staff (45)
	Q4: Student K-12 (12); Staff (14)

April	
14th-18th	No School - Holiday
19th	No School - Professional Learning
	Days: Student (17); Staff (18)

May	
15th	Graduation
19th	Student's Last Day
20th	No School - Professional Learning
23-25	Possible Snow Days
	Days: Student (14); Staff (15)
	Q4: Student (43); Staff (47)
	2nd Semester: Students (85); Staff (92)
	2021-2022: Student 168 days; Staff 185 days

June	
3rd	AdCo - All District Admin

January 2022						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Tu	W	Th	F	Sa	Su	M
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Color Code						
No School - Professional Learning						
Quarter Start or End						
Parent/ Teacher Conferences						
No School - Holiday						

Purpose

Welcome

Dear Students and Parents:

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

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

There are several forms at the end of this handbook that you must read, sign, and return no later than 8/30/21.

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

Sincerely,

Ron Hanson

Dr. Ron Hanson
Superintendent
North Platte Public Schools

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INTENT OF HANDBOOK

This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information for North Platte Public Schools. Please take some time to read through the handbook with your child and keep it in a convenient location for future reference. We hope you will find this information helpful as questions arise during the school year.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-inclusive communication tool but district handbook on consistent guidance 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. 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.

www.childfind.ne.gov

Working Together to Improve Education for Children & Young Adults with Disabilities

All children with disabilities residing in North Platte Public Schools, including children with disabilities who are homeless children or wards of the state and children with disabilities attending nonpublic schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are to be identified, located, and evaluated and a practical method is to be developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

For infants and toddlers, North Platte Public Schools shall demonstrate targeted efforts to meet the needs of children from historically under served populations, particularly minority, low-income, inner-city and rural populations, and children with disabilities who are wards of the state.

The Childfind requirements apply to highly mobile children with disabilities (such as migrant and homeless children) and to children under the age of three who are involved in a substantiated case of child abuse or neglect or who are identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure.

The Childfind efforts will be made for children who are suspected of being a child with a disability and in need of special education, even though they are advancing from grade to grade.

For Birth to age 3 concerns call the Early Development Network at 308-696-3370.

For concerns ages 3-21 call Peggy Romshek, Special Ed Director at 308-696-3317.



Board of Education

The North Platte Public School Board of Education (BOE) is an elected Board and enjoys an excellent reputation for unselfish service to the community. School Board members tackle the enormous job of governing the school district while preserving the core of our democratic values.

The Board is responsible for establishing policies under which the school system operates while acting within the framework of Nebraska and federal laws while still being responsible for the unique needs of the community. As citizen leaders, individual school board members face complex and demanding challenges as they contribute hundreds of hours each year leading our district.

QR Code for School Board Meetings and Agendas.



QR Code for School Board Policies.



Board of Education Biographies



Skip Altig

Board of Education President, Ward 1

Skip has been a member of the Board since April 2015. He graduated from St. Patrick High School in North Platte in 1972. He received an Associate of Arts degree from North Platte Junior College in 1974. He received a Bachelor of Arts degree in Speech and Theater from Kearney State College in 1976 and a Master of Arts degree from Kearney State College (Speech and Theater) in 1988. Skip taught speech, debate, and drama at North Platte High School for 36 years, retiring in 2013. He has been married to his wife Susan, also a retired teacher since 1977. They have two sons, Van and Kurt, both graduates of North Platte High School. They have three grandchildren.



Jo Ann Lundgreen

Board of Education Vice President, Ward 2

Jo Ann Lundgreen joined the Board of Education in January of 2015. She serves as Board liaison to the North Platte Public Schools Foundation.

Jo Ann was raised in Montana until her family moved to North Platte the summer before her sophomore year. She graduated from North Platte High School in 1993. She went on to graduate from Southern Utah University with a degree in Communications

Board of Education *(continued)*



Matthew Pederson

Board of Education Secretary, Ward 3

Matthew Pederson joined the North Platte Board of Education in January 2017. He is a proud alum of North Platte Public Schools, having attended K-12 at NPPSD and graduating from NPHS in 2006. After graduation, he attended the University of Nebraska-Lincoln and graduated in 2010 with a B.S. in Secondary Education with endorsements in History and Political Science. Matt continued his education at the University of Nebraska College of Law where he graduated with a J.D. in 2013. During law school, he served as a substitute teacher for Lincoln Public Schools and coached soccer at Lincoln High School. In 2013, Matt returned to North Platte and joined the law firm of Pederson and Troshynski where he practices in a wide variety of legal areas. Since returning to North Platte, he has been involved with Mid Plains United Way, Sunrise Rotary, North Platte Community Playhouse, NPHS Mock Trial, and Community Connections Mentoring. Matt is married to Lindsey, who practices dentistry in North Platte.



Ivan Mitchell

Board of Education Member, Ward 1

Ivan Mitchell joined the North Platte Board of Education in January 2017. Ivan was born in San Diego, California and grew up in Salt Lake City, UT. He relocated to North Platte in 2015 with his family of seven. All five of his children attend North Platte Public Schools.

He is the Chief Operating Officer at Great Plains Health. Prior to relocating to North Platte he served on the school board of the North Star Public Schools, and was the CEO of Towner County Medical Center in Cando, North Dakota. Ivan obtained a Master's Degree in Public and Healthcare Administration (MPA/MHA) from the University of Utah in Salt Lake City, and a Bachelor's of Science in Nuclear Medicine.



Angela Blaes

Board of Education Member, Ward 2

Angela Blaes joined the North Platte board of education in January of 2021. She was born and raised in North Platte. She graduated North Platte High School in 1996. She is the proud single mother of 3. She has been an involved and active parent throughout her children's years in the North Platte Public School System.

Angela owns and operates a state-licensed in-home childcare. She currently has the only Step Up to Quality rated childcare in North Platte. She has just received her Child Development Associate Credential and is continuing her education through Mid Plains Community College.

Angela is a member of the Miss Nebraska Board of Directors and runs the Little Sister Program. She is a member of Bethel Evangelical Free Church. She has been a Girl Scout leader, Sunday School Teacher, and soccer coach throughout the years. She is involved with North Platte's Communities for Kids, Rooted in Relationships, and hopes to help the children of North Platte continue to receive a quality education.



Mark Nicholson

Board of Education Member, Ward 3

Board of Education Member, Ward Mark joined the school board in January of 2019. He grew up in southern Nebraska between the small towns of Lebanon and Wilsonville. He attended Chadron State College and received a BA in history with a minor in political science in 2004. From there, he attended the University of Nebraska-Lincoln where he received a master's degree in history in 2006.

He began working for the Union Pacific railroad in spring of 2007 where he has been active in his local chapter of the NCFO/SEIU. He has served as a committeeman and secretary of the union. He has made his home here in North Platte since 2007 and married his wife Heather in 2017. Together, they have been active in local community and political groups.

District Personnel



Dr. Ron Hanson
Superintendent



Stuart Simpson
*Executive Director of Finance,
Facilities, and Operations*

McKinley Education Center
301 West F Street | POB 1557
North Platte, NE 69103
308.535.7100

“Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.”

-Margaret Meade

Directors



Kevin Mills
Human Resources Director
McKinley
(308)535-7100



Brandy Buscher
Student Services Director
McKinley
(308)535-7100



Vikki Carlson
Director of Secondary
Teaching and Learning
McKinley
(308)535-7100



Lori Colburn
Facilities Director
Maintenance Office
(308)535-3590



Brian Tegtmeier
Technology Director
McKinley
(308)535-7100



Carrie Lienemann
KIDS Klub Director
Jefferson Modular Office
(308)696-3360



Peggy Romshek
Special Education Director
McKinley
(308)535-7100



Trent Benjamin
Elementary Teaching and
Learning
McKinley
(308)535-7100



Tina Smith
Communications Director
McKinley
(308)696-3305

North Platte Public Schools Strategic Plan

North Platte Public Schools is dedicated to providing the highest quality education to each North Platte student from pre-K through grade 12. It is essential to involve the ideas of both school personnel and community constituency. With that emphasis, North Platte School District developed a strategic plan that will guide our district/ school improvement work. The following priority areas have been identified using data North Platte School District's continuous improvement process; staff, student, parent and patrons' surveys; and Nebraska AQuESTT resources were used to identify areas that have greatest impact the effectiveness and efficiencies of a school district. AQuESTT - Accountability for a Quality Education System, Today and Tomorrow aligns some regulatory requirements under the umbrella of quality, accountability, and school improvement.

ThoughtExchange community survey is administered in the fall. The purpose of the engagement was to seek out student, staff, family and community feedback in order to understand perceptions related to school and district operations. The district leadership team analyzed the data and aligned the areas of improvement with the current NP Strategic Plan.

To achieve our purpose, careful analysis of our current work, and mutual planning for our future effort is critical. It is essential to involve the ideas of both school personnel and community constituency. With that emphasis, North Platte School District has developed a strategic plan that will guide and carry our school improvement work.

The results of the Strategic Plan work are a blueprint for North Platte Public School District's future which will guide the work of school personnel and be measured by fulfillment of the action plans, staff participation, and student improvements. Goal monitoring will be presented to the Board bi-annually, and presented to the public on the district website.

Goal 1: The North Platte School District maintains and communicates at all levels of the district a purpose and direction for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning that prepares all students for successful transition.

Goal 2: The North Platte School District provides the governance and leadership that promotes and supports its purpose and direction; student performance, and system effectiveness.

Goal 3: The North Platte School District provides a rigorous, relevant, and coherent curriculum and programs delivered by high quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success for all students.

Goal 4: The North Platte School District will utilize best practices to recruit, hire, mentor, retain, and develop qualified certified and non-certified staff in all schools that support its purpose and direction to ensure success for all students.

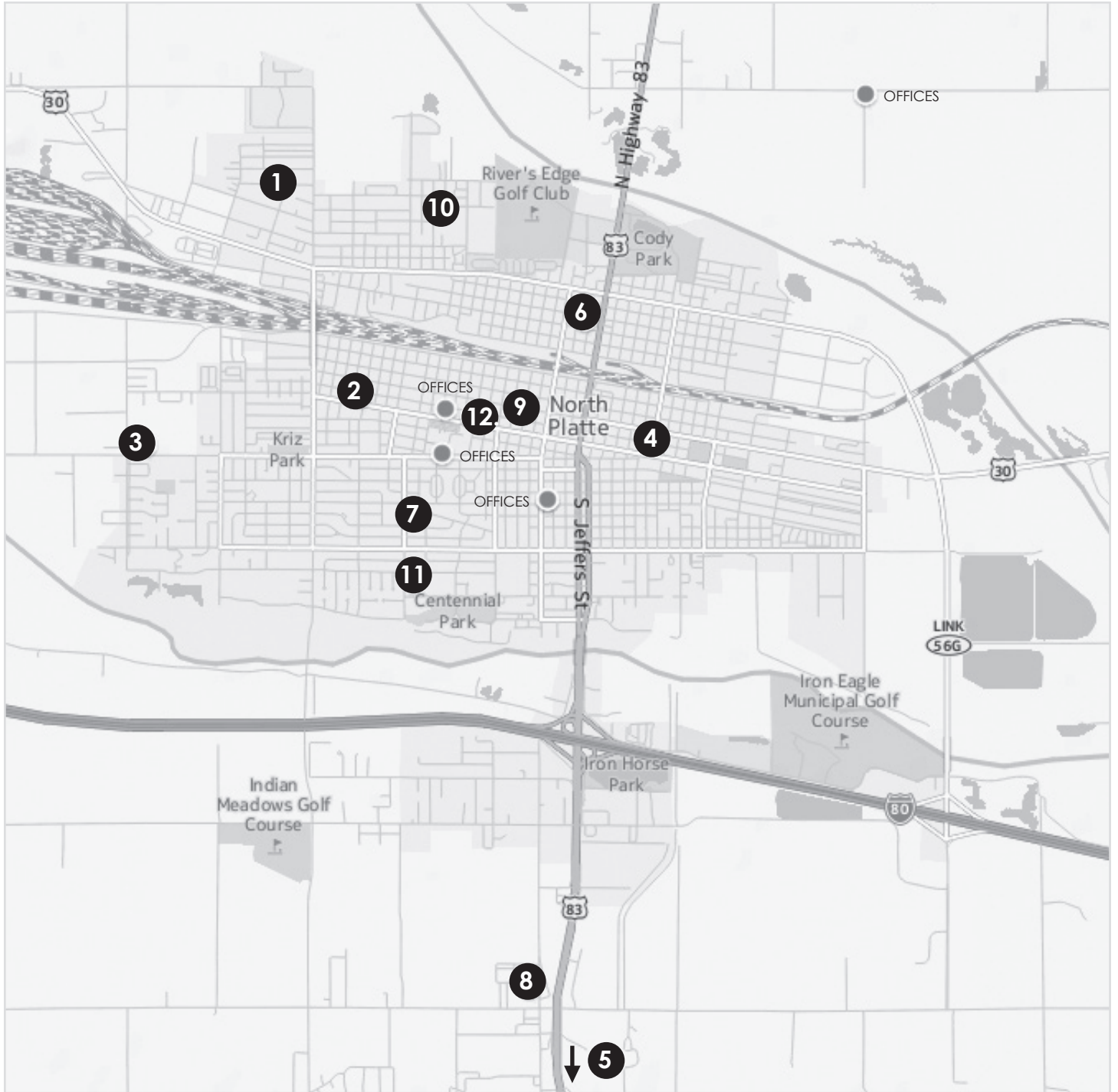
Goal 5: The district demonstrates strategic resource management that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate levels of funding and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

Goal 6: The North Platte School District provides safe, healthy, and efficiently operated facilities; and manages resources in all schools that support its purpose and direction to ensure success for all students.

Goal 7: The North Platte School District provides an effective communication process at all levels of the organization and to the community that promotes and reflects its purpose, values and beliefs about teaching and learning and the system's effectiveness to ensure success for all students.

Goal 8: The North Platte School District plans, develops, and creates classroom environments where students engage in collaborative, inquiry-based learning, facilitated by educators who are able to use technology to transform knowledge and skills into solutions, new information, and products – technology is used to amplified and accelerate learning facilitated by interaction with the digital world.

School Location Map

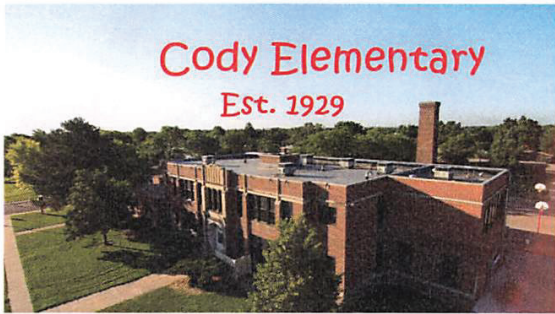


SCHOOLS:

- | | | |
|-----------------------------------|----------------------------|------------------------------|
| 1. Buffalo Early Childhood Center | 5. Lake Maloney Elementary | 10. Madison Middle School |
| 2. Cody Elementary | 6. Lincoln Elementary | 11. Adams Middle School |
| 3. Eisenhower Elementary | 7. McDonald Elementary | 12. North Platte High School |
| 4. Jefferson Elementary | 8. Osgood Elementary | |
| | 9. Washington Elementary | |



Cody Elementary



2000 West 2nd, North Platte, NE 69101
Telephone: (308) 535-7132
Fax: (308) 535-5364

First Bell/ Breakfast in Classroom: 7:55am
Start Time/ Tardy Bell: 8:05am
Dismissal: 3:20pm

How to Connect to Cody



Twitter: @np_cody
Facebook: Cody Panthers or @CodyPanthers
School Website: www.nppsd.org

Daily Announcements - Cody 5th graders help with daily announcements. We will be posting daily announcements for the week.

Monthly Newsletter - Parents will have access to a monthly newsletter that shares important dates and reminders. It will be shared through a parent email list and through social media.

Cody PACT Group - Cody has a strong parent organization. They plan monthly family events. Their fundraising efforts help improve the school for our students. Check them out on Facebook!



What if my child is going to be gone from school, who do I call?

Call Cody at 535-7132 prior to the start of school day. North Platte Public Schools may require medical documentation if there is multiple absences.

Does Cody have universal Breakfast and Lunch?

Yes! Cody offers free breakfast and lunch to all students. We are also fortunate to be provide an afternoon snack to all students.

Does Cody have an afterschool program?

Yes, Cody has Kids Klub Afterschool Program until 6:00pm. Participants must be signed up prior to attending. Director: Carrie Lienemann-clienemann@nppsd.org
Phone: (308) 696-3360

Welcome to Cody Elementary!

Cody has over 90 years of providing quality education to students in North Platte. We are excited to have your students join our school. Our teachers and staff focus their efforts on providing a learning environment where all students show improvement.

We are honored to serve the students and families in their educational journey.

Feel free to reach out with any questions to Principal Dr. Tami Eshleman at teshleman@nppsd.org anytime.



Cody Elementary is a Title I School. All teachers and paraprofessionals meet the professional qualifications as required by Federal Law. Parents have the right to request credentials of staff.



Welcome to Jefferson Elementary

Jefferson Elementary 700 East 3rd, North Platte, NE 69101

School Hours: 8:00am to 3:20pm



Home of the Jefferson Jaguars!

Principal: Mr. Jeff Ellsworth

Email: jellsworth@nppsd.org



Administrative Assistant: Mrs. Elizabeth Buhlke

Email: ebuhlke@nppsd.org



Counselor: Mrs. Kara Hahn

Email: khahn@nppsd.org



Phone: 308-535-7136 Fax: 308-535-5366

School Hours/Absence Procedure

School begins at 8:00am and ends at 3:20pm.

Please call the Jefferson Office when you know your child is going to be gone from school. We ask that you provide medical documentation when you go to a doctors appointment.

Follow us on Facebook!

Jefferson Elementary Facebook:

<https://www.facebook.com/jefferson-elementary-378697635994999>

PTO- Parent Teacher Organization

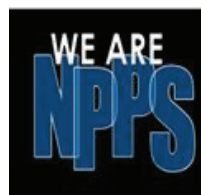
Co-Presidents: Randa Musil and Emily Hasenhauer

Email: jeffersonelementary@ymail.com

Facebook: @JeffersonPTONP

For additional information, please visit the district website, www.nppsd.org

Jefferson offers free breakfast, lunch and an afternoon snack to all students.



Kids Klub Contact Information

Director - Carrie Lienemann

Phone: 308-696-3360

Fax: 308-535-5300

Jefferson has Kids Klub Afterschool Program until 6:00pm.

Participants must be signed up prior to attending.

Jefferson Elementary is a Title I School. All teachers and paraprofessionals meet the professional qualifications as required by Federal Law. Parents have the right to request credentials of staff.

LINCOLN ELEMENTARY



ADMINISTRATOR

DANESA FLECK

dfleck@nppsd.org



200 W 9TH STREET
NORTH PLATTE, NE
(308) 535-7138
FAX: (308) 535-5367



Lincoln Elementary serves over 300 students in kindergarten through fifth grade. We work hard to provide the best education for our students while striving to meet our district's purpose to prepare students to be productive, responsible, citizens in a safe, caring, supportive learning environment.

School Hours/Absence guidelines

School begins at 8:00 and ends at 3:20. Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

KIDS Klub Contact Information

Director - Carrie Lienemann

FAX: 308-535-5300

Phone: 308-696-3360

Parent Teacher Organization

President Jenny Martin bambi4evr@yahoo.com

Co-President Cassy Smith cassys216@gmail.com



<https://www.nppsd.org/o/lincoln>

LINCOLN FACEBOOK PAGE

<https://www.facebook.com/North-Platte-Lincoln-Lions-665683280108829/>

SCHOOL CONTACTS

Admin assistance:

Lauressa Gillock

lgillock@nppsd.org

School Counselor:

Reva Siegel

rsiegel@nppsd.org

EISENHOWER ELEMENTARY



ADMINISTRATOR

BRAD LACHAPELLE
blachapelle@nppsd.org



3900 WEST A STREET
NORTH PLATTE, NE
(308) 535-7134
FAX: (308) 535-5365



Eisenhower Elementary serves over 200 students in kindergarten through fifth grade. We work hard to provide the best education for our students while striving to meet our district's purpose to prepare students to be productive, responsible, citizens in a safe, caring, supportive learning environment.

School Hours/Absence guidelines

School begins at 8:00 and ends at 3:20. Parents who know in advance that a student will be absent must call the school or send a written note at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

KIDS Klub Contact Information

Director - Carrie Lienemann
FAX: 308-535-5300
Phone: 308-696-3360

Parent Teacher Organization

President Anne Marie Baker
nfdmedic75@yahoo.com
Visit the PTO Facebook Page:
Eisenhower Elementary PTO



<https://www.nppsd.org/vnews/display.v/SEC/Eisenhower%20Elementary>

EISENHOWER FACEBOOK PAGE

@IKEaglesNP

<https://www.facebook.com/IKEaglesNP>

SCHOOL CONTACTS

Administrative Assistant:

Kay Wright
kwright@nppsd.org

School Counselor:

Kelsey Cahill
kcahill@nppsd.org



Washington Wildcats



ADMINISTRATOR

HARMONI WAGNER

hwagner@nppsd.org



600 WEST 3RD STREET
NORTH PLATTE, NE
(308) 535-7142
FAX: (308) 535-5370



Washington Elementary
School Website

<https://www.nppsd.org/vnews/display.v/SEC/Washington%20Elementary>

Washington Elementary Facebook
@NPWashingtonwildcats

<https://www.facebook.com/NPWashingtonwildcats/>

Washington Elementary serves over 220 students in preschool through fifth grade. We work hard to provide the best education for our students while striving to meet our district's purpose to prepare students to be productive, responsible, citizens in a safe, caring, supportive learning environment.

School Hours

School begins at 8:00 and ends at 3:20

Absence guidelines

Parents who know in advance that a student will be absent are asked to call the school or send a written note at the earliest possible date. When a student is absent for reasons that can be anticipated, please call or leave a message stating the reason for the absence.

Free Breakfast and Lunch

Free breakfast and lunch are available to all students, as well as an afternoon snack

KIDS Klub Afterschool Program

Kids Klub is available until 6pm for students who have previously registered.

Director - Carrie Lienemann

cleinemann@nppsd.org

Phone: 308-696-3360

SCHOOL CONTACTS

Administrative Assistant

Britni Walz

bwalz@nppsd.org

School Counselor:

Victoria Simmons

vsimmons@nppsd.org

MCDONALD ELEMENTARY HOME OF THE MUSTANGS!



ADMINISTRATOR

Kim Flanders

kflander@nppsd.org

601 MCDONALD ROAD
NORTH PLATTE, NE
(308) 535-7140

FAX: (308) 535-5368



McDonald Elementary serves approximately 230 students in Kindergarten through Fifth Grade.

We embrace the conviction that ALL students can learn and succeed. Our mission is alive and well each and every day as we prepare students to be productive, responsible citizens in a safe, caring, supportive learning environment.

School Hours/Absence Guidelines

School begins at 8:00 and ends at 3:20. Please call the school prior to 8:00 a.m. if your child is unable to attend school for the day. Medical documentation may be required for multiple absences.

After School KIDS Klub Program

Contact Information

Director - Carrie Lienemann

308-696-3360



McDonald's FACEBOOK
PAGE

[@McDonaldElem](https://www.facebook.com/McDonaldElem)

PARENT TEACHER ORGANIZATION

President: Lindee Miller

mcdonald@mustangpto@gmail.com

Lake Maloney Elementary



Lake Maloney Elementary
848 East Correction Line Road
North Platte, NE. (308)-532-9392 Fax
(308)-534-4371

Walking Club starts at 7:15 a.m.
Breakfast in Classroom: 7:35-8:00 a.m.
Start Time: 8:05am
Dismissal: 3:20pm

How to Connect to Lake

School Website: www.nppsd.org

Facebook:

<https://www.facebook.com/lake.osgood.cool.cats>

Monthly Newsletter - Parents will have access to a monthly newsletter that shares important dates and reminders. It will be shared through a parent email list and through social media.

Lake Parent Group - Lake has a strong parent organization. They plan family events throughout the school year. Their fundraising efforts help improve the school for our students. Check us out @Lake Osgood Cool Cats.

We are the Lake Wildcats!



What if my child is going to be gone from school, who do I call?

Call Lake at 532-9392 prior to the start of school day.

North Platte Public Schools may require medical documentation if there are multiple absences.

Does Lake have an afterschool program?

Yes, Lake has Kids Klub Afterschool Program until 6:00pm.

Participants must be signed up prior to attending.

Director: Carrie

Lienemann-clienemann@nppsd.org

Phone: (308) 696-3360

Welcome to Lake Elementary!

We are excited to have your students join our school. Our teachers and staff focus their efforts on providing a learning environment where all students show improvement.

We are honored to serve the students and families in their educational journey.

Feel free to reach out with any questions to Principal Chris Vieyra at cvieyra@nppsd.org anytime.

Madison Middle School

1400 North Madison Avenue
308-535-7126-Phone / 308-535-5303-Fax
School Hours: 7:50-3:07



Welcome to Madison Middle School. The school averages between 300-350 students per year. We utilize a MTSS (multi-tiered system of supports) to improve student learning daily. We offer our students many opportunities to assist in their whole development including physical, social-emotional, and cognitive development. We have a motto of character counts. With this, we strive to nurture skills in citizenship, trustworthiness, respect, responsibility, fairness, caring, and leadership within our students to help them develop a firm foundation and to become contributing individuals in whatever direction their future takes. Our staff continues to work hard to ensure academic success through the use of a rigorous curriculum; enhanced by the use of technology to help all students succeed in learning. We are honored to serve the students and families in their educational journey. We also have various clubs that will be available. Announcements for these are made at the beginning of the year and or as they take place. We also have elections for Student Council. Like us on Facebook-Madison Middle School.

Bell Schedule

7:50-8:14	Drive
8:17-9:06	1st Period
9:09 -9:58	2nd Period
10:01 -10:50	3rd Period
10:53-11:44	4th Period
11:47 - 12:17	5th Period (White team Lunch)
12:20 - 12:50	6th Period (Blue team Lunch)
12:53 -1:23	7th Period (Gold team Lunch)
1:26-2:15	8th Period
2:18 - 3:07	9th Period

*Breakfast is served 7:40-7:50 a.m.

*School Starts at 7:50 a.m.

*Dismissal is at 3:07 p.m.

Supervision

Students who are dropped off in the morning before 7:30 will be outside unsupervised. Please dress appropriately. Supervisors are on duty at 7:30. At the end of the day, supervisors are on duty until 3:25 then students are left outside unsupervised. Please be prompt when picking up your child.



Adams Middle School
1200 South McDonald Road
(308)535-7112 phone
(308)535-5309 fax



James Ayres-Principal
jayres@nppsd.org



Brett Joneson- Asst. Principal/AD
bjoneson@nppsd.org

Office

- Jennifer Schlager-Guidance Counselor- jschlager@nppsd.org
- Rochelle Krull-Guidance Counselor- rkrull@nppsd.org
- Jill Dolan-Attendance/Activities Secretary- jdolan@nppsd.org
- Kristi Wever-Principal's Secretary- kwever@nppsd.org
- Susan Petersen-Counselor's Office Secretary- spetersen@nppsd.org

Important Dates/Times

- 8:15 start time; 3:26 end time (supervision begins at 7:45 and ends at 3:45)
- 7:50 bus pick up at Madison for 7th & 8th graders.

REMINDER-All 7th graders must have a physical and tetanus shot before entering 7th grade according to Nebraska State Law. 7th graders participating in sports must have a physical after May 1st to be valid.

Important Places

- West side of building-7th grade entrance
- South side of building-8th grade entrance

Breakfast

- Free for everyone
- Breakfast will be served from 7:45-8:10

Lunch

- Hot lunch- Turn money in by 10 am (in Main Office)
- Snack Bar
- 30 minute lunch

Daily Schedule

- DRIVE/IE-homeroom
- 4 Core Classes
- 2 Exploratory Classes
- Team Study/IE
- Lunch- 30 minutes

Communication

- Website-nppsd.org
 - Monthly Newsletter
 - Teacher email/websites
 - Daily Announcements and other news
 - Handbook
- Adams Facebook Page-@AdamsMiddles School NP
- School Messenger
- Parent-Teacher Conferences

School Supplies

- Lists available in the fall (on Website)
- Student Agenda – provided by school
- Combination lock for hallway locker
- PE Clothes – lock for PE locker provided by school

Attendance

- Please call 308-535-7112 ext.1 before 10 a.m. if a student will be absent.
- If a student leaves during the school day a parent must come in and sign them out.

**North Platte High School
Home of the Bulldogs**

1220 West 2nd St.
North Platte, NE 69101
Phone # 308-535-7105
Office Hours
7:30 a.m. - 4:30 p.m (4:00 on Friday)

Administration



Scott Siegel
Principal
ssiegel@nppsd.org



Micah Fisher
Associate Principal
mfisher@nppsd.org



Nick Miller
Associate Principal
nmiller@nppsd.org



Jordan Cudney
Activities Director
jcudney@nppsd.org

Office Manager

Mark Vahle
mvahle@nppsd.org

Attendance Manager

Colleen Ashburn
cashburn@nppsd.org

Administrative Assistant

Cheryl Hall
chehall@nppsd.org

Administrative Assistant

Abigail Persinger
apersinger@nppsd.org

Activities Admin. Assistant

Laurie Streeter
lstreeter@nppsd.org

**Bell Schedule (M, T, Th, F)
3:25 Dismissal**

Bulldog Time: 8:05a.m.-8:35 a.m.
Block 1: 8:40 a.m.-10:10 a.m.
Block 2: 10:15 a.m.-11:45 a.m.
Block 3: 11:50 a.m.-1:50 p.m.
A Lunch 11:50 a.m.-12:20 p.m.
B Lunch 12:20 p.m.-12:50 p.m.
C Lunch 12:50 p.m.-1:20 p.m.
D Lunch 1:20 p.m.-1:50 p.m.
Block 4: 1:55 p.m.- 3:25 p.m.

**Wednesday Bell Schedule
2:20 Dismissal**

No Bulldog Time
Block 1: 8:05 a.m.-9:25 a.m.
Block 2: 9:30 a.m.-10:50 a.m.
Block 3: 10:55 a.m.-12:55 p.m.
A Lunch 10:55 a.m.-11:25 a.m.
B Lunch 11:25 a.m.-11:55 a.m.
C Lunch 11:55 a.m.-12:25 p.m.
D Lunch 12:25 p.m.-12:55 p.m.
Block 4: 1:00 p.m.- 2:20 p.m.

School Resource Officer

Jeremiah Johnson
jejohnson@nppsd.org

School Nurses

Jacque Allison
jallison@nppsd.org

Chelsea Worth
cworth@nppsd.org

Multimedia Specialist

Sky Seery
sseery@nppsd.org

Teammates

Adam Reed
areed@nppsd.org

NPHS School Counselors

Teresa Schumacher
Administrative Assistant
tschumacher@nppsd.org

Susan Horne
shorne@nppsd.org

Matt Kaminski
mkaminski@nppsd.org

Jolene Petura
jpettera@nppsd.org

Brianna Quiroz
bquiroz@nppsd.org

Teaching Staff

Contact information and biographies for NPHS Teachers can be accessed by using the following QR Code.



NPHS Activities & Clubs

Information about NPHS-Sponsored clubs and activities, coaches, and sponsors, can be found by using the following QR Code.



Weather & Emergency Closing Procedures

Building or weather conditions may necessitate a change in the normal hours school is in session. The decision to close schools, delay starting times, or dismiss early is made by the superintendent. School closing information will be announced via the school district's phone messaging system and by the following local radio stations:

RADIO STATIONS	TV STATIONS
KX104 FM	KNOP Channel 2
KELN 97 FM	NTV Channel 6
KOGA 99.7 FM	KNPL 10
KODY 1240 AM	
KJLT 94.9 FM	
970 AM	

School Closing

If a decision is made to close schools, the announcement will be made by the local radio stations and KNOP by approximately 7:00 a.m. The decision not to have school is made by the superintendent after he made the following contacts, when appropriate:

1. The City Street department to check the street conditions in the city
2. The school maintenance staff to determine if they can manage snow removal in the immediate areas of the schools and school entries
3. The area station of the National Weather Service for an estimate of the length and severity of the storm or cold weather.

Delayed Starting Time

In some cases, it is advisable to delay the starting times to allow more time for snow removal. Announcements to this effect will be carried by local stations by approximately 7:00 a.m.

Early Dismissal

Sometimes weather worsens during school hours, making it advisable to dismiss students before regular dismissal time. It shall be the philosophy of the district to avoid early dismissal if at all possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the information will be announced by the local radio stations. Parents will be asked to pick up their children as soon as possible.

In the event school is dismissed early due to the weather all schools will follow these procedures:

1. Students will remain with their teacher until a parent or guardian comes to the office to pick them up. This is for the safety of our students.
2. Parents will need to be patient in picking up students as the traffic will be hectic outside of school.
3. If a parent is having someone else pick up their child, then a phone call should be made to the school office indicating who that person is. No child will be released to someone other than a parent/guardian unless the school has been notified. This is for the safety of our children.

The final decision as to whether a child should attend school or stay at home is the responsibility of the parents.



Grading and Reporting

The purpose of North Platte School District’s grading and reporting is to ensure achievement grades are consistent, accurate, meaningful, and supportive/timely for all students. These procedures and practices will be articulated to all stakeholders as framework for the implementation of the District’s grading philosophy, which is consistent with educational best practices and all other aspects of the district’s teaching and learning practices. Consistent and effective use of these grading practices is directly dependent on the quality of formative and summative assessments teachers use on a regular basis to measure learning. In addition, these practices do provide some flexibility because effective grading practices must be implemented by teachers based on both a body of evidence and professional determination grounded in the best outcome for students.

Consistent	The same student work, completed in two different classrooms, should receive the same grade
Accurate	Grades are based solely on achievement, which means other factors like attendance, behavior, attitude, timeliness, compliance are not used to calculate an academic grade.
Meaningful	Grading practices should be so clear that students should be able to tell teachers and/or parents what grade they have received, even before the teacher calculates it.
Supportive/ Timely	Feedback to students is supportive & timely so that students can actually use that feedback immediately to improve their performance on tests, projects, and assignments.

Guiding Practice 1:

Grades will reflect achievement of the District’s course/grade level standards, concepts, and indicators.(what students know and are able to do).

Guiding Practice 2:

Grades will reflect agreed upon performance standards.

Guiding Practice 3:

Educators will report grades based solely on achievement (what students know and are able to do) of course/grade level standards.

Guiding Practice 4:

Educators will provide students multiple opportunities to demonstrate proficiency with assessments FOR learning (formative) and assessments OF learning (summative).

Guiding Practice 5:

Grading practices will support student motivation to learn.

Guiding Practice 6:

Families are a partner in the education of their student and should be communicated with on an ongoing basis.

*The IEP or 504 team will identify any specific accommodations in grading and reporting that apply to the child. Students on alternative assessment do not have to take common formative and common summative assessments.

The North Platte Public School District utilizes a 0-4 scoring system to calculate grades in both the formative category and the summative category. Percentages, if used, are converted to the 0-4 point grade calculation and recorded appropriately in the gradebook. For example, if a student scores an 87% on a formative or summative assessment, a 3.5 would be recorded in Infinite Campus Gradebook. 0-4 rubric grading is also supported by this scale. This conversion is then calculated to a proficiency level in elementary and a grade point average and letter grade in secondary.

Letter	%-Percentage	Point	GPA	Proficiency Levels
A	90-100%	4	3.51-4.0	Exceeds
B+	85-89%	3.5	3.25-3.5	Proficient
B	80-84%	3	3.0-3.24	Proficient
C+	75-79%	2.5	2.5-2.99	Developing
C	70-74%	2	2.0-2.49	Developing
D+	65-69%	1.5	1.5-1.99	Beginning
D	60-64%	1	1.0-1.49	Beginning
F	50-59%	0	0.0-.99	Beginning

Attendance Policy

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

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

Discontinuing Enrollment – 5 Year Old Students

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

Attendance Officer

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

Rights of Custodial and Non-Custodial Parents

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

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

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order. The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request unless it has been denied by the courts.

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

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

Excessive Absenteeism

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

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

Planned absences

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

Students are obligated to:

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

Parents are obligated to:

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

Safety and Security



Officer Johnson started his career in the US Air Force and was stationed with the 78th Security Forces. He returned to his home in Nebraska and became a Nebraska State Trooper. While with NSP, Johnson served in Traffic Services, Narcotic s Investigation, the Patrol Service Dog Division and the BRAVO SWAT Team. Officer Johnson joined the North Platte PD and is the school district's School Resource Officer. His office is located at North Platte High School, but he is often in all schools throughout the district.

North Platte Public Schools strives to provide a safe, caring, supportive learning environment. In an effort to meet the needs of our students and community a safety committee has been established. The Safety Committee is made up of community stakeholders willing to serve on the Committee. Representatives from the community serving on the Safety Committee include: parents, law enforcement, local first responder professionals, teachers, administrators, mental health professionals, custodians, school nurses, local emergency managers, IT managers, and school transportation personnel.

Student Services Coordinator Brandy Buscher serves as our Student Services Coordinator. She serves as our liaison to community agencies and law enforcement. She works with our building administrators in coordinating services to students and families in crisis. Brandy is also our Homeless Liaison for students and families. A major responsibility of Brandy is to oversee district attendance. She is responsible for our Dare to Go Five Below attendance incentive program. Brandy coordinates our Backpack program serving over 300 students and our NPHS Food Pantry. If you or your student is in need of any of these services contact Mrs. Buscher at (308) 535-7100.

Homeless Children and Youth

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

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

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

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is Brandy Buscher, who may be contacted at (308)535-7100.



IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance





Question	Brief Answer
What does PBIS stand for?	<p>"PBIS" is short for Positive Behavioral Intervention and Supports. This language comes directly from the 1997 reauthorization of the Individuals with Disabilities Education Act (IDEA).</p> <p>PBIS is based on principles of applied behavior analysis and the prevention approach and values of positive behavior support.</p>
What is PBIS?	<p>PBIS is a framework or approach for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.</p> <p>PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. .</p> <p>PBIS supports the success of ALL students.</p>
What are PBIS "systems?"	<p>PBIS emphasizes the establishment of organizational supports or systems that give school personnel capacity to use effective interventions accurately and successfully at the school, district, and state levels.</p>
What does PBIS have to do with school discipline and classroom management?	<p>Effective classroom management and preventive school discipline are essential for supporting teaching and learning.</p> <p>PBIS goes further by emphasizing that classroom management and preventive school discipline must be integrated and working together with effective academic instruction in a positive and safe school climate to maximize success for all students.</p>
How does PBIS respond to the use of punishment (e.g., detention, timeout, verbal reprimands), especially for students with serious problem behavior?	<p>Although PBIS has no specific restrictions on the use of consequence-based strategies designed to reduce serious problem behavior, teaching-oriented, positive, and preventive strategies are emphasized for all students, to the greatest extent possible. The emphasis is on the use of the most effective and most positive approach to addressing even the most severe problem behaviors.</p> <p>Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized, and use of prosocial skills is acknowledged.</p> <p>When student problem behavior is unresponsive to preventive school-wide and classroom-wide procedures, information about the student's behavior is used to (a) understand why the problem behavior is occurring (function); (b) strengthen more acceptable alternative behaviors (social skills); (c) remove antecedents and consequences that trigger and maintain problem behavior, respectively; and (d) add antecedents and consequences that trigger and maintain acceptable alternative behaviors.</p>
How are families involved in positive behavior interventions and supports?	<p>Historically, family involvement has been seen as a key feature when developing tier 3 (individual) positive behavior intervention and support plans for students with comprehensive needs. As the practice of Positive Behavior Intervention and Support has evolved from an individually-based approach to a more schoolwide emphasis, family involvement within all aspects of Tier 1, Tier 2, and Tier 3 supports has expanded. Family members participate in planning teams, learn how to teach their children the importance of schoolwide expectations at home and in the community, and volunteer to participate in related school activities including school celebrations, public relations, and the search for donations and free resources in the community.</p>

North Platte Public Schools is entering into second year of PBiS Implementation.

Nebraska PBiS Site: <https://npbis.org/>

U. S. Department of Education PBiS Site: <https://www.pbis.org/>

Student Discipline

General Discipline Philosophy

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

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

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

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

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

Forms of School Discipline

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day or mandatory attendance at Thursday school. When in-school suspensions, after-school assignments, Thursday School, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to

serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

After School Sessions and Detentions

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

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

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are 30 minutes, served in the central office or the detention room designated by the building principal.

Thursday School

The building administrator may require a student to attend Thursday School for three hours on Thursday evenings. Thursday School is held from 3:40 PM to 6:30 PM in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Thursday School rules will be removed from the classroom and will face further disciplinary action.

Student Discipline *(continued)*

In-School Suspension

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

Emergency Exclusion

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

Short-Term Suspension

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the

conference.

4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

Weapons and/or Firearms

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

Long-Term Suspension

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

Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before



Student Discipline *(continued)*



the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. Suspension of Enforcement of an Expulsion:

Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. Alternative School or Pre-expulsion Procedures.

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

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act,

Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (see also board policy on weapons and firearms);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section

Student Discipline *(continued)*

28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

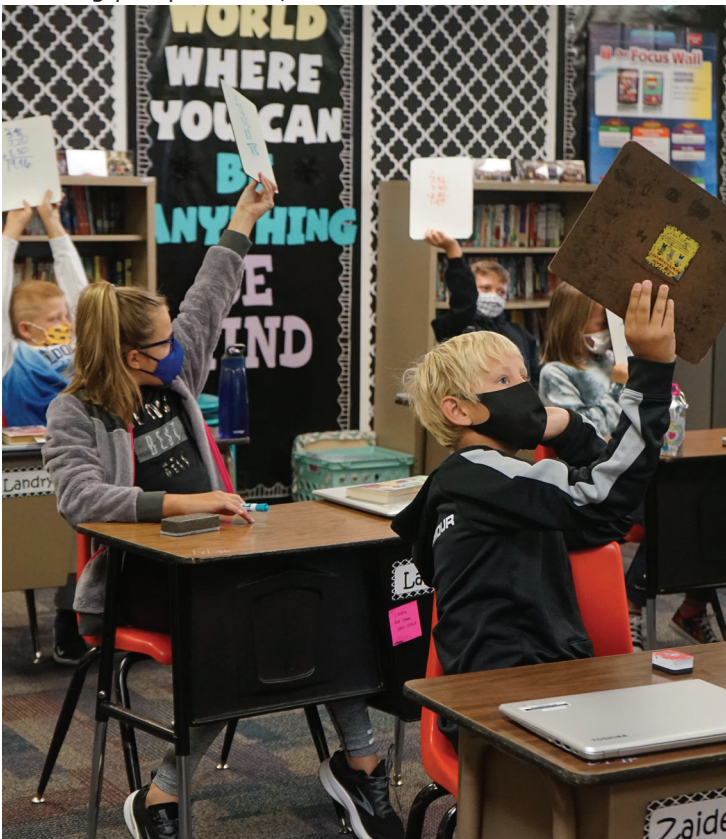
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:

- a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
- b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
- c. Violating school bus rules as set by the school district or district staff;
- d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance

or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;

- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
- f. Possession of pornography;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
- i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;
- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's



Student Discipline *(continued)*

real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;

k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and

l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

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

Reporting Requirement to Law Enforcement

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

1. The violation included possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of state law that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the state law that endangers the health and welfare of staff or students; or
5. It is a violation of state law that interferes with school purposes.

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

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.

- a. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and



Student Discipline *(continued)*

the substance of their testimony; and

f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.

3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

4. Nothing in this policy shall preclude the student, student's parents, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.

6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (Neb. Rev. Stat. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.



Secondary Discipline

ACADEMIC DISHONESTY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of academic dishonesty and plagiarism are strictly prohibited. Violation of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/ test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

SCHOOL SEARCHES

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted at the discretion of the administration. The following rules shall apply to the search and 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 rule violation
2. Illegal items or other items reasonably determined to be a threat to the safety of others, a threat to educational purposes, or a prohibited nuisance item may be seized by school officials. Any firearm shall be confiscated and delivered to law enforcement as soon as practical.
3. Items which are used to disrupt or interfere with the educational process may be removed from student possession.

LOCKERS

EACH STUDENT IS EXPECTED TO USE ONLY THE LOCKER WHICH HAS BEEN ASSIGNED TO HIM/HER.

All students have a locker assigned to them for coats and personal belongings. It is highly suggested all students' school supplies, backpacks, book bags, duffel bags, purses, and totes must be kept securely in assigned locker. Students' may carry their backpacks, but it is up to the individual teacher where backpacks will be placed during class time. Students are responsible for the proper care and upkeep of his/her locker, and if something happens to the locker, it should be reported immediately to an administrator. Irresponsible care of lockers may result in a fine. All students are urged to keep their lockers locked at all times. Students are expected to register their locker combinations with their 1st Period teacher. Any locks remaining on lockers following the final day of school will be cut off unless other arrangements have been made ahead of time with an administrator.

Student lockers, desks, and other such property are owned by the school district. The school exercises exclusive control over this property, and students should not expect privacy regarding items placed in school property, because school property is subject to search at any time by school officials.

Students are responsible for whatever is contained in desks and lockers issued to them by the school. Students should expect random locker checks throughout the school year. Searches will be conducted by the administration. Also, law enforcement personnel and drug dogs may be used periodically.

STUDENT AUTOMOBILES

Automobiles parked on school property are subject to search by the principal or the principal's designee if the principal or his/ her designee has reasonable cause to believe that contraband is in or on the automobile. Occasional lot checks are made by school personnel to minimize hazards, but the school does not assume any responsibility or liability for theft or damage, which may occur there.

STUDENTS' PERSONS

Students and their personal effects are subject to being searched by the principal or his/her designee if there is reasonable cause to believe that the student is in possession of contraband. This includes all student pockets, purses, backpacks, and other kinds of carrying devices. Any item deemed by the principal or his/her designee to have no educational value, disrupts the educational process, or is a hazard to the health, welfare, security, or safety of students and staff, will be confiscated as a nuisance item.

CELL PHONES/CAMERAS/ ELECTRONIC DEVICES

The use of cell phones, cameras, or other electronic devices has come under scrutiny and is of major concern to administrators and staff. It is recommended that any camera or electronic device that does not purposefully contribute to the educational process be left at home to avoid incidents of theft, misuse, or subsequent student disciplinary action. Cell phones, and other electronic devices may be used in the school, unless explicitly prohibited in a classroom/computer lab by the teacher, as long as the use of the device is not offensive to other persons or disrupts the school environment.

If any camera or electronic device is used on school property to produce or transmit pictures or messages for the purpose to intimidate, embarrass, or harass any person (staff, student, or otherwise), consequences may range from confiscation of the device to suspension or expulsion and possible law enforcement contact if circumstances warrant. The use of cameras or electronic devices to take, store, transmit or produce sexually explicit, nude, and/or semi-nude pictures may result in suspension or expulsion of the student(s) involved and possible law enforcement contact.

Any Student who records and posts video of activities within the school are subject to disciplinary action.

Secondary Discipline *(continued)*

STUDENT DRESS CODE

Student dress and personal grooming are to be consistent with a business-like classroom atmosphere conducive to learning. Dress and grooming must not distract from the educational purpose or atmosphere at school. Students who wear clothing that may be deemed vulgar or offensive will be asked to change, turn the inappropriate garment inside out or call home to have parents bring appropriate attire. Due to decisions regarding identifying and clarifying the rights of all members gathered in public schools, the wearing of any clothing, or if one's personal appearance disrupts the educational process, it is prohibited. If it is determined that an article of clothing bears a message that any student/employee would reasonably find objectionable, then the education process has been affected. Building administrators are given general authority and professional discretion in the administration of these rules and regulations. Students determined to be dressed/ groomed improperly will be handled according to the Student Conduct Behavior rules.

THE FOLLOWING STANDARDS WILL APPLY TO ALL MIDDLE AND HIGH SCHOOL STUDENTS:

1. Heads may not be covered. Hats, bandannas, stocking caps, hoods, visors, sunglasses, wigs, etc. are prohibited while inside the building during scheduled school days.
2. All face paint and decorative makeup are prohibited during the school day. Students will not be permitted to wear costumes during the school day (i.e. Halloween). Exceptions include but not limited to: spirit week, and class projects. Principle approval required.
3. Any clothing which is cut, torn, ripped, see-through, or exposes undergarments, or the wearing of undergarments as outer-garments is prohibited.
4. Any clothing, notebooks, accessories, or jewelry that has inappropriate statements, logos, slogans and pictures (including but not limited to alcohol, drugs, gang related, profanity) are prohibited.
5. Shirts, blouses, sweaters, sweatshirts:
 - All shirts must fit properly.
 - Shirts or blouses exposing the midriff or low cut in either the front or back, or have large or cut out arm holes are prohibited.
 - Uniforms for school sponsored activities will be approved through administration
6. Shorts/ Skirts/ Dresses:
 - All shorts/ skirts/ dresses must be of appropriate length.
 - All shorts/ skirts/ dresses must fit around the waist.
 - Boxers, swim attire, etc. are prohibited.
7. Pants:
 - All pants must be of appropriate length.
 - All pants must fit around the waist. A belt of appropriate length may be worn to ensure that pants fit properly.
 - Pants must be worn at the waistline with or without

a belt (no sagging). No pajama pants. Yoga pants, running tights, and leggings must appropriately cover the front and back side.

8. Footwear: Appropriate footwear will be worn properly during the school day. Students must wear shoes at all times. Slippers are prohibited.

SUPERVISORY AUTHORITY AND RESPONSIBILITY

Teachers are responsible for the supervision of students and have authority to supervise students anywhere in the building or on school grounds before, during, and after normal school hours or at any school-sponsored activity or event conducted on or off campus. Students are expected to comply with all reasonable requests of teachers and to show respect and cooperation to all staff members fulfilling their supervisory role.

IDENTIFY SELF

School issued student ID's must be worn and visible during the school day. Students will identify themselves when asked to do so by school personnel. Any student who fails to identify him/ herself upon request may be disciplined.

HALL PASSES

No student shall be in the hall during regular class time without a pass issued by the staff member in charge of the student during that time. This will include trips to the rest room, library, and/or offices, as well as any place other than the room to which the student is assigned. Passage shall be by the shortest and quickest route practical without stopovers and without bothering other classes in session. Passes shall be issued only as needed and must be turned in at the point of destination or returned to the staff member who originated the pass.



Secondary Discipline *(continued)*

STUDENT UNPAID OBLIGATIONS (FINES)

Students are required to assume the financial responsibility for their actions. This may include, but not necessarily be limited to, obligations for: (a) the loss or damage to school-owned books, supplies, and/or equipment; (b) fines resulting from the late return of library books and media; and (c) all other fines designated in the student handbook.

Those students who fail to meet their obligations as outlined above, or others as indicated in the student/parent handbook, will be subject to the following restriction(s) until such time as the financial obligations are met: (1) The student and his/ her parents or legal guardians shall not receive an official transcript. An official transcript will only be issued to a school to which the student transfers. The student and his/her parents or legal guardians may review the student's permanent record by following the established practices and procedures; (2) All fines and/or fees must be paid, or the student may be ineligible to participate in any activity or on any team that represents the high school; (3) the student, upon becoming eligible for graduation, will not be able to participate in the graduation ceremony.

Upon payment of all outstanding debts, the student will be eligible to receive any or all of the above at a time and in a manner designated by school officials.

USE OF PROFANITY AND VULGAR LANGUAGE

The use of profane, vulgar, suggestive and obscene language is absolutely not acceptable. Use of profane or vulgar language before, during, or after a conversation with staff personnel may be deemed to have been directed toward that staff member. This type of language is offensive, and it will not be tolerated.

LIMITED PHYSICAL ACTIVITIES

If your student needs to have limited physical activity, please notify the physical education teachers/school staff/school nurse if there is any physical condition which would limit your child's participation in class activities. Please include the following information on the excuse note:

1. The student's first and last name
2. The date
3. The reason for the excuse
4. Your signature

If your child is not to participate (or has specific restrictions), for more than two (2) consecutive class periods, She/he must have a doctor's excuse. Doctor's letterhead and signature is required.

Food

All outside food and drinks are discouraged. If they are brought to school, they must be brought in by a parent or guardian.



Elementary Information

BICYCLES

1. Children in kindergarten through second grade are discouraged from riding bicycles to school for safety reasons. If your child in grades kindergarten through 2nd grade is going to ride a bike to school, please inform the school office in writing that you give your permission to do so. Our main concern is the safety of our children.
2. Bicycles brought on the school grounds should be licensed by the police department. Bicycles must be walked on and off the school grounds.
3. We will treat scooters as we would bicycles. If scooters are brought to school, they must be parked and locked at the bike rack. It is recommended that they remain at home. Students should always wear a helmet when riding bikes and scooters.
4. No roller blades, roller skates, or skateboards are to be ridden on school property.

BEHAVIOR AND DISCIPLINE

We are proud of our students. The students conduct themselves appropriately and show pride in themselves and in their school. Each teacher is responsible for discipline within his or her classroom. Each classroom has rules to be followed. Please discuss the classroom rules with your child thoroughly, support them at home in a positive way, and keep in touch with your child's teacher.

CELL PHONES

Students are not to have cell phones and/or a device or watch that connects to the internet turned on or in use during school hours (8:05am-3:20 pm). If a student is caught using his/ her cell phone or device, or the cell phone/device rings during school hours, the cell phone/device will be confiscated and given to the Principal. The Principal will return the cell phone/device to the offending student at the end of the school day. Second offense, the phone/device will be confiscated by the Principal, and the parents must come to school to pick up their child's cell phone.

DRESS CODE

Proper grooming and dress is important to a productive classroom. The North Platte Public Schools' dress code states:

1. T-shirts may be worn as long as writing or pictures are not vulgar, obscene, advertise drugs, alcohol, promote violence or are gang related.
2. Clothing must cover the body. Shorts are allowed. Tube tops, halter-tops, spaghetti straps, see-through fabric, tank tops or muscle shirts with large arm holes, or clothing with bare midriff are not permitted.
3. Footwear appropriate to the kind of activity elementary students engage in is to be worn. Heeled shoes, flip-flops,

and strappy sandals cause blisters, slipping and falling in PE and on the graveled play areas. They are a safety concern. Please do not allow your child to wear them to school unless they have a change of shoes for PE and recess.

4. No headwear of any kind is allowed in the building. This includes: hats, caps, scarves, visors, etc. This applies to both boys and girls.
5. Face tattoos, face painting or body tattoos not covered by clothing are not allowed.
6. Students wearing dangly earrings, large hoop earrings or costume jewelry that poses a safety concern in PE or on the playground will be directed to remove the item and put it in their backpack. During playtime serious injury can occur with such items.
7. Jewelry or clothing with spikes will not be allowed.
8. Low rider pants, or pants hanging off a student's bottom will not be allowed. If the student does not have a belt, a string/twine belt will be provided by the office.

If the appropriateness of a clothing item is in question, parents may be called to bring a change of clothing to school. Remember that we are here for an educational purpose. Anything, which detracts from that purpose or is inappropriate and will be addressed.

Restricted clothing items include, but are not limited to the following:

1. Clothing which contains alcohol, illegal drugs, or tobacco advertising logos or depict the use of alcohol, drugs or tobacco.
2. Clothing which contains gang-related representations



Elementary Information *(continued)*

- or members engaging in illegal activities.
- 3. Clothing which is vulgar or offensive.
- 4. Clothing which promotes deviant and/or violent behavior.
- 5. Pants must be worn at the waistline with or without a belt.
- 6. Clothing which does not appropriately cover the body
- 7. Spiked apparel is not allowed.

Students wearing restricted clothing may be asked to change, sent home or suspended. Please help us by selecting clothing consistent with school guidelines.

KEEPING CHILDREN AFTER SCHOOL

When it is necessary to keep a student after school for completion of daily work, for behavior conferences, or for any other important matter, we ask for your cooperation and support. Should it be necessary to keep a student later than 3:40 P.M., an attempt will be made to notify a parent.

MESSAGES TO/FROM YOUR CHILD

The school phone is to be used only in extreme situations. Please make arrangements prior to the school day with your child for special dismissal and pick-up arrangements. The office staff is very busy at the beginning and end of each day and it is difficult to run messages around to classrooms.

PERSONAL PROPERTY/TOYS AT SCHOOL

Students are **STRONGLY DISCOURAGED** from bringing toys, trading cards, and personal items to school. Personal items and/or toys brought to school can be lost, broken, or stolen and cause difficulties for students. It is best if such items are **NOT** brought to school.

Personal items including personal electronics brought to school are the child's own responsibility. If lost, broken, or stolen the school is not responsible.

Possession or use of anything that might be considered a weapon is prohibited. Laser pointers, Lighters or other nuisance items are not allowed at school and will be confiscated and kept in the principal's office. Parents will be notified and asked to pick up the item.

School staff has the discretion to restrict toys or other items from the classroom and/or school if these items interfere with the learning environment.

RECESS WEATHER GUIDELINES

1. Raining or Snowing – stay indoors
2. Wind chill 15 degrees or below – stay indoors
3. Snow on the Ground – Students will go outside; those without boots must stay on the sidewalks or cleared areas. This rule is in place for the health and safety of our students as well as for the cleanliness and maintenance of our school building.
4. Students are expected to dress appropriately for the weather. All students go outdoors daily for recess unless there is inclement weather as stated above.



BIRTHDAYS AT SCHOOL

All students at our school are important and worthy. Because we believe this about the students we serve we will handle birthday treats in a way that helps your child feel special on their special day without making other students feel badly. Birthdays will be handled in this manner:

1. Students are recognized during lunch for their birthday with a special cookie from the school at some time during the school year.
2. Birthday treats are optional. If treats are sent to school they will be distributed at the teacher's discretion with regard to providing minimal disruption to the learning environment. Please check with the classroom teacher for appropriate treat suggestions and possible allergies.
3. Deliveries of balloons/flowers are discouraged and will remain in the office to be given to the student at the end of the day.
4. No classroom deliveries will be made.

BIRTHDAY PARTY INVITATIONS

If you plan for your child to distribute party invitations to classmates at school, please follow these guidelines:

1. Send invitations for ALL class members or for ALL OF THE SAME SEX. Examples: Make sure all the boys have an invitation or all the girls get an invitation.
2. When distributing invitations at school, check with the teacher so it is certain everyone or all boys/girls have been invited.
3. If only certain classmates are invited, the invitations must be mailed or hand delivered to homes for those invited. They are **NOT** to be distributed at school.

Thank you for your cooperation. The procedures will help to prevent hurt feelings.

Elementary Information *(continued)*



SAFETY PATROL

To help ensure the safety of all our students, some schools will have students serve on a Safety Patrol program. Fifth grade students are selected by their teachers and must have parent permission they serve for one month or more, and are trained by the North Platte Police Department. The Crossing Guards are on duty from 7:45-8:05 in the morning and 3:20-3:35 after school.

TRAFFIC SAFETY

EXPECTATIONS FOR DROPPING OFF STUDENTS:

1. Do not park in the Fire Lane.
2. Pull over into any available spots along the curb that is NOT painted yellow before children exit the vehicle.
3. No loading or unloading in the areas designated as no parking.
4. DO NOT park or stop in the drive-through lanes of the schools.
5. Always have children exit the vehicle on the curbside to avoid having to cross in front of other vehicles
6. Please advise children never to walk across the drive-through. They need to stay on the sidewalk and cross at the designated crosswalks with the guidance of the Safety Patrol.

EXPECTATIONS FOR PICKING UP STUDENTS:

1. Proceed with same expectations as morning drop-off.
2. If your child has not left the building and there are no available places to pull over - please continue on to designated parking areas. Do not park or stop.
3. Buildings will share designated parking areas around

school campus.

4. Students and parents should only cross the streets at designated crosswalks with the aid of the Safety Patrol.

FIRE LANE NOTICE

There is to be NO Parking, Loading or Unloading anytime in the FIRE LANE in front of Schools. You may be subject to a \$100.00 fine for parking or stopping to drop off or pick up children in the fire lane. This is by order of the Fire Marshall.

CLASSROOM VISITATIONS

1. We welcome and encourage parents, grandparents and the community to visit our school.
2. To help everyone enjoy and profit from such experiences, we adhere to the following:
 - a. Call the principal's office the day before the planned visit to find out if the time is convenient. There are times when visitations would not be profitable, such as during administration of testing, assessments, and before/after holidays.
 - b. When coming to the school, stop at the principal's office, pick up a visitor's badge and sign in.
 - c. Please limit your visit to no more than 30 minutes. Visits of a longer duration can cause distractions for your child and/or to other students. As a courtesy, and to show your support of your child's education, we ask that all visits be limited to 30 minutes on any given day.
 - d. Visitations to classrooms other than your own child's classroom should be arranged with the principal

Elementary Information *(continued)*

and will be at the discretion of the building principal. The classroom is the primary place of instruction and every effort must be taken not to interfere with the instructional purposes. Therefore, visitations (by other students), which tend to add confusion and interrupt the daily routine are discouraged and will be limited to the student's lunch. Requests for visitation (by youth) must be approved 2 days in advance by the principal and classroom teacher.

MEDIA CENTER

Every school has a media center for student use. The media center is available to students throughout the school day. Elementary students are also assigned a day per week to check out books and use media center resources.

EMERGENCY/ENROLLMENT CARD INFORMATION

New students will be enrolled online. Families may go to their neighborhood school for assistance, if needed.

Any changes in the information on a student's emergency card should be sent to the office immediately. This can be very important when a child is ill or injured at school. If your child will be attending a Day Care Center, please write the name and number across the bottom of the card when you register your child.

PARENT ORGANIZATIONS

The Parent Teacher Organization actively supports the school program through fund raising, as volunteers, and by sponsoring special events. All parents are members of PTO. Elementary principals will coordinate with Parent Organizations to benefit the overall goals of the building.

PERMISSION SLIP - FIELD TRIPS

On occasion your child's class may go on field trips. A permission slip will be sent home at the beginning of the year and kept on file in the school office. The signed permission slip must be returned in order for your child to participate in any activity that may take students off school property. Your signature indicates that you are giving permission for your child to go on these trips. It is the parents' and child's responsibility to get the permission slip signed and returned to school. If not signed, the child will be supervised in the school office or library. Students will not be allowed to call home for permission the day of the trip. Teachers will notify parents of all field trips prior to the date of the trip. Parents always have the right to request that their child not attend a specified trip even though a permission slip is signed.

PETS IN THE CLASSROOM

Due to health and safety concerns for our staff and students, pets from home will not be allowed at school. Many students are allergic to pets; therefore we restrict any pet with fur or feathers from the building. Service animals are allowed with administration approval.

PROTOCOL FOR NON-CUSTODIAL PARENT ISSUES PARENT TEACHER CONFERENCES

Ideally, parents would attend conferences together in order for both parents to hear exactly the same information. We understand families are dynamic and

will schedule conferences at the convenience of parents. If your child will need to have two conferences, please communicate the request to the classroom teacher.

Release of students to non-custodial parents:

1. Rationale: Custody order does NOT narrow or limit a noncustodial parent's access to a child unless it is specified as such.
2. The school cannot restrict a noncustodial parent from picking up their child from school even at the request of the custodial parent.
3. Restraining Orders/Protection Orders between two adults specifying the school as a place of contact restriction will be a document the school will keep on file in custody matters.
4. If there is a Restraining/Protection Order naming an adult and a student the school will need that document on file.

DAILY SCHEDULE

School begins at 8:05 a.m. Students are to use designated cross walks. Please do not allow your children to arrive at school before 7:45 a.m. This causes a safety and discipline problem for students left unsupervised.

Students are expected to be picked up or to leave school grounds immediately after dismissal. After school supervision ends at 3:40. In the event no one can be contacted to pick up a child after school, police may be called after 4:00 or may be sent to Kids Klub and parents will be charged accordingly.

BEFORE AND AFTER SCHOOL SUPERVISION

No students should be on the grounds before 7:45 a.m. Students are asked to follow the building's morning routines.

No students are allowed on the playground unsupervised before or after school. Playgrounds are not open to public use until after 6:00pm and during Kids Klub activities due to HHS regulations.



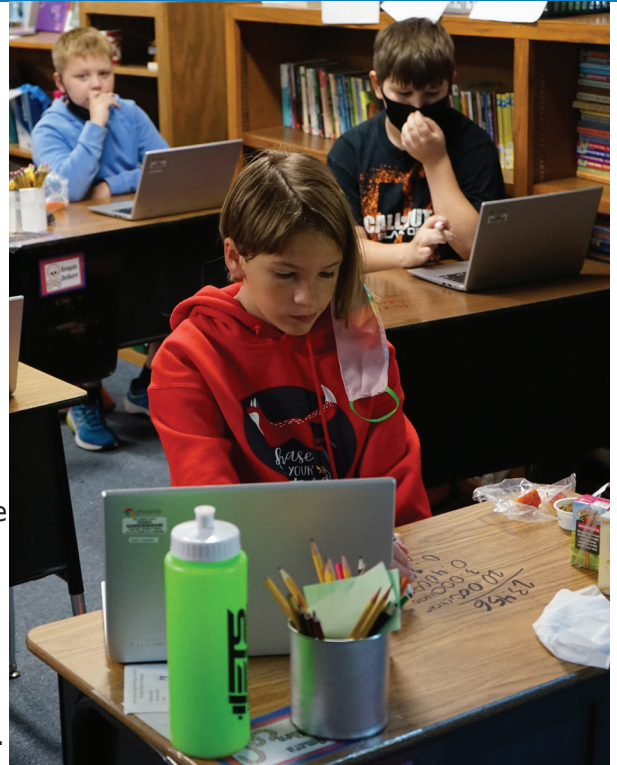
English Language Learners

District ELL Teacher: Kelli Spurling
District ELL Para-educator: Mariela Marroquin, Elementary; Margarita Penaflor, Secondary

When a student enrolls in North Platte Public Schools, they must complete the online registration, which includes the Home Language Survey (HLS). If a parent selects any language other than English, on any of the three (3) HLS survey questions, then the student will be tested for E.L. Language proficiency using the ELPA Screener Test.

If the student scores "Proficient", he or she will not be placed in the E.L. program and will not receive E.L. services. If he/she does not score "Proficient", the student will be enrolled in the E.L. program. Parents will be notified within 30 calendar days from the beginning of the year, or within 2 weeks of enrollment during the school year.

According to Rule 15, Section 003, the parent/guardian has the right to refuse E.L. services, but will still be identified as LEP in our district database. The student will still participate in the annual ELPA21 Summative testing. The student will remain designated as LEP until Rule 15 exit requirements have been met.



Career Guidance and Counseling Program

The guidance and counseling program, as implemented by the school counselor, is one of the resources available at all our schools. The school counselor is a certified professional who assists students, teachers, staff, and parents. Consultations with teachers, parents, administrators, school psychologists and outside agencies are also provided by the school counselor.

The guidance portion of the program is a comprehensive developmental model that is used district wide and is based on the Nebraska School Counselor Association and American School Counselor Association guidelines. The school counselor works as a team with the school, parents, and community to create a caring atmosphere whereby children's needs are met through effective classroom lessons that focus on understanding self and others. Topics include: Character Counts lessons, friendship skills, bullying, personal safety, conflict resolution, anger management, substance abuse, peer pressure, and career awareness.



The school counselor also provides individual and small group counseling dealing with friendship, behavior, personal, family, and academic concerns. The counselor may occasionally visit with your child when referred by students, parents, staff, or teachers. The counselor only requests parental permission for long term individual and small group sessions.

SCHOOL	COUNSELOR(S)	PHONE NUMBERS
Cody Elementary	Janelle Morehouse	(308)535-7132
Eisenhower Elementary	Mandy Nesheim	(308)535-7134
Jefferson Elementary	Kara Hahn	(308)535-7136
Lake Elementary	Mandy Nesheim & Troy Barger	(308)532-9892
Lincoln Elementary	Veronica Gale	(308)535-7139
McDonald Elementary	Mandy Nesheim & Troy Barger	(308)535-7140
Osgood Elementary	Mandy Nesheim & Troy Barger	(308)535-7144
Washington Elementary	Victoria Simmons	(308)535-7142
Madison Middle School (6th)	Tami Smith	(308)535-7126
Adams Middle School (7th/8th)	Jennifer Schlager Rochelle Krull	(308)535-7112
North Platte High School	Jolene Pettera Matt Kaminski Susan Horne Briana Quiroz Adam Reed (Career Coach)	(308)535-7105

High Ability Program

High Ability Program Goals

- Identify students who demonstrate abilities of high intellectual performance.
- Provide opportunities for students to collaborate with intellectual peers and develop creativity, communication, and critical thinking skills necessary for a changing world.
- Provide professional development opportunities for staff to promote a better understanding of the unique needs of children with high abilities.
- Communicate to families, students, staff and the community
- Engage in continuous evaluation and improvement of the HAL program



SCHOOL	HAL COORDINATOR	PHONE NUMBERS
Cody Elementary	Tiffany LeTourneau	(308)535-7132
Eisenhower Elementary	Emily Cooper	(308)535-7134
Jefferson Elementary	Mendi Roehrs	(308)535-7136
Lake Elementary	Tara Foster	(308)532-9892
Lincoln Elementary	Johanna Osborne	(308)535-7139
McDonald Elementary	Rhonda Huicochea	(308)535-7140
Washington Elementary	Heidi McIntosh	(308)535-7142
Madison Middle School (6th)	Eileen Hulquest	(308)535-7126
Adams Middle School (7th/8th)	Marie Holmes-Brosius	(308)535-7112
North Platte High School	Sasha Welch Briana Quiroz.	(308)535-7105

Kids Klub

North Platte Public Schools KIDS Klub Afterschool Program is available to (K-5 only). We are open Monday through Friday on all regular school days until 6pm. Playgrounds at each elementary school are reserved for the use of Kids Klub until 5:30 pm each evening.

During KIDS Klub, students will have the chance to get homework assistance, a healthy snack, and lots of hands-on STEM (Science-Technology-Engineering-Math), Art, and other enrichment activities and programming. Our highly qualified staff works closely with the school day staff to supplement the students' education and ensure that each child is given the opportunity to succeed in learning.

On most teacher in-service days, we offer full-day programming. Enrollment for these "MEGA DAYS" opens 3-4 weeks in advance and the first 150-160 students are accepted. MEGA DAYS are hosted at Jefferson Elementary from 8am to 5:30pm. Oftentimes, we will take a local field trip for programming.

We also offer a 40 day Summer Academy. Students spend their mornings in classrooms with certified teachers building on skills learned during the school year. In the afternoon, students participate in clubs of their choice, work with the North Platte Recreation Center on fitness programming and swim lessons, and take weekly field trips.

The Summer Academy is limited to 160 students and registration opens the previous March. Please note that we typically achieve maximum enrollment within an hour of opening registration for this popular summer program.

KIDS Klub assists children in reaching their full potential by providing academic support, recreational activities, and enrichment opportunities in a safe and structured environment.

Any child enrolled in Kids Klub will be unable to attend for the day if given an in or out of school suspension. If a child is removed from Kids Klub three times during a school year they will be removed from the program for the year and becomes ineligible for mega days or summer.

Please consider using KIDS Klub to supplement your child's education. Enrollment forms are available at all elementary schools. Call the KIDS Klub office at 308-696-3360 for more information or view our tab on the npsd.org website.



Nursing Services

MEDICATION

All medication, both prescription and over-the-counter, must be brought to the school nurses office by the parent/guardian. All medication must be in the original container so it can be properly identified. This means pills in an envelope or baggie with a note will not be accepted or given to students. Students are not to carry any medication on themselves at school, with the exception of cough drops, eye drops/ear drops, and topical ointments. Emergency medications such as inhalers, epi-pens, insulin and diabetic supplies can be carried with proper documentation completed by parent/guardian, physician and on file. No medication will be given without a signed Medication Permission form, which is available in the nurse's office. Any medication that is discontinued, or left at the end of the year, must also be picked up by a parent/guardian or it will be destroyed. This policy is for the safety and well being of all students/staff.

- If possible give medications at home.
- All medications (prescription, non-prescription, inhalers, epi-pens) need to be brought to the office by a parent or guardian.
- Medicine needs to be in an original, labeled bottle.
- A medication form must be completed and signed before medicine will be given.
- Medicine will be dispensed by a trained staff member; teachers are not allowed to give medications in the classroom. Cough drops may be dispensed by teachers with a note from parents giving permission.
- Medicine must be picked up by a parent by the last day of school, or medicine will be disposed of by the nurse.

ILLNESS

Children with colds, coughs, flu symptoms or temperatures elevated greater than or equal to 100 degrees should be kept home until symptoms subside. This means waiting until the child is not infectious and has been fever free and/or diarrhea or vomiting free for 24 hours without medication.

STATE REQUIREMENTS

Nebraska State law requires students meet the following requirements before the first day of school.

Preschool:

1. Immunizations-Nebraska Immunization requirements.

Kindergarten:

1. Immunizations-Nebraska Kindergarten requirements
2. Health Physical
3. Vision Exam

7th Grade:

1. Tdap immunization-Nebraska 7th grade requirements
2. Physical exam

Sports: 7th-12th Grade

1. Sports Physical required each year to play sports must be dated after May 1st, no waiver option.

New student from another state:

1. Immunizations- Nebraska requirements
2. Health Physical
3. Vision Exam

For all Immunization requirements visit <http://dhhs.ne.gov/publichealth/Immunization/Documents/2016-2017SchoolRREnglish.pdf>

CONCUSSION: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of North Platte Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," (2nd Edition) and accompanying Appendix, as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student's coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student's return to learn protocol.

School Lunch Program

SCHOOL LUNCH PROGRAM

1. The breakfast / lunch program will start on the first day of school.
2. As a result of the North Platte Schools participating in the federally subsidized hot lunch program, we can only permit milk, natural fruit juices, and water as liquid in the lunchroom.
3. Students may choose to bring a sack lunch from home. Students purchasing hot lunch have a choice of several entrees daily.
4. Student Fee Waiver Applications (Free and Reduced Applications) are made available at the beginning of the year and upon request from the office.
5. Lunches must be ordered by 8:40 each morning, so students arriving tardy should call ahead to order lunch or bring a sack lunch from home.
6. We are unable to serve lunch to students whose lunch account balance falls below five meals x eligibility cost. An alternative meal is always provided regardless of account status. **THE SCHOOL CANNOT CHARGE MEALS FOR STUDENTS.**
7. As a courtesy, reminder notes with a lunch payment envelope are sent home stating the lunch account balances. Students are also reminded as they pass through the lunch line each day if they owe lunch money. These reminders are just a courtesy for you and your child. It is the parents' responsibility to monitor their child's lunch account.
8. Parents are welcome to visit the lunchroom and eat with us any day. You must call the office to order your meal by 8:40 A.M. Upon your arrival for lunch, you must sign in at the office and receive a visitor's badge. When you pay for your lunch, please have exact change as we do not have a cash register. Our expectation is that any visitors to lunch will follow the same lunchroom procedures outlined for students. For safety, supervision, and legal reasons parents are discouraged from going out to recess with students.

The students will be able to serve themselves vegetables and fruit from a food bar in the cafeteria. The advantages of the fruits/vegetable bar are:

1. Greater variety in choice of fruits and vegetables. Each day there will be a choice of 5 or 6 fruits and vegetables.
2. Students will not be served fruits and vegetables they will not eat.
3. Less food is wasted.

Students will:

1. Be allowed only one trip through the vegetable/fruit bar.

2. Take as much as they will eat.
3. Be expected to eat what they take.

SCHOOL LUNCH PRICES

1. Elementary Breakfast Paid - Free
2. Middle/High School Breakfast Paid - Free
3. Reduced Breakfast - Free
4. Elementary Lunch Paid - \$2.40
5. Middle/High School Lunch Paid - \$2.65
6. Lunch Reduced - \$0.40

COMMUNITY ELIGIBILITY PROGRAM (CEP)

North Platte Public Schools has two elementary school eligible to participate in the CEP program. Jefferson and Lincoln schools meet the eligibility of the program and provide elementary lunch for free to all students.

FOOD SERVICE CONTRACT

North Platte Public Schools contracts with Sodexo Food Service to serve our School Lunch Program. For concerns regarding School Lunch Program, please contact Mr. Stuart Simpson, Executive Director of Finance at (308)535-7100 or the Sodexo Office (308) 696-3336.

NONDISCRIMINATION STATEMENT

In accordance with Federal law and the 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, SW Washington, DC 202250



Diane Heine
Director of Sodexo

Dating Violence & Anti-Harassment/Bullying Position

DATING VIOLENCE

North Platte Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated.

For the purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent such publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies. Pursuant to Section 79-2, 140, the Legislature has defined (a) "dating violence" to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual,

verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law. A copy of this policy shall be included in the student handbook.

Reviewed on: October 29, 2020, Adopted on: March 8, 2021, Effective on: August 10, 2021

ANTI-HARASSMENT/BULLYING POSITION

The North Platte School District is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, or disability. Punishable harassment is conduct, including verbal conduct, (1) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (2) that is threatening or seriously intimidating.

Sexual harassment is a form of harassment that also violates school policy. Punishable sexual harassment is an unwelcome sexual advance or sexual conduct, including verbal conduct, (1) that is tied to a student's educational benefits, opportunities, or performance, or to a student's physical or psychological well-being; (2) that creates (or will certainly create) a hostile environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being; or (3) that is threatening or seriously intimidating.

* Any written formal complaints dealing with harassment/ bullying, are to be filed with the building administration who will conduct an inquiry. A follow-up meeting will be scheduled at the completion of the inquiry. FERPA guidelines will be followed.

FERPA Parent Notification

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. 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.
2. 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.
3. 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 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.
4. 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.
5. 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:

**Kathleen Styles, Office of the Chief Privacy Officer
U.S. Department of Education 400 Maryland Avenue,
S.W. Washington, D.C. 20202**

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 North Platte Public 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 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.

In addition, notice is further given that FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations require the District to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. The District may disclose personally identifiable

FERPA Parent Notification *(continued)*

information from the education records of a student without obtaining prior written consent of the parents or the eligible student —

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the District has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Nebraska Department of Education. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the District, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the District has designated as "directory information" under §99.37. (§99.31(a)(11))

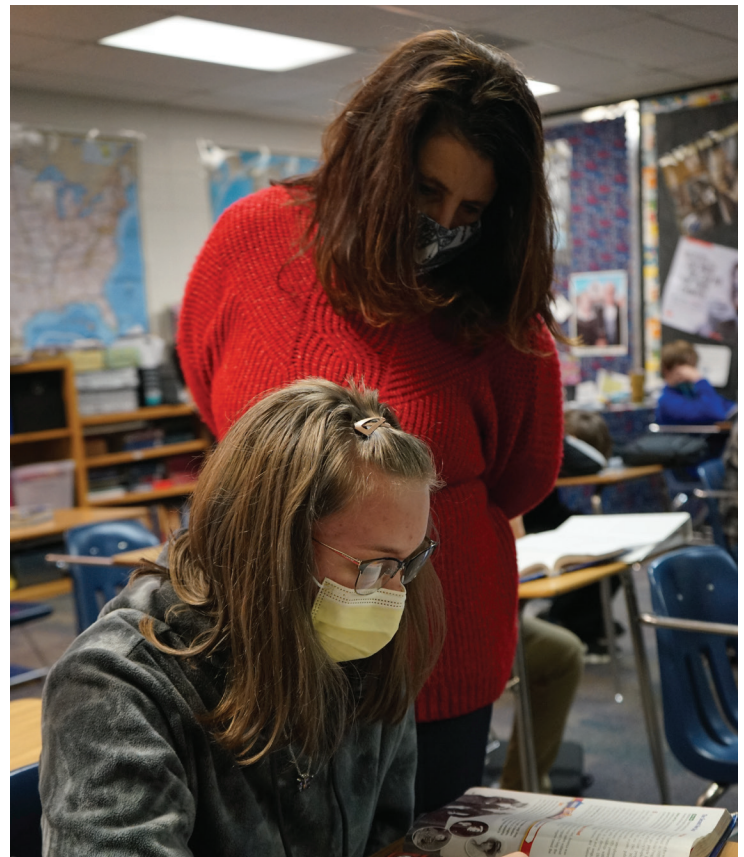
The District's policy is for education records to be kept

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.

NOTICE CONCERNING DESIGNATION OF LAW ENFORCEMENT UNIT:

The District designates the North Platte Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.



NPPS Acceptable Use of Technology Resources

BEHAVIOR RULES FOR STUDENTS USING COMPUTERS AND NETWORKS

The use of computers, whether stand-alone, or as part of a local area network, or as part of a wide area network such as the Internet, is a privilege, not a right, and must be consistent with and driven by the educational objectives of the North Platte Public Schools. Any use that is not consistent with these objectives is prohibited.

The school owns computers and all associated data storage and transfer devices. The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of any school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to electronic mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students using computers connected to the Internet, an international computer network, are able to access computers and people all over the world. Sites exist on the Internet that contain illegal, indecent, defamatory, inaccurate, and offensive material. The North Platte Public Schools does not condone student access to unsuitable materials and makes a conscious effort to prevent student access to such sites. All student computer activities are subject to being monitored.

It is the primary responsibility of the parent(s) and guardian(s) to establish and convey the standards that their child or ward should follow. If a student uses a computer or the Internet inappropriately, he or she will be subject to disciplinary action as outlined in the NPPS Student Code of Conduct.

Student Internet and Computer Access (Policy 5037)

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

Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to

information about current events.

4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use e-mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3/mp4 sharing systems.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

NPPS Acceptable Use of Technology Resources *(continued)*

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

Children's Online Privacy Protection Act (COPPA)

A. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

B. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

One-To-One Responsibility Agreement (2021-2022)

At North Platte Public Schools, technology is an integral part of the learning process for each student. For this reason, the district has provided each student access to technology resources. At the elementary level, this access is granted only at school, whereas at the secondary level, students are assigned a device they can also use at home. Technology resources are on loan to students and remain property of North Platte Public Schools.

Whether at school or at home, students will be responsible for the care and custody of district property assigned to them. In the same manner that a student would be held accountable for the vandalism of district property, students will be held accountable for the loss or damage to district-provided technology resources resulting from a failure to take responsibility for these tools. The district will provide students an opportunity to learn how to use these devices safely and responsibly, and families will agree to reinforce these behaviors.

Students, who demonstrate responsibility for their assigned device as demonstrated in the lessons, will pay no additional cost this year. However, students whose devices are lost or damaged as a result of behavior inconsistent with these expectations will be charged loss or damage fees as shown below

Student Cost for Damages	
Replacement of Chromebook	\$250
Replacement of Bag	\$30
Replacement of Screen	\$40
Replacement of Keyboard	\$50
Replacement Power Adapter	\$25
Replacement Top case	\$25
Replacement Bottom case	\$25
Replacement of iPad	\$320
Replacement iPad Screen	\$110

NPPS Acceptable Use of Technology Resources *(continued)*

Voluntary Protection Plan

NPPS is offering a voluntary protection plan to provide families with peace of mind. The plan covers repair costs from accidental damage, loss or theft of the device up to the replacement cost of the equipment. Insurance covers from the date purchased till the start of next school year. You have 30 days from the start of school to purchase insurance. New families to the district have 30 days from the start of enrollment. Insurance can be purchased through Campus Parent Portal. For questions concerning purchase of insurance contact the Technology Department at 308-696-3346.

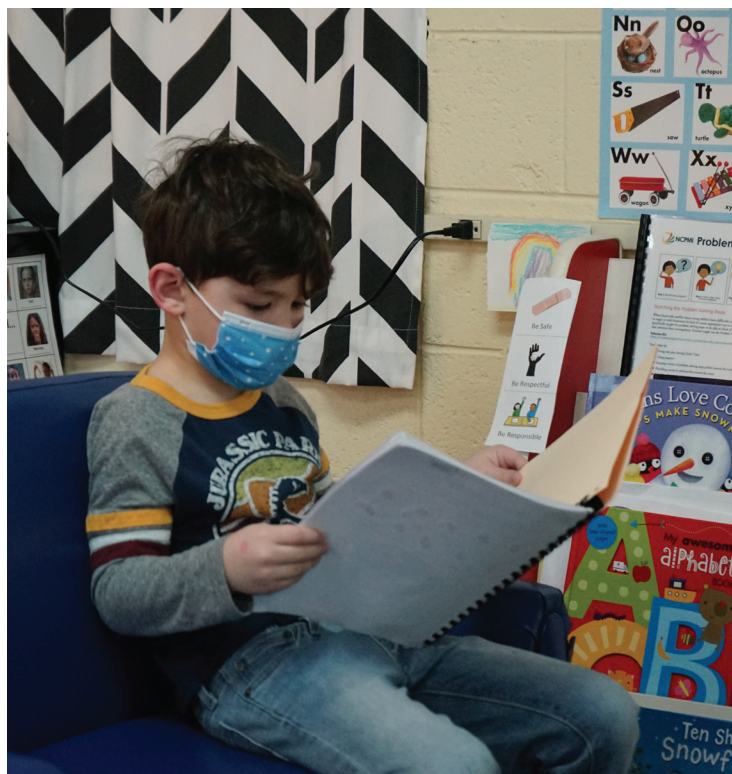
Yearly payment.....\$10.00 per student

Deductible per incident.....\$25.00

*With insurance, after two incidents in a year, full cost of repair or replacement will be assessed. When items are replaced such as a lost power adapter, we don't issue refunds.

Reinforcing Responsible Behaviors

Behavioral research demonstrates that students of all ages will demonstrate responsible behaviors that are taught with intention, reinforced with consistency, and assessed with frequency. Prior to receiving their assigned device, the district's teachers will provide each student training on these responsible behaviors as per the district one-to-one expectations and guidelines. **Administrators, Teachers,**



Parents, and Fellow Students agree to reinforce these responsible behaviors by monitoring and complimenting students who demonstrate those desired behaviors while modeling those behaviors for students who forget.

Students will commit to carrying their device safely, **closed with nothing between the keyboard and screen**, and supported by a firm surface to protect the screen. Students will also commit to transporting their devices in a case or backpack with a protective pocket. Students will not leave Chromebooks unattended unless secured in a safe place.

The student, parent, teacher, and principal all collectively agree to promote and to reinforce safe and responsible behaviors for district-provided student devices for which we are responsible.

One-to-One Expectations & Guidelines

Students are responsible for the general care of the device the district has issued them. Devices are on loan to students and remain property of North Platte Public Schools.

General Precautions

- Students will fully charge the device's battery at home each night to ensure the device is powered for school.
- Students will take good care of the device and will report the damage immediately to their teacher.
- Students will be responsible for the cost of repair or replacement for damage regardless of where damage occurs (school, home, etc.).
- All replacement parts and repairs must be purchased and performed by the North Platte School District and its technical staff.
- Students will not remove any labels, disassemble any part or attempt to make any repairs to the device.
- Students will not write or place decorations (such as stickers, skins, decals, etc.) on the device.
- Food or drink should not be stored/consumed next to the device.
- Do not use the device where it will get dirty or wet (beach, pool, etc.).
- Make certain the fan and vents for the device are clear of clutter. Do not put the device in a bag, on a pillow, etc. while it is running. It may overheat.
- Cords, cables, and removable storage devices must be inserted and removed carefully from the device to protect the input connections (i.e., headphones).

Carrying devices

The protective cases provided with devices have

NPPS Acceptable Use of Technology Resources *(continued)*

sufficient padding to protect the device from normal treatment and provide a suitable means for carrying the computer within the school. The guidelines below should be followed:

- Devices should always be within the protective case when transported.
- When moving a device a short distance, never pick it up or hold it by the display (always hold the bottom).
- Some carrying cases are designed to hold other objects (such as folders and books), but these must be kept to a minimum to avoid placing too much pressure and weight on the device screen.

Screen Care

The device screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. The guidelines below should be followed:

- Do not lean on or apply pressure to the top of the device when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g., pens, paper, staples).
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not touch the screen, other than to clean the screen carefully.
- Clean the screen with a soft, dry cloth or screen cleaning cloth (ie. Microfiber cloth).
- Don't use harsh cleaning chemicals on the computer screens as they will cause damage.

Security/Safety

- Do NOT leave your device unattended, unless secured in a safe place.
- Do not store or use your device where temperatures reach below 41 or above 95



- degrees.(ie. Do not store in vehicles)
- Students acknowledge that a violation of the NPPS Student Internet and Computer Access Policy may result in disciplinary action, including, but not limited to, loss of technology privileges, loss of use of the device, and NPPS discipline consequences according to the Code of Conduct.
- The district incorporates an internet filter for computers both while on campus and away from campus.
- Students will not allow others to use the school device. If the device is used to access inappropriate websites, the student will be held responsible.
- Immediately report the theft of the device to the building principal.
- The student understands that the device is subject to inspection at any time and remains the property of the North Platte Public Schools. Students will peacefully surrender the device and cooperate with any investigation of improper use.
- **Withdrawal from the district.**
- Students agree to return the device, case, and power cord in good working condition prior to withdrawal from the district. If equipment is not returned after a student withdraws from the district, it is considered theft and could lead to criminal charges.

Notice of Non-Discrimination

NOTICE OF NON-DISCRIMINATION

It is the policy of the North Platte Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, handicap or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, the Nebraska Equal Educational Opportunity Act, and the Americans with Disabilities Act of 1990.

Any person who believes she or he has been discriminated against, denied a benefit, or has been excluded from participation in any district education program, activity or employment on the basis of race, national origin, creed, age, marital status, handicap or disability in violation of this policy may grieve such matters using the adopted grievance procedures of this district. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination and can be obtained by contacting:

Kevin Mills
301 West F
P.O. Box 1557
North Platte, NE 69103-1557
(308) 535-7100

Inquiries regarding compliance with Titles VI and VII of 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, the Nebraska Equal Educational Opportunity Act, and the Americans with Disabilities Act of 1990 may be directed to:

Kevin Mills
301 West F
P.O. Box 1557
North Platte, NE 69103-1557 (308) 535-7100

Or in the case of Title IX and Rehabilitation Act to the Director of the Region VII Office for Civil Rights, ED 1150 Grand Ave., 7th Floor Kansas City, Missouri 64106 (816) 374-2474.

USDA NOTICE OF NON-DISCRIMINATION

The United States Department of Agriculture's required nondiscrimination statement must be printed as follows:

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 the USDA.



Notice of Non-Discrimination *(continued)*

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, the 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-3072) 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.

PLEASE NOTE: 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 applicants and recipients of the Child Nutrition Programs.

School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include this statement in full, on all program materials used for public information, public education or public distribution.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text:

USDA is an equal opportunity provider and employer.

The USDA "And Justice for All" poster must be displayed at each feeding site in a location that is visible to students during meal service.



The North Platte Public Schools Foundation, Inc.

The North Platte Public Schools Foundation is a non-profit organization dedicated to enriching education and opportunities for students in the North Platte Public School District.

Supporting North Platte Public Schools through...

Educator REACH Grants REACH Grants fund projects that pioneer innovative approaches to teaching that cannot currently be funded through the public schools budget. Over \$195,000 has been given to the North Platte educators through the REACH grant program since 1998. Our goal is to give our educators financial support to inspire students and change lives. Projects supported recently have included, Lake After School STEAM Club, NPHS Pro-Start Culinary Arts Class and Adams/Madison News Casting Clubs, Adams Robotics Club, peer mentoring and the climbing wall at Jefferson Elementary.



The Prepared to Learn Program works to remove barriers to learning. Unfortunately there are students that arrive to school every day that are not prepared to learn in our classroom. The Prepared to Learn Program is designed to provide immediate assistance to those students. This program has provided eyeglasses, school supplies, necessary shoes, clothing and minor medical necessities.

Scholarships are an integral part of the Foundation. The North Platte Public Schools Foundation works with generous families and organizations who want to create scholarships to benefit students graduating from North Platte Public Schools. The Foundation also awards educator scholarships to teachers/staff who wish to further their education through the Class Act Program.



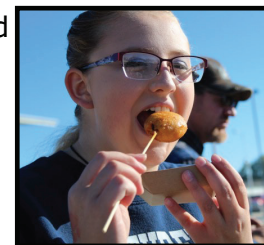
The Bulldog Staff Member of the Month

In conjunction with North Platte Public Schools and local businesses, the Foundation celebrates a nominated teacher and staff member monthly for going above and beyond.

Events and Activities:

The Annual Bulldog Backyard BBQ and Change Wars Held every fall in conjunction with a home football game these activities support our Prepared to Learn and REACH Grant Programs. Change Wars challenges each school to raise funds for the REACH Grant Program. Schools keep 70% of money earned and the rest is put into our REACH Grant Program to fund grants for teachers.

Education After Hours Celebrates Public Education in North Platte every spring by honoring nominated North Platte High School Alumni and Teacher/Staff of the year.



Located in the McKinley Education Center at 301 West F Street
(308) 696-3325 nppsf@nppsd.org www.nppsf.org

NPBS HANDBOOK AND INTERNET USAGE ACKNOWLEDGMENT

2020-2021

Student/Parent Acknowledgment Form

I have read the NPPS Student/Parent Handbook which includes the District Internet and Acceptable Use Policy and understand that I am fully responsible for knowing the rules and regulations explained in both.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posted by the out break of the novel corona virus and recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By Signing below, you agree that you will read any such information, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS AGREEMENT

In order to make sure that all members of North Platte Public Schools community understand and agree to these rules of conduct, we ask that you as students and parents/guardians sign the following statement:

Within the Handbook located on the NPPS website (www.nppsd.org) or from a copy requested at the high school office, I have read the Internet Safety and Acceptable Use Policy adopted by North Platte Public Schools. As parent or guardian of the student named below, I grant permission for my enrolled student to access networked computer services such as electronic mail (e-mail) and the Internet. My student and I understand that this free access is designed for educational purposes. We also understand that individuals may be held liable for violations of those Terms and Conditions. However, we also recognize that it is impossible to restrict access to all controversial materials and I will not hold North Platte Public Schools responsible for materials acquired or sent via the network.

We agree not to hold the North Platte Public Schools, any of its employees, or any institution providing network access to North Platte Public Schools responsible for the performance of the system or the content of any material accessed through it.

Student Name (Printed)

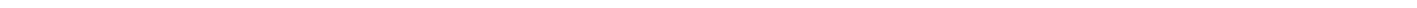
Grade

Student Signature

Parent/Guardian Name (Printed)

Parent/Guardian Signature

Date







301 West F
P.O. Box 1557
North Platte, NE 69103-1557
(308) 535-7100
www.nppsd.org

Non-profit
organization
U.S. Postage
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NORTH PLATTE PUBLIC SCHOOLS PARENT DISTRICT HANDBOOK 2021-2022

Cody Elementary • Eisenhower Elementary • Jefferson Elementary • Lake Elementary • Lincoln Elementary
McDonald Elementary • Osgood Elementary • Washington Elementary • Madison Middle School • Adams Middle School • North Platte High School



NORTH PLATTE HIGH SCHOOL

EXTRACURRICULAR

STUDENT ACTIVITIES HANDBOOK



2021-2022

School Board Approved: Summer of _____

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IV. ACKNOWLEDGEMENT & SIGNATURE SHEET

The activity program of North Platte High School is a vital part of the educational system and is a great tradition. Our tradition has been to participate in such a way that honor comes to our students, our school, and our community. Such a tradition is worthy of the best efforts of all concerned.

Participation in athletics/activities is considered an extension of, but separate from, the regular school program. While the regular curricular program is a right afforded to each student, participation in the extracurricular program is a privilege and as such carries with it certain expectations beyond those found in normal classroom situations.



PURPOSE OF ACTIVITIES

The purpose of extracurricular activities is to help students grow and mature into respected members of society. As a participant, you are and will continue to be an important part of life in America, and these ideals you aspire to, will become a part of your value system and will remain with you throughout your life. These ideals will be transmitted to those who watch you perform and will be reflected in a constructive way in the lives of others.



Any student is welcome and encouraged to try out for any of the interscholastic teams and/or join any club or activity available to them. Many of the interscholastic teams have a requirement to meet the guidelines established by the Nebraska State Activities Association and North Platte High

School. Students must agree to follow the guidelines established in this booklet. The guidelines established herein for the interscholastic programs of NPHS were developed by the cooperative efforts of the sponsors, the administration, and the board of education. They are indicative of what we hope to accomplish in our activity program.

PURPOSE

Our purpose is to achieve academic, athletic, and extracurricular excellence.

DIRECTION

Our direction is to pursue academic, athletic, extracurricular excellence through participation in high-quality activities program which is committed to its values delivered by highly effective leaders in a safe, caring, and supportive environment in collaboration with parents, businesses, and community.

VALUES

TOUGH

- Controllable Trait
- Resiliency of Character
- Personal and Collective Work Ethic
- Response to Adversity

TOGETHER

- Collective Greater Than Individual
- Unity of Vision
- Unity of Purpose
- Oneness

NSAA ACTIVITIES ELIGIBILITY

2.2.1 Student must be a bona fide student of their member school and have not graduated from any high school.

2.2.2 After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership beginning with his/her enrollment in grade nine.

2.3 Student is ineligible if nineteen years of age before August 1 of current school year—age 21 for non-contact Unified Sports athletes. (Student in grades 7 or 8 may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)

2.4.1 Student must be enrolled in some high school on or before the eleventh school day of the current semester.

2.5.1 Student must be continually enrolled in at least twenty credit hours per semester and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition.

2.5.2 Student must have been enrolled and received twenty hours of credit in school the immediate preceding semester.

2.6.2.1 Guardianship does not fulfill the definition of a legal parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her legal parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for review and a ruling.

2.6.3 A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After a student makes an initial choice of high



schools, any subsequent transfer, unless there has been a change of domicile by his/her parents, shall render the student ineligible for ninety school days. (See May 1 Transfer List bylaw below.) If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

Student eligibility related to domicile can be attained in the following manners:

2.6.9.1 If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

2.6.9.2 If the domicile is changed during the summer months and the student is in grade twelve and the student has attended the high school for two or more years, the student may remain at the high school he/she has been attending and retain eligibility.

2.6.9.3 If a student elects to remain at the high school where he/she initially enrolled after being promoted from grade eight of a middle or junior high school, or grade nine of a junior high school, he/she is eligible at that school, or is eligible at a high school located within the school district in which the parents established their domicile.



2.6.10 If the legal parents of a student change their domicile from one school district that has a high school to another school district that has a high school, the student shall be eligible immediately in the school district where the parents established their domicile.

2.7.7 Nebraska transfer students whose name appears on the NSAA transfer list prior to May 1 shall be

eligible immediately in the fall at the transfer high school. Those students whose name does NOT appear on the NSAA transfer list prior to May 1 shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.8 Nebraska transfer students must have signed and delivered all forms necessary to make such transfer to the school in which he/she intends to enroll for the 2020-2021 school year prior to May 1, 2020; for the student to be eligible. The school to which the transfer is being made must have notified the NSAA office via an NSAA online transfer form, no later than May 1, 2020. The student would become ineligible for ninety school days the next fall if the student were to change his/her mind and decide not to transfer. If such student were to transfer to the new school, but later decides to return to his/her former district before 90 school days have elapsed, such student will be ineligible in the former district for the remainder of the 90 school days, with the ineligibility period commencing at the start of the fall semester. Those students, who did not have their enrollment forms signed, delivered and accepted prior to May 1, 2020, shall be ineligible for ninety school days, with such transfers being subject to hardship waiver guidelines.

2.7.9 Transfer to Home School District. Any student entering high school for the first time after promotion from grade eight who did not initially enroll in the high school located in the school district where the student's parents have their domicile, or a student who transfers back to a high school located in the school district where his/her legal parent(s) have established their domicile shall be ineligible for ninety school days.

3.5 / 3.1 Once the season of a sport begins, a student shall participate in practices and compete only in athletic contests/meets in that sport that are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

3.5.1 During the season of a particular sport, athletes participating in that sport for a high school may attend, but may not physically take part, either as an individual or as a member of a team, in the sport activity in which instruction is being offered in the clinic, camp or school.*(Refer to 3.5.1.1 for exception in Swimming & Diving.)

3.6 A student shall not participate on an all-star team while a high school undergraduate.

3.7 A student must maintain his/her amateur status.

NPHS ACTIVITIES ELIGIBILITY

1. Academic Requirement

Any student who is failing in TWO or more classes for two consecutive weeks will be ineligible for that next week's activities. Grade averages are based on the student's cumulative average for that grading period. The length of ineligibility will be from that Monday through and including Saturday activities.

2. Strength and Conditioning Requirement

All NSAA IN-SEASON ATHLETES must complete at MINIMUM 2 days per lifting per week. This is a structured, supervised lifting session **at** NPHS run by NPHS coaches & staff.

These days can be met in the following ways:

- Enroll in Strength & Conditioning Classes
- AM Open Weight Room: M - F (7:00 - 7:45)
- Wednesday Afternoon: 2:45-3:30
- Saturday Morning: 10:00-10:45
- Scheduled Time By Sport Head Coach



Attendance will be pulled by the Activities Office on Monday AM & will be applied that week. If a student athlete fails to complete two days of strength and conditioning sessions:

- First Week: Student Athlete Goes on Eligibility Warning List
- Second Week: Student Athlete In-Eligible for Competitions That Week.

If injury or extenuating circumstances do not allow a student-athlete to meet the required days, the Activities Director and Head Coach

ATTENDANCE & CLASSROOM ASSIGNMENTS

Students **will not** be allowed to practice and/or participate unless he/she is in attendance for 2 periods of their scheduled classes the day of practice and/or activity. They are required to be in school at the beginning of the day until dismissal. Students absent on a Friday must receive permission from the Activities Director and coach/sponsor to compete/perform in a Saturday event. There may be circumstances where

students will miss school due to doctor appointments. If a student must be absent the day of a contest, parents should call the Activities Director for clearance to participate. Doctor's notes are required to be submitted to the Activities Director upon coming to school in order to be excused. Please do not try to interpret the rule yourself.

Students are out of school throughout the school year due to many activities. All students are responsible for all assignments and they are made up prior to or as soon as possible after the activity.

STUDENT-ATHLETE REQUIRED FORMS

The Physical Examination Card, Code of Conduct, Travel/Medical Release Form, NSAA Parental Consent Form, Great Plains Health Consent to Treat, and Random Drug Testing Consent Form can be found at: www.npbulldogs.com. You will need to click on the **"NPHS ACTIVITIES REGISTRATION"** to access and



complete these forms. In addition, each student must purchase an Activity Card (\$40) and must pay all outstanding fees, and fines. When the above mentioned have been completed, the student will be issued a permission slip (color of slip will be different each sports season) and will be able to checkout for the activity they have indicated. All coaches/sponsors are responsible to see that students out for their activity have a permission slip (different color each sports season) from the Activities Office before a student is allowed to check out for the sport or participate in any practices or contests. A physical examination taken any time after May 1st is good for the next school

year.

Each head coach/sponsor will have access to the Family ID file for their sport/activity which will have their participant's travel/medical release forms. This information can be accessed through their cell phone, tablet, or laptop computer.

INSURANCE

North Platte Public School District is not liable for the expense involved in the treatment of athletic injuries. The North Platte Public School District does not carry insurance of any kind to cover medical expenses which may occur from athletic participation. All students participating in extracurricular activities should be covered by medical insurance. It is the responsibility of the parent/guardian to provide adequate insurance to cover any medical expenses that may incur while a student is participating in a school-sponsored activity.

PRACTICE REGULATIONS

Head Coaches are to set their practice schedules. Head Coaches are to keep all stakeholders involved and aware of times and places to avoid conflicts. No athlete will work out or use school facilities unless he/she is under the direct supervision of a coach. No practice in any sport shall be held during the school year between the close of a season of a sport and the opening day of practice for the sport the following year.

Head varsity coaches need to be concerned with the total program in their particular sport. It is their responsibility to set up guidelines for other coaches in the system to carry out his/her wishes of certain skills, drills, and patterns of play which he/she might desire. Good communication and the ability to work together at all levels is a must for a successful program.

All practices must be finished by 6:30 P.M. on days except for Wednesday. Wednesday practices must be finished by 6:00 P.M.

Whenever classes are dismissed early, due to extreme heat, practice may begin immediately. It is the general policy of the district that whenever classes are cancelled, due to emergency winter conditions, school buildings are closed to student use for the day unless specific permission is given by the Superintendent of Schools for student use.

ATHLETIC TRAINER/TRAINING ROOM

Athletes are always to respect all equipment and supplies in the training room. Unauthorized students should not be permitted in the training room. The Athletic Trainer will have final authority for conduct in the training room.

North Platte High School has a certified athletic trainer on duty for all home contests. Great Plains Health provides the athletic trainer to coordinate our sports medicine program. The athletic trainer's primary responsibility is the prevention and care of ***school-related athletic injuries***. If athletes have injuries from participating in a non-school activity, they should seek their family physician. Our athletic trainer will help with the following: emergency procedures, evaluation and treatment of injuries, injury rehabilitation, conditioning techniques, concussions, etc.



If an athlete is injured during an activity, the athletic trainer and/or coach will administer emergency first aid if needed. The athletic trainer will be responsible for evaluating and diagnosing the injury. A coach from the coaching staff will contact the parent/guardian as soon as possible following an injury. All injuries must go through the athletic trainer at all times. A decision will be made upon evaluating the injury. Every precaution will be made in the best interest of the athlete.

CONCUSSIONS: RETURN TO LEARN PROTOCOL

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of North Platte Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," (2nd Edition) 1 and accompanying Appendix, 2 as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student's coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-

sponsored activity.

The District encourages full cooperation and support from both students and parents in each student's return to learn protocol.

NPHS ACTIVITIES CHAIN OF COMMUNICATION

North Platte High School understands the emotions, frustrations and expectations that are present by participating in interscholastic activities. Many concerns or problems that arise are commonly items that are miscommunicated or misunderstood. That is why we suggest that if any student may have a problem(s) or concern(s), he/she should communicate those concerns to the head coach/sponsor prior to any communication by a parent. In the event that a parent feels the need to contact a coach about a situation involving their daughter/son prior to the student-athlete discussing the situation with the coach first, it shall be the coach's prerogative to include the student athlete in the initial discussion with the parent so there is transparency for all parties in regard to the issues being discussed. In addition, the coach may ask another party such as a school administrator or assistant coach to sit in on any such conversation.

This is the chain of command:

- Student Athlete to Coach
- Student Athlete and Parent to Coach
- Student Athlete, Parent, to Coach and Activities Director.



If your child speaks with the coach, and you feel the need to move to step 2, please call the coach or email the coach to set up a time to meet with your child present. The North Platte High School telephone number is 308-535-7105. If the coach cannot be reached, please call the Activities Director. A meeting will be set up for you. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not generally promote positive resolution. If there is still conflict, after step 2, the parent

should call and set up an appointment with the Activities Director to discuss the situation with the coach, parent, and participant present.

NPHS COACH - PARENT COMMUNICATION

Please remember, involvement in activities is your child's opportunity to succeed and fail in a safe environment. As your children become involved in the programs at North Platte High School, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged, but also, please encourage your kids in all situations.

INFORMATION YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

At the beginning of each season, parents will have an opportunity to and are encouraged to attend a coach, player, parent meeting. At this time, you should become aware of the following:

- Philosophy of the coach and the expectations the coach has for your child, as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements: practices, special equipment, out of season conditioning.
- Procedure followed should your child be injured during participation.
- Discipline that may result in the denial of your child's participation.

COMMUNICATION COACHES EXPECT FROM PARENTS

- Concerns expressed following the chain of command below.
- Notification of any schedule conflict well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.



It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those on the following list, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES

- Playing Time.
- Team Strategy.
- Play calling.
- Other student athletes.

EXPECTATIONS OF PARTICIPANTS

Since activities are very demanding, participants should always use good judgment in their activities outside of school. Participants need to remember that they are not only representing themselves, but also, their school and community. We like to think of our participants as being our best citizens; therefore all participants should remember the following expectations covering student representatives of NPHS.

1. Any NPHS student who has illegally consumed, possessed, determined to be under the influence, and/or cited by law enforcement for any of the following: drugs (legal, illegal, prescription, and non-prescription), narcotic, alcohol, inhalant, “look-alike” drug, tobacco, or possession of drug paraphernalia. A NPHS student determined to be a delinquent child under any other circumstances that is indicative of poor citizenship; or placed on school suspension/probation for disciplinary actions; shall be ruled ineligible to participate in any interscholastic competition or performance of the activities program for a period of time outlined under the Code of Conduct section. In addition, a student may be withheld from participation, should they not demonstrate good citizenship while in attendance at activities or school.

2. If a participant violates a rule or regulation in the *North Platte High School Extracurricular Student Activities Handbook (Code of Conduct)*, or in the *North Platte Schools Student Handbook* on an activities trip, the sponsor will prohibit the student from any remaining participation. The sponsor will contact the appropriate administrator in North Platte who may request the student’s parents or guardians to pick up the



student from the activity at the expense of the parents. If an administrator or the parents cannot be contacted, the student will remain under the direct supervision of the sponsor for the remainder of the trip.

3. Interscholastic eligibility for grades 9 through 12 shall be governed by the rules set forth in the Constitution and Bylaws of the Nebraska School Activities Association. Decisions relating to capacities or abilities of student assignments to positions, attitudes and action which directly affect morale and performance are made by the sponsor in

charge.

4. Students are expected to be in attendance at least 1/2 day (2 periods) to be eligible to participate in practice and contests. Any student who is failing two or more classes for two consecutive weeks will be ineligible for that week’s sports/activities.

5. Any absences from practice must be approved by the sponsor prior to absence except when the student is absent from school. Whether the absence is excused or unexcused, and the number of absences permitted will be left to the discretion of the coach/sponsor in that sport/activity.

6. Clothing should be neat, clean and free from questionable markings. Individual sponsors may request certain dress for game days and trips.

7. Students will adhere to the rules and regulations as listed in the *North Platte Schools Student Handbook* Policies and regulations which apply to general pupil conduct also apply to the activities program.

8. Each participant is expected to:

- a. Consider all opponents as guests at NPHS and treat them with respect.

- b. Accept the decision of the officials without question.
- c. Never use abusive or irritating remarks from the sidelines.
- d. Applaud good sportsmanship from opponents and teammates.
- e. Strive for victory through fair play according to the rules of the game.
- f. Do everything possible to encourage enthusiasm for the game, show courtesy and respect for the players, coaches, and fans.
- g. Win without boasting and lose without excuses.
- h. Do all within their power to make the entire activities program something we will always be proud of.

ACTIVITIES CODE OF CONDUCT

The following Activities Code of Conduct has been developed for the purpose of establishing and maintaining a quality activities program at NPHS. Your desire and willingness to adhere to the Activities Code of Conduct will involve a sense of pride and self-discipline which will greatly aid you in future goals and endeavors. School athletics/activities are defined as any participation in school-sponsored extracurricular programs and/or representation of the school through these programs outside the classroom.

Scope of the Code. The participant agrees to abide by the expectations found previously in this handbook for Extracurricular Student Activities for twelve (12) months a year for all years in attendance at North Platte High School. The consequences listed below for alcohol, steroids, drugs, controlled substances, drug paraphernalia possession, tobacco, state law violations, probation violations, and school rule infractions are cumulative during the student's high school career. The Activities Code of Conduct applies to all athletic and activity programs sponsored by the school.



Self-Reporting. A student in violation of the Activities Code of Conduct will reduce the consequences, where applicable, by self-reporting his/her violations. Students must self-report to one of the following people: a Sponsor or Coach, Assistant Principal, Principal, or Activities Director within seventy-two (72) hours of violating the Activities Code of Conduct.

Thursday School. Any student who is assigned a Thursday school may not participate in or attend any school function on that date.

TIER ONE: Consequences for Tobacco, Alcohol, School Rule Infractions, Criminal, & Probation Violations

Any NPHS student who has illegally consumed, possessed, determined to be under the influence, and/or cited by law enforcement for tobacco (including but not limited to cigarettes, cigars, chewing tobacco, e-cigarettes, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect), alcohol, school rule infractions, criminal offenses (excluding minor traffic violations and hunting violations), and probation violations will result in the following consequences:

*Students enrolling in a diversion program in lieu of drug/alcohol charges being filed do not waive any extra-curricular policy suspension.

1st Offense: Exclusion from one-third (1/3) of the next public performances for that sport and/or activity. If the participant self-reports **and** completes a school approved evaluation/education/treatment program at his/her own expense, then the consequences will be reduced in half with a minimum exclusion from two (2) competitions/ performances. If the offense occurs at the end of the season, then consequences would carry over to the participant's next athletic and/or activity performance, or school year. The student will not be allowed to travel at this time, but is expected to practice and attend all meetings. Public performances are

defined as appearances before a public audience of students and/or adults while participating in a competition, performance, meeting or other such public appearance.

*Participants must finish the season and be in good standing with the head coach. Failure to complete the season will result in the consequences continuing on to the next activity season that the student participates in.

2nd Offense: Exclusion from one-half (1/2) of the next public performances for that sport and/or activity. If a participant self-reports **and** completes a school approved evaluation/education/treatment program at his/her own expense, then the consequences will be reduced in half with a minimum exclusion of three (3) competitions/performance. If the offense occurs at the end of the season/year, the consequences would carry over to the participant's next athletic and/or activity

season, or school year. The student will not be allowed to travel at this time, but is expected to practice and attend all meetings. In addition, the participant must satisfactorily complete a school approved evaluation/education/treatment program at his/her own expense. If the participant chooses not to undergo or satisfactorily complete the evaluation/education/treatment program, the resulting consequence will be the same as that of a third offense.

*Participants must finish the season and be in good standing with the head coach. Failure to complete the season will result in the consequences continuing on to the next activity season that the student participates in.

3rd Offense: Exclusion from participation in all public performances for all athletics and/or activities for one (1) calendar year from date of the infraction, which include all practices. In addition, the participant must satisfactorily complete a school approved evaluation/education/treatment program at his/her own expense. Until the school approved evaluation/education/ treatment program is satisfactorily completed, the student will not be allowed to participate. After completion of the consequences for the third offense, the participant will be on a probationary status. If another offense occurs, the third offense consequences will be applied.



TIER TWO: Consequences for Drug Violations

Any NPHS student who has illegally consumed, possessed, determined to be under the influence, and/or cited by law enforcement for any of the following: drugs (legal, illegal, prescription, and non-prescription), narcotic, inhalant, “look-alike” drug, or possession of drug paraphernalia will result in the following consequences:

*Students enrolling in a diversion program in lieu of drug/alcohol charges being filed do not waive any extra-curricular policy suspension.

1st Offense: Exclusion from one-third (1/3) of the next public performances for that sport and/or activity. If the participant self-reports **and** completes a school approved evaluation/education/treatment program at his/her own expense, then the consequences will be reduced in half with a minimum exclusion from two (2) competitions/ performances. If the offense occurs at the end of the season, then consequences would carry over to the participant’s next athletic and/or activity performance, or school year. The student will not be allowed to travel at this time, but is expected to practice and attend all meetings. Public performances are defined as appearances before a public audience of students and/or adults while participating in a competition, performance, meeting or other such public appearance.

*Participants must finish the season and be in good standing with the head coach. Failure to complete the season will result in the consequences continuing on to the next activity season that the student participates in.

2nd Offense: Exclusion from one-half (1/2) of the next public performances for that sport and/or activity. If a participant self-reports **and** completes a school approved

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with a minimum exclusion of three (3) competitions/performance. If the offense occurs at the end of the season/year, the consequences would carry over to the participant’s next athletic and/or activity season, or school year. The student will not be allowed to travel at this time, but is expected to practice and attend all meetings. In addition, the participant must satisfactorily complete a school approved evaluation/education/treatment program at his/her own expense. If the participant chooses not to undergo or satisfactorily complete the evaluation/education/treatment program, the resulting consequence will be the same as that of a third offense.

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Exception

Should a student come forward to school personnel or public health officials asking for assistance with an alcohol-tobacco-chemical dependency problem, the student may return to participate after he/she has satisfactorily completed or has received adequate counseling and/or treatment.

1. The admission of the alcohol-tobacco-chemical dependency problem is volunteered and not as a result of either school or law enforcement investigations.
2. As a result of the admission, the student must show evidence of enrollment and satisfactory progress in an on-going alcohol-tobacco-chemical dependency counseling program.
3. The parent/ guardian and student agree to work with school personnel and substance abuse personnel to break the cycle of dependency.

Consequences for Serious Criminal Offenses (Felonies)

Any student charged with any serious criminal offense shall immediately be suspended from all athletic and/or activities including practices and meetings. A serious criminal offense is defined as any offense described as a felony in the statutes of the State of Nebraska, or any other state or the statutes of the United States Government. The suspension shall continue until the charges have been dropped, dismissed or resolved, and concluded. Concluded shall be defined as a trial on the merits ended and any sentence imposed and no appeal pending.



Grades

When a consequence from the Code imposed upon a student is associated with a grade for a class, the student will have an opportunity to make up the grade through an alternative assignment or activity provided by the school.

DUE PROCESS

When violations of NPHS Code of Conduct, except for serious criminal offenses, are alleged by the school, the school, through its coach, activities director or administrator, shall notify the student of the allegation or charges made against him/her and shall afford the student the opportunity to respond to the allegations prior to the imposition

of any penalties under the Code. The student's parents or guardians shall be notified of the allegations or charges made against the student and subsequent consequences, if any. Appeals for violations of this Code, except for serious criminal offenses, will follow the following order:

- Activities Director
- Student Services Director
- Superintendent of Schools or his/her designee
- Board of Education

Any student suspected of having been charged with a serious criminal offense, as defined previously, shall be suspended immediately upon the coach, activities director or administrator of the school having

notified the student of the charges and the student having been afforded the opportunity to respond to the allegations. The consequences will continue during any appeal process.

The student shall have the right to appeal a suspension for a serious criminal offense to the Superintendent of Schools or his/her designee within five (5) days of such suspension. A decision would be rendered within five (5) school days of the appeal. If the student believes he/she was not charged with a serious criminal offense or believes he/she was being unjustly charged with the crime and should not be suspended, he/she may ultimately appeal the suspension to the Board of Education. The Board of Education may allow the student to present his/her position or suspension to the Board in executive session, provided the student does not specifically request the action to be done in an open session and consent to all information possessed by the District concerning the matter to be presented to the Board in an open meeting. The Board's decision shall be final.

[VARIATIONS IN ATHLETIC/ACTIVITY PERFORMANCES AND SEASONS](#)

The coach, activities director, or administrator representing the school will interpret this Code and apply the interpretation to the best of his/her ability in instances, where the Code may not clearly delineate a specific set of circumstances.



**ACKNOWLEDGMENT AND SIGNATURE SHEET
FOR EXTRACURRICULAR STUDENT ACTIVITIES OF
NORTH PLATTE HIGH SCHOOL - 2021-2022**

Parents are required to sign a student's physical, giving their permission and approval for their son or daughter to try-out or participate in activities for North Platte High School.

By signing the physical, parents acknowledge that even with the best coaching, use of the most advanced protective equipment, and strict observance of rules, that injury is still a possibility. On rare occasions those injuries can be so severe as to result in total disability, paralysis, or even death. The signature allows the school to obtain, through a physician of its own choice, an emergency medical care that may become reasonable and necessary for the student in the course of athletic activities or such travel.

Parents and students are required to sign this acknowledgment sheet before students can try-out or participate in any sport/activity.

By signing the acknowledgment sheet, parents/guardians and students acknowledge that they have read the Handbook for Extracurricular Activities and agree to uphold and abide by the expectations, rules, code of conduct, and other content in the handbook.

Please sign, detach this page, and return to the Activities Office.

Student Name (Please Print): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

School Board Approved: Summer of _____



**Substitute Teacher
Employee Handbook
2021-2022**

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2021-2022 NPPSD School Calendar



August

16 - 1st Day of School K-9th
17 - 1st Day of School 10-12

September

7th - No School - Labor Day
17th - No School - Professional Development

October

15 - No School - Professional Development
21 - P/T/C - K-12
22 - P/T/C - K-12

November

12 - No School - Professional Development
24-26 - No School - Thanksgiving

December

21 - End of 2nd Q
22 - No School - Professional Development
23 December - 4th of January - No School - Holiday Vacation

January

17 - No School - PD

February

18 - No School - PD
25 - No School

March

10- Professional D
11- No School K-12
17-18 P/T/C (K-12)

April

14-18 -No School
19 - No School - PD

May

19 - Last Day of school
20 - Professional D

NPPSD DISTRICT INFORMATION

Absence Management System/SmartFind Express

308-365-1456 / 844-915-1930 <https://nppsd.eschoolsolutions.com/logOnInitAction.do>

Administration Office (McKinley)

Human Resources

Carol Halley

308-535-7100

308-535-3319

301 W F Street

challey@nppsd.org

Adams Middle School

James Ayres

Brett Joneson

Jill Dolan

Kristi Wever

308-535-7112

Principal

Asst. Principal

Attendance Secretary

Secretary

1200 S McDonald

Cody Elementary

Dr. Tami Eshleman

Ashley Beachner

308-535-7132

Principal

Secretary

2000 W 2nd Street

Eisenhower Elementary

Brad LaChapelle

Kay Wright

Alexis Bacon

308-535-7134

Principal

Secretary (until 9/1/2021)

Secretary (start 9/2/2021)

3900 West A Street

Jefferson Elementary

Jeff Ellsworth

Elizabeth Buhlke

308-535-7136

Principal

Secretary

700 East 3rd Street

Lake Maloney Elementary

Chris Vieya

Jenny Preece

308-532-9392

Principal

Secretary

848 E. Correction

Lincoln Elementary

DaNesa Fleck

Lauressa Gillock

308-535-7138

Principal

Secretary

200 W. 9th Street

Madison Middle School

Robin Vahle

Sarah Nichols

308-535-7126

Principal

Secretary

1400 N. Madison

McDonald Elementary Kim Flanders Tamran Berol	308-535-7140 Principal Secretary	601 McDonald Road
North Platte High School Scott Siegel Jordan Cudney Micah Fisher Nick Miller Cheryl Hall	308-535-7105 Principal Asst. Principal/Director of Activities Asst. Principal Asst. Principal Secretary (Substitute Check in contact)	1220 W. 2nd Street
Osgood Elementary	308-535-7144	495 W. State Farm
Washington Elementary Harmoni Wagner Britni Walz	308-535-7142 Principal Secretary	600 W. 3rd Street

School Hours

Preschool

Buffalo	Monday - Thursday	7:45- 3:00
Washington	Monday - Thursday	8:00 - 3:15
Jefferson/ Osgood	Monday - Thursday	7:45-11:15/11:45-3:15

Elementary	8:05-3:30	
Madison Middle	7:50-3:07	
Adams Middle	8:15-3:26	
NPHS	8:05-3:25 (M,T,TH, F)	8:05-2:20 (W)

Substitute Report Times	Full Day	Half DayAM/PM
PreSchool	7:45- 3:45	7:45 - 11:30/11:45 -3:45
Elementary	7:45- 3:45	7:45 - 11:45/11:45 -3:45
Madison	7:30 -3:30	7:30- 11:30/11:30-3:30
Adams	7:45 -3:45	7:45 - 11:45/11:45 -3:45
NPHS	7:45- 3:45	7:45 - 11:45/11:45 -3:45

***Substitute report time refers to the time that the substitute is expected at the school when accepting a job in advance. When accepting a job in the morning or short notice please arrive ASAP.**

SECTION 1- Substitute Information

Certification Requirements

To substitute teach in the North Platte School District, candidates must have a valid teaching certificate. The types of certificate offered by the State of Nebraska are as follows:

- a) A Standard Nebraska Teaching Certificate
- b) A Substitute Nebraska Teaching Certificate
- c) A Local Substitute Nebraska Teaching Certificate.

Standard and Substitute Certificates

A standard certificate is issued to an individual who has met all of the requirements to be a teacher by the Nebraska Department of Education.

A substitute teaching certificate is issued to someone who held a traditional certificate in the past. The individual may have allowed the certificate to lapse and therefore may require additional credit hours to be taken before a standard certificate could be issued.

It is the responsibility of the substitute to secure their certificate with the Nebraska Department of Education.

Local Substitute Teaching Certificate

The option of a local substitute teaching certificate has been added to the type of teaching certificates offered by the Nebraska Department of Education. An individual who has taken a minimum of 60 college credit hours, including at least one course in education *may* qualify. Nebraska Department of Education determines certificates. Steps needed to determine if you qualify as a local substitute teacher are:

- 1) Send a copy of your college transcripts to the Nebraska Department of Education to be reviewed.
- 2) Request a “Local Substitute Application Packet” from:
Nebraska Teacher Certification Office
301 Centennial Mall South
P.O. Box 94987
Lincoln, NE 68509-4987
(402) 471-0739
www.nde.state.ne.us/TCERT/
- 3) If we determine that your transcripts meet the guidelines, a letter of recommendation from the North Platte Public Schools Board of Education will be issued.
- 4) North Platte Public Schools will fax your letter of recommendation to the Nebraska Dept. of Ed.

Note: Please be advised that at the present time Local Substitute Teachers are limited, by the State, to subbing a maximum of 90 days within a calendar year from the receipt of their certificate. **If you are a local sub, you are responsible for keeping track of your days worked so you do not exceed 90 days.**

Substitute Teacher Application Process

Once you have a current teaching certificate (standard, substitute or local) you will need to apply online at www.nppsd.org Substitute applicants will be contacted for an interview with the HR Director prior to hiring. Once hired, substitutes will be responsible for submitting the following documents prior to subbing:

1. **Substitute Teacher Information Sheet**

This form asks some basic informational questions about you. It also asks you to tell us the days of the week that you are able to substitute teach as well as the grade levels in which you prefer to teach.

2. **W-4 & W-4N**

These are the standard Federal and State of Nebraska forms that allows us to withhold the correct Federal and State Income Taxes from your pay.

3. **I-9**

This is also a standard Federal form that proves to us that you are a United States Citizen. We need the following documentation:

(A) Passport, or	(B) Two of the following; Driver's License, Birth Certificate, or Social Security Card.
-------------------------	---

Please bring required documentation with you when you return your paperwork and we would be happy to make the copies necessary to attach to this form.

4. **Criminal History and DHHS Child/Adult Abuse Background Check Forms**

These online forms allow us to run background checks to ensure that we do not expose the students of North Platte Public Schools to someone who may have committed a felony that injured a child or could cause potential difficulties working with children.

5. **Direct Deposit Form**

North Platte Public Schools pays only via electronic funds transfer. This form allows us to transfer funds into your account. We will need either a voided check or documentation on bank letterhead with your routing and account number for where you would like your pay deposited. All information regarding your paycheck is now available online. You will receive instructions for accessing the Employee Portal. If you need assistance, you may call **the Business office**.

SECTION 2- Performance Expectations

North Platte Public Schools Substitute Teachers are expected to exhibit a high degree of instructional skill and classroom management ability. The following list of expectations is not meant to be inclusive but merely to outline expectations. Substitute Teachers shall perform such duties as assigned by the administrator. Substitute Teachers should report to the **building office** at the beginning of the teaching day. You may be asked to correct daily papers, workbooks, and assume supervision responsibilities as assigned by the building principal. If you have any questions on procedures please contact the building principal.

1. Check in (beginning of your sub time) and out (end of your sub time) of the office with the secretary and by signing in as required by each building.

2. Substitute jobs are scheduled in the [Absence Management System/SmartFind Express](#)

Substitutes are expected to follow the times below (unless taking a last minute job) to review lesson plans, help supervise, etc. If the teacher's plan time is at the beginning or end of the day substitutes are still expected to be at the school during that time, in case additional coverage is needed in another classroom.

Substitute Report Times	Full Day	Half Day/AM/PM
PreSchool	7:40- 3:45	7:45 - 11:45/11:45 -3:45
Elementary	7:45- 3:45	7:45 - 11:45/11:45 -3:45
Madison	7:30 -3:30	7:30-11:30/11:30-3:30
Adams	7:55 -3:45	7:45 - 11:45/11:45 -3:45
NPHS	7:45- 3:45	7:45 - 11:45/11:45 -3:45

3. Supervise students during class time as well as transitional times. Check with fellow teachers for directions on how to transition students from their room to other classes or activities. Providing adequate supervision is a serious responsibility. This responsibility extends throughout the dismissal time. Follow prescribed lesson plans.

4. Please leave a note for the teacher highlighting the day's events. You may email this information to the teacher if you prefer.

5. Please be reminded that computers are for instructional purposes only. Personal communications, on-line personal browsing, personal shopping, selling, or trying to access inappropriate sites is strictly prohibited.

6. Do not use cell phones in the classroom or hallways. Cell phone use is to be limited to planning time and lunch time.

7. Substitute teachers are expected to be reliable employees. Reliability is exhibited by following through when a job is accepted and **not cancelling at the last minute.**

While we try to make our handbook and the list of expectations as complete as possible, not every instance can be described. In summary, it is expected that ***Substitute Teachers will model professional behavior.***

SECTION 3 - Wages Information

Pay Scale

The pay scale for substitute teachers is as follows:

Daily Rate: \$130

1 - 10 Consecutive days for the same teacher \$130.00/day (1/2 day is \$65)

Long Term: \$200

11+ Consecutive days for the same teacher assignment.

If there is a discrepancy and a sub shows up for a job that is no longer needed and they were not contacted or activity cancellation, then the sub may leave without pay or be paid for half day and be assigned by the building principal or designee.

North Platte Public Schools has an incentive program for substitutes. Substitutes who successfully complete the **Sub Skills Basic Training** from <https://stedi.org/> will be eligible for additional compensation based upon the following criteria:

- Subbed for a minimum of **40 school days**
- **Presents SubDiploma** to Human Resources
 - Must be renewed annually
 - Substitute is responsible for cost of program - approximately \$39.95
- May only limit subbing to secondary or elementary, if a sub elects to only sub in certain buildings then the sub would not be eligible for incentive
- Substitutes will be eligible for three years of incentive upon successful completion. Subs will have to complete the training every three years to qualify for incentive.

Substitutes will be compensated an additional **\$10/** day in the following July if the preceding requirements are met on an annual basis.

Paycheck Procedures

North Platte Public Schools payroll is completed on a monthly basis. Direct Deposits (in lieu of checks) are wired to your financial institution(s) on the 20th of each month for hours worked in the previous month. You will receive instructions to the **Employee Portal** upon hiring. Contact HR or the Business Office if you need assistance. Employee Portal will not be available until after the first paycheck.

Payroll is figured per calendar month for the previous calendar month.

Example #1: If you work the 1st of September, you would receive payment for that assignment on the 20th of October.

Example #2: If you work on the 30th of September, you would receive payment for that assignment on the 20th of October as well.

SECTION 4 - Electronic Systems

District Email

District email will only be issued to staff members who meet the following criteria:

1. Former NPPSD teacher
2. Substituted for the district for at least three years with an average of over 40 days per year
3. Accepted long term sub job of 20+ days
4. Signed Technology User Agreement

Requests for district email must be submitted to the Human Resources office. The Human Resources office will notify the Technology Department of permission to grant district email to substitutes.

Staff Checking In/ Out

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. All substitutes will be issued a district identification badge to wear while substituting. Substitutes will check-in and checkout through **Raptor* with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed name tag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will be required to checkout through **Raptor*.

**(Raptor* -is NPPSD visitor management system to assist in identifying adults within the building).

Cell Phones

The employees of North Platte Public Schools are expected to manage their personal cell phone use in the workplace so that the phone is not a source of distraction and a cause to be off-task in their work responsibilities. The on-duty employee is expected to be working and not using work time to make or take calls, read text or take pictures. Supervisors have the responsibility to monitor employee cell phone use and to take disciplinary action should the employee exhibit excessive use which interferes with their work responsibilities. Employees are required to restrict personal calls during work time and are directed to use personal cell phones only during scheduled breaks or lunch periods. Employees are expected to inform family members of the restrictions on cell phone use so the employee is not interrupted at work. The district is not liable for the loss of personal cell phones brought into the workplace.

Absence Management System/SmartFind Express

[Absence Management System/SmartFind Express](#)

1. To begin the process you will need to know your employee ID. You can find your employee ID on the Employee Portal on their Pay Advice. Once you secure your employee ID, you will be ready to begin.
2. Your employee ID will be used as your user ID and your Password when you register. IF you have a ZERO at the beginning of your employee ID - DO NOT USE THE ZERO.
3. Please call: 308-365-1456 / 844-915-1930 to register, using your Employee ID
4. Watch this video [System Orientation Training for Substitutes](#).
5. Log into the system by clicking above or typing it into your browser.

SECTION 5-Employee Expectations

Conduct

Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the district. Appropriate employee conduct includes:

1. Treating all visitors and co-workers in a courteous manner.
2. Refraining from behavior or conduct that is offensive or undesirable.
3. Reporting to administration suspicious, unethical, or illegal conduct.
4. Reporting to administration any threatening or potentially violent behavior by co-workers.
5. Complying with all district safety and security policies and procedures.
6. Wearing clothing appropriate for the work being performed.
7. Performing assigned tasks efficiently and in accord with established quality standards.
8. Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned start time and throughout the work day.
9. Giving proper advance notice whenever unable to work and reporting absence according to established procedures.
10. Adhering to the district-wide no tobacco restriction.
11. Maintaining cleanliness and order in the workplace.

Modeling Behavior for Students

Employees are expected to conduct themselves as good role models to students. Employees are instructed to avoid situations where an employee's behavior could be open to allegations, such as being alone with a student behind closed doors, in bathrooms or locker rooms. Employees are advised and directed to conduct themselves above reproach when working with or around students. **Employees are advised to conduct themselves as role models in the use of social media and cell phone cameras.**

Professional Boundaries Between Employees & Students

(Policy No. 4043)

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

Sexual Relationships Prohibited. Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and

for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

Reporting Child Abuse & Neglect

(Policy No. 4054)

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

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

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

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

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

Notification of Arrest, Citation or Summons of Criminal Charges, and Certificate, License or Child Abuse Complaints

Employees must notify the HR Director or designee by telephone or in person within 24 hours after:

- 1. Arrest or Criminal Charges.** Any employee that is placed under arrest, into physical custody, or receives a citation, summons, or complaint for any, and all, criminal offense violations 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.** Violate Nebraska Department of Education Rule 24;
 - d.** Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i.** Would impact the responsibility to be a role model for students;
 - 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 our students, including on extracurricular activities; or
 - iii.** Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
 - e.** The arrest or the alleged criminal activity occurred while the employee was on duty, on school property or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.
 - f.** Employees must also promptly report to the Superintendent or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was 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 subject 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 or designee 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 required under this policy may subject the employee to disciplinary action, up to and including termination.

Personal Appearance of Employees

It is the expectation of the district that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation and not be detrimental to the education process. While it is becoming more commonplace for employees to have tattoos, the expectation is that tattoos and/or body piercings are in good taste, do not cause a distraction in the workplace for other employees and students, and do not promote drugs, alcohol, or violence. It is preferable that the tattoo be covered whenever possible. The supervisor of the employee will determine the appropriateness of the tattoo and/or body piercings. The employee is reminded that they are expected to be good role models for students.

Disciplinary Procedures

When it becomes necessary to discipline an employee for unacceptable performance or behavior, the NPPSD Discipline Policy is designed to do so in a fair and consistent manner.

Attendance and Reliability

It is the practice of the NPPSD school district to require employees to report for work punctually, and to work all scheduled hours. Excessive tardiness and poor attendance disrupt workflow and productivity, and will not be tolerated. Regular and dependable attendance is an essential function of each job.

Request to Remove a Substitute From the Building

A Principal may determine that a particular Substitute teacher is not working well for their building. A request may be made that the Substitute teacher not be allowed to accept substitute jobs for that building or team. To notify the Substitute teacher of this decision, the form entitled "Administrator Request to Remove a Substitute From the Building or Team Substitute List" must be completed, and a conference held with the Substitute teacher. During the conference, the building principal will have the opportunity to discuss the issues with the Substitute teacher. **The required form will provide documentation of the decision. (See form included in the Appendix.)**

SECTION 5 - Classroom Expectations

Lesson Plans

Lesson plans should be arranged by the teacher ahead of time and left in the room or left in the front office. But in an emergency the teacher is to call the principal with the information. The principal can then pass that information onto the substitute. Please refer to guidance at the end of the handbook.

Substitute Evaluation

There is no formal evaluation for substitutes. Teachers are asked to leave feedback after a substitute has been in their classroom. If there is an issue, a building principal or the HR Director will contact the substitute.

Classroom Management

Remember: It is important for the substitute teachers to establish their classroom expectations and consequences at the beginning of the day. It is essential for teachers to be perceived by students as confident, as being in charge, and as being fair.

Respecting Students: Remember that each individual student is a person who deserves to be treated with respect regardless of their intellectual abilities, primary language, social training, cultural background, or personal circumstance. Students respect adults who respect them.

Staying in Control: It is extremely important for the teacher not to lose their temper or control of their emotions. Teachers should model appropriate behavior even under highly stressful situations. When teachers lose self control, it becomes more difficult to make proper decisions and to retain the respect of students. When teachers lose self control, their behavior often becomes the focus of attention rather than the student's behavior.

Eye Contact: Direct eye contact and non-verbal communication are effective classroom management tools, provided that the non-verbal communication doesn't become threatening or intimidating to students.

Raising Your Voice: Using different voice inflections in the classroom is appropriate only if it has a legitimate educational purpose, doesn't result in yelling (which is ineffective and abusive), and doesn't demean students.

Establishing Standards of Conduct: Letting the entire class know what your expectations are is key to having a successful educational day. "Establishing Standards" should be done as early in the day as possible. Teachers need to be firm, fair, and consistent. Setting reasonable standards and consequences and consistent enforcement of these standards is essential in maintaining a safe and orderly learning environment.

Logical Consequences For Student Behavior: Students need to understand that if they chose to follow or violate classroom expectations, a correlation exists between their choice and the consequence. Negative student consequences should be logical and in proportion to the seriousness of the violation. Rewards should also be in proportion to students' correct choices. Rewards should have a legitimate educational purpose, and the reward offered should be sufficient enough to motivate students to want to continue making correct choices.

Positive Reinforcement: Students, like adults, respond to positive reinforcement better than to sarcasm or use of negatives. Praising desired behavior is much more effective than punishing undesired behavior. Preventive discipline is more effective than reactive discipline. SEE PBIS literature.

Praise and Correction Guides: It is more powerful and appropriate to correct students one-to-one at every grade level. Students who are corrected in front of their peers often respond by acting out even more. Often the student who is being publicly disciplined will have their peer group rush to their support at the expense of the teacher. A general guideline at the elementary level is "to correct privately and to praise publicly." At the elementary level, it is generally acceptable to praise a particular student in front of other students. At the middle school and high school levels, individual praise normally needs to be done privately, while group praise is done publicly. Praise should always be genuine and never contrived.

Proximity & Classroom Management: There is a direct correlation of distance of the teacher from the student and student behavior. The closer a teacher is to a student, normally, the better the student's behavior. Teachers who walk around the classroom and monitor student conduct usually maintain much better classroom control.

Extinction: Minor unacceptable student behaviors are often best dealt with by using a technique known as extinction (ignoring minor negative behavior so it is not reinforced by providing desired attention). This technique usually results in minor unacceptable student behavior disappearing. If the undesired behavior persists, the teacher will need to use more direct and forceful disciplinary intervention strategies.

Expectations for Teachers, Substitutes and Administrators during absences

Absence Length	Teacher Responsibilities	Substitute Responsibilities	Principal Responsibilities
.5-10 days	<ul style="list-style-type: none"> ● Detailed Lesson Plans for one week (5 days) ● Have Sub Notebook easily available ● Classroom Schedule, Expectations, and Resources accessible ● Teachers reviews substitute satisfaction survey and makes the appropriate corrective action ● List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) ● Copy of what was sent to students in Google Classroom 	<ul style="list-style-type: none"> ● Submit to principals detailed Lesson Plans for days 6-10 ● Follow Lesson Plan and Instructions left by teacher ● Follow classroom rules and expectations set by teacher ● Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) ● Follow IEP and 504 requirements ● Substitute completes satisfaction survey at the end of the assignment 	<ul style="list-style-type: none"> ● Assures Lesson Plans are prepared and turned ● Notifies classroom teacher if no lesson plan were prepared ● Checks in with Substitute regularly throughout the day ● Principal review substitute survey and makes any corrective action needed ● HR Director reads substitute survey and makes any corrective action ● Assures a substitute-teacher's notebook is complete and visible
11+ days	<ul style="list-style-type: none"> ● Detailed Lesson Plans for first 10 days ● Have Sub Notebook easily available ● Learning Plans for duration of absence ● Classroom Schedule, Expectations, and Resources accessible ● Teachers reviews substitute satisfaction survey and makes the appropriate corrective action ● List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) 	<ul style="list-style-type: none"> ● Follow Lesson Plan and Instructions left by teacher ● Submit to principals detailed Lesson Plans for days 11+ days ● Follow classroom rules and expectations set by teacher ● Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) ● Follow IEP and 504 requirements ● Substitute complete satisfaction survey at the end of the assignment ● Facilitates Parent Teacher Conferences 	<ul style="list-style-type: none"> ● Assures Lesson Plans are prepared and turned ● Notifies classroom teacher if no lesson plan were prepared ● Checks in with Substitute regularly throughout the day ● Principal review substitute survey and makes any corrective action needed ● HR Director. reads substitute survey and makes any corrective action ● Assures a substitute-teacher's notebook is complete and visible

***It is important for Substitutes to know the expectations of teachers. If you believe you do not have the materials and information necessary for a successful day substituting, please contact the building principal.**

LESSON PLANS - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain. But at all costs, leave the substitute

more than enough activities/material to keep the students busy. Always make a few extra copies.

*NOTE: Elementary classroom teachers have access to Planbook.edu that outlines all the materials for the day.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

Make your expectations of the students clear - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with your students to constantly remind them that if you do take an absence day, the class behaves properly. Make your expectations of substitutes clear - Take the time to discuss your expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

A substitute-teacher's notebook, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

- *Copy of your school's bell schedule, including lunch schedules*
- *Updated copy of your classroom seating chart*
- *Updated copy of your roll sheet (Note: Students with health needs noted)*
- *Copy of your daily instructional schedule, including para support if applicable*
- *Copy of your classroom rules/ procedures/ syllabus*
- *List of your most helpful and responsible students*
- *List of all classroom textbooks used and where they are shelved*
- *Simple map of the school facility and grounds, including emergency-exit routes*
- *List of the names, room numbers, and extensions of your closest fellow teachers*
- *List of the names and extensions of your school's administrative personnel*
- *List of the names, room numbers, and extensions of the nurse, counselor, etc.*
- *At least three broad, flexible lesson plans that can be used throughout the year*



RECEIPT OF SUBSTITUTE TEACHER EMPLOYEE HANDBOOK OF NORTH PLATTE PUBLIC SCHOOLS

This signed receipt acknowledges that I am aware of and have reviewed a digital copy of the Substitute Teacher Employee Handbook of North Platte Public Schools. I acknowledge receipt of the Handbook in a satisfactory manner via electronic communication. This receipt acknowledges that I understand that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District's policies of 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: _____

Employee's Signature

Employee's Printed Name

Return to the Human Resources Office

Anti-discrimination, Anti-harassment, and Anti-retaliation (Board policy #3053)

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Kevin Mills, Human Resource Director, 301 West F Street, North Platte NE 6910 (308) 696-3319

kmills@nppsd.org

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SUBSTITUTE TEACHER
EMPLOYEE DISCIPLINE FORM

Employee: _____

Position: _____ School/Department: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Reason for Notice: _____

Specific Problem:

- Tardy
Failure to Report for Assigned Job
Failure to Supervise Students Properly
Discourteous Behavior to Other Employees
Insubordination
Discourteous Behavior to Students
Harassment
Not Performing Work/ Substandard Work
Improper Work Attire
Violation of Safety Procedures
Conflict of Interest
Damage to District Property
Violation of District Policy

Disciplinary Action: (List Dates)

Verbal 1st 2nd 3rd
Written 1st 2nd 3rd
Termination _____



ADMINISTRATOR REQUEST FOR REMOVING A SUBSTITUTE FROM THE BUILDING

Substitute: _____

Request for Removal Made By: _____

Block from Building: _____ OR Block from a teacher _____

Date of Incident: _____ Time of Incident: _____

Substituting For: _____ Building: _____

Date of Incident: _____ Time of Incident: _____

Nature of Incident: _____

Principal's/Supervisor's Comments: _____

Substitute's Comments: _____

Substitute's Signature _____ Date _____

Principal's/Supervisor's Signature _____ Date _____

Human Resources Director's Signature _____ Date _____



North

Platte Public

Schools

**EMPLOYEES HANDBOOK
2021-2022**



North Platte Public Schools
301 West F
P.O. Box 1557
North Platte, Nebraska 69103-1557
(308) 696-3305
Fax (308) 535-5300

**2021-2022
Employees Handbook
North Platte Public Schools
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Section 6 Confidentiality of Protected Health Information

APPENDICES

Appendix A 2021-2022 School Calendar
Appendix B Asbestos Notification
Appendix C Benefits
Appendix D-G Salary Schedules
Appendix H 2021-2022 Holidays
Appendix I
Appendix J Leave Guidance

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and

th eresnt promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or mended by the North Platte Public School District's administration at any time, consistent with applicable law and board policy. All staff shall be provided notice of any such changes by the North Platte Public School Superintendent's Office.

FOREWORD

Section 1 Intent of Handbook

Welcome to North Platte Public Schools. This handbook is intended to be used by all employees to provide general information about the District and to serve as a guide to the District's policies, rules, regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate. This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

Every employee is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, 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 adopted after this handbook, will take precedence and control. Policies and procedures may be adopted during the school year and will take precedence over handbooks.

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. Annual updates will be made as needed.

This handbook will be in effect for the 2021-2022 and subsequent school years unless replaced by a later edition.

Policy No. 4034 The superintendent or designee shall annually formulate, review and revise a staff handbook that will contain information about the district's employment policies and practices. The staff handbook is an extension of these policies and has the force and effect of board policy when approved by the board of education.

Section 2 Information About North Platte Public Schools

The North Platte School District is a progressive learning community that serves approximately 4,000 students. North Platte Public Schools has one high school, two middle schools, nine elementary

schools, an alternative high school program, an early childhood program, and five district preschools complete the school system. The District features all day kindergarten programs at all of our elementary buildings. North Platte Public Schools is located in a community of 25,000 people. North Platte is located equidistant between Denver and Omaha along Interstate 80 in west-central Nebraska.

Section 3 Email Correspondence Disclaimer

The primary means of communication for North Platte Public Schools is district email. Updates to policies, handbooks as well as district expectations and practices will be sent through email. Human resources and payroll use email to communicate with staff. Staff are encouraged to check their email regularly and throughout the calendar year, including breaks. Staff will be required to acknowledge access to handbooks, policies, and other applicable information annually. Failure to sign acknowledgement does not exempt employees from regulations.

Section 5 Members of the Board of Education

- Skip Altig, President
- Joann Lundgreen, Vice President
- Matt Pederson, Secretary
- Ivan Mitchell
- Mark Nicholson
- Angela Blaesi

Section 6 Administrative Staff

Central Office Administration 308-535-7100

- | | |
|------------------|---|
| Dr. Ron Hanson | Superintendent |
| Stuart Simpson | Executive Director of Finance, Facilities, & Operations |
| Tina Smith | Director of Communications |
| Kevin Mills | Director of Human Resources |
| Peggy Romshek | Director, Special Services |
| Lyndsey Douglas | Director, Elementary Teaching and Learning |
| Vikki Carlson | Director, Secondary Teaching and Learning |
| Brandy Buscher | Director, Student Services |
| Lori Coburn | Director, Facilities and Maintenance |
| Brian Tegtmeier | Director, Technology |
| Carrie Lienemann | Director, Kids Klub |

Building Administration

- | | | |
|-------------------|-------------------------------|--------------|
| Danesa Fleck | Principal, Lincoln Elementary | 308-535-7132 |
| Dr. Tami Eshleman | Principal, Cody Elementary | 308-535-7132 |

Brad LaChapelle	Principal, Eisenhower Elementary	308-535-7134
Jeff Ellsworth	Principal, Jefferson Elementary	308-535-7136
Chris Vieyra	Principal, Lake Maloney School	308-532-9392
Kim Flanders	Principal, McDonald Elementary	308-535-7140
Harmoni Wagner	Principal, Washington Elementary	308-535-7142
James Ayres	Principal, Adams Middle School	308-535-7112
Brett Joneson	Assistant Principal/ Middle School Activities	308-535-7112
Robin Vahle	Principal, Madison Middle School	308-535-7126
Scott Siegel	Principal, North Platte High School	308-535-7105
Micah Fisher	Assistant Principal, North Platte High School	308-535-7105
Nick Miller	Assistant Principal, North Platte High School	308-535-7105
Jordan Cudney	Assistant Principal/Activities Director, North Platte High School	308-535-7105

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

The school calendar is found at **Appendix A**.

Section 2 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 notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations. North Platte Public Schools will utilize an automated messaging system to notify staff and families of school cancellations.

North Platte Public Schools uses a communication system to alert families and staff of weather-related school closings. The communication system allows the administration to notify by telephone and email when school has been canceled due to bad weather. School closing information will also be announced through local media.

The decision to close school is made after an early inspection of road conditions and school facilities, as well as current or forecasted weather conditions. When a school closing decision is made in the evening, the district staff try to notify families and staff by 10:00 p.m. When a decision is made in the morning, district staff try to notify families and staff by 7:00 a.m. Families and staff could receive a call as early as 6:00 a.m. to ensure our system has time to complete all notifications by 7:00 a.m.

Sometimes weather worsens during the school hours, making it advisable to dismiss students before the regular dismissal time. It shall be the philosophy of the District to avoid early dismissal if possible except in extreme cases. Parents who wish to remove their children during inclement weather may do so. In the event of an early dismissal, the communication system will be activated.

The final decision as to whether a child should attend school or stay at home is at the discretion of the parents.

Staff Information for Weather Closings When school is closed for weather conditions, teachers and paraprofessionals do not report. Hourly staff will not be compensated for weather closing days.

All administrators, secretaries, and technology staff are to report unless the Central Office Administration makes the decision that all personnel should remain home. Personnel who cannot reach work when requested may take paid time off leave. Central Office Administration requires staff to remain on call throughout the day.

All maintenance and custodial staff are to report, unless notified otherwise by their supervisor.

Section 3 Contract Days

Teachers are contracted for 185 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration. If school is cancelled, it is at the discretion of the district to schedule additional calendar days to compensate for weather related cancellations. This would mean that teachers would be making up cancelled school days, or "snow days."

Article 2 – EMPLOYEE COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees are “at-will” employees, and may be terminated at any time by the school district. Job descriptions are provided to all interviewees and available upon request. All resignations must be submitted in writing to supervisor and Human Resources.

Certified staff are employed by North Platte Public Schools when the certified staff signs a contract and the Board of Education approves such contract of employment. Job descriptions are provided to all interviewees and available upon request. The Certified Staff employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On March 15 of each school year certified staff will be requested to accept employment for the next school year and shall be required to signify such acceptance on or before March 31 or such other date after March 15 as may be designated in the notice. It is important for staff to respond to the request to signify acceptance as a failure to signify acceptance of employment by the March 31 or other designated date shall constitute cause for amendment of termination of the contract. If staff signifies acceptance of employment for the next school year the teacher will be issued a new Contract.

Should staff wish to resign from employment, staff should give **written** notice of resignation to the Human Resource Director. Certified requests 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 April 1st 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. §79-829.

Section 2 Selection of Staff

The process for the selection and assignment of staff is the responsibility of Human Resources with the direction of the Superintendent. It shall be the duty of the Director of Human Resources or designee to assure that all persons meet the qualifications established by law and the Board of Education for the position. North Platte Public Schools shall strive to attract and retain the best qualified personnel available for every position.

The selection procedure is uniformly applied to every candidate. There shall be no discrimination against any employee or applicant for employment by reason of race, color, national origin, religion, marital status, sex, age, disability or sexual orientation.

Staff who are hired and have less than six months employment will not be granted movement on salary scale.

Section 3 Screening and Selection of Staff

The Human Resources Department coordinates the applicant screening and selection process. This process is uniformly applied to every candidate for a particular position, but can vary depending upon

the position. Candidates may be eliminated from consideration throughout the process.

- a. All persons must complete the appropriate application and request accompanying documentation prior to consideration for employment.
- b. Human Resources coordinates an examination of the application and supporting material.
- c. The file of an applicant who had formerly been employed by the District will be reviewed. The rehiring of a former employee is contingent on a positive performance record. A former employee who was terminated, or who resigned in lieu of termination, for reason of violating a workplace conduct rule or unsatisfactory job performance is not eligible for rehire.
- d. Reference checks are completed.
- e. Structured interviews are coordinated by Human Resources.
- f. A supervisor conducts one or more interviews with HR.
- g. The supervisor makes their recommendation to the Human Resources Department concerning the selection for the position.
- h. Human Resources makes a conditional job offer and initiates background checks, including but not limited to criminal history, sexual offenses, child abuse; and any other requirement(s) for the position, i.e. post offer physical, Department of Transportation physical, licensing, etc.
- i. Administration has the discretion to determine compensation and movement of staff. Movement is not guaranteed if staff has been less than six months on job assignment.

Section 4 Assignments

The duties to be performed are subject to assignment by the administration and the supervisor. Job descriptions provide additional information about the position duties. All applicants are provided a copy of the job description. Current employees may request a current job description from the Human Resources office.

Regular, dependable and in-person attendance is an essential function of all positions within North Platte Public Schools. Employees are expected to devote full time and/ or assigned hours during days of school to their work and to diligently and faithfully perform the assigned duties to the best of the employee's ability. Employees are expected to work their assigned hours, any exceptions must be approved by supervisor and Human Resources.

Section 5 Transfer of Assignments

The following procedure applies to transfer of employees:

1. Staff may request a transfer to an assignment following established procedures and practices.
2. In order to be considered for the position, staff must meet the minimum requirements for the position and be able to perform the essential functions of the position with or without reasonable accommodations.
3. Transfers may be made administratively by the Human Resources Department
4. Supervisors may change assignments within a building or department for similar positions, with Human Resources approval.
5. Right of assignment is at the discretion of building and district administrators.

Section 6 Personnel Records #4007

The district shall maintain a personnel file regarding each employee. All materials in a personnel file, except for employment references and information that was gathered in the process of assessing an applicant for hiring, shall be available to the employee for review within a reasonable period of time of the employee's request. Employees (or individuals to whom employees have given written

authorization) may inspect the contents of their personnel files only in the presence of an administrator or a person designated by the administration.

An employee may respond to any document(s) in his or her personnel file by submitting a written response to the person responsible for keeping the file, who shall attach the response to file copies of the disputed document.

No person other than school officials engaged in their professional duties shall be granted access to employees' personnel files, and the contents of such files shall not be divulged in any manner to any unauthorized person. An attorney acting on behalf of the board of education or administration is deemed to be a school official.

Section 7 Evaluations of Certified Employees #4030

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester and each permanent certificated employee for a full instructional period once each school year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

Evaluation of Probationary Certified Employees #4031

A certificated administrator will observe and evaluate each probationary certified employee for a full instructional period once each semester. The administrator will provide each employee with a written list of deficiencies, concrete suggestions for improvement, and sufficient time to improve.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

Entire Instructional Period. For certified employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

Actual Classroom Observation. Actual classroom observation consists of observing the certified employee in any activities in a classroom setting. When a certified employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certified employee performing activities that are typical of his or her position.

Section 8 Grievance Procedure #4013

Definition of Grievance. A grievance is an allegation by an employee or group of employees that there has been a violation of a provision of the negotiated agreement or a policy of the board of education. **Procedural Steps.** The procedure for handling grievances is as set forth in **#4013**

Section 9 Compensation

Compensation. Compensation is paid only as authorized by the Board of Education. Please refer to the Negotiated Agreements and/ or **Appendices** for your compensation schedule and starting salary information. Movement is not guaranteed annually. Negotiated agreements determine movement for paraeducators and certified staff.

Administrative Assistant Placement

- Educational Attainment: A newly hired Assistant shall be placed on step 1.0
 - An Associate's degree or 60 hours of college credit will be granted a one-time advancement of two levels for educational attainment on the Assistants Hourly Rate Pay Scale.

- A Bachelor's degree will equate to a one-time advancement of four levels for educational attainment on the Assistants Hourly Rate Pay Scale. If an Assistant was previously granted two levels for Associate's Degree or 60 hours, the Bachelor's Degree within their work related field, will be limited to two levels.
- The maximum initial placement will be step 5.
- Employees will be granted 2 steps for experience within the work related field
- Employees hired after February will receive the same compensation after completion of one year and then adjustment in compensation will be at the next fiscal year.

Work Week. The Fair Labor Standards Act requires that wages due be calculated on a workweek-by-workweek basis. A work week is seven consecutive days. The District workweek begins on Sunday and ends on Saturday.

All hourly classified employees will use the District Time Management System to record hours worked. Compensation will be paid for the actual time worked based on clock in and clock out times.

Employees are responsible for monitoring their hours weekly to ensure accuracy. Employees may reference the District Time Management System and Employee Portal.

Payment. Employees are paid monthly for hours worked in the previous month. Employees are paid on the 20th of the month, or the last preceding work day if the 20th falls on a holiday or weekend. Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary shall be reduced by the hours missed.

Volunteer Work. No employee can be required to serve on a building or district committee. All committee service is strictly voluntary. Any individual volunteering to serve on building or district committees will not be compensated nor receive compensatory time. Volunteer work at the building level is permitted so long as the duties to be performed are: (1) not similar in nature to the duties being performed for paid time and (2) the volunteer work does not continue in the same building during duty hours of the individual.

Subcontracting duties. Employees may not subcontract their assigned duties with North Platte Public Schools.

Hourly staff will use District Time Management System unless given special instructions to use Time Logs. Certified staff may use Time Logs for activities beyond their normal contracted days. Time Logs are official payroll documents used for compensation and reporting hours to retirement. The annual audit pulls the payroll information to verify payments to staff. This means that the district administration must be very specific in what can be included in time logs:

- Time Logs are done on a **monthly** basis. There cannot be multiple months on submitted time logs. (ie. May and June cannot be submitted on the same time log)
 - Time Logs are due to Payroll by the **1st of each month**. If staff work on the last day of the month, then they must submit the next business day.
 - Time logs are time-intensive to process and require payroll to hand key all information for each time log.
- Time logs must be **signed** by staff and supervisors prior to submission to Payroll. Unsigned time logs will not be processed without proper signatures. Auditors need documentation that staff worked those hours.
- Time logs must be calculated on 15 minute intervals. Staff may not submit time prior to start time of training nor for extension of training without permission of administrator.. Designated times for training will be shared.

- Time logs are paid the **next month**. (ie. May hours are paid in June)
 - Hours reported to Retirement are submitted on a monthly basis.
- Time logs must be submitted separately for different activities which require different budget codes. (ie. Summer Weights and Training cannot be submitted on same time log.)
 - Time logs with pre-filled budget codes may be provided.
- Updated Time Logs should be used and can be found on the Employee Portal. Administrators and Supervisors will normally share the Time Logs.
- All time logs are subject to Human Resource review and approval.

Section 10 Benefits

Classified employees are provided benefits in accordance with their employment classification and Board policy (see **Appendix C**). Annual fringe benefit elections are to be made by September 1 of each school year. Should an employee fail to make such an election, the employee election from the immediately preceding school and contract year shall be continued. Employees are responsible for informing the Payroll Department 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 available from the Human Resources Department.

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 11 Payroll

Payroll deductions are made in accordance with the law and elections made by employees. Before a new employee can be eligible to receive the first paycheck, all necessary forms must be completed. Employees start date will be at least two working days after the required documentation is received by the district central office. Those documents include, but are not limited to:

- I-9
- W-4
- Direct deposit form (see details below)
- Nebraska State Retirement System Application (if applicable)
- Criminal History Background Check
- Physical, if required
- Signed Employee Handbook Sign off Sheet, verifying receipt and compliance with handbook

Direct Deposit. The district shall pay all wages by manner of direct deposit to a checking or savings account with a financial institution identified and authorized in writing by the particular employee. The employee shall have two weeks from the commencement of employment to return a completed direct deposit form to the payroll department to ensure timely automatic deposit of the employee's wages. The returned form shall include documents that corroborate the relevant routing and bank account

number. Once the payroll department receives and verifies all necessary information and forms, payroll will be released on the 20th calendar day of the following month in which wages are earned. Any subsequent changes to an employee's direct deposit information must be submitted before the 10th calendar day in the month in which wages are to be paid through payroll.

Pay Advice. All pay advice information is located in the Employee Portal. To view pay advice, the employee must visit the **nppsd.org** website and register for the Employee Portal with a username and password. The employee is encouraged to visit the Employee Portal each month to see payment details prior to contacting the payroll department with questions. Employee Portal will not be available to new employees until after their first paycheck.

Name and Address Change. If an employee's address or phone number changes at any time during employment with the District, the employee must contact Human Resources and the payroll department as soon as possible. Maintaining accurate employee information is a requirement for all school districts.

If an employee changes their name, they will need to contact the payroll department once they have official legal documentation indicating the new name. Technology department will be contacted next to update email, ID badge and technology equipment checked out (employee must bring laptop and case when updating a name change). Human Resources will receive the Name Change form last to update Personnel Files and district computer programs.

Section 12 Payroll Deductions

Employees will have payroll deductions of federal tax, state tax, FICA and any other deductions authorized by an employee on the appropriate sheet which comply with Nebraska wage assignment statutes.

Retirement. NPPSD employees who work twenty (20) or more hours per week are required to join the Nebraska Public Employees' Retirement System. Employees under eighteen (18) years of age may elect not to join. Once the employee reaches the age of 18 and works more than 20 hours per week, retirement will begin to be deducted.

The following employees are required to participate in the retirement plan:

- All permanent employees of a Nebraska school district, an educational service unit, the state or county (if the position with the state or county requires a teaching certificate), working at least 20 hours per week on an on-going, regular basis, or with a full-time contract.
- A permanent employee initially hired at less than 20 hours per week who provides service for 20 hours or more per week (80 hours per month) in any three calendar months of a plan must be enrolled in the retirement plan for the next payroll period.
- An employee must be a United States citizen or a qualified alien in order to participate. Once an employee meets the requirements to participate in the retirement plan, *they will remain in the plan until termination or retirement.*

All members of the Nebraska Public Employees' Retirement System must contribute a percentage of their gross salary to the retirement fund through payroll deduction. The school district is required by law to match the total cost of contribution at 101%. Any member who terminates employment with NPPSD may:

- 1) Leave the account on an inactive basis in order to draw a retirement benefit. The employee must have five years of creditable service.
- 2) Receive a refund or make inquiries to:

Nebraska Retirement System
PO Box 94816
Lincoln, NE 68509
1-800-245-5712

Long Term Disability (LTD). Employees working 20 hours per week are eligible for long-term disability coverage. Refer to **Appendix C** for specific benefits according to position.

Life Insurance. Term life insurance is available to all employees. District will provide \$10,000 worth of insurance to employees working 20 hours or more per week. Employees may elect to purchase additional cover, up to \$50,000 is paid through the section 125 plan and additional insurance above \$50,000 is paid as a payroll deduction.

Health Insurance. The District pays a single health insurance premium for full time classified staff, except for paraprofessionals who are subject to their negotiated agreement and administrators. When an employee is absent due to an illness and cannot return to work, the district will pay his/her health insurance premium for 12 weeks.

Section 125. Employees may participate in the District's Section 125 plan to the extent allowed by law.

Tax-Sheltered Annuity. All classified employees may have a payroll deduction toward a district selected tax-sheltered annuity (403b).

Section 13 Expense Reimbursement

North Platte Public Schools will reimburse individuals traveling on official school business for reasonable and necessary expenses incurred. Travel expense accounts are open to the public and must be able to sustain the test of public review. Thus, all requests for reimbursement will be carefully reviewed and must conform to the guidelines outlined below. Any non-conforming expenses will be rejected. When planning and paying for travel, economy, prudence and necessity are of primary concern. The use of school funds to accommodate personal comfort, convenience, and taste is not permitted.

It is the expectation of the North Platte School Board to limit travel costs to only those expenses that are necessary for providing essential services to the North Platte Public Schools. Further, travelers and travel planners must seek ways to reduce the cost of essential travel. Additionally, Administration must ensure that all travel expenses conform to these travel guidelines.

Travel-related expenses are the costs incurred when employees go off-site for work-related training, conferences, seminars and/or meetings. These expenses include the cost of attending the session as well as the reasonable costs of transportation, meals, parking, hotel and other accommodations off-site.

Any travel expenditure that is not approved in advance or properly documented, or that is deemed to be excessive, may be partially or wholly rejected for payment. Any amount that is rejected will be the responsibility of the person who incurred the cost. The following guidelines shall apply to those traveling on official school business:

- **Itemized, original** receipts must be submitted for all expenses incurred, including transportation, lodging, meals and other incidental expenses.
- When making travel arrangements, government rates or business rates should be obtained. Upgrades and special amenities are not reimbursable expenses. Requests for others (i.e. family members, friends, or non-employees) to accompany employee will be limited and

subject to the approval of the District, and additional fees relating to the travel of others shall be non-reimbursable.

- If personal travel is combined with work related travel, the personal portion must be paid by the employee. Reimbursement for mileage will not be granted, when district transportation has been arranged and is available to the employee.
- No cash advancements will be made for anticipated expenses.
- Internet access charges must be pre-approved.
- The following expenses will **not** be reimbursed:

- Alcoholic beverages, In-room movies, Mini-bar charges, Gym fees, Entertainment or recreational expenses, Laundry and dry cleaning, Travel Insurance,

With regard to transportation:

- Flight reservations will be arranged with the Business Office prior to arrangements being made.
- The most economical fare available should be obtained and is a reimbursable expense.
- Transportation will be obtained by the most cost effective means.
- District gas cards may only be used to purchase gas for district-owned vehicles for work-related travel.
- The use of a rental car requires approval in advance of any travel. If a rental vehicle is approved, it should be a “mid-class” vehicle or smaller. The district will not be responsible for expenses related to fines or other expenses incurred due to traffic or parking violations.
 - Fuel purchased for use of a rental vehicle may be purchased using the district issued p-card or with the employee’s own funds. Receipts must be turned into the business office.
- Mileage reimbursement will be at the per mile rate approved by the IRS. Travel will be calculated from the employee’s beginning location, either home or work location, to the destination and back using an online map program. .
 - All travel performed using an employee’s personal vehicle will be reimbursed at the current mileage rate in accordance with this policy.
- With respect to lodging:
 - Lodging reservations will be made in advance of any travel and set up as a direct bill to the district. If an employee chooses not to direct bill, the employee will be required to pay for the lodging and request reimbursement.
 - Lodging will be paid at actual and reasonable rates for both instate and out-of-state travel, subject to the additional provisions of this policy.
 - Lodging at the conference location is appropriate and an approved cost.
 - Employees who arrange for others (i.e., family members, friends, or non-employees) to stay with them will be required to pay for the lodging and request reimbursement. Lodging reimbursement for employees who arrange for others to stay with them will be

granted at 50% of the room rate, not to exceed what the district would have paid for single occupancy.

- With respect to meals: If meals or a portion of the meals are included in the travel arrangements (e.g. meal in flight) or at the conference or training session, no meal reimbursement will be made for that meal period. Meals will not be reimbursed if travel occurs within one hour before or after an employee's normal work day.
 - All meals are to be purchased by the employee, then submitted for reimbursement on the Travel Reimbursement Form.
 - Charges for meals must be reasonable and in keeping with the regional cost for dining out.
 - Reimbursement for tips is limited to 20% of approved meal price. Tips above 20% will be the employee's responsibility. The following schedule of per diem payments is the recommended allowances that will be reimbursed for meals:

	Instate	Out-of-state
Breakfast	\$10.00	\$ 15.00
Lunch	\$15.00	\$ 20.00
Dinner	\$25.00	\$ 30.00

- Registrations, taxi fares, parking fees and other miscellaneous travel-related expenses may be allowed subject to the discretion of the district.

To request reimbursement or payment, please follow the instructions below:

1. Complete and submit the Travel Reimbursement Request form, which is available online, or print it and return it to your building Principal or Supervisor for approval. **Please attach all copies of receipts to the form prior to submission.** The form must be received in the Business Office by the end of the month to be compensated the following month otherwise payment will be made in two months.
2. The building Principal or Supervisor will forward the request form to the Central Office Administrator for approval and payment.
3. Final Approval will be made by the Executive Director Financial, Facilities, and Operations.

Reimbursements for approved expenses will be mailed after the first board meeting of the next month. Reimbursements must be submitted by the last business day of each month to be paid in the next month.

The District maintains Travel Purchasing Cards in the Business Office. A Travel P-card can be "checked out" from the business office secretary for use in making travel reservations prior to business travel. The same Travel P-card will then be reserved for the staff member to use for business expenses when actually traveling. All of the above guidelines are to be followed for use of the P-card during business travel. The employee is required to turn in all receipts for travel expenses when returning the P-card to the Business Office secretary after the employee returns from traveling. All employees are required to sign a User Statement of Responsibility prior to using a District P-card.

North Platte Public Schools participates in various grants and compensation for grant activities may be subject to different compensation regulations.

Section 14 Overtime

Overtime is paid to hourly, classified employees in accordance with the Fair Labor Standards Act (FLSA). A publication provided by the federal government which provides more information about the FLSA is displayed at the workplace or a copy is available from the Human Resources Department. Comp time may be taken instead of paid overtime. ALL overtime and comp time must be pre-approved by the supervisor and/ or Executive Director of Finance and Operations.

Certified Staff are considered exempt from overtime in accordance with the Fair Labor and Standards. Certified Negotiated Agreement provides guidance for additional compensation for certified staff. The regular workweek for overtime purposes is from 12:00 a.m. on Sunday through 11:59 p.m. on Saturday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked through district software used for time reporting. Falsification of time worked is a serious offense.

Employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime calculations do not include payment for idle hours when the employee is not at work. Idle hours include paid time off, sick time, and all other types of leave offered to classified employees. Employees who use leave during a week will not be compensated for overtime until time actually worked exceeds 40 hours in the same workweek. For example, if an employee uses eight hours of paid time off leave on Monday and then works 44 hours between Tuesday and Saturday, only four hours will be considered overtime for that workweek.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ 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. If applicable, the employee and the Executive Director of Finance or designee will agree upon the overtime rate in compliance with FLSA regulations.

The District's policy is to not permit improper deductions from the salaries of exempt employees who are required to meet a "salary basis" test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or 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.

Section 15 Disciplinary Suspension

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 "salary 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. (Can't find it in policy)?

Section 16 Worker's Compensation

All employees come under the provisions of the Nebraska Workers' Compensation Law. Injuries on district-owned grounds or in district-owned buildings or that happen during job duties off premises, no matter how minor, should be reported immediately to the supervisor or principal.

The supervisor is to be knowledgeable of the district's reporting procedures and to provide the forms and direct the employee on how to complete (1) the Employee's Incident Report and (2) Employee's Choice of Doctor forms. The supervisor will then complete (3) the Supervisor's Accident Investigation Report and forward all to the Business Office. It is also the supervisor's responsibility to contact Wellness Works who will follow up with the employee.

Employee's eligible for worker's compensation can receive up to 66 2/3% of their wages from the worker's compensation insurer. The District will use the employee's available sick and paid time off leave time to compensate the employee for the remaining portion of their wages. Once the employee's sick and paid time off leaves are used up, the district paid portion of their wages will cease and the employee will only receive the amount paid by the worker's compensation insurer. No leave accruals will occur while an employee is on worker's compensation leave.

Once an employee is eligible for worker's compensation, the employee's time off will be treated as allowable time off under the Family Medical Leave Act (FMLA). See Article 3, Section 8 for FMLA details.

Article 3 –CLASSIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Paid time off leave will be granted July 1st of each school year. Once the employee has used all of his/her allotted leave in any category, absent without pay is the only option available. Twelve-month employees, working less than eight hours per day, will receive one half of the leave amounts detailed in each section. **All Paraeducator's leave is subject to the Current Paraeducator Negotiated Agreement.**

Requesting and Reporting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software as soon as possible. Leave requests are to be submitted in a timely fashion to the supervisor. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. Absence requests must be submitted as soon as possible to ensure the employee is paid for the time. Absences must be submitted during the month of absence. Paid time off leave should be submitted at least five business days in advance.

Employees using the District Time Management System to report leave must report leave in a timely fashion or the employee will not be compensated for the leave. Employees are required to submit leave if they cannot work regularly scheduled hours, even if the leave is exhausted. Custodial and Maintenance staff is subject to the Facility and Maintenance Department Policies.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leaves occurring in circumstances where the need for the leave can't be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. The District may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. **Family and Medical Leave (FMLA).** Qualified employees will be provided leave under the Family and Medical Leave Act (FMLA) as provided in board policy.

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

Section 2 Leave

Permanent employees are provided with accrued leave (sick, adoption, paid time off) and benefit leave (bereavement, holidays, jury duty, voting, professional) in accordance with their employment classification, applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

The leave provided by the District is to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and does not represent the District's values.

Section 3 Accrued Leave

Note: Temporary Summer Employees do not accrue leave.

Sick Leave. Employees are to use sick leave when unable to work due to an illness. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Please reference the Paraeducator Negotiated Agreement.

Sick leave may be accumulated up to 600 hours based on the percent of time worked during a standard week. Sick leave can only be used up to the standard hours per day of a given class of employee. Employees will not be permitted to use unearned sick leave. An unpaid leave of absence may be requested by classified employees to Human Resources and the Executive Director of Finance and Operations. Any employee that moves to a part time status that is less than 20 hours per week, will lose all accrued leave.

Category	Hours Accrued Per Month
A	8
B	6
C	5 (based on 9 payroll checks)

Sick leave may be granted for medical appointments, maternity, illness or accidents, injury to the employee, spouse, children, parent, step-parent, parents-in-law and grandparents. All accumulated sick leave may be used for any or all stated items. When an employee leaves work due to stated sick leave they must take at least half an hour of leave before returning to work. FMLA absences will be handled through HR.

Twelve-month employees cannot use sick leave the day before or the day after a holiday without supervisor approval.

If a classified employee is using paid time off leave, appropriate leave will continue to accrue. If a classified employee is using sick leave, leave will not continue to accrue. All sick leave benefits cease upon termination of employment with the North Platte Public Schools. Sick leave does not accrue cash value.

Sick and paid time off leave is accrued monthly and will begin accruing with the employee's first paycheck. If an employee is absent from work before their first paycheck, the employee will not be paid for hours worked. Leave will not be available until after one month of employment.

If employment is terminated prior to leaves accruing for that month, the employee will not accrue leave. If leave accruals have already been posted, then that leave will be available to employees to use. Paid time off leave will be paid out in the employee's final paycheck.

If an employee is out on medical (FMLA) or workers comp leave, the employee will not accrue leave

until his/her return to employment, at least half time, with the district.

Staff members may donate up to 16 hours of sick leave per year to any classified staff who has exhausted all paid leave, and who becomes subject to a pay deduction or no income due to extended illness. **Maximum amount of donated sick leave cannot be more than 600 hours.** Extended illness may be defined as cancer, heart attack or heart surgery, accident or injury that requires immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant, stroke, tumor or any illness or disease comparable to those enumerated in this section as determined by the Executive Director of Finance, Facilities and Operations who's discretion of eligibility shall be final. A physician's statement must accompany all extended illness cases.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Paid Time Off. (Does not include sick leave)

When an employee changes positions within the district, from a position that does not accrue leaves monthly to a position that does, the employee will be granted the lesser of 2 years of service credit towards leave accruals or their actual years of service.

Employees may not be absent from their assigned duties for more than 80 consecutive work hours for paid time off purposes, unless approved by Human Resources. Paid time off leave must be used in half hour increments. Clerical staff working 10 months will receive the maximum accrual as shown below. Paraprofessional staff will receive the paid time off based negotiated agreement. Paid time off leave is earned monthly beginning on July 1st on the basis of continuous employment and will be granted as follows:

	Employment Term	Hours earned per Month	Maximum accumulation	Notes:
12 Month Classified Employees	0-11 Months	9	108	
	12-59 Months	14	168	
	60-119 Months	16	192	
	120 months+	18	216	
	Paraeducator			Based upon Negotiated Agreement
	10 Month Clerical		32	Accrues July 1st

Once the maximum number of hours has been reached, no additional leave will be accumulated until time has been used. Para-Educators must be hired prior to March 1st to accrue Paid Time Off.

Section 4 Benefit Leave

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. Bereavement leave is granted at NPPS discretion and subject to verification.

The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the staff member's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

All categories: Employees may be granted up to 40 hours paid at regular time rate for hours assigned daily for absence from work due to a death in the immediate family:

- A. Spouse
- B. Parent/Parent-in-law
- C. Stepmother/Stepfather or Stepmother-in-law/Stepfather-in-law
- D. Child
- E. Stepson/Stepdaughter
- F. Son-in-law/Daughter-in-law
- G. Grandchild
- H. Brother/Sister

Employees may be granted up to 16 hours paid at regular time rate for hours assigned daily for absence from work due to a death of a:

- A. Brother-in-law/Sister-in-law
- B. Grandparents
- C. Niece, Nephew, Aunt and Uncle
- D. Person living in the home of the employee
- E. One friend per year up to eight hours or assigned daily hours

Holidays. Pay will be received for those holidays observed by the district, which fall within their assignment period. The Districts will designate holidays annually. If a holiday is observed while the employee is on sick leave or paid time off leave, the holiday will not be charged to sick leave or paid time off leave. The paid holiday schedule for the **current** school year is located in as an **Appendix H**.

Section 5 Sick Leave Incentive

Sick Leave Incentive Program: Employees (**Except Para-Educators and teachers; please refer to their master agreement**) will receive a sick leave benefit if the following conditions are met:

1. The employee is at least fifty-five (55) years of age as of September 1 of the school year in which the employee resigns ("resignation year").
2. The employee has completed 15 or more consecutive years of credited service to the North Platte Public Schools District ("District") as of the conclusion of the resignation year (credited service means continuous employment with the District as a classified staff). The employee will be paid their accumulated sick leave in January of the following year of their resignation according to the following formula: (Hourly rate x (total sick leave hours x 40%)).

Article 4 – CERTIFIED ABSENCES FROM WORK

Section 1 Absence Procedures

Leave Accrual. All leave is accrued on an annual basis unless otherwise stated. Personal and leave will be granted July 1st of each school year. Once the employee has used all of his/her allotted leave in any category, absence without pay is the only option available. Employees requesting leave beyond accrued leave and FMLA, will need Human Resource approval to take leave without pay.

Requesting Leave. An employee who wants to use available leave is to submit a leave request to the employee's supervisor using the District designated software. Leave requests are to be submitted in a timely fashion to the supervisor. All personal leave requires five school days advance notice, exception requests require Human Resources approval and subject to negotiated agreement. The supervisor may require that more advance notice be given depending on the nature of the employee's duties or the need to schedule a substitute. District Administration may restrict personal leave requests based upon substitute availability and negotiated agreement.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstances requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take a sick or bereavement leave, employees are to contact their building administrator or supervisor as soon as possible. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their building administrator or supervisor whether the employee will be able to return to work on the next duty day. For sick or bereavement leave occurring in circumstances where the need for the leave cannot be determined in advance, the employee is to make a report of the need to take the leave as soon as possible. District Administration may approve special emergency circumstances.

Returning from Absences

1. *Justification for Absences Taken Without Prior Approval.* If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school (student contact days), the employee will be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.
2. *Establishing Fitness for Duty.* Employees must present a written statement from their physician or healthcare provider to their supervisor when absent for any period of time because of injury requiring care from a physician or healthcare provider, or absent from work for 5 days or more due to a personal health condition. The statement is to clearly verify that the employee is mentally and physically able to return to duty. This statement is to be presented in person to the employee's supervisor before the employee returns to duty in order that the readiness to perform work can be observed and discussed. Custodial staff is subject to the Custodial Department Policies.

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

Section 2 Leave

Employees are provided with accrued leave (sick, adoption) and benefit leave (personal, bereavement, jury duty, voting, professional) in accordance with applicable negotiated agreement, and Board policy. During such paid leave, employees continue to receive their salary and fringe benefits.

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.

Section 3 Accrued Leave

Sick Leave. Employees are to use sick leave when unable to work. Activities other than caring for their own health or that of an immediate family member reflect an abuse of sick leave. Sick leave may accumulate up to 75 days.

Adoption Leave. Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 4 Benefit Leave

Personal Leave. Certified staff are granted three (3) personal days per school year. According to the negotiated agreement, teachers may be paid daily sub rate for any unused personal leave. Personal leave may not be carried over to the following school year for teachers.

For administrators, personal leave must be used within the school year they are earned and do not carry over to the following school year.

Bereavement Leave. Bereavement leave is to be used for purposes of addressing issues related to the death and to attend funeral services. The taking of a bereavement leave without attending funeral services would be an abuse of bereavement leave, except in the case of the death of the teacher's parent, child or spouse, where grief would be expected to impair the employee's ability to function at work.

Section 5 Expectations for Teachers, Substitutes and Administrators during absence

Absence Length	Teacher Responsibilities	Substitute Responsibilities	Principal Responsibilities
.5-10	<ul style="list-style-type: none">Detailed Lesson Plans	<ul style="list-style-type: none">Follow Lesson Plan and	<ul style="list-style-type: none">Assures Lesson Plans are

<p>days</p>	<p>(may be uploaded to AESOP)</p> <ul style="list-style-type: none"> • Have Sub Notebook easily available • Classroom Schedule, Expectations, and Resources accessible • Teachers reviews substitute satisfaction survey and makes the appropriate corrective action • List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) 	<p>Instructions left by teacher</p> <ul style="list-style-type: none"> • Follow classroom rules and expectations set by teacher • Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) • Follow IEP and 504 requirements • Substitute completes satisfaction survey at the end of the assignment 	<p>prepared and turned</p> <ul style="list-style-type: none"> • Notifies classroom teacher if no lesson plan were prepared • Checks in with Substitute regularly throughout the day • Principal review substitute survey and makes any corrective action needed • Director of Human Resources reads substitute survey and makes any corrective action • Assures a substitute-teacher's notebook is complete and visible
<p>11+ days</p>	<ul style="list-style-type: none"> • Detailed Lesson Plans for first week • Have Sub Notebook easily available • Learning Plans for duration of absence • Classroom Schedule, Expectations, and Resources accessible • Teachers reviews substitute satisfaction survey and makes the appropriate corrective action • List of student IEP, 504 requirements, students with special accommodations (seating, restroom privileges, does not celebrate holidays, does not stand for flag, etc.) 	<ul style="list-style-type: none"> • Follow Lesson Plan and Instructions left by teacher • Submit to principals detailed Lesson Plans for days 6-30 • Follow classroom rules and expectations set by teacher • Fulfill duties of teacher as assigned by building principals (ie. Recess, Lunch, etc.) • Follow IEP and 504 requirements • Substitute complete satisfaction survey at the end of the assignment • Facilitates Parent Teacher Conferences 	<ul style="list-style-type: none"> • Assures Lesson Plans are prepared and turned • Notifies classroom teacher if no lesson plan were prepared • Checks in with Substitute regularly throughout the day • Principal review substitute survey and makes any corrective action needed • Director of Human Resources. reads substitute survey and makes any corrective action • Assures a substitute-teacher's notebook is complete and visible

***It is important for Substitutes to know the expectations of teachers. If you believe you do not have the materials and information necessary for a successful day substituting, please contact the building principal.**

LESSON PLANS - It is vital that you take an adequate amount of time preparing for a substitute teacher. Give the substitute as much detail as necessary to make your wishes clear. Review, organize and clearly label materials to be left for the substitute. The substitute needs enough material to keep the students busy for the entire class period. Your instructions should be fairly detailed and legible, leaving no doubt about what you are trying to accomplish on that given day. It might even be a good idea to include the actual goals and objectives that you are trying to attain. But at all costs, leave the

substitute more than enough activities/material to keep the students busy. Always make a few extra copies.

If you wish to leave your desks and cabinets locked, that is understandable, but at least leave a large sealed envelope marked "FOR THE SUBSTITUTE", containing all the items the sub will need for the day.

Make your expectations of the students clear - Studies indicate that a substitute has only the first 5 minutes of class to establish control of that class. A well-prepared group of students will most often comply with the substitute. Define best behavior for them. Never make jokes about substitute teachers and don't let students think that you have low expectations for days that you aren't there. Give students no opportunity to contradict the substitute. Use every available opportunity to remind your students about proper classroom behavior when guests — and that includes subs — are present. Work with students to constantly remind them that if you do take an absence day, the class behaves properly. Make expectations of substitutes clear - Take the time to discuss expectations of student behavior with substitutes early in the year in case you are absent. When you are going to be absent, take the time to write thorough plans that account for every minute of class time.

A substitute-teacher's notebook, for use by any sub who may be assigned to your class, will be required. The notebook's emergency lesson plans and classroom management information will help ensure that everything runs smoothly while you're gone.

The sub notebook, clearly labeled and easily accessible from your desk, containing the following materials:

- Copy of your school's bell schedule, including lunch schedules
- Updated copy of your classroom seating chart
- Updated copy of your roll sheet, including students with health needs identified
- Copy of your daily instructional schedule, including paraeducator or co-teacher if applicable
- Copy of your classroom rules/ procedures/ syllabus
- List of your most helpful and responsible students
- List of all classroom textbooks used and where they are shelved
- Simple map of the school facility and grounds, including emergency-exit routes
- List of the names, room numbers, and extensions of your closest fellow teachers
- List of the names and extensions of your school's administrative personnel
- List of the names, room numbers, and extensions of the nurse, counselor, etc.
- At least three broad, flexible lesson plans that can be used throughout the year

Article 5 - LEAVE

Section 1 ___ Jury Duty Leave

An employee who is summoned for jury service must promptly notify the employee's immediate supervisor. The employee will be allowed time off for jury duty.

There will be no loss of salary or deduction in leave time for time spent in jury service. The District may at its discretion reduce salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 2 ___ Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours during which the employee is not required to be present at work in the period between the time of the opening and closing of the polls; and (c) applies for voting leave prior to or on election day.

Voting leave will not be available to most employees because elections are typically scheduled for 8 a.m. to 8 p.m. Most employees are off duty on or before 6 p.m. If not off work by 6 p.m., the employee is usually not on duty before 10 a.m.

When voting leave is available, an employee will be entitled to be absent from work on Election Day for such a period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The employee's supervisor may specify the hours during which the employee may be absent for voting leave.

Section 3 Family and Medical Leave #4011

North Platte Public Schools handles FMLA internally through HR. Employees are to contact HR for FMLA absences and guidance. Employees may need to file FMLA for intermittent absences. Employees will be given additional guidance after contacting HR. Employees are responsible for contacting HR and submitting required documentation. Employees who fail to contact HR or neglect to submit the requested documents may be subject to denial of FMLA and/ or disciplinary action.

Employee Rights and Responsibilities under the Family and Medical Leave Act

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

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

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

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

the date of any FMLA leave usage.

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

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

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

The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. A person is eligible if you have been employed with North Platte Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

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

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

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

Substitution of Paid Leave for Unpaid Leave. You may choose or North Platte Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District’s normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a healthcare provider, or circumstances supporting the need for military family leave. You also must inform the District if the

requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

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

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

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

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

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

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

For additional information you may refer to FMLA poster (available at your workplace or from the Human Resources Department) or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on FMLA leave, contact Superintendent, at 308-696-3305.

Section 4 Military and Family Military Leave # 4011.1

Military leave and family military 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 leave request form when they prepare the request for military leave.

Employees requesting to take family military 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, and consult with their supervisor to schedule the leave so as to not unduly disrupt the operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable.

Family military leave under the FMLA will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave.

Section 5 Subpoena to Testify Leave

An employee must promptly notify the employee's immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available paid time off. A subpoena will be considered to involve a personal matter whenever the employee or a family member or friend of the employee is a party to the legal proceeding.

Article 6 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable, in-person attendance at work is an essential function of all North Platte Public School's positions.

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

The North Platte School District uses an electronic time tracking system called District Time Management System to capture and record all non-exempt employee time records and all hourly paid supplemental position time. The electronic time tracking system allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following guidelines have been created to ensure accurate recordkeeping and compliance within the District.

The District Time Management System system shall be considered as the "official" record of the workday for these positions. Any disputes over actual hours worked or attendance will be resolved by referring to the District Time Management System records.

Section 2 Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated sick leave or other paid leave, the employee's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the hours missed. Employees who are absent beyond allocated leave, including accrued leave, and do not meet the guidelines of FMLA will be given notice and an improvement plan put in place. If continued absences occur without leave, disciplinary action may be taken. When an employee is absent due to an illness and cannot return to work, the District will pay the employee's elected health insurance premium for up to 12 weeks, if the leave is approved with FMLA. .

The District complies with laws that require leaves to be allowed, such as for FMLA leaves, military service and jury duty.

Section 3 Arrival to Duty Assignments

Employees' work assignments may or may not be related to the regular school day. All employees are expected to know their duty dates and times and to be on time for work.

Administration has discretion, upon district approval, to adjust daily hours to accommodate building needs.

Section 4 Leaving School/Assignment

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

Employees who leave the school during their designated lunch period or for an approved absence must check out with the Principal's office or their supervisor when leaving and check back in upon return. Employees who need to leave during the school day for reasons of illness or emergency are to make sure that a responsible person has been notified of their unexpected absence so work coverage may be provided.

Section 5 School Procedures

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

1. Use of Phones. Employees are not to use personal cell phones for any non-school purpose during duty time. Personal telephone calls shall not be made during duty time except in the event of an emergency. No personal long distance calls on school telephones will be authorized, except in an emergency.

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

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent of all parties the person or persons being recorded or whose image or sound is being transmitted. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to

2. Checking Out of Equipment. All equipment must be checked out through the appropriate office. School equipment must be used only for school purposes. School equipment and other resources may not be used for personal purposes only as authorized by Board policy or contract. Policy No. 4016
3. Requisition of Equipment and Supplies. Books and supplies which are needed for instruction should be requested through the appropriate office. Employees shall not make purchases on behalf of the District without prior approval of the Principal.
4. E-mail. Use of the District's email system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy (Policy No. 4026) and this handbook.
5. Employee MailBox. Employees may be assigned a mailbox. Employees should check for mail upon arrival, in the course of the work day, if possible, and upon departure. If something requires an answer employees are responsible for responding promptly. Employee mailboxes are to be limited to communicate regarding school business.
6. Attire. It is important for employees to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should wear business casual clothing. **Teachers will model professional behavior with their attire.** The administration may establish more detailed guidelines for individual employees should that be necessary.

Custodial and maintenance staff are provided with a uniform. If the employee terminates employment, their uniforms must be returned. Failure to return their uniform will result in a reduction of their final paycheck for the cost of the uniform.

7. Identification/Security. All employees are required to wear photo identification badges provided by the district so that staff and students can recognize them as employees.

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. Staff who are not regularly assigned a building will check-in and checkout through Raptor with their staff ID. If staff do not have their staff ID, they will need to present a state-issued ID to office staff and receive a printed name tag. Staff must have ID readily visible at all times during school hours. Staff who leave during the day, will be required to checkout through Raptor. The District and Building Administration have the right to provide further guidance on the use of Staff Check-In and Out.

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

North Platte Public School is committed to providing a safe learning environment. It is important to know at all times, who is present in the building. North Platte Public Schools has Raptor, a visitor management system to assist in identifying adults within the building. All visitors are required to check-in to the office by presenting a state-issued ID. A name tag will be given to the visitor with name and destination identified. All staff are responsible for checking that visitors have proper identification.

9. Classroom Environment. At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Section 6 Supervision of Students

Proper supervision of students is an important responsibility of all employees of the District. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision
 - a. Report to all duty assignments on time.
 - b. Circulate through the duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
 - c. Be vigilant while supervising students. Never leave the students unattended; the need

to make a copy is not greater than the need to supervise the students. If an emergency requires that you leave students who you are supervising, request that another nearby staff member provide supervision for you, or notify the office so someone can provide assistance. If you are on recess duty, the responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that the primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the 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).
 - e. Be careful when physically contacting students. Physical contact with students should be limited to that necessary to protect the student. Corporal punishment is prohibited in the 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.
 - f. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
 - g. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.
2. Proper Instructions
- a. 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.
 - b. 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.
 - c. When you go over safety rules with students, note it in your written records.
3. Proper Maintenance of Buildings, Grounds, and Equipment
- a. Conduct periodic inspections of equipment under your control or in your area of supervision.
 - b. 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) and notify the office so those repairs may be undertaken.
4. Proper Warnings
- a. 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 administration office should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fights

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office can not 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)

Violations of student rules which 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.

Student Searches: Office administration should be contacted to perform searches of students or their belongings. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. 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: Treat students fairly and consistently without consideration of race, color, religion, gender, or disability. Students who need special accommodations are to be given those accommodations as needed for them to participate in school and school activities. Follow IEP and 504 Plans for the students for whom you are responsible. Be attentive and respond to “bullying.” Maintain the confidentiality of student records. Student record information should be shared only with other school staff with a need to know the information to perform their duties.

Section 7 Dispensing Medication Policy No. 5024

Medication will be administered only in accordance with the Medication Aide Act. Medications will not be administered during school hours except as necessary to provide appropriate educational services. Employees are not permitted to give any medication to students unless trained under the Medication Aid Act. Parents/guardians are encouraged to have medications given at home by the parent or by other responsible parties identified by the parent.

The school district reserves the right to review and decline requests to administer or provide medications which are not consistent with standard pharmacological references, are prescribed in daily doses which exceed the dosage recommended by standard pharmacological references or which could be prescribed in a manner which would eliminate the need for giving medication during school hours. The school district may at any time consult with the student’s physician with regard to any medication prescribed by the physician.

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 nurse’s office; with the exception of students who have a diabetes self-management or asthma self-management plan.

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 slips 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 are not to administer medicine, including over the counter medicine, without a 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.

If a group of students is going on a field trip, the supervising teacher is to notify the Health Office of the trip a minimum of 48 hours in advance. The School Nurse will determine if the medical needs of one or more of the students will require that a health services staff member accompany the students. If it is not necessary for a health services staff member to accompany the students, but one or more of the students may need medication during the field trip, the school nurse will train the teacher about the procedures necessary for medication administration and documentation.

Section 8 Reporting Child Abuse Policy No. 4054

The district recognizes its obligation under Nebraska law to report suspected child abuse or neglect cases to local law enforcement or social services personnel. In efforts to help prevent child abuse or neglect, school employees will learn to recognize the symptoms of child abuse, know how to report it, and provide continuing support and encouragement to abused children and their families.

Staff members will work cooperatively with law enforcement and/or the Child Protection Services (CPS) worker who is investigating a report of child abuse. Law enforcement and/or the CPS worker will be given access to a child at school when an interview is requested as part of an investigation of a child abuse report.

During the investigation of a reported child abuse case, when law enforcement and/or a CPS worker requests information about a student, school employees will provide information within the guidelines of the Family Educational Rights and Privacy Act (FERPA) and the exceptions to FERPA as noted in the Uninterrupted Scholars Act. The Uninterrupted Scholars Act permits educational institutions to disclose a student's education records, without parental consent, to a caseworker or other representative of a State or local child welfare agency, when such agency is legally responsible for the welfare of the student or the student is the Ward of the Court or State.

Article 7 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

(Rule 27 – Regulations and Standards for Professional Practices Criteria)

The North Platte Public School District expects its employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education. The school employment job ethics standards which employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee: Employees shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

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

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

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment, unless disclosure is approved by the administration or is required by law.
3. 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 employee bears responsibility for instilling an understanding of confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

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

1. Shall not misrepresent an institution with which the employee is affiliated, and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Position Employment Practices:

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

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

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

Competent Performance

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

Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;

3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

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

Each supervisor shall:

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

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

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, Board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

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

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;

6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

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

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

Section 2 Role Model

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

Section 3 Professional Boundaries and Appropriate Relationships Between Employees and Students – Policy No. 4043

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

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

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

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

- Communicating about sex when the discussion is not required by a specific aspect of the curriculum.
- Joking about matters involving sex, using double entendre or making suggestive remarks of a sexual nature.
- Displaying sexually inappropriate material or objects.
- Making any sexual advance, whether written, verbal, or physical or engaging in any activity of a sexual or romantic nature.
- Kissing of any kind.
- Dating a student or a former student within one year of the student graduating or otherwise leaving the district.
- Intruding on a student's personal space (e.g. by touching unnecessarily, moving too close, staring at a portion of the student's body, or engaging in other behavior that makes the student uncomfortable).
- Initiating unwanted physical contact with a student.
- Communicating electronically (e.g. by email, text messaging, or through social media) on a matter that does not pertain to school.
- Playing favorites or permitting a specific student to engage in conduct that is not tolerated from other students.
- Discussing the employee's personal issues or problems that should normally be discussed with adults.
- Giving a student a gift of a personal nature.
- Giving a student a ride in the employee's vehicle without first obtaining the express permission of the student's parents or a school administrator.
- Taking a student on an outing without first obtaining the express permission of the student's parents or a school administrator.
- Inviting a student to the employee's residence without first obtaining the express permission of the student's parents and a school administrator.
- Going to a student's home when the student's parent or a proper chaperone is not present.
- Repeatedly seeking to be alone with a student.
- Being alone in a room with an individual student at school with the door closed.
- Any after-school hours activity with only one student.
- Any other behavior which exploits the special position of trust and authority between an employee and student.

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

Communication Between Employees and Students. The preferred methods for employees to communicate with students are Remind, School Messenger, school email/Google Classroom. A personal communication system is a device or software that provides for communication between two or more parties and is capable of receiving, displaying, or transmitting communication. Personal communication system includes, but is not limited to, a mobile or cellular telephone, an email service, or a social media platform.

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

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

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

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

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

Law Enforcement. Reports may be made to the local police department by calling 308 - 535-6789, the county sheriff at 308 535-9599, or the Nebraska State Patrol at 402 - 471 - 4545.

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

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

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

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

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

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

Section 4 Relationships

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

Section 5 Civility

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

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

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

Section 6 Notification of Arrest

Employees must notify the Superintendent and direct supervisor within 24 hours of any of the following:

Arrest or Criminal Charges. Any employee that is placed under arrest, into physical custody, or receives a citation, summons, or complaint for any, and all, criminal offense violations where:

- The maximum penalty for the crime equals or exceeds six months incarceration;
- 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;
- Violate Nebraska Department of Education Rule 24;
- Conviction would impact performance of employee's job responsibilities, including offenses that:
 - Would impact the responsibility to be a role model for students;
 - 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 our students, including on extracurricular activities; or
 - Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
- The arrest or alleged criminal activity occurred while the employee was on duty, on school property 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 or designee whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense was not otherwise reportable.

This does not include minor traffic law violations.

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.

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.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly (within 24 hours) notify the Superintendent and direct supervisor 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 required under this policy may subject the employee to disciplinary action, up to and including termination and reporting to the Professional Practices Commission.

Section 7 Employee Complaints or Concerns

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

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

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

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

Section 8 Outside Employment Policy No. 4008

An employee's responsibilities to the district take precedence over personal responsibilities during school hours. **Tutoring** Employees may not engage in other employment business activity during assigned duty hours. A teacher shall not solicit a student or parent to retain the teacher as a tutor

and shall not act as a tutor for pay or other remuneration for any student who is then enrolled in any class taught by that teacher. In all other cases during the school year, a teacher may act as a tutor for pay or other remuneration upon prior approval of the building principal and superintendent or designee.

All written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district, whether published or not, shall be the exclusive property of the district; and the district has the sole right to sell, license, assign, or transfer any and all right, title, or interest in and to such property.

Section 9 Safe Transportation Policy No. 5506

When driving a school vehicle, transporting students and/or conducting school business, employees are to abide by all the rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

When transporting students, employees are not to use cell phones or otherwise engage in distractions. This rule applies to the driver when the vehicle is in motion. The only exception would be in the case of emergencies.

Article 8 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace Policy No. 4002

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

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

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

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

Section 2 Use of Tobacco Products Policy No. 3016

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

Any violation of the tobacco-free policy by staff shall be referred to the appropriate supervisor. With the first offense, the supervisor will verbally remind the employee of the district policy and provide a written copy of the same to him or her. If a second offense occurs, a written notice of noncompliance with policy will be issued to the staff member with a copy placed in his or her personal file. Further violations shall be dealt with accordingly, based on established policies and procedures for probation, suspension, and dismissal of staff.

Citizens who are observed smoking or using tobacco products in violation of policy shall be asked to refrain from doing so. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other school district supervisory personnel response for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the Superintendent to prohibit the individual from entering school district property

for a specified period of time.

The Board directs the Superintendent to adopt the necessary rules and regulations to ensure the implementation and enforcement of this tobacco-free school policy.

Section 3 Firearms and Weapons Policy No. 5049

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

Firearms. No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm, as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Section 4 Staff Internet and Computer Use Policy No. 4012

Internet access is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching and learning skills. The following procedures and guidelines are intended to ensure appropriate use of the Internet at the school by the district’s faculty and staff. Staff should also refer to the district’s policy on Staff and District Social Media Use.

I. Staff Expectations in Use of the Internet

A. Acceptable Use While on Duty or on School Property

1. Staff shall be restricted to use the Internet to conduct research for instructional purposes.
2. Staff may use the Internet for school-related e-mail communication with fellow educators, students, parents, and patrons.
3. Staff may use the Internet in any other way which serves a legitimate educational purpose and that is consistent with district policy and good professional judgment.
4. Teachers should integrate the use of electronic resources into the classroom. As the quality and integrity of content on the Internet is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter on the Internet.
5. The Superintendent or designee determines that personal use of the network is allowed during designated times. This occasional use exception does allow individuals to conduct research of appropriate topics. Employees may not surf the net for purposes not directly related to their job during duty time.

6. Personal use of the network is allowed during the following times: before and after school or duty hours; during the workday but during non-duty time (e.g. uninterrupted lunch period); and brief, but not extensive use (limited duration), during a planning period; and but extensive use (limited duration), during planning period.

B. Unacceptable Use While on Duty or on School Property

1. Staff shall not access obscene or pornographic material.
2. Staff shall not engage in any illegal activities on school computers, including the downloading and reproduction of copyrighted materials.
3. Staff shall not use school computers or district internet access to use peer-to-peer sharing systems such as BitTorrent, or participate in any activity which interferes with the staff member's ability to perform their assigned duties.
4. The only political advocacy allowed by staff on school computers or district internet access is that which is permitted by the Political Accountability and Disclosure Act and complies with district policy.
5. Staff shall not share their passwords with anyone, including students, volunteers or fellow employees.
6. Users shall not engage in any form of vandalism of the technology resources.
7. Users shall follow the generally accepted rules of network etiquette.
8. The Superintendent or designees may further define such rules.

II. School Affiliated Websites

Staff must obtain the permission of the administration prior to creating or publishing any school-affiliated web page which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any website which identifies the school district by name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated web pages and must only publish content appropriate for the school setting. Staff must also comply with all board policies in their school-affiliated websites and must comply with the board's policy on professional boundaries between staff and students at all times and in all contexts.

Publication of student work or personality-identifiable student information on the Internet may violate the Federal Education Records Privacy Act. Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information on the Internet.

I. Enforcement

A. Methods of Enforcement

The district owns the computer system and monitors e-mail and Internet communications, Internet usage, and patterns of Internet usage. Staff members have no right of privacy in any electronic communications or files, which are stored or accessed on or using school property and these are subject to search and inspection at any time.

1. The district uses a technology protection measure that blocks access to some sites that are not in accordance with the district's policy. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
2. Due to the nature of technology, the filter may sometimes block pages that are appropriate for staff research. The system administrator may override the technology protection measures that blocks or filters Internet access for staff access to a site with legitimate educational value that is wrongly blocked.
3. The district will monitor staff use of the Internet by monitoring Internet use history to ensure enforcement of this policy.

B. Any violation of school policy and rules may result in that staff member facing:

1. Discharge from employment or such other discipline as the administration and/or the board deem appropriate;
2. The filing of a complaint with the Commissioner of Education alleging unprofessional conduct by a certified staff member;
3. When appropriate, the involvement of law enforcement agencies in investigating and prosecuting wrongdoing.

IV. Off-Duty Personal Use

School employees may use the internet, school computers, and other school technology while not on duty for personal use as long as such use is (1) consistent with other district policies, (2) consistent with the provisions of Title 92, Nebraska Administrative Code, Chapter 27 (Nebraska Department of Education "Rule 27"), and (3) is reported as compensation in accordance with the Internal Revenue Code of 1986, as amended, and taxes, if any, are paid. All of the provisions of Rule 27 will apply to non-certificated staff for the purposes of this policy. In addition, employees may not use the school's internet, computers, or other technology to access obscene or pornographic material, sext, or engage in any illegal activities.

Note: Any employee who is uncertain about whether a specific instance of personal use is permitted, should check with his/her supervisor prior to engaging in that personal use.

Section 5 Use of School Property Policy No. 3014

Section 6 Care of School Property

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

North Platte Public Schools strives to create a learning and working environment that is positive, welcoming and appropriate. Classrooms and work areas are to be clean and free of clutter. Staff must have approval before redecorating their assigned work area or classroom from their immediate supervisor, with final approval from the Executive Director of Finance, Facilities and Operations. Curtains and painting of assigned work areas must have approval of the supervisor and Executive Director of Finance, Facilities and Operations. Staff may not bring personal furniture and small appliances to their work area without prior approval. Personal coffee pots, microwaves, and refrigerators must have approval from the Executive Director of Finance, Facilities and Operations. Staff are to use only approved adhesives for walls, ceilings, and floors.

Staff may not use scented plug-ins or sprays that have not been approved by the supervisor.

Questions regarding classroom décor should be directed to the supervisor or Executive Director of Finance, Facilities and Operations.

Section 7 Salespersons

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

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

Section 8 Security of Desks and (Lockers Policy No. 5036)

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

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

Lockers are the property of the school district and students are permitted to use them without charge. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

Section 9 Audio & Video Recordings Policy No. 5063

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

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

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

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

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

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

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

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

Section 10 Bulletin Boards Policy No. 5042

Bulletin boards and other electronic publishing spaces of the district may be provided for the use of students and student organizations for purposes of notifications related to student activities and student groups. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Published material may be removed after a reasonable time.
4. Building principals may use their discretion on posting or displaying non-school related information which is not political or commercial in nature.

Section 11 Ownership of Copyrighted Works Policy No. 4020

Works created by district employees in the course and scope of their employment remain the property of the district. The board may enter into a written agreement with a staff member allowing the staff member to share ownership of a copyright in the covered work. The board will only enter into such an agreement if the written work was created apart from, and in addition to, what the district requires and if the district will not incur an expense to replace the work.

The board hereby expressly grants to other educational entities located within Nebraska a non-exclusive license to use the district's copyrighted works for educational purposes within Nebraska when those works have been placed onto collaborative learning systems within the State.

Section 12 Lost and Found

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

Section 13 School Safety Policy No. 3040

In order to fulfill its obligation to provide a safe and secure learning environment, the Board of Education has adopted this School Safety and Security Policy. Although the district will take reasonable steps to protect students and staff, no entity can provide complete safety and security at all times. This policy does not make the district a guarantor of the safety of students, staff or patrons.

North Platte Public Schools is committed to providing and maintaining a safe and healthy work environment. The administration is to make the safety of employees an integral part of the management function. Each employee is to make safety an integral part of their duties by following established safety regulations and procedures, assisting in accident prevention activities by reporting any job-related injury to the administration immediately, reporting unsafe conditions immediately, and providing suggestions to eliminate accidents and injuries. Failure to follow safety rules may lead to disciplinary action up to and including termination.

Safety and health management is the ultimate responsibility of the Board. Functional authority for continued development and implementation of health and safety is hereby delegated to the Superintendent or the Superintendent's designee.

District Safety Steering Committee Duties

The District Safety Steering Committee is responsible for planning for the safety and security of the school, staff, and students. The committee will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system.

Section 14 Lice Guidelines

North Platte Public School Practice Guideline: Head Lice Update April 2015

Purpose:

1. Control the spread of a nuisance condition in the school setting.
2. Minimize absenteeism due to head lice.
3. Promote a partnership between the public school and parent/guardian in the management of head lice.
4. Promote a team approach to head lice management within the school.

General Information:

1. It should be assumed that head lice are in the community and schools at all times.
2. Head lice are considered to be a nuisance condition and are not a major public health concern.
3. Individual students should not be singled out for screening more often than called for in this practice guideline. Students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
4. School/home cooperation and communication is vital for prompt treatment and reducing absenteeism from school.

5. No treatment has been shown to be 100% effective in killing all the lice and nits. For this reason nit removal should be consistently emphasized.

Screening Recommendations:

When School staff, parent /guardian, or siblings report with and/or suspect lice:

1. Students, siblings, or household members will be checked with discretion and privacy and parents/guardians will be notified if lice or nits are found.

Classroom recommendations:

1. Nurse staff will check students or classrooms before the end of the school day, as lice is not a medical emergency and students will remain at school.

2. Classroom will only be checked if 3 or more actual cases in the classroom or at the nurse's discretion. Current research does not support classroom screening as a method to stop head lice transmission.

3. When examining a classroom of students, the nurse will have the option of examining them in the classroom setting or in the nurse's office.

4. When screening in the classroom, the health staff may request that children with head lice or suspicious findings come to the health office at a later time to protect their privacy.

5. Nurse will proceed by washing her hands before she begins the classroom exam and as needed throughout further exams. Hand washing will always be done when evidence of lice or a student's hair is excessively dirty. The nurse will part the hair into sections and will have the option of using fingers (with well-groomed nails), q-tips or tongue depressors.

6. Environmental lice sprays will not be used at school. Cleaners are harmful, since they can be absorbed through the skin, are an irritation to the lungs of some asthmatics, and may cause an allergic reaction.

Parent/Guardian of the student with live lice is to be contacted by staff the day lice are found. Discuss that:

1. Live lice were found.
2. If only nits are found within ¼ inch from the scalp, this is evidence of lice, therefore proceed with phone call, parent education and student follow-up as needed.
3. Students will remain in the classroom and go home at the end of the day.
4. Parents/ guardians will have the option to pick up students earlier, if desired, to begin treatment.
5. Send home educational materials on lice treatment with parents/guardians.
6. Families can be referred to their medical provider for treatment recommendations.
7. Immediate treatment is necessary with a lice shampoo product
8. 2nd treatment is encouraged in 7-10 days
9. **Combing out the live lice and nits are essential to end the problem**
10. **Ongoing nit removal and checking head on a daily basis will be necessary after**

initial treatment for next 2 weeks.

11. On return to school the student will be checked.
12. Extended absences due to head lice treatment and infestation will be considered unexcused. Necessary treatment should be initiated within 24 hours, and students return to school.
13. If treatment is not successful and live lice are found by visual inspection:
14. Call the parent/guardian to reinforce the steps of treatment.
15. Parent/Guardian will be **encouraged** to come to school to discuss the steps of treatment privately.
16. Students will be rechecked in 7-10 days to monitor progress.
17. Recurrent cases (i.e. evidence of live lice three or more times in a 6-8 week period or recurrent throughout school year)
 - a. Signs & symptoms of infestation-
 - i. When eight or more live lice visible upon hair inspection and/or eight live lice visible in hair without inspection
18. Lice falling out, student uncomfortable itching, scratching head and distracted from school work
19. Lice feces, dry scaly areas , several bites and open scratches on the scalp from itching noticed with visual inspection
 - a. Consultation between nurse and principal
 - i. Non-compliance or adequate treatment may be a concern
20. student may be excluded from school until visible live lice free
 - i. Lice supplies- (combs & shampoo) Nurse & Counselor coordinate

Staff education:

1. Practice guidelines were created from the CDC (Centers for Disease Control and Prevention) and the AAP (American Academy of Pediatrics) guidelines/standards.
2. Cases of head lice often increase after children have spent more time in the community, with friends and family such as at the beginning of the school year, after Christmas and Spring break. During these times school personnel are not available to identify and encourage lice treatment.
3. There is **no** known method to prevent lice.
4. Head lice do not hop, fly, or crawl long distances.
5. Head lice do not live "off" the body. They must maintain a constant warm temperature, dehydrate quickly, and will die within 48-72 hours if not in contact with a human head.
6. Person-to-person transfer occurs in head-to-head contact
7. Lice transmission in school is 1% (far less than the common cold) because schools rarely provide an opportunity for head to head contact.
8. Schools are often seen as the source of head lice because cases of head lice are often identified in the school setting; however the school setting is seldom the source of transmission.
9. Lice secrete chemicals that create an "itch" sensation. Itching may not develop for 3-6 weeks with a first case of lice. An itchy scalp may remain after treatment due to harsh chemicals used for treatment.
10. Nit removal is a difficult and timely process.

11. Pets in the classroom do not need to be treated and cannot maintain or transmit lice.
12. While not a common means of transference, it encourages children not to share or use their friends' combs, brushes, hair ornaments, hats, caps, scarves, pillows or any other personal headgear.
13. Teach students to place their hats, mittens, and scarves inside coat/jacket sleeves before hanging on hooks or place coats/personal items in separate cubicles or backpacks.
14. A student usually has had lice for 30-45 days before lice are detected. At 30-45 days exposure to classmates has already occurred in most situations.
15. Classroom letters sent home not only provoke a crisis situation and unjustified panic, but they perpetuate the **myth** that lice are transmitted in schools and **schools are solely responsible for controlling head lice.**
16. Parents of children with head lice will be encouraged to talk to other parents of close friends and playmates.
17. Social stigma and shame can be devastating to students and their families. Social stigma and shame can have long lasting emotional effects. Families frustrated by treatment failure or re-infestations need a great deal of positive reinforcement and encouragement to gain control over the condition.
18. School staff may be informed of cases of lice on a need to know basis. Staff should be mindful that students and parents have confidentiality rights defined by The Family Educational Rights and Privacy Act (FERPA) and state and national ethical health care and education standards.
19. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.
20. Frequent parent education throughout the school year (ie. Newsletters) is necessary to increase parent knowledge, prevention awareness, and treatment options.
21. Provide head lice education within the classrooms as requested so students can understand head lice and what they can do to help prevent the spread of lice. The school nurse will be a resource.

Resources:

UNL Extension in Lancaster county- <http://lancaster.unl.edu/pest/lice/headlice030.shtml>
 Iowa Department of Public Health-
http://www.idph.state.ia.us/idph_universalhelp/MainContent.aspx?TOCID=%7BB12D481C-0BE5-41CE-B1D2-4DDB754EF309%7D
 CDC- <http://www.cdc.gov/parasites/lice/head/schools.html>

Section 15 Animal Management Guidelines

**North Platte Public Schools
 ANIMAL MANAGEMENT GUIDELINES**

I. General

North Platte Public Schools prohibits animals on campus, with few exceptions. State law also requires the District to minimize safety and health risks from all sources including animals. To maintain healthy and safe school facilities, the numbers of animals on school property must be

minimized. Failure to do so creates liability associated with animal attacks, bites, infections from microbiological pathogens, and allergic reactions by sensitive individuals.

Animals can only be brought into high school biology classrooms unless directly related to curriculum. The use as classroom pets or mascots is prohibited. For “show-and-tell” activities, consider using photographs or videos.

II. Acquisition for Instructional Purposes

When acquired for laboratory teaching purposes, select the fewest number of appropriate animals for your specific needs. Do not acquire animals/organisms that are poisonous, aggressive, vicious, prone to biting, or that have unusual maintenance, dietary, or supervisory needs.

Laboratory animals must be certifiably disease free. This can be accomplished by purchasing from a reputable, licensed animal supply business, or obtaining a veterinarian’s examination and written certification.

III. Management

After acquisition, animals should be managed closely and used only for the purpose for which they were obtained. Do not loan them to others. Staff and students must be trained in handling and care procedures.

Never allow animals to roam free on campus or within rooms. They must be properly caged. Never permit them to be taken home, as this serves to extend the District’s liability in a way that we cannot control, and creates the need for another health examination before the animals can be readmitted on campus.

Be aware of and support the particular animal’s behavior and natural feeding and sleeping habits. For example, if a naturally nocturnal animal is forced to stay awake all day and be subjected to handling, this could have several adverse effects. Its health could deteriorate, rendering it more susceptible to infection by parasites and disease organisms, and the stress may make it more apt

Never permit anyone to tease or provoke animals, such as poking them with pencils or fingers through their cages. Supervise all student contact with animals!

IV. Personal Protection

Never permit staff or students to handle animals without appropriate gloves. Several biting incidents occur each year, typically involving snakes and rodents, and all are preventable by wearing gloves. Leather or rubber gloves are recommended.

V. Care and Maintenance of Laboratory Animals

Ensure adequate housing/habitats are provided and consistent with the laboratory animal's particular needs. Meet nutrition needs with correct amounts of recommended food for each species, supplied at correct intervals. Ensure continuing care through weekends and holiday periods.

Keep cages clean, routinely disposing of waste products and bedding materials. Do not throw these in the classroom trash can; they must be separately bagged and placed directly in the dumpster. Use kitty litter or other absorbent material to control urine. Remember that unclean cages breed bacteria, viruses, fungi, and other pests.

**Animals not allowed in the Classroom
(Principal has discretion on all animals in the classroom)**

	Type of Animal Safety/Health Concern	
<i>Small Animals</i>	Raccoons	Not bred in captivity, unpredictable
	Squirrels	Not bred in captivity, unpredictable
	Bats	Rabies
	Wild Rodents	Unpredictable, biting
	Monkeys	Unpredictable, biting,
	Aggressive Rabbits	Unpredictable, biting
	Skunks	Rabies, biting
	Puppies, Kittens	Salmonella, campylobacter, bites, scratches, allergies
<i>Snakes, Reptiles, Amphibians</i>	Large Pythons	Biting, aggressive behavior
	Ball Pythons	Should not be held in captivity
	Lizards	Salmonella, difficult to care for
	Frogs	Salmonella
	Alligators and Caymans	Unpredictable, biting, salmonella
	Venomous snakes	Biting, Poison
	Turtles	Salmonella

Article 9 – STATE AND FEDERAL PROGRAMS

Section 1 Nondiscrimination Policy No. 3053

The School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The School District affirmatively strives to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40

The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical condition.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty

The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities.

The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation

Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age

The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex

The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district's complaint procedures.

Inquiries regarding compliance with any of the laws referred to in this policy may be directed to the superintendent or to the district's Title IX and/or Section 504/ADA Coordinator.

Section 2 Complaint Procedure Policy No. 2006

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

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

Complaint and Appeal Process.

1. The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The next step is for the complainant to speak to the person's direct supervisor.
3. The next step is for the complainant to speak to the building principal.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
4. The next step is for the complainant to speak to the building principal's supervisor.
 - a) Complaints about the operations of the school district or a building principal should be submitted to the following department supervisors:
 - 1) If it concerns students, speak to the director of student services.
 - 2) If it concerns adults, speak to the director of human resources.
 - 3) If it concerns program, curriculum, instruction, and assessment, speak to the directors of teaching and learning.
 - 4) If it concerns special education, speak to the director of special education.
 - 5) If it concerns Kids Klub, speak to the director of Kids Club
 - 6) If it concerns facilities and maintenance, speak to the director of facilities.
 - 7) If it concerns technology, speak to the director of technology.
5. The next step for the complainant is to speak to the executive director of operations or the superintendent.
 - a) Complaints about the operations of the school district or department supervisor should be submitted in writing to the superintendent of schools.
 - b) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

1. Determine whether the complainant has discussed the matter with the staff member involved.
 - a) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - b) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

2. Strongly encourage the complainant to reduce his or her concerns to writing.

a) Interview the complainant to determine:

i. all relevant details of the complaint;
ii all witnesses and documents which the complainant believes support the complaint;

iii The action or solution which the complainant seeks.

b. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the administrator or Title IX/504 coordinator received the complaint.

If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint her or she may appeal the decision to the superintendent.

c. This appeal must be in writing.

d.. This appeal must be received by the superintendent no later than ten (10) calendar days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

e.The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

f.Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 calendar days after the superintendent received the complainant's written appeal.

If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint he or she may appeal the decision to the board.

g.This appeal must be in writing.

h.This appeal must be received by the board president no later than ten (10) calendar days from the date the superintendent communicated his/her decision to the complainant.

This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

i. This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

j. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 calendar days after it received complainant's written appeal.

k. There is no appeal from a decision of the board.

Complaints involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

When a formal complaint about the superintendent of schools has been filed with the president of the board, the president or his or her designee shall promptly and thoroughly investigate the complaint, and shall:

1. Determine whether the complainant has discussed the matter with the superintendent.
 - a) If the complainant has not, the board president or designee will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - b) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
2. Strongly encourage the complainant to reduce his or her concerns to writing.
3. Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
4. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 calendar days after the president received the complaint.

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

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

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

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

No Retaliation. The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

Section 3 Student Records Policy No. 5016

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

“Student records” also shall not include any records created and maintained by the district’s law enforcement unit for a law enforcement purpose.

For purposes of the district’s compliance with state and federal law, the district “maintains” as “student records” all records, files, and documents which are located in any format and within any storage unit of the district, whether in hard copy, digital, or otherwise.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No “student record” or record required to be retained by the Nebraska Secretary of State’s Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and “student records” as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, “teachers” include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. A school official may access, maintain, and use education records containing personally identifiable information (PII) when he or she has a legitimate educational interest in such. “School official” includes any agent, volunteer, or contractor performing an institutional service or function for which the school would otherwise use its own employees and who is under the school district’s direct control with respect to their access to, maintenance of, and use of PII from student records. For example, a school official may include, but would not be limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district’s insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a “legitimate educational interest” if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will

disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law. This includes sharing information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

Section 4 Disclosure of Student Information to Military Recruiters and Colleges (see Policy No. 5015, Protection of Student Rights)

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 5 School Nutrition Programs

The District participates in the National School Nutrition Programs. Employees are expected to keep information about the participation of students in the program confidential.

Section 6 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.

APPENDIX A

**NORTH PLATTE PUBLIC SCHOOLS
ASBESTOS NOTIFICATION**

North Platte School District's parents, guardians, teachers and employee organizations are informed of the following.

The Environmental Protection Agency's regulation Asbestos Containing Materials in Schools (40 CFR Part 763) requires each school building to maintain a complete copy of their Asbestos Management Plan with up to date inspections in the Administration Office. Building employees, hired contractors, occupants and occupants' parents or legal guardians must be informed once a year of asbestos related activities conducted, in progress, or scheduled within that year.

The school is required to have a State of Nebraska accredited Asbestos Inspector conduct a re inspection every 3 years of known or assumed asbestos containing materials within our school buildings to insure asbestos containing materials are maintained in good condition. Inspections do not disrupt class times or class scheduling. And every 6 months after the re-inspection, required periodic surveillance is conducted by an adequately trained person.

The Management Plan for our school district is available for review to all school personnel, public, state and federal representatives during normal business hours with proper notice.

Airborne asbestos contamination in buildings can be a significant environmental problem and you can be assured that we are in compliance with all relevant regulations.

For asbestos questions or information, please contact the school's designated person at (308) 535-7100 or the Environmental Protection Agency- Region VII office at (800) 471-7127 or go to their web site at www.epa.gov/asbestos/asbestos-in-schools.

APPENDIX C

North Platte Public Schools						
B E N E F I T S						
Cat		Positions	BCBS Health Insurance	Term Life (60 day Waiting Period)	LTD	Section 125
A		Directors	Single	Paid	Yes	Yes
	Salary Range	Classified	Up to Full Family	Paid	Yes	Yes
	Hourly Rate Schedule	Maintenance	Up to Full Family	Paid	Paid	Yes
	Hourly Rate	Custodial	Up to Full Family	Paid	Paid	Yes
	Hourly Rate	Part Time Custodian				
B	Clerical Salary Schedule	10 Month Administrative Assistant	Up to Full Family	Paid	Yes	Yes
C	Hourly Rate	9 Month Custodian				
	Salary Schedule	Paraprofessionals	Per Negotiated Agreement			Yes
	Hourly Rate	Floater Custodian				
D	Hourly Rate	Temporary Maintenance				

APPENDIX D

North Platte Public Schools			
Compensation Schedule			
Administrative Assistants			
2021-2022			
	HS Registrar	HS Guidance	Superintendent
	HS Associate Principal	Activity Director	Executive Director of Finance
	MS Guidance	Maintenance	Human Resources
	HS/MS Attendance	Technology	Classified Payroll Bookkeeper
	Elementary	6-8 Principal	Certified Payroll Bookkeeper
			Curriculum
			Student Services
		HS Principal	Welcome Center/IC
	A	B	C
1.0	19.14	20.46	23.11
2.0	19.54	20.87	23.50
3.0	19.94	21.26	23.91
4.0	20.33	21.65	24.30
5.0	20.74	22.05	24.69
6.0	21.13	22.44	25.09
7.0	21.52	22.84	25.48
8.0	21.93	23.23	25.88
9.0	22.32	23.63	26.27
10.0	22.71	24.03	26.67
11.0	23.11	24.42	27.07
12.0	23.50	24.83	27.46
13.0	23.91	25.22	27.85

Employees will move down a step on each odd year and;
on even years only increases on steps will occur.

APPENDIX E

NORTH PLATTE PUBLIC SCHOOLS								
Classified Staff (excluding Clerical, Paraprofessional, Maintenance & Custodial)								
2021-2022								
	Entry Level:	\$208.11						
	Index - Vertical:	5.00%						
	Horizontal :	4.00%						
Degree		Support	AA/Training	BA/BS	BA/BS	BA/BS	BA/BS	M/MS
					9	18	27	
Level	Increase	0.80%	0.96%	1.00%	1.04%	1.08%	1.12%	1.16%
		0	0	1	10	19	28	100
1.0	1.00%	\$14.31	\$24.97	\$26.01	\$27.05	\$28.09	\$29.14	\$30.18
2.0	1.05%	\$15.61	\$26.27	\$27.31	\$28.35	\$29.40	\$30.44	\$31.48
3.0	1.10%	\$16.65	\$27.31	\$28.35	\$29.40	\$30.44	\$31.48	\$32.52
4.0	1.15%	\$17.69	\$28.35	\$29.40	\$30.44	\$31.48	\$32.52	\$33.56
5.0	1.20%	\$18.73	\$29.40	\$30.44	\$31.48	\$32.52	\$33.56	\$34.60
6.0	1.25%		\$30.44	\$31.48	\$32.52	\$33.56	\$34.60	\$35.64
7.0	1.30%			\$32.52	\$33.56	\$34.60	\$35.64	\$36.68
8.0	1.35%				\$34.60	\$35.64	\$36.68	\$37.72
9.0	1.40%					\$36.68	\$37.72	\$38.76
10.0	1.45%						\$38.76	\$39.80
11.0	1.50%							\$40.84

Para Educators

APPENDIX F

		August 1, 2019-July 31, 2020			August 1, 2020-July 31, 2021			
		Category			Category			
Level		1	2	3	1	2	3	
1		11.00	12.70	16.23	11.20	12.90	16.43	
2		11.20	12.95	16.57	11.40	13.15	16.77	
3		11.44	13.25	16.96	11.64	13.45	17.16	
4		11.69	13.55	17.37	11.89	13.75	17.57	
5		11.95	13.85	17.77	12.15	14.05	17.97	
6		12.19	14.15	18.04	12.39	14.35	18.24	
7		12.44	14.45	18.44	12.64	14.65	18.64	
8		12.70	14.74	18.97	12.90	14.94	19.17	
9		12.94	15.05	19.38	13.14	15.25	19.58	
10		13.19	15.34	19.78	13.39	15.54	19.98	
11		13.44	15.65	20.17	13.64	15.85	20.37	
12		13.68	15.95	20.59	13.88	16.15	20.79	
13		13.93	16.24	20.96	14.13	16.44	21.16	

Para-Educators that have been on Level 13 for the 2018-2019 school year will receive a 2% wage increase for the 2020-2021 School Year.

Para-Educators that received a 2% increase for 2020-2021 on Step 13, will receive a .20 increase in 2020-2021

Level Does not equal years in district

All placement will be at the discretion of Human Resources with input from building principals, facilitators, and directors.

Category

1: Building / Program Support

a. Staff assigned to this category do not provide direct individualized support to identified students.

b. Staff are assignable to classrooms and programs by building principals, supervisors, and/ or Directors.

May include: Classroom, Library, Office, Accompanist, Kids Klub, Special Education (cased upon assignment and students being served), Title

2: Focused Student Support

a. Staff assigned to this category provides focused support to students with special needs or behavior needs as identified by Individualized Education Plan (IEP), behavior plans, or discretion of building principal, supervisor, or Directors.

b. Kids Klub staff assigned to this category are assigned to specific sites and are tasked with managing staff and students without direct supervisory support. These staff members serve the role as Coordinator or Co-Coordinator.

c. Staff assigned to this category may be required to have additional certification such as bus driving, CPI, and/ or other certification as identified by administration.

May include: Special Education Bus Driver, Kids Klub Coordinator, Job Coach, Health, ISS, Behavior Support, Special Education (cased upon

assignment and students being served)							
3: Specialized Support							
a. Staff assigned to this category provides specialized medical licensure as required by needs of student.							
b. Staff assigned to this category provide specialized support as required by language interpretation for students.							
May Include: LPN, Sign Language Interpreter, ELL							
Notes:							
Certified Para will be paid hourly rate of substitute according to the Substitute Handbook. Staff must have required credentials							
Substitute Para will be paid at Level 5 experience level in category 1.							

APPENDIX G

North Platte Public Schools	
Maintenance/Custodial Starting Wage	
2021-2022	
Positions	Starting Wage
Maintenance	\$15.90
Lead Custodian	\$14.90
Custodian	\$14.40
Part Time Custodian	\$11.00
9 Month Custodian	\$11.00
Temporary Maintenance	\$11.00
Bus Drivers	\$16.10
MS Bus Drivers per trip	\$21.80
Summer Maintenance Staff Receive a .50 increase when they return	

APPENDIX H

North Platte Public Schools			
Holidays for the 2021-2022 School Year			
Holiday	Date Observed	Day of the Week	Designated Holiday
Independence Day	July 4, 2021	Sunday	7/5/2021
Labor Day	September 6, 2021	Monday	9/6/2021
Thanksgiving	November 25, 2021	Thursday	11/25/2021
Day After Thanksgiving	November 26, 2021	Friday	11/26/2021
Christmas Eve	December 24, 2021	Friday	12/24/2021
Christmas Day	December 25, 2021	Saturday	12/23/2021
New Years Eve	December 31, 2021	Friday	12/31/2021
New Years Day	January 1, 2022	Saturday	12/30/2021
Spring Break	April 15, 2022	Friday	4/15/2022
Designated Day	April 18, 2022	Monday	4/18/2022
Memorial Day	May 30, 2022	Monday	5/30/2022

APPENDIX J

Educator	Classified (Clerical, Custodial, Maintenance, Technology, Other)	Teacher	Administrator 215	Administrator 261
<p>per occurrence children and ses, parent, nt, parent-in-law, ren, siblings, s living in the sehold per occurrence sister-in-law, nt, niece, unt, and uncle Total extended family</p>	<p>40 hours per occurrence Spouse, Parent/ Parent-in-law, Stepmother/Stepfather or Stepmother-in-law/ Stepfather-in-law, Child, Stepson/ Stepdaughter, Son-in-law/ Daughter-in-law, Grandchild, Brother/Sister 16 hours per occurrence Brother-in-law/Sister-in- law, Grandparents Niece, Nephew, Aunt and Uncle, Person living in the home of the employee 8 hours (Total) Friend or extended family</p>	<p>Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year</p>	<p>Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year</p>	<p>Five days per occurrence spouse, parent, parents-in-law, child, son-in-law, daughter-in-law, grandchild, or legal dependent. Two days per occurrence brother, sister, brother-in-law, sister-in-law, grandparents, niece, nephew, aunt, or uncle. One day (Total) One friend/ extended family per year</p>
<p>approval by or supervisor</p>	<p>TBD - prior approval by principal or supervisor and HR</p>	<p>TBD - prior approval by principal or supervisor and HR</p>	<p>TBD - prior approval by principal or supervisor and HR</p>	<p>TBD - prior approval by principal or supervisor and HR</p>
<p>act principal or r and HR</p>	<p>Must contact principal or supervisor and HR</p>	<p>Must contact principal or supervisor and HR</p>	<p>Must contact principal or supervisor and HR</p>	<p>Must contact principal or supervisor and HR</p>
	<p>NA</p>	<p>3 days (must give five days prior notice and note pay deduct days)</p>	<p>3 days</p>	<p>3 days</p>

	ParaEducator	Classified (Clerical, Custodial, Maintenance, Technology, Other)	Teacher	Administrator 215	Administrator 261
Vacation Leave	NA	NA	NA	NA	20 days
Personal Time Off (PTO)	2 days (may accumulate up to 4 days) *May use PTO for snow days	12 Month Employees 0-11 Months - 9 hrs/ monthly (max 108 hrs) 12-59 Months - 14 hrs (max 168 hrs) 60-119 Months - 16 hrs (max 192 hrs) 120+ Months - 18 hrs (max 216 hrs) 10 Month Clerical 32 hrs max (July 1st)	NA	NA	NA
School Activity - Must be identified in Comments	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable	TBD - prior approval by principal or supervisor and Activities Director, if applicable
Sick (HR may ask for clarification - if more than three days then refer to FMLA)	*Must be scheduled at least 25 hrs/ week 1 day/ month based on scheduled daily hours (max 600 hours)	Refer to Classified Handbook based upon Category placement (A - 8, B - 6, C - 5) (max 600 hours)	10 days annually (max 75 days)	10 days annually (max 75 days)	10 days annually (max 75 days)
Donated Sick Leave (Classified may donate to classified, and certified donate to certified)	Refer to Classified Handbook: cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours)	Refer to Classified Handbook: cancer, heart attack/ surgery or heart surgery, accident or injury that requires immediate medical attention, terminal illness, major organ transplant, stroke, tumor (Up to 600 hours)	Refer to Negotiated Agreement: cancer; heart attack/ heart surgery; accident or injury that required immediate medical attention followed by a physician's directive to remain away from work for rest and recovery, terminal illness, major organ transplant; stroke; tumor (Max 60 days)		

Personal Leave Pay Deduct Days
2021-2022

ALL personal leave is contingent upon building and district approval. If leave is exhausted, leave may be denied. If PERSONAL leave is requested on the following days, it is with the understanding upon approval that it will be with **full pay deduct and loss of personal day**, unless it falls within the exceptional circumstances clause specified in the negotiated agreement. IF SICK leave is taken on the following days, then **medical documentation must be presented** to the HR Director or designee.

August 10	First Day of Contract
August 11	Professional Learning Day
August 12	Professional Learning Day
August 13	Professional Learning Day
August 16	Student first day of semester
August 17	Student second day of semester
=====	
September 17	Professional Learning Day
=====	
October 15	Professional Learning Day
October 21	P/T Conferences K-12
October 22	P/T Conferences K-12
=====	
November 12	Professional Learning Day
=====	
December 22	Professional Learning Day
=====	
January 5	Student first day of semester
January 6	Student second day of semester
January 17	Professional Learning Day
=====	
February 18	Professional Learning Day
=====	
March 10	Professional Learning Day
March 17	P/T Conferences K-12
March 18	P/T Conferences K-12
=====	
April 19	Professional Learning Day
=====	
May 19	Students last day
May 20	Professional Learning Day
May 23-25	Possible Snow Days Make-Up Days
=====	

Personal Leave Pay Deduct

North Platte Public Schools and North Platte Education Association have agreed upon the dates when it is essential to the school system that teachers are present. Personal leave may not be on the first two contract days, the first two student days of each semester, Parent-Teacher Conference days (as designation for assigned building), or Professional Learning Days.

NOTE: HR reserves the right to ADD more Blackout Dates during the fall and spring semesters based on substitute shortage

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	55,345.00	.00	7,769.67	77,696.70	-22,351.70	140.39
112 PARAPROFESSIONALS	20,696.00	.00	4,894.31	57,928.88	-37,232.88	**
123 SUBSTITUTE TEACHERS	51,800.00	.00	.00	1,755.00	50,045.00	3.39
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	3,071.34	12,930.90	-12,930.90	.00
211 HEALTH CARE PROFESSIONAL	107,280.88	.00	959.65	22,594.19	84,686.69	21.06
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	386.08	-386.08	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	390.90	-390.90	.00
220 FICA NON INSTRUCTIONAL	-150,000.00	.00	.00	.00	-150,000.00	.00
221 FICA PROFESSIONAL	4,592.82	.00	838.90	7,039.10	-2,446.28	153.26
222 FICA PARAPROFESSIONAL	794.24	.00	374.42	4,421.79	-3,627.55	**
223 FICA SUBSTITUTES	.00	.00	.00	134.24	-134.24	.00
230 RETIREMENT NON INSTRUCTIONAL	-150,000.00	.00	.00	.00	-150,000.00	.00
231 RETIREMENT PROFESSIONAL	5,930.33	.00	1,070.86	8,952.04	-3,021.71	150.95
232 RETIREMENT PARAPROFESSIONALS	1,025.54	.00	230.17	2,374.48	-1,348.94	**
233 RETIREMENT SUBS	.00	.00	.00	115.56	-115.56	.00
281 HEALTH BENEFITS FOR TEACHERS	1,700.00	.00	200.00	2,000.00	-300.00	117.65
290 LONG TERM DISABILITY	.00	.00	.00	2.69	-2.69	.00
000 DISTRICT WIDE	-50,835.19	.00	19,409.32	198,722.55	-249,557.74	(**)

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	3,537,824.00	.00	302,398.04	3,107,785.09	430,038.91	87.84
112 PARAPROFESSIONALS	24,183.67	.00	3,675.53	25,482.57	-1,298.90	105.37
123 SUBSTITUTE TEACHERS	100,000.00	.00	10,965.00	106,665.00	-6,665.00	106.67
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	1,330.55	-1,330.55	.00
211 HEALTH CARE PROFESSIONAL	288,880.16	.00	36,695.60	357,840.45	-68,960.29	123.87
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	440.34	1,272.72	-1,272.72	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	194.05	3,629.17	-3,629.17	.00
221 FICA PROFESSIONAL	288,994.97	.00	23,861.63	245,102.82	43,892.15	84.81
222 FICA PARAPROFESSIONAL	1,850.05	.00	266.24	1,903.26	-53.21	102.88
223 FICA SUBSTITUTES	.00	.00	838.14	8,132.32	-8,132.32	.00
231 RETIREMENT PROFESSIONAL	373,154.77	.00	29,885.74	307,266.97	65,887.80	82.34
232 RETIREMENT PARAPROFESSIONALS	1,584.97	.00	317.85	1,836.09	-251.12	115.84
233 RETIREMENT SUBS	.00	.00	180.29	3,148.86	-3,148.86	.00
281 HEALTH BENEFITS FOR TEACHERS	210,188.00	.00	17,365.07	173,650.70	36,537.30	82.62
333 MILEAGE STAFF	.00	.00	.00	224.45	-224.45	.00
340 OTHER PROFESSIONAL SERVICES	9,000.00	.00	721.86	7,255.58	1,744.42	80.62
580 TRAVEL:MEAL,HOTEL,RENTAL	2,500.00	.00	900.00	1,283.86	1,216.14	51.35
610 GENERAL SUPPLIES	112,926.00	5,674.60	13,360.30	91,079.01	16,172.39	85.68
612 COPY COST	35,970.00	.00	.00	1,084.36	34,885.64	3.01
640 BOOKS/PERIODICALS	4,000.00	.00	.00	.00	4,000.00	.00
733 FURNITURE AND FIXTURES	57,120.00	.00	20,169.99	87,395.12	-30,275.12	153.00
890 MISCELLANEOUS EXPENDITURES	20,000.00	.00	436.75	4,629.35	15,370.65	23.15
001 HIGH SCHOOL	5,068,176.59	5,674.60	462,672.42	4,537,998.30	524,503.69	89.65

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	1,998,451.00	.00	168,074.08	1,694,048.31	304,402.69	84.77
112 PARAPROFESSIONALS	17,970.38	.00	1,570.44	14,997.32	2,973.06	83.46
123 SUBSTITUTE TEACHERS	45,000.00	.00	4,145.00	48,775.00	-3,775.00	108.39
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	1,049.17	8,749.20	-8,749.20	.00
211 HEALTH CARE PROFESSIONAL	98,643.58	.00	20,246.93	193,456.65	-94,813.07	196.12
212 HEALTH CARE PARAPROFESSIONALS	13,597.68	.00	456.87	4,116.68	9,481.00	30.27
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	147.94	1,361.92	-1,361.92	.00
221 FICA PROFESSIONAL	168,502.75	.00	13,399.09	135,538.74	32,964.01	80.44
222 FICA PARAPROFESSIONAL	1,374.73	.00	106.47	1,017.61	357.12	74.02
223 FICA SUBSTITUTES	.00	.00	314.28	3,703.17	-3,703.17	.00
231 RETIREMENT PROFESSIONAL	243,146.74	.00	16,687.14	168,093.02	75,053.72	69.13
232 RETIREMENT PARAPROFESSIONALS	3,550.16	.00	155.12	1,481.39	2,068.77	41.73
233 RETIREMENT SUBS	.00	.00	141.25	1,296.89	-1,296.89	.00
281 HEALTH BENEFITS FOR TEACHERS	169,700.00	.00	11,308.38	121,247.42	48,452.58	71.45
333 MILEAGE STAFF	800.00	.00	.00	.00	800.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	2,907.67	-2,907.67	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	1,000.00	.00	1,620.00	1,997.57	-997.57	199.76
610 GENERAL SUPPLIES	58,727.00	1,808.80	1,070.74	17,413.64	39,504.56	32.73
612 COPY COST	30,000.00	.00	.00	16,979.57	13,020.43	56.60
733 FURNITURE AND FIXTURES	10,000.00	.00	866.69	5,658.73	4,341.27	56.59
890 MISCELLANEOUS EXPENDITURES	2,500.00	.00	149.48	2,676.20	-176.20	107.05
002 ADAMS MIDDLE SCHOOL	2,862,964.02	1,808.80	241,509.07	2,445,516.70	415,638.52	85.48

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	.00	.00	.00	.00	.00	.00
112 PARAPROFESSIONALS	35,947.32	.00	4,369.54	41,171.79	-5,224.47	114.53
123 SUBSTITUTE TEACHERS	3,000.00	.00	.00	.00	3,000.00	.00
211 HEALTH CARE PROFESSIONAL	.77	.00	.00	.00	.77	.00
212 HEALTH CARE PARAPROFESSIONALS	8,158.60	.00	278.55	2,793.39	5,365.21	34.24
221 FICA PROFESSIONAL	.53	.00	.00	.00	.53	.00
222 FICA PARAPROFESSIONAL	5,499.98	.00	310.98	2,917.24	2,582.74	53.04
231 RETIREMENT PROFESSIONAL	.78	.00	.00	.00	.78	.00
232 RETIREMENT PARAPROFESSIONALS	7,101.60	.00	431.62	4,066.90	3,034.70	57.27
281 HEALTH BENEFITS FOR TEACHERS	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	250.00	.00	.00	.00	250.00	.00
610 GENERAL SUPPLIES	.00	.00	907.40	2,392.81	-2,392.81	.00
612 COPY COST	7,000.00	.00	.00	6,936.18	63.82	99.09
003 BUFFALO ELEMENTARY	66,959.58	.00	6,298.09	60,278.31	6,681.27	90.02

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	1,026,119.00	.00	81,455.92	813,289.09	212,829.91	79.26
112 PARAPROFESSIONALS	15,682.45	.00	1,312.63	13,205.72	2,476.73	84.21
123 SUBSTITUTE TEACHERS	17,000.00	.00	3,440.00	28,265.00	-11,265.00	166.26
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	1,319.50	-1,319.50	.00
211 HEALTH CARE PROFESSIONAL	54,298.74	.00	9,301.50	94,083.69	-39,784.95	173.27
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	254.45	878.17	-878.17	.00
221 FICA PROFESSIONAL	85,681.42	.00	6,473.96	64,719.31	20,962.11	75.53
222 FICA PARAPROFESSIONAL	2,399.42	.00	100.41	1,010.24	1,389.18	42.10
223 FICA SUBSTITUTES	.00	.00	261.59	2,155.18	-2,155.18	.00
231 RETIREMENT PROFESSIONAL	110,633.22	.00	8,046.04	80,465.33	30,167.89	72.73
232 RETIREMENT PARAPROFESSIONALS	1,549.08	.00	129.66	1,304.43	244.65	84.21
233 RETIREMENT SUBS	.00	.00	172.89	626.37	-626.37	.00
281 HEALTH BENEFITS FOR TEACHERS	77,500.00	.00	4,950.02	49,500.20	27,999.80	63.87
340 OTHER PROFESSIONAL SERVICES	400.00	.00	.00	.00	400.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	3,000.00	.00	.00	.00	3,000.00	.00
610 GENERAL SUPPLIES	28,561.00	.00	4,706.05	28,583.29	-22.29	100.08
612 COPY COST	11,000.00	.00	.00	5,711.69	5,288.31	51.92
640 BOOKS/PERIODICALS	.00	.00	.00	142.60	-142.60	.00
733 FURNITURE AND FIXTURES	20,705.00	.00	305.07	5,904.17	14,800.83	28.52
734 TECHNOLOGY HARDWARE	7,497.00	.00	.00	.00	7,497.00	.00
890 MISCELLANEOUS EXPENDITURES	3,500.00	.00	.00	1,039.14	2,460.86	29.69
004 MADISON MIDDLE SCHOOL	1,465,526.33	.00	120,910.19	1,192,203.12	273,323.21	81.35

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	614,715.00	.00	42,012.66	417,468.83	197,246.17	67.91
112 PARAPROFESSIONALS	39,781.35	.00	2,151.15	22,056.17	17,725.18	55.44
123 SUBSTITUTE TEACHERS	26,000.00	.00	3,152.50	21,065.00	4,935.00	81.02
211 HEALTH CARE PROFESSIONAL	21,750.04	.00	4,378.81	51,383.58	-29,633.54	**
212 HEALTH CARE PARAPROFESSIONALS	6,798.84	.00	.00	1,689.26	5,109.58	24.85
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	1.60	249.96	-249.96	.00
221 FICA PROFESSIONAL	47,918.93	.00	3,370.25	33,287.31	14,631.62	69.47
222 FICA PARAPROFESSIONAL	3,043.27	.00	164.57	1,654.24	1,389.03	54.36
223 FICA SUBSTITUTES	.00	.00	241.17	1,608.67	-1,608.67	.00
231 RETIREMENT PROFESSIONAL	61,873.64	.00	4,149.94	41,236.81	20,636.83	66.65
232 RETIREMENT PARAPROFESSIONALS	3,929.52	.00	212.48	2,178.66	1,750.86	55.44
233 RETIREMENT SUBS	.00	.00	36.30	349.11	-349.11	.00
281 HEALTH BENEFITS FOR TEACHERS	52,600.00	.00	3,708.35	36,441.83	16,158.17	69.28
580 TRAVEL:MEAL,HOTEL,RENTAL	500.00	.00	.00	.00	500.00	.00
610 GENERAL SUPPLIES	11,312.00	.00	1,200.83	3,672.97	7,639.03	32.47
612 COPY COST	11,688.00	388.50	.00	8,861.66	2,437.84	79.14
625 CONSUMABLES	3,575.00	.00	.00	3,928.45	-353.45	109.89
733 FURNITURE AND FIXTURES	3,000.00	.00	.00	3,545.55	-545.55	118.19
890 MISCELLANEOUS EXPENDITURES	2,027.00	.00	25.00	869.03	1,157.97	42.87
005 CODY ELEMENTARY	910,512.59	388.50	64,805.61	651,547.09	258,577.00	71.60

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	10,027.08	.00	.00	6,310.14	3,716.94	62.93
111 TEACHERS/PROFESSIONALS	872,053.50	.00	60,152.01	590,493.83	281,559.67	67.71
112 PARAPROFESSIONALS	24,135.23	.00	1,907.84	22,292.48	1,842.75	92.36
123 SUBSTITUTE TEACHERS	20,000.00	.00	1,067.50	26,706.38	-6,706.38	133.53
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	676.58	7,403.80	-7,403.80	.00
211 HEALTH CARE PROFESSIONAL	68,433.56	.00	7,737.29	80,197.08	-11,763.52	117.19
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	104.11	1,120.51	-1,120.51	.00
220 FICA NON INSTRUCTIONAL	767.07	.00	.00	482.73	284.34	62.93
221 FICA PROFESSIONAL	71,711.37	.00	4,767.48	46,994.02	24,717.35	65.53
222 FICA PARAPROFESSIONAL	1,846.34	.00	145.94	1,705.32	141.02	92.36
223 FICA SUBSTITUTES	.00	.00	80.91	2,037.87	-2,037.87	.00
230 RETIREMENT NON INSTRUCTIONAL	990.45	.00	.00	623.31	367.14	62.93
231 RETIREMENT PROFESSIONAL	92,594.84	.00	6,008.57	59,059.39	33,535.45	63.78
232 RETIREMENT PARAPROFESSIONALS	2,384.03	.00	188.44	2,202.03	182.00	92.37
233 RETIREMENT SUBS	.00	.00	54.05	652.40	-652.40	.00
281 HEALTH BENEFITS FOR TEACHERS	63,650.00	.00	4,008.35	42,754.14	20,895.86	67.17
290 LONG TERM DISABILITY	.00	.00	.97	4.56	-4.56	.00
580 TRAVEL;MEAL,HOTEL,RENTAL	500.00	.00	.00	.00	500.00	.00
610 GENERAL SUPPLIES	9,500.00	.00	2,722.29	12,164.08	-2,664.08	128.04
612 COPY COST	28,000.00	.00	3,170.79	9,482.64	18,517.36	33.87
625 CONSUMABLES	5,000.00	613.88	.00	6,009.50	-1,623.38	132.47
733 FURNITURE AND FIXTURES	582.00	.00	.00	3,072.78	-2,490.78	**
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	801.58	-801.58	.00
006 JEFFERSON ELEMENTARY	1,272,175.47	613.88	92,793.12	922,570.57	348,991.02	72.57

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	941,609.00	.00	81,739.44	777,085.35	164,523.65	82.53
112 PARAPROFESSIONALS	50,020.36	.00	2,227.33	20,177.86	29,842.50	40.34
123 SUBSTITUTE TEACHERS	24,000.00	.00	1,300.00	24,465.00	-465.00	101.94
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	101.50	-101.50	.00
211 HEALTH CARE PROFESSIONAL	53,703.15	.00	7,401.82	67,509.71	-13,806.56	125.71
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	117.62	-117.62	.00
221 FICA PROFESSIONAL	81,872.20	.00	6,699.31	63,889.52	17,982.68	78.04
222 FICA PARAPROFESSIONAL	3,826.55	.00	170.37	1,543.54	2,283.01	40.34
223 FICA SUBSTITUTES	.00	.00	99.47	1,870.87	-1,870.87	.00
231 RETIREMENT PROFESSIONAL	105,714.59	.00	8,074.05	76,768.98	28,945.61	72.62
232 RETIREMENT PARAPROFESSIONALS	4,940.90	.00	220.02	1,993.14	2,947.76	40.34
233 RETIREMENT SUBS	.00	.00	.00	94.74	-94.74	.00
281 HEALTH BENEFITS FOR TEACHERS	79,181.00	.00	7,216.70	68,316.98	10,864.02	86.28
340 OTHER PROFESSIONAL SERVICES	1,000.00	.00	.00	.00	1,000.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	500.00	.00	.00	100.00	400.00	20.00
610 GENERAL SUPPLIES	19,736.00	1,180.65	369.07	4,338.71	14,216.64	27.97
612 COPY COST	8,748.00	.00	.00	16,660.86	-7,912.86	190.45
625 CONSUMABLES	4,511.00	.00	.00	.00	4,511.00	.00
733 FURNITURE AND FIXTURS	6,000.00	3,775.92	98.99	8,580.12	-6,356.04	**
890 MISCELLANEOUR EXPENDITURES	.00	.00	263.45	2,642.02	-2,642.02	.00
007 LINCOLN ELEMENTARY	1,385,362.75	4,956.57	115,880.02	1,136,256.52	244,149.66	82.38

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	667,936.00	.00	61,110.39	624,161.21	43,774.79	93.45
112 PARAPROFESSIONALS	14,414.40	.00	1,329.57	14,226.69	187.71	98.70
123 SUBSTITUTE TEACHERS	20,000.00	.00	7,190.00	17,091.25	2,908.75	85.46
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	442.25	529.25	-529.25	.00
211 HEALTH CARE PROFESSIONAL	49,083.61	.00	7,432.86	72,301.53	-23,217.92	147.30
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	479.75	4,709.06	-4,709.06	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	4.08	60.12	-60.12	.00
221 FICA PROFESSIONAL	60,286.59	.00	4,960.00	50,339.87	9,946.72	83.50
222 FICA PARAPROFESSIONAL	1,102.70	.00	88.70	951.52	151.18	86.29
223 FICA SUBSTITUTES	.00	.00	550.01	1,306.89	-1,306.89	.00
231 RETIREMENT PROFESSIONAL	77,842.96	.00	6,080.06	61,705.76	16,137.20	79.27
232 RETIREMENT PARAPROFESSIONALS	1,423.83	.00	131.33	1,405.28	18.55	98.70
233 RETIREMENT SUBS	.00	.00	4.94	66.30	-66.30	.00
281 HEALTH BENEFITS FOR TEACHERS	52,900.00	.00	4,550.02	45,684.30	7,215.70	86.36
610 GENERAL SUPPLIES	13,000.00	2,426.56	2,371.21	8,860.88	1,712.56	86.83
612 COPY COST	11,000.00	.00	.00	4,230.16	6,769.84	38.46
625 CONSUMABLES	3,000.00	.00	.00	2,093.29	906.71	69.78
733 FURNITURE AND FIXTURES	4,018.00	.00	.00	5,736.96	-1,718.96	142.78
890 MISCELLANEOUS EXPENDITURES	.00	.00	57.75	601.74	-601.74	.00
009 WASHINGTON ELEMENTARY	976,008.09	2,426.56	96,782.92	916,062.06	57,519.47	94.11

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	658,407.00	.00	51,775.85	525,844.56	132,562.44	79.87
112 PARAPROFESSIONALS	71,412.68	.00	4,648.97	48,026.84	23,385.84	67.25
123 SUBSTITUTE TEACHERS	10,000.00	.00	2,665.00	28,902.50	-18,902.50	**
211 HEALTH CARE PROFESSIONAL	56,745.45	.00	8,341.19	86,589.04	-29,843.59	152.59
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	597.06	9,208.46	-9,208.46	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	257.93	-257.93	.00
221 FICA PROFESSIONAL	68,450.62	.00	4,095.04	41,528.98	26,921.64	60.67
222 FICA PARAPROFESSIONAL	5,463.10	.00	326.20	3,315.04	2,148.06	60.68
223 FICA SUBSTITUTES	.00	.00	203.87	2,209.39	-2,209.39	.00
231 RETIREMENT PROFESSIONAL	88,384.50	.00	5,114.30	51,942.01	36,442.49	58.77
232 RETIREMENT PARAPROFESSIONALS	7,054.02	.00	459.20	4,740.30	2,313.72	67.20
233 RETIREMENT SUBS	.00	.00	.00	139.89	-139.89	.00
281 HEALTH BENEFITS FOR TEACHERS	79,200.00	.00	3,145.84	31,458.40	47,741.60	39.72
580 TRAVEL:MEAL,HOTEL,RENTAL	700.00	.00	.00	.00	700.00	.00
610 GENERAL SUPPLIES	12,048.00	1,029.35	2,066.68	8,997.29	2,021.36	83.22
612 COPY COST	11,000.00	846.31	.00	3,371.74	6,781.95	38.35
733 FURNITURE AND FIXTURES	6,000.00	.00	.00	7,234.92	-1,234.92	120.58
890 MISCELLANEOUS EXPENDITURES	2,000.00	.00	112.45	1,675.09	324.91	83.75
010 MCDONALD ELEMENTARY	1,076,865.37	1,875.66	83,551.65	855,442.38	219,547.33	79.61

North Platte Public School District

For 06/01/21 - 06/30/21

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	573,013.00	.00	48,936.27	489,362.70	83,650.30	85.40
112 PARAPROFESSIONALS	57,837.36	.00	2,442.45	22,417.60	35,419.76	38.76
123 SUBSTITUTE TEACHERS	20,000.00	.00	605.00	6,610.00	13,390.00	33.05
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	304.50	-304.50	.00
211 HEALTH CARE PROFESSIONAL	29,051.92	.00	2,483.07	24,934.48	4,117.44	85.83
212 HEALTH CARE PARAPROFESSIONALS	8,953.16	.00	191.25	2,327.45	6,625.71	26.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	5.78	-5.78	.00
221 FICA PROFESSIONAL	67,887.33	.00	4,035.19	40,363.51	27,523.82	59.46
222 FICA PARAPROFESSIONAL	4,424.56	.00	177.34	1,628.38	2,796.18	36.80
223 FICA SUBSTITUTES	.00	.00	46.21	505.47	-505.47	.00
231 RETIREMENT PROFESSIONAL	81,690.00	.00	4,833.83	48,368.32	33,321.68	59.21
232 RETIREMENT PARAPROFESSIONALS	5,713.06	.00	241.26	2,214.36	3,498.70	38.76
233 RETIREMENT SUBS	.00	.00	14.82	49.35	-49.35	.00
281 HEALTH BENEFITS FOR TEACHERS	72,400.00	.00	4,791.69	47,916.90	24,483.10	66.18
580 TRAVEL:MEAL,HOTEL,RENTAL	400.00	.00	.00	.00	400.00	.00
610 GENERAL SUPPLIES	7,642.00	2,284.60	795.84	3,360.41	1,996.99	73.87
612 COPY COST	6,000.00	.00	1,084.69	3,438.92	2,561.08	57.32
625 CONSUMABLES	3,500.00	.00	.00	1,292.94	2,207.06	36.94
733 FURNITURE AND FIXTURES	6,500.00	.00	.00	6,897.80	-397.80	106.12
890 MISCELLANEOUS EXPENDITURES	2,000.00	.00	14.68	919.85	1,080.15	45.99
011 EISENHOWER ELEMENTARY	947,012.39	2,284.60	70,693.59	702,918.72	241,809.07	74.47

North Platte Public School District

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	.00	.00	562.50	10,714.00	-10,714.00	.00
111 TEACHERS/PROFESSIONALS	250,827.00	.00	11,560.16	119,222.95	131,604.05	47.53
112 PARAPROFESSIONALS	77,419.24	.00	1,978.21	20,229.49	57,189.75	26.13
116 PROFESSIONAL NON-CERTIFIED	48,687.50	.00	4,057.31	40,572.92	8,114.58	83.33
123 SUBSTITUTE TEACHERS	10,000.00	.00	585.00	4,885.00	5,115.00	48.85
211 HEALTH CARE PROFESSIONAL	7,280.88	.00	424.71	4,150.48	3,130.40	57.01
212 HEALTH CARE PARAPROFESSIONALS	27,195.36	.00	355.40	4,108.19	23,087.17	15.11
220 FICA NON INSTRUCTIONAL	.00	.00	43.04	819.64	-819.64	.00
221 FICA PROFESSIONAL	13,199.39	.00	925.79	9,522.84	3,676.55	72.15
222 FICA PARAPROFESSIONAL	5,922.60	.00	140.39	1,430.50	4,492.10	24.15
223 FICA SUBSTITUTES	.00	.00	44.72	373.64	-373.64	.00
226 FICA NC PROFESSIONAL	.00	.00	310.30	3,103.00	-3,103.00	.00
231 RETIREMENT PROFESSIONAL	17,043.26	.00	1,141.90	11,776.67	5,266.59	69.10
232 RETIREMENT PARAPROFESSIONALS	7,647.32	.00	195.40	1,998.19	5,649.13	26.13
233 RETIREMENT SUBS	.00	.00	.00	14.82	-14.82	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	400.78	4,007.71	-4,007.71	.00
281 HEALTH BENEFITS FOR TEACHERS	3,400.00	.00	962.51	9,625.10	-6,225.10	**
340 OTHER PROFESSIONAL SERVICES	100,000.00	.00	317.00	97,749.61	2,250.39	97.75
440 RENTALS; BUILDING, LAND, VEHICLES	.00	.00	.00	23,726.00	-23,726.00	.00
442 RENTALS	25,000.00	.00	.00	50,000.00	-25,000.00	200.00
610 GENERAL SUPPLIES	.00	.00	.00	69,675.69	-69,675.69	.00
630 FOOD:FOOD SERVICES	50,000.00	.00	.00	13,109.57	36,890.43	26.22
733 FURNITURE AND FIXTURES	.00	.00	2,395.00	68,847.96	-68,847.96	.00
890 MISCELLANEOUS EXPENDITURES	27,000.00	.00	34.15	2,022.63	24,977.37	7.49
012 OSGOOD ELEMENTARY	670,622.55	.00	26,434.27	571,686.60	98,935.95	85.25

North Platte Public School District

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	48,614.00	.00	4,480.08	44,800.80	3,813.20	92.16
112 PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
116 PROFESSIONAL NON-CERTIFIED	48,687.50	.00	4,057.31	30,361.92	18,325.58	62.36
221 FICA PROFESSIONAL	4,346.27	.00	391.64	3,916.43	429.84	90.11
222 FICA PARAPROFESSIONAL	1,421.12	.00	.00	.00	1,421.12	.00
226 FICA NC PROFESSIONAL	.00	.00	310.29	2,321.90	-2,321.90	.00
231 RETIREMENT PROFESSIONAL	5,611.97	.00	442.53	4,425.32	1,186.65	78.86
232 RETIREMENT PARAPROFESSIONALS	1,834.97	.00	.00	.00	1,834.97	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	400.77	2,999.70	-2,999.70	.00
281 HEALTH BENEFITS FOR TEACHERS	8,200.00	.00	641.67	6,416.70	1,783.30	78.25
333 MILEAGE STAFF	350.00	.00	.00	.00	350.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	2,589.41	12,589.41	-12,589.41	.00
352 OTHER TECHNICAL SERVICES	100.00	.00	.00	.00	100.00	.00
382 DISTANCE EDUCATION ONLY	200.00	.00	.00	.00	200.00	.00
610 GENERAL SUPPLIES	6,000.00	.00	.00	254.36	5,745.64	4.24
733 FURNITURE AND FIXTURES	500.00	.00	.00	.00	500.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	25.20	-25.20	.00
013 SPECIAL EDUCATION	125,865.83	.00	13,313.70	108,111.74	17,754.09	85.89

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Expenditure Summary Report

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	450.00	-450.00	.00
014 TLC	.00	.00	.00	450.00	-450.00	.00

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	413,206.00	.00	35,684.00	387,279.90	25,926.10	93.73
112 PARAPROFESSIONALS	42,886.93	.00	4,519.68	43,664.65	-777.72	101.81
123 SUBSTITUTE TEACHERS	5,000.00	.00	205.00	7,120.00	-2,120.00	142.40
211 HEALTH CARE PROFESSIONAL	35,923.15	.00	5,502.01	58,716.74	-22,793.59	163.45
212 HEALTH CARE PARAPROFESSIONALS	10,674.18	.00	441.52	4,523.20	6,150.98	42.38
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	10.06	39.73	-39.73	.00
221 FICA PROFESSIONAL	33,601.71	.00	2,739.98	29,836.95	3,764.76	88.80
222 FICA PARAPROFESSIONAL	3,280.85	.00	331.69	3,203.33	77.52	97.64
223 FICA SUBSTITUTES	.00	.00	15.46	543.86	-543.86	.00
231 RETIREMENT PROFESSIONAL	43,387.04	.00	3,524.81	38,254.79	5,132.25	88.17
232 RETIREMENT PARAPROFESSIONALS	4,236.28	.00	446.44	4,259.70	-23.42	100.55
233 RETIREMENT SUBS	.00	.00	7.38	27.10	-27.10	.00
281 HEALTH BENEFITS FOR TEACHERS	23,200.00	.00	1,783.34	21,241.75	1,958.25	91.56
016 LAKE BOND ISSUE	615,396.14	.00	55,211.37	598,711.70	16,684.44	97.29

North Platte Public School District

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
110 CLERICAL_BUSDRIVERS	69,112.80	.00	3,982.48	44,469.62	24,643.18	64.34
150 STIPDENT NON-INSTRUCTION	50,000.00	.00	.00	25,398.00	24,602.00	50.80
151 INCENTIVE PROFESSIONAL STAFF	609,741.00	.00	54,161.88	536,144.04	73,596.96	87.93
210 HEALTH CARE NON-INSTRUCTIONAL	14,561.76	.00	641.22	6,770.78	7,790.98	46.50
211 HEALTH CARE PROFESSIONAL	65,261.78	.00	5,471.76	53,010.24	12,251.54	81.23
220 FICA NON INSTRUCTIONAL	5,287.14	.00	299.68	5,264.55	22.59	99.57
221 FICA PROFESSIONAL	65,882.08	.00	4,032.14	39,986.85	25,895.23	60.69
230 RETIREMENT NON INSTRUCTIONAL	6,826.82	.00	335.24	5,310.45	1,516.37	77.79
231 RETIREMENT PROFESSIONAL	85,067.78	.00	4,564.46	47,548.73	37,519.05	55.90
290 LONG TERM DISABILITY	.00	.00	11.40	115.87	-115.87	.00
022 ATHLETIC ADMINISTRATION	971,741.16	.00	73,500.26	764,019.13	207,722.03	78.62

North Platte Public School District

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	112,932.00	.00	8,615.50	86,880.49	26,051.51	76.93
112 PARAPROFESSIONALS	42,904.87	.00	4,149.86	49,548.10	-6,643.23	115.48
123 SUBSTITUTE TEACHERS	.00	.00	.00	910.00	-910.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	1,264.39	-1,264.39	.00
211 HEALTH CARE PROFESSIONAL	14,560.88	.00	2,374.03	25,061.77	-10,500.89	172.12
212 HEALTH CARE PARAPROFESSIONALS	13,597.68	.00	822.83	9,449.04	4,148.64	69.49
221 FICA PROFESSIONAL	8,898.70	.00	671.88	6,867.95	2,030.75	77.18
222 FICA PARAPROFESSIONAL	3,282.22	.00	282.45	3,427.17	-144.95	104.42
223 FICA SUBSTITUTES	.00	.00	.00	69.64	-69.64	.00
231 RETIREMENT PROFESSIONAL	11,490.52	.00	851.02	8,706.75	2,783.77	75.77
232 RETIREMENT PARAPROFESSIONALS	4,238.06	.00	404.78	4,205.10	32.96	99.22
281 HEALTH BENEFITS FOR TEACHERS	1,700.00	.00	200.00	2,000.00	-300.00	117.65
333 MILEAGE STAFF	1,000.00	.00	250.52	1,095.49	-95.49	109.55
340 OTHER PROFESSIONAL SERVICES	1,000.00	.00	178.92	721.98	278.02	72.20
580 TRAVEL:MEAL,HOTEL,RENTAL	1,000.00	.00	.00	.00	1,000.00	.00
610 GENERAL SUPPLIES	1,000.00	.00	.00	2,394.53	-1,394.53	**
024 ESL	217,604.93	.00	18,801.79	202,602.40	15,002.53	93.11

North Platte Public School District

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BOARD REPORT ON 1100 MAJOR PROGRAM

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116 PROFESSIONAL NON-CERTIFIED	47,858.00	.00	3,988.17	39,881.70	7,976.30	83.33
226 FICA NC PROFESSIONAL	6,827.16	.00	304.79	3,048.01	3,779.15	44.65
236 RETIREMENT NC PROFESSIONAL	8,815.36	.00	393.94	3,939.40	4,875.96	44.69
026 HEALTH SERVICES	63,500.52	.00	4,686.90	46,869.11	16,631.41	73.81

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BOARD REPORT ON 1100 MAJOR PROGRAM

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<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
610 GENERAL SUPPLIES	22,398.00	11,443.40	4,207.95	10,898.97	55.63	99.75
027 MUSIC REPLACEMENT FUND	22,398.00	11,443.40	4,207.95	10,898.97	55.63	99.75

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BOARD REPORT ON 1100 MAJOR PROGRAM

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<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	225,000.00	.00	.00	.00	225,000.00	.00
032 EXECUTIVE DIRECTOR OF FINANCE	225,000.00	.00	.00	.00	225,000.00	.00

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BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	129,387.00	.00	18,311.93	187,541.66	-58,154.66	144.95
112 PARAPROFESSIONALS	65,689.65	.00	4,569.77	49,540.44	16,149.21	75.42
123 SUBSTITUTE TEACHERS	.00	.00	.00	650.00	-650.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	989.92	-989.92	.00
211 HEALTH CARE PROFESSIONAL	10,920.88	.00	1,911.21	19,034.75	-8,113.87	174.30
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	140.01	1,527.04	-1,527.04	.00
221 FICA PROFESSIONAL	15,838.72	.00	1,478.71	15,242.16	596.56	96.23
222 FICA PARAPROFESSIONAL	3,533.70	.00	345.09	3,740.28	-206.58	105.85
223 FICA SUBSTITUTES	.00	.00	.00	49.70	-49.70	.00
231 RETIREMENT PROFESSIONAL	20,451.58	.00	1,808.81	18,622.75	1,828.83	91.06
232 RETIREMENT PARAPROFESSIONALS	4,562.18	.00	451.38	4,648.15	-85.97	101.88
281 HEALTH BENEFITS FOR TEACHERS	18,100.00	.00	1,433.34	14,975.07	3,124.93	82.74
290 LONG TERM DISABILITY	.00	.00	.28	4.31	-4.31	.00
333 MILEAGE STAFF	.00	.00	144.72	399.10	-399.10	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	3,836.25	-3,836.25	.00
382 DISTANCE EDUCATION ONLY	.00	420.00	.00	420.00	-840.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	35.00	-35.00	.00
610 GENERAL SUPPLIES	24,787.68	.00	988.02	12,682.81	12,104.87	51.17
630 FOOD:FOOD SERVICES	.00	.00	.00	4,642.25	-4,642.25	.00
733 FURNITURE AND FIXTURES	.00	422.63	.00	10,391.00	-10,813.63	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	1,548.15	-1,548.15	.00
036 EARLY CHILDHOOD	293,271.39	842.63	31,583.27	350,520.79	-58,092.03	119.81

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	245,872.00	.00	22,744.53	226,032.94	19,839.06	91.93
123 SUBSTITUTE TEACHERS	10,000.00	.00	520.00	2,405.00	7,595.00	24.05
211 HEALTH CARE PROFESSIONAL	19,966.95	.00	2,276.49	22,564.53	-2,597.58	113.01
221 FICA PROFESSIONAL	26,845.64	.00	1,840.96	18,303.59	8,542.05	68.18
223 FICA SUBSTITUTES	.00	.00	39.75	184.01	-184.01	.00
231 RETIREMENT PROFESSIONAL	28,719.11	.00	2,246.67	22,327.14	6,391.97	77.74
281 HEALTH BENEFITS FOR TEACHERS	21,500.00	.00	1,583.34	15,833.40	5,666.60	73.64
333 MILEAGE STAFF	.00	.00	.00	360.51	-360.51	.00
610 GENERAL SUPPLIES	7,504.00	.00	384.00	1,528.07	5,975.93	20.36
041 ELEMENTARY PE	360,407.70	.00	31,635.74	309,539.19	50,868.51	85.89

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	271,861.00	.00	22,776.25	226,047.38	45,813.62	83.15
123 SUBSTITUTE TEACHERS	5,000.00	.00	.00	2,275.00	2,725.00	45.50
211 HEALTH CARE PROFESSIONAL	29,123.52	.00	4,099.46	40,784.90	-11,661.38	140.04
221 FICA PROFESSIONAL	21,317.55	.00	1,703.53	16,907.80	4,409.75	79.31
223 FICA SUBSTITUTES	.00	.00	.00	174.07	-174.07	.00
231 RETIREMENT PROFESSIONAL	27,525.57	.00	2,249.79	22,328.53	5,197.04	81.12
281 HEALTH BENEFITS FOR TEACHERS	6,800.00	.00	400.00	4,000.00	2,800.00	58.82
333 MILEAGE STAFF	.00	.00	.00	375.20	-375.20	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	221.00	-221.00	.00
610 GENERAL SUPPLIES	16,884.00	1,059.94	1,437.65	8,612.36	7,211.70	57.29
042 ELEMENTARY MUSIC	378,511.64	1,059.94	32,666.68	321,726.24	55,725.46	85.28

North Platte Public School District

For 06/01/21 - 06/30/21

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Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
111 TEACHERS/PROFESSIONALS	42,630.00	.00	3,132.92	31,329.20	11,300.80	73.49
123 SUBSTITUTE TEACHERS	.00	.00	130.00	390.00	-390.00	.00
211 HEALTH CARE PROFESSIONAL	7,280.88	.00	606.74	6,031.52	1,249.36	82.84
221 FICA PROFESSIONAL	3,391.25	.00	246.60	2,466.05	925.20	72.72
223 FICA SUBSTITUTES	.00	.00	9.95	29.85	-29.85	.00
231 RETIREMENT PROFESSIONAL	4,378.83	.00	309.46	3,094.61	1,284.22	70.67
281 HEALTH BENEFITS FOR TEACHERS	1,700.00	.00	100.00	1,000.00	700.00	58.82
610 GENERAL SUPPLIES	16,884.00	.00	.00	461.88	16,422.12	2.74
890 MISCELLANEOUR EXPENDITURES	.00	.00	.00	5,786.88	-5,786.88	.00
045 ELEMENTARY ART	76,264.96	.00	4,535.67	50,589.99	25,674.97	66.33

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	540.07	-540.07	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	200.00	.00	.00	.00	200.00	.00
610 GENERAL SUPPLIES	3,875.00	.00	419.55	4,445.62	-570.62	114.73
612 COPY COST	5,462.00	.00	639.09	2,879.78	2,582.22	52.72
625 CONSUMABLES	2,067.00	.00	.00	1,268.59	798.41	61.37
733 FURNITURE AND FIXTURES	6,990.00	.00	.00	7,606.65	-616.65	108.82
890 MISCELLANEOUS EXPENDITURES	300.00	.00	.00	66.50	233.50	22.17
054 OSGOOD/LAKE	18,894.00	.00	1,058.64	16,807.21	2,086.79	88.96

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	15,000.00	.00	.00	.00	15,000.00	.00
112 FOOD-CEP	15,000.00	.00	.00	.00	15,000.00	.00

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Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
610 GENERAL SUPPLIES	10,000.00	.00	.00	3,617.50	6,382.50	36.18
127 MIDDLE SCHOOL INSTRUMENTS	10,000.00	.00	.00	3,617.50	6,382.50	36.18

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	110,000.00	.00	.00	120,981.11	-10,981.11	109.98
212 FOOD-FFV SNACKS	110,000.00	.00	.00	120,981.11	-10,981.11	109.98

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

BOARD REPORT ON 1100 MAJOR PROGRAM

BOARD REPORT

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
630 FOOD:FOOD SERVICES	80,000.00	.00	.00	372.00	79,628.00	.47
412 FOOD-BREAKFAST	80,000.00	.00	.00	372.00	79,628.00	.47
1100 REGULAR INSTRUCTION	20,235,206.81	33,375.14	1,672,942.24	17,097,020.00	3,104,811.67	84.66

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
20						
2500 BUSINESS SUPPORT						
540 ADVERTISING	10,000.00	.00	.00	.00	10,000.00	.00
2500 BUSINESS SUPPORT	10,000.00	.00	.00	.00	10,000.00	.00
01 GENERAL FUND	10,000.00	.00	.00	.00	10,000.00	.00
20	10,000.00	.00	.00	.00	10,000.00	.00
21 FY 2018-2019						
1100 REGULAR INSTRUCTION						
110 CLERICAL_BUSDRIVERS	79,139.88	.00	4,544.98	61,493.76	17,646.12	77.70
111 TEACHERS/PROFESSIONALS	12,685,801.50	.00	1,032,729.70	10,426,370.99	2,259,430.51	82.19
112 PARAPROFESSIONALS	600,981.89	.00	45,747.28	464,966.60	136,015.29	77.37
114 TECHNOLOGY	.00	.00	.00	.00	.00	.00
116 PROFESSIONAL NON-CERTIFIED	145,233.00	.00	12,102.79	110,816.54	34,416.46	76.30
123 SUBSTITUTE TEACHERS	366,800.00	.00	35,970.00	328,935.13	37,864.87	89.68
150 STIPDENT NON-INSTRUCTION	50,000.00	.00	.00	25,398.00	24,602.00	50.80
151 INCENTIVE PROFESSIONAL STAFF	609,741.00	.00	59,401.22	571,067.55	38,673.45	93.66
156 SALARIES-PROFESSIONAL NON CERTIFIED	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	14,561.76	.00	641.22	6,770.78	7,790.98	46.50
211 HEALTH CARE PROFESSIONAL	1,018,190.78	.00	127,645.13	1,280,245.33	-262,054.55	125.74
212 HEALTH CARE PARAPROFESSIONALS	88,975.50	.00	4,203.58	46,110.57	42,864.93	51.82
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	716.29	8,111.81	-8,111.81	.00
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	-143,945.79	.00	342.72	6,566.92	-150,512.71	-4.56
221 FICA PROFESSIONAL	1,139,220.84	.00	86,532.08	871,853.80	267,367.04	76.53
222 FICA PARAPROFESSIONAL	49,065.43	.00	3,331.26	33,869.46	15,195.97	69.03
223 FICA SUBSTITUTES	.00	.00	2,745.53	25,088.84	-25,088.84	.00
226 FICA NC PROFESSIONAL	6,827.16	.00	925.38	8,472.91	-1,645.75	124.11
230 RETIREMENT NON INSTRUCTIONAL	-142,182.73	.00	335.24	5,933.76	-148,116.49	-4.17
231 RETIREMENT PROFESSIONAL	1,484,642.03	.00	107,089.98	1,080,943.92	403,698.11	72.81
232 RETIREMENT PARAPROFESSIONALS	62,775.52	.00	4,215.15	40,908.20	21,867.32	65.17
233 RETIREMENT SUBS	.00	.00	611.92	6,581.39	-6,581.39	.00
236 RETIREMENT NC PROFESSIONAL	8,815.36	.00	1,195.49	10,946.81	-2,131.45	124.18
237	.00	.00	.00	.00	.00	.00
239	.00	.00	.00	.00	.00	.00
250	.00	.00	.00	.00	.00	.00
251	.00	.00	.00	.00	.00	.00
260 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	943,619.00	.00	68,348.62	694,062.89	249,556.11	73.55
286 HEALTH BENEFITS PROFESSIONALS	.00	.00	.00	.00	.00	.00
290 LONG TERM DISABILITY	.00	.00	12.65	127.43	-127.43	.00
332 MILEAGE TO PARENTS	.00	.00	.00	.00	.00	.00
333 MILEAGE STAFF	2,150.00	.00	395.24	2,454.75	-304.75	114.17
340 OTHER PROFESSIONAL SERVICES	111,400.00	.00	3,807.19	126,271.57	-14,871.57	113.35
352 OTHER TECHNICAL SERVICES	100.00	.00	.00	.00	100.00	.00
382 DISTANCE EDUCATION ONLY	200.00	420.00	.00	420.00	-640.00	**
440 RENTALS; BUILDING, LAND, VEHICLES	.00	.00	.00	23,726.00	-23,726.00	.00
442 RENTALS	25,000.00	.00	.00	50,000.00	-25,000.00	200.00
580 TRAVEL:MEAL,HOTEL,RENTAL	10,550.00	.00	2,520.00	3,416.43	7,133.57	32.38
610 GENERAL SUPPLIES	382,784.68	26,907.90	37,007.58	295,434.88	60,441.90	84.21
612 COPY COST	165,868.00	1,234.81	4,894.57	79,637.56	84,995.63	48.76

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
1100 REGULAR INSTRUCTION						
625 CONSUMABLES	21,653.00	613.88	.00	14,592.77	6,446.35	70.23
630 FOOD:FOOD SERVICES	255,000.00	.00	.00	139,104.93	115,895.07	54.55
640 BOOKS/PERIODICALS	4,000.00	.00	.00	142.60	3,857.40	3.57
733 FURNITURE AND FIXTURES	121,415.00	4,198.55	23,835.74	220,871.76	-103,655.31	185.37
734 TECHNOLOGY HARDWARE	7,497.00	.00	.00	.00	7,497.00	.00
890 MISCELLANEOUS EXPENDITURES	59,327.00	.00	1,093.71	25,303.36	34,023.64	42.65
1100 REGULAR INSTRUCTION	20,235,206.81	33,375.14	1,672,942.24	17,097,020.00	3,104,811.67	84.66
1200 SPECIAL EDUCATION						
110 CLERICAL_BUSDROIVERS	55,624.32	.00	4,959.25	50,044.51	5,579.81	89.97
111 TEACHERS/PROFESSIONALS	1,861,052.00	.00	169,462.85	1,455,347.41	405,704.59	78.20
112 PARAPROFESSIONALS	1,007,231.64	.00	100,095.36	1,011,791.46	-4,559.82	100.45
114 TECHNOLOGY	.00	.00	.00	.00	.00	.00
116 PROFESSIONAL NON-CERTIFIED	.00	.00	.00	.00	.00	.00
123 SUBSTITUTE TEACHERS	40,000.00	.00	390.00	20,500.00	19,500.00	51.25
151 INCENTIVE PROFESSIONAL STAFF	197,479.00	.00	11,431.65	42,694.73	154,784.27	21.62
210 HEALTH CARE NON-INSTRUCTIONAL	47,280.88	.00	606.74	6,067.40	41,213.48	12.83
211 HEALTH CARE PROFESSIONAL	130,234.38	.00	21,889.15	151,788.72	-21,554.34	116.55
212 HEALTH CARE PARAPROFESSIONALS	122,481.73	.00	12,584.34	120,118.35	2,363.38	98.07
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	36.86	-36.86	.00
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	15,824.26	.00	361.20	3,646.61	12,177.65	23.04
221 FICA PROFESSIONAL	150,252.30	.00	14,071.97	118,913.15	31,339.15	79.14
222 FICA PARAPROFESSIONAL	73,662.66	.00	7,195.80	72,609.67	1,052.99	98.57
223 FICA SUBSTITUTES	.00	.00	29.84	1,568.41	-1,568.41	.00
226 FICA NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
230 RETIREMENT NON INSTRUCTIONAL	18,520.46	.00	489.86	4,943.27	13,577.19	26.69
231 RETIREMENT PROFESSIONAL	178,099.51	.00	17,687.98	146,897.06	31,202.45	82.48
232 RETIREMENT PARAPROFESSIONALS	94,323.30	.00	9,887.24	99,088.95	-4,765.65	105.05
233 RETIREMENT SUBS	.00	.00	.00	19.26	-19.26	.00
236 RETIREMENT NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
237	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	126,450.00	.00	8,964.55	88,878.42	37,571.58	70.29
290 LONG TERM DISABILITY	.00	.00	.00	.61	-.61	.00
333 MILEAGE STAFF	11,750.00	.00	917.73	5,913.56	5,836.44	50.33
340 OTHER PROFESSIONAL SERVICES	175,000.00	.00	1,419.61	96,521.26	78,478.74	55.16
352 OTHER TECHNICAL SERVICES	6,425.00	.00	183.00	2,510.80	3,914.20	39.08
382 DISTANCE EDUCATION ONLY	1,475.00	.00	293.70	2,835.92	-1,360.92	192.27
410 UTILITY SERVICES (Water/Sewer)	500.00	.00	29.76	472.67	27.33	94.53
531 POSTAGE	950.00	.00	.00	.00	950.00	.00
540 ADVERTISING	500.00	.00	.00	.00	500.00	.00
569 TUITION TO OTHER GOVERNMENTS	10,000.00	.00	.00	7,085.00	2,915.00	70.85
580 TRAVEL:MEAL,HOTEL,RENTAL	7,450.00	.00	4,094.51	5,543.52	1,906.48	74.41
610 GENERAL SUPPLIES	41,750.00	.00	568.08	26,183.33	15,566.67	62.71
612 COPY COST	8,000.00	.00	965.99	3,507.00	4,493.00	43.84
621 HEATING FUEL	1,000.00	.00	.00	556.74	443.26	55.67
622 ENERGY:ELECTRICITY	1,050.00	.00	113.42	1,034.11	15.89	98.49
642 AUDIO-VISUAL MATERIALS	.00	.00	.00	.00	.00	.00
643 WEB/CLOUD BASED SOFTWARE	.00	.00	.00	2,560.00	-2,560.00	.00
650 SUPPLIES-TECHNOLOGY RELATED	.00	.00	.00	2,326.65	-2,326.65	.00

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Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
1200 SPECIAL EDUCATION						
733 FURNITURE AND FIXTURES	3,500.00	.00	.00	4,857.00	-1,357.00	138.77
810 DUES AND FEES	.00	.00	.00	2,735.00	-2,735.00	.00
890 MISCELLANEOUS EXPENDITURES	10,000.00	.00	1,206.00	12,307.05	-2,307.05	123.07
1200 SPECIAL EDUCATION	4,397,866.44	.00	389,899.58	3,571,904.46	825,961.98	81.22
1300 SUMMER SCHOOL						
112 PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
151 INCENTIVE PROFESSIONAL STAFF	60,000.00	.00	21,463.47	21,463.47	38,536.53	35.77
211 HEALTH CARE PROFESSIONAL	.00	.00	1,758.21	1,758.21	-1,758.21	.00
221 FICA PROFESSIONAL	.00	.00	1,619.50	1,619.50	-1,619.50	.00
222 FICA PARAPROFESSIONAL	4,590.00	.00	.00	.00	4,590.00	.00
231 RETIREMENT PROFESSIONAL	5,926.00	.00	2,120.11	2,120.11	3,805.89	35.78
251	.00	.00	.00	.00	.00	.00
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	.00	.00	.00	.00
610 GENERAL SUPPLIES	3,000.00	.00	.00	.00	3,000.00	.00
612 COPY COST	.00	.00	.00	.00	.00	.00
640 BOOKS/PERIODICALS	.00	.00	.00	.00	.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	.00	.00	.00
1300 SUMMER SCHOOL	73,516.00	.00	26,961.29	26,961.29	46,554.71	36.67
2100 PUPIL SUPPORT						
110 CLERICAL BUSDRIVERS	132,269.84	.00	11,603.28	116,421.77	15,848.07	88.02
111 TEACHERS/PROFESSIONALS	1,092,549.00	.00	81,884.09	893,114.16	199,434.84	81.75
112 PARAPROFESSIONALS	.00	.00	.00	8,808.62	-8,808.62	.00
116 PROFESSIONAL NON-CERTIFIED	346,824.55	.00	6,915.08	266,151.51	80,673.04	76.74
123 SUBSTITUTE TEACHERS	10,000.00	.00	2,145.50	15,744.25	-5,744.25	157.44
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	1,445.31	3,477.06	-3,477.06	.00
156 SALARIES-PROFESSIONAL NON CERTIFIED	.00	.00	384.25	6,838.87	-6,838.87	.00
210 HEALTH CARE NON-INSTRUCTIONAL	29,123.52	.00	1,213.48	12,134.80	16,988.72	41.67
211 HEALTH CARE PROFESSIONAL	41,031.94	.00	5,984.43	63,420.58	-22,388.64	154.56
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	1,802.40	-1,802.40	.00
213 HEALTH CARE-PROFESSIONAL NON CERTIFIED	.00	.00	.00	.00	.00	.00
216 HEALTH CARE NC PROFESSIONAL	35,300.72	.00	-2,478.27	33,216.79	2,083.93	94.10
220 FICA NON INSTRUCTIONAL	20,237.28	.00	885.21	8,881.81	11,355.47	43.89
221 FICA PROFESSIONAL	115,835.93	.00	6,764.43	72,823.50	43,012.43	62.87
222 FICA PARAPROFESSIONAL	.00	.00	.00	611.09	-611.09	.00
223 FICA SUBSTITUTES	.00	.00	164.13	1,204.44	-1,204.44	.00
226 FICA NC PROFESSIONAL	27,579.40	.00	727.63	20,997.45	6,581.95	76.13
230 RETIREMENT NON INSTRUCTIONAL	26,130.68	.00	1,146.14	11,499.91	14,630.77	44.01
231 RETIREMENT PROFESSIONAL	149,569.23	.00	8,166.89	87,243.35	62,325.88	58.33
232 RETIREMENT PARAPROFESSIONALS	.00	.00	.00	725.06	-725.06	.00
233 RETIREMENT SUBS	.00	.00	.00	.00	.00	.00
236 RETIREMENT NC PROFESSIONAL	35,610.89	.00	2,952.25	29,947.14	5,663.75	84.10
237	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	122,540.00	.00	7,365.87	80,112.27	42,427.73	65.38
286 HEALTH BENEFITS PROFESSIONALS	23,200.00	.00	1,683.34	16,833.40	6,366.60	72.56
333 MILEAGE STAFF	2,450.00	.00	387.20	5,678.71	-3,228.71	**
340 OTHER PROFESSIONAL SERVICES	100,000.00	.00	26,175.00	245,184.80	-145,184.80	**
352 OTHER TECHNICAL SERVICES	700.00	.00	5,055.00	9,519.56	-8,819.56	**

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
2100 PUPIL SUPPORT						
580 TRAVEL:MEAL,HOTEL,RENTAL	5,950.00	.00	130.00	1,736.94	4,213.06	29.19
610 GENERAL SUPPLIES	26,190.00	.00	3,436.71	40,927.68	-14,737.68	156.27
630 FOOD:FOOD SERVICES	.00	.00	.00	511.25	-511.25	.00
650 SUPPLIES-TECHNOLOGY RELATED	.00	.00	5,000.00	5,051.80	-5,051.80	.00
733 FURNITURE AND FIXTURES	.00	.00	.00	2,767.00	-2,767.00	.00
810 DUES AND FEES	.00	.00	.00	.00	.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	748.21	-748.21	.00
2100 PUPIL SUPPORT	2,343,092.98	.00	179,136.95	2,064,136.18	278,956.80	88.09
2200 STAFF SUPPORT						
110 CLERICAL BUSDRIVERS	.00	.00	4,296.06	43,151.73	-43,151.73	.00
111 TEACHERS/PROFESSIONALS	387,130.00	.00	33,222.43	328,083.39	59,046.61	84.75
112 PARAPROFESSIONALS	77,554.67	.00	5,815.34	59,429.22	18,125.45	76.63
116 PROFESSIONAL NON-CERTIFIED	62,076.00	.00	4,863.33	51,669.36	10,406.64	83.24
123 SUBSTITUTE TEACHERS	8,880.00	.00	.00	195.00	8,685.00	2.20
151 INCENTIVE PROFESSIONAL STAFF	229,890.00	.00	21,837.00	37,228.75	192,661.25	16.19
210 HEALTH CARE NON-INSTRUCTIONAL	7,280.88	.00	.00	.00	7,280.88	.00
211 HEALTH CARE PROFESSIONAL	14,560.00	.00	2,803.63	9,559.86	5,000.14	65.66
212 HEALTH CARE PARAPROFESSIONALS	16,997.09	.00	672.94	7,686.48	9,310.61	45.22
216 HEALTH CARE NC PROFESSIONAL	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	4,053.99	.00	328.64	3,301.09	752.90	81.43
221 FICA PROFESSIONAL	44,363.35	.00	4,185.38	28,110.56	16,252.79	63.36
222 FICA PARAPROFESSIONAL	4,027.12	.00	420.70	4,269.37	-242.25	106.02
223 FICA SUBSTITUTES	.00	.00	.00	14.96	-14.96	.00
226 FICA NC PROFESSIONAL	4,748.81	.00	363.89	3,870.90	877.91	81.51
230 RETIREMENT NON INSTRUCTIONAL	5,234.59	.00	424.35	4,262.43	972.16	81.43
231 RETIREMENT PROFESSIONAL	61,984.23	.00	5,438.62	35,690.73	26,293.50	57.58
232 RETIREMENT PARAPROFESSIONALS	5,199.87	.00	574.43	5,825.17	-625.30	112.03
236 RETIREMENT NC PROFESSIONAL	6,131.74	.00	480.39	5,103.78	1,027.96	83.24
237	.00	.00	.00	.00	.00	.00
281 HEALTH BENEFITS FOR TEACHERS	25,450.00	.00	1,925.01	19,250.10	6,199.90	75.64
290 LONG TERM DISABILITY	.00	.00	5.03	48.79	-48.79	.00
333 MILEAGE STAFF	650.00	.00	30.69	517.62	132.38	79.63
340 OTHER PROFESSIONAL SERVICES	2,150.00	2,282.00	.00	8,670.68	-8,802.68	**
382 DISTANCE EDUCATION ONLY	.00	.00	.00	.00	.00	.00
531 POSTAGE	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	92,935.00	432.00	675.00	8,827.31	83,675.69	9.96
610 GENERAL SUPPLIES	19,000.00	1,563.30	7,168.06	34,546.95	-17,110.25	190.05
611 TESTING MATERIAL	50,000.00	.00	.00	3,000.00	47,000.00	6.00
612 COPY COST	.00	.00	.00	681.12	-681.12	.00
625 CONSUMABLES	36,000.00	.00	38,424.43	69,130.53	-33,130.53	192.03
640 BOOKS/PERIODICALS	341,509.00	.00	12,949.80	306,734.48	34,774.52	89.82
641 eBOOKS	10,000.00	.00	.00	11,552.50	-1,552.50	115.53
642 AUDIO-VISUAL MATERIALS	1,700.00	.00	.00	.00	1,700.00	.00
733 FURNITURE AND FIXTURES	6,910.00	.00	.00	6,352.64	557.36	91.93
734 TECHNOLOGY HARDWARE	8,910.00	.00	.00	.00	8,910.00	.00
735 TECHNOLOGY SOFTWARE	142,720.00	1,343.04	175,455.00	249,541.45	-108,164.49	175.79
810 DUES AND FEES	500.00	.00	.00	.00	500.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	.00	.00	.00	.00
2200 STAFF SUPPORT	1,678,546.34	5,620.34	322,360.15	1,346,306.95	326,619.05	80.54

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
2300 GENERAL ADMINISTRATION						
105 SUPERINTENDENT SALARY	231,471.00	.00	19,289.25	210,629.70	20,841.30	91.00
110 CLERICAL_BUSDRIERS	65,917.80	.00	5,346.69	53,909.38	12,008.42	81.78
210 HEALTH CARE NON-INSTRUCIONAL	7,280.88	.00	606.74	6,067.40	1,213.48	83.33
215 HEALTH CARE SUPERINTENDNET	7,280.00	.00	606.74	6,067.40	1,212.60	83.34
220 FICA NON INSTRUCTIONAL	4,600.28	.00	398.39	4,017.84	582.44	87.34
221 FICA PROFESSIONAL	.00	.00	.00	.00	.00	.00
225 FICA SUPERINTENDENT	17,707.00	.00	1,445.38	11,125.08	6,581.92	62.83
230 RETIREMENT NON INSTRUCTIONAL	5,939.96	.00	528.14	5,325.06	614.90	89.65
231 RETIREMENT PROFESSIONAL	.00	.00	.00	.00	.00	.00
235 RETIREMENT SUPERINTENDENT	22,864.00	.00	1,905.35	19,053.50	3,810.50	83.33
237	.00	.00	.00	.00	.00	.00
317 LEGAL SERVICES	45,000.00	.00	2,633.00	45,003.15	-3.15	100.01
333 MILEAGE STAFF	.00	.00	.00	.00	.00	.00
340 OTHER PROFESSIONAL SERVICES	13,000.00	.00	412.09	48,012.09	-35,012.09	**
382 DISTANCE EDUCATION ONLY	.00	.00	100.00	900.00	-900.00	.00
520 PROPERTY/LIABILITY INSURANCE	654,852.00	.00	75,816.56	422,135.40	232,716.60	64.46
540 ADVERTSING	10,000.00	.00	516.86	3,646.30	6,353.70	36.46
550 PRINTING/BINDING	.00	.00	800.00	1,420.60	-1,420.60	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	23,000.00	.00	.00	2,015.00	20,985.00	8.76
610 GENERAL SUPPLIES	11,500.00	.00	933.82	3,414.86	8,085.14	29.69
733 FURNITURE AND FIXTURS	10,000.00	.00	.00	.00	10,000.00	.00
810 DUES AND FEES	13,000.00	.00	805.00	13,429.00	-429.00	103.30
890 MISCELLANEOUR EXPENDITURES	11,000.00	.00	627.58	3,765.39	7,234.61	34.23
2300 GENERAL ADMINISTRATION	1,154,412.92	.00	112,771.59	859,937.15	294,475.77	74.49
2400 SCHOOL ADMINISTRATION						
110 CLERICAL_BUSDRIERS	630,698.00	.00	55,483.82	534,965.69	95,732.31	84.82
111 TEACHERS/PROFESSIONALS	1,573,581.00	.00	121,743.71	1,228,374.99	345,206.01	78.06
112 PARAPROFESSIONALS	14,000.00	.00	2,249.34	22,688.15	-8,688.15	162.06
119	.00	.00	.00	.00	.00	.00
123 SUBSTITUTE TEACHERS	5,000.00	.00	4,500.00	5,153.00	-153.00	103.06
150 STIPDENT NON-INSTRUCTION	.00	.00	.00	.00	.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	1,160.00	14,086.75	-14,086.75	.00
210 HEALTH CARE NON-INSTRUCIONAL	103,510.86	.00	7,516.02	73,694.47	29,816.39	71.19
211 HEALTH CARE PROFESSIONAL	94,640.00	.00	7,960.31	79,691.20	14,948.80	84.20
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
220 FICA NON INSTRUCTIONAL	60,819.31	.00	4,113.09	39,406.77	21,412.54	64.79
221 FICA PROFESSIONAL	103,576.15	.00	9,043.78	91,281.54	12,294.61	88.13
222 FICA PARAPROFESSIONAL	3,250.28	.00	171.57	1,731.61	1,518.67	53.28
223 FICA SUBSTITUTES	.00	.00	344.25	394.21	-394.21	.00
230 RETIREMENT NON INSTRUCTIONAL	74,186.86	.00	5,004.34	51,529.10	22,657.76	69.46
231 RETIREMENT PROFESSIONAL	132,664.00	.00	11,424.38	115,091.53	17,572.47	86.75
232 RETIREMENT PARAPROFESSIONALS	2,887.30	.00	222.19	2,241.10	646.20	77.62
237	.00	.00	.00	.00	.00	.00
251	.00	.00	.00	.00	.00	.00
252	.00	.00	.00	.00	.00	.00
253	.00	.00	.00	.00	.00	.00
333 MILEAGE STAFF	2,728.00	.00	54.18	485.58	2,242.42	17.80
340 OTHER PROFESSIONAL SERVICES	1,300.00	.00	.00	906.00	394.00	69.69
382 DISTANCE EDUCATION ONLY	10,250.00	.00	969.91	9,830.37	419.63	95.91

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
2400 SCHOOL ADMINISTRATION						
440 RENTALS; BUILDING, LAND, VEHICLES	.00	.00	.00	1,106.75	-1,106.75	.00
531 POSTAGE	.00	.00	.00	6.95	-6.95	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	500.00	.00	3,574.60	8,735.78	-8,235.78	**
610 GENERAL SUPPLIES	10,501.00	.00	646.15	5,248.83	5,252.17	49.98
733 FURNITURE AND FIXTURS	4,746.00	.00	.00	2,122.70	2,623.30	44.73
890 MISCELLANEOUR EXPENDITURES	3,896.00	260.00	1,188.93	8,867.72	-5,231.72	**
2400 SCHOOL ADMINISTRATION	2,832,734.76	260.00	237,370.57	2,297,640.79	534,833.97	81.12
2500 BUSINESS SUPPORT						
110 CLERICAL_BUSDRIVERS	376,608.00	.00	32,587.00	275,207.09	101,400.91	73.08
111 TEACHERS/PROFESSIONALS	136,236.00	.00	11,353.00	114,312.97	21,923.03	83.91
112 PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
114 TECHNOLOGY	.00	.00	.00	332.50	-332.50	.00
116 PROFESSIONAL NON-CERTIFIED	697,641.36	.00	54,821.57	602,031.38	95,609.98	86.30
123 SUBSTITUTE TEACHERS	.00	.00	.00	.00	.00	.00
150 STIPDENT NON-INSTRUCTION	.00	.00	.00	.00	.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	411.25	-411.25	.00
210 HEALTH CARE NON-INSTRUCTIONAL	50,966.28	.00	3,033.70	25,483.08	25,483.20	50.00
211 HEALTH CARE PROFESSIONAL	7,280.00	.00	606.74	6,130.40	1,149.60	84.21
212 HEALTH CARE PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
216 HEALTH CARE NC PROFESSIONAL	44,293.52	.00	4,247.18	46,718.98	-2,425.46	105.48
220 FICA NON INSTRUCTIONAL	28,387.71	.00	2,408.23	20,415.45	7,972.26	71.92
221 FICA PROFESSIONAL	10,422.00	.00	865.89	8,749.01	1,672.99	83.95
222 FICA PARAPROFESSIONAL	.00	.00	.00	.00	.00	.00
226 FICA NC PROFESSIONAL	40,089.85	.00	4,024.44	42,776.02	-2,686.17	106.70
230 RETIREMENT NON INSTRUCTIONAL	34,393.98	.00	2,952.97	26,025.94	8,368.04	75.67
231 RETIREMENT PROFESSIONAL	13,457.00	.00	1,121.43	11,254.92	2,202.08	83.64
232 RETIREMENT PARAPROFESSIONALS	.00	.00	.00	.00	.00	.00
236 RETIREMENT NC PROFESSIONAL	51,763.60	.00	5,471.13	58,768.94	-7,005.34	113.53
237	.00	.00	.00	.00	.00	.00
286 HEALTH BENEFITS PROFESSIONALS	.00	.00	566.52	5,666.64	-5,666.64	.00
315 ACCOUNTING SERVICES	25,000.00	.00	.00	25,500.00	-500.00	102.00
333 MILEAGE STAFF	4,450.00	.00	198.84	1,699.71	2,750.29	38.20
340 OTHER PROFESSIONAL SERVICES	112,000.00	7,949.00	396.07	101,004.65	3,046.35	97.28
351 DATA PROCESSING	4,500.00	.00	.00	.00	4,500.00	.00
382 DISTANCE EDUCATION ONLY	36,000.00	.00	1,584.86	21,706.30	14,293.70	60.30
531 POSTAGE	35,700.00	.00	4,102.35	29,417.16	6,282.84	82.40
540 ADVERTISING	5,000.00	.00	315.00	11,805.00	-6,805.00	**
550 PRINTING/BINDING	.00	.00	.00	.00	.00	.00
580 TRAVEL:MEAL,HOTEL,RENTAL	22,500.00	.00	1,254.28	4,745.16	17,754.84	21.09
610 GENERAL SUPPLIES	22,000.00	900.00	4,048.05	39,640.97	-18,540.97	184.28
612 COPY COST	10,000.00	.00	102.67	5,391.47	4,608.53	53.91
640 BOOKS/PERIODICALS	1,000.00	.00	.00	.00	1,000.00	.00
733 FURNITURE AND FIXTURS	223,000.00	21,865.98	73,054.23	205,708.88	-4,574.86	102.05
734 TECHNOLOGGY HARDWARE	547,012.00	.00	.00	410,356.66	136,655.34	75.02
735 TECHNOLOGY SOFTWARE	337,000.00	66,313.19	65,856.42	351,223.95	-80,537.14	123.90
810 DUES AND FEES	1,000.00	.00	892.00	2,390.00	-1,390.00	**
890 MISCELLANEOUR EXPENDITURES	500.00	.00	251.26	3,366.76	-2,866.76	**
2500 BUSINESS SUPPORT	2,878,201.30	97,028.17	276,115.83	2,458,241.24	322,931.89	88.78
2600 OPERATIONS/MAINTENANCE						

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

Account No/Description	Adjusted Budget	Y-T-D Encumb	Period Expended	Y-T-D Expended	Available Balance	Percent Used
21 FY 2018-2019						
2600 OPERATIONS/MAINTENANCE						
110 CLERICAL_BUSDRIERS	2,033,317.00	.00	181,538.34	1,895,109.37	138,207.63	93.20
111 TEACHERS/PROFESSIONALS	.00	.00	.00	.00	.00	.00
116 PROFESSIONAL NON-CERTIFIED	97,375.00	.00	.00	.00	97,375.00	.00
120 SUBSTITUTE TEACHERS	30,000.00	.00	.00	.00	30,000.00	.00
123 SUBSTITUTE TEACHERS	.00	.00	.00	.00	.00	.00
150 STIPDENT NON-INSTRUCTION	25,000.00	.00	.00	.00	25,000.00	.00
151 INCENTIVE PROFESSIONAL STAFF	.00	.00	.00	.00	.00	.00
210 HEALTH CARE NON-INSTRUCTIONAL	495,099.84	.00	33,792.02	331,618.23	163,481.61	66.98
216 HEALTH CARE NC PROFESSIONAL	7,281.00	.00	.00	.00	7,281.00	.00
220 FICA NON INSTRUCTIONAL	215,905.01	.00	13,378.93	139,660.49	76,244.52	64.69
226 FICA NC PROFESSIONAL	7,432.00	.00	.00	.00	7,432.00	.00
230 RETIREMENT NON INSTRUCTIONAL	204,041.53	.00	17,887.13	185,852.27	18,189.26	91.09
236 RETIREMENT NC PROFESSIONAL	9,618.00	.00	.00	.00	9,618.00	.00
237	.00	.00	.00	.00	.00	.00
260 LIFE INSURANCE	.00	.00	.00	.00	.00	.00
290 LONG TERM DISABILITY	6,000.00	.00	630.16	6,323.23	-323.23	105.39
333 MILEAGE STAFF	.00	.00	.00	.00	.00	.00
340 OTHER PROFESSIONAL SERVICES	332,383.00	4,842.83	35,003.79	339,848.16	-12,307.99	103.70
382 DISTANCE EDUCATION ONLY	5,000.00	.00	936.70	10,178.75	-5,178.75	**
410 UTILITY SERVICES (Water/Sewer)	72,399.00	.00	3,481.84	44,885.86	27,513.14	62.00
430 REPAIRS AND MAINTENANCE	14,760.00	.00	47.43	13,411.08	1,348.92	90.86
580 TRAVEL:MEAL,HOTEL,RENTAL	10,000.00	.00	.00	829.60	9,170.40	8.30
610 GENERAL SUPPLIES	386,800.00	11,463.70	27,418.18	242,920.35	132,415.95	65.77
621 HEATING FUEL	135,050.00	.00	9,593.76	91,782.04	43,267.96	67.96
622 ENERGY:ELECTRICITY	711,805.00	.00	45,056.59	506,963.34	204,841.66	71.22
626 GASOLINE/DIESEL	30,000.00	.00	2,743.47	21,760.00	8,240.00	72.53
720 BUILDINGS/CONSTRUCTIONS	189,000.00	.00	25.10	196,874.53	-7,874.53	104.17
733 FURNITURE AND FIXTURS	60,500.00	.00	4,600.87	48,195.61	12,304.39	79.66
890 MISCELLANEOUR EXPENDITURES	.00	.00	.00	63.71	-63.71	.00
2600 OPERATIONS/MAINTENANCE	5,078,766.38	16,306.53	376,134.31	4,076,276.62	986,183.23	80.58
2700 TRANSPORTATION						
110 CLERICAL_BUSDRIERS	86,678.00	.00	6,740.90	114,823.34	-28,145.34	132.47
112 PARAPROFESSIONALS	70,561.52	.00	7,763.45	78,987.37	-8,425.85	111.94
210 HEALTH CARE NON-INSTRUCTIONAL	3,750.00	.00	312.51	3,339.75	410.25	89.06
212 HEALTH CARE PARAPROFESSIONALS	3,114.00	.00	703.98	7,253.63	-4,139.63	**
220 FICA NON INSTRUCTIONAL	6,325.00	.00	488.15	8,499.75	-2,174.75	134.38
222 FICA PARAPROFESSIONAL	5,453.96	.00	586.56	5,931.30	-477.34	108.75
230 RETIREMENT NON INSTRUCTIONAL	5,900.00	.00	512.78	8,081.00	-2,181.00	136.97
232 RETIREMENT PARAPROFESSIONALS	4,869.63	.00	766.86	7,802.20	-2,932.57	160.22
237	.00	.00	.00	.00	.00	.00
290 LONG TERM DISABILITY	.00	.00	7.32	59.06	-59.06	.00
330 TRAINING AND DEVELOPMENT	.00	.00	.00	.00	.00	.00
332 MILEAGE TO PARENTS	175,000.00	.00	89,295.17	113,586.02	61,413.98	64.91
340 OTHER PROFESSIONAL SERVICES	45,000.00	.00	95.00	7,591.02	37,408.98	16.87
382 DISTANCE EDUCATION ONLY	3,500.00	.00	452.99	4,466.58	-966.58	127.62
430 REPAIRS AND MAINTENANCE	9,400.00	.00	980.95	48,527.54	-39,127.54	**
440 RENTALS; BUILDING, LAND, VEHICLES	.00	.00	.00	1,360.00	-1,360.00	.00
442 RENTALS	50,000.00	.00	.00	50,000.00	.00	100.00
580 TRAVEL:MEAL,HOTEL,RENTAL	.00	.00	146.41	642.46	-642.46	.00

North Platte Public School District

For 06/01/21 - 06/30/21

Expenditure Summary Report

FJEXS01A

Periods 10 - 10

EXPENDITURE SUMMARY MAJOR PROGRAM

E00003

<u>Account No/Description</u>	<u>Adjusted Budget</u>	<u>Y-T-D Encumb</u>	<u>Period Expended</u>	<u>Y-T-D Expended</u>	<u>Available Balance</u>	<u>Percent Used</u>
21 FY 2018-2019						
2700 TRANSPORTATION						
610 GENERAL SUPPLIES	.00	.00	.00	118.65	-118.65	.00
626 GASOLINE/DIESEL	67,500.00	.00	5,653.06	49,792.73	17,707.27	73.77
630 FOOD:FOOD SERVICES	.00	.00	.00	3,115.00	-3,115.00	.00
733 FURNITURE AND FIXTURES	.00	.00	.00	.00	.00	.00
890 MISCELLANEOUS EXPENDITURES	.00	.00	12.00	3,932.30	-3,932.30	.00
2700 TRANSPORTATION	537,052.11	.00	114,518.09	517,909.70	19,142.41	96.44
8000 TRANSFERS						
913 TRANSFERS TO ACTIVITY FUND	85,000.00	.00	.00	85,000.00	.00	100.00
8000 TRANSFERS	85,000.00	.00	.00	85,000.00	.00	100.00
01 GENERAL FUND	41,294,396.04	152,590.18	3,708,210.60	34,401,334.38	6,740,471.48	83.68
21 FY 2018-2019	41,294,396.04	152,590.18	3,708,210.60	34,401,334.38	6,740,471.48	83.68

**North Platte Public Schools
Operating Fund
June 2021**

Check No	Check Date	Vendor Name	Check Amount
00003249	6/10/2021	NEBRASKA STATE TAX COMMISSIONER	\$88,174.68
00003254	6/10/2021	NEBRASKA RETIREMENT SYSTEMS	\$455,792.87
00003257	6/18/2021	VISION SERVICE PLAN	\$3,581.91
00003259	6/18/2021	AMERICAN FAMILY LIFE ASSURANCE CO.	\$5,188.32
00003260	6/18/2021	NEBRASKA CHILD SUPPORT PAYMENT CENTER	\$2,361.00
00003261	6/18/2021	NATIONWIDE	\$23,846.32
00003262	6/18/2021	AMERICAN FIDELITY ASSURANCE CO.	\$12,615.14
00003264	6/18/2021	AMERICAN FIDELITY	\$1,597.54
00003265	6/18/2021	INTERNAL REVENUE SERVICE	\$567,247.05
00629338	6/9/2021	BRUNS, CHRISTOPHER &/OR ASHLEY	\$2,002.83
00629339	6/9/2021	CAUFFMAN, CASH & AMY	\$2,522.72
00629340	6/9/2021	MITCHELL, MELISSA	\$1,002.70
00629341	6/9/2021	MORRISON, BROOKE	\$1,810.88
00629342	6/9/2021	O'BRIEN, MELANIE	\$963.25
00629343	6/10/2021	CONSTRUCTION RENTAL, INC.	\$39.60
00629344	6/10/2021	GRAND ISLAND NORTHWEST HIGH SCHOOL	\$152.00
00629345	6/10/2021	NIGHT SOUNDS ENTERTAINMENT	\$850.00
00629346	6/10/2021	NORFOLK COUNTRY CLUB	\$417.96
00629347	6/10/2021	THE GRAPHIC EDGE	\$719.10
00629348	6/10/2021	COCA-COLA/PREMIUM FOOD & BEVERAGE	\$474.50
00629349	6/10/2021	PEDERSEN, NATHAN	\$539.92
00629350	6/10/2021	SODEXO INC & AFFILIATES	\$861.00
00629351	6/10/2021	STATE OF NE DEPT OF LABOR UNEMPLOYMEN	\$3,276.22
00629352	6/10/2021	VERIZON NETWORK FLEET	\$145.71
00629353	6/10/2021	LOU'S SPORTING GOODS	\$617.23
00629354	6/10/2021	LOU'S SPORTING GOODS	\$330.64
00629355	6/10/2021	LOU'S SPORTING GOODS	\$375.00
00629356	6/10/2021	LOU'S SPORTING GOODS	\$1,829.31
00629357	6/10/2021	NEBRASKA COACHES ASSOCIATION	\$4,860.00
00629358	6/10/2021	ANTHONY, DAN & JENNIFER	\$150.00
00629359	6/10/2021	BAADE, APRIL	\$75.00
00629360	6/10/2021	BARNER, BECKY & JEFF	\$96.00
00629361	6/10/2021	BERGERON, NIKKI	\$75.00
00629362	6/10/2021	BOTTS, MAHAILA	\$225.00
00629363	6/10/2021	BROOKS, BARB	\$300.00
00629364	6/10/2021	BROTT, DOUGLAS	\$225.00
00629365	6/10/2021	BUTTLER, CHRIS	\$350.00

00629366	6/10/2021	CARLSON, VIKKI	\$150.00
00629367	6/10/2021	CONNELLY, ELIZABETH	\$325.00
00629368	6/10/2021	DORSEY, NICOLE	\$150.00
00629369	6/10/2021	DOUGLAS, LYNDSEY	\$325.00
00629370	6/10/2021	ECKEL, JULIE	\$75.00
00629371	6/10/2021	GILBERT, ANGELA	\$175.00
00629372	6/10/2021	GRIFFITHS, CYNDI	\$150.00
00629373	6/10/2021	HARDY, HEATHER	\$225.00
00629374	6/10/2021	HARVEY, PAMELA	\$75.00
00629375	6/10/2021	HARWAGER, BUCK	\$75.00
00629376	6/10/2021	HERNANDEZ, JAMIE	\$225.00
00629377	6/10/2021	HOATSON, TONYA	\$150.00
00629378	6/10/2021	HULQUIST, EILEEN	\$150.00
00629379	6/10/2021	JANAS, BROOKE	\$225.00
00629380	6/10/2021	KAMINSKI, SARAH	\$150.00
00629381	6/10/2021	KAUTZ, JEFF	\$150.00
00629382	6/10/2021	KOEHN, COURTNEY	\$75.00
00629383	6/10/2021	LAVANTE, AMY	\$100.00
00629384	6/10/2021	MAJER, KACI	\$150.00
00629385	6/10/2021	MATUSZCZAK, DALE &/OR TESSA	\$325.00
00629386	6/10/2021	MCKENNEY, TERRA	\$100.00
00629387	6/10/2021	MILLER, JODI	\$325.00
00629388	6/10/2021	NEFF, PAUL	\$250.00
00629389	6/10/2021	NEWSOME, EDITH	\$250.00
00629390	6/10/2021	O'BRIEN, MELANIE	\$225.00
00629391	6/10/2021	OCHSNER, CHRISTINE	\$125.00
00629392	6/10/2021	SAUER, COLLETTE	\$425.00
00629393	6/10/2021	SHORT, JEFFREY	\$250.00
00629394	6/10/2021	SMITH, DANIEL	\$200.00
00629395	6/10/2021	SONGSTER, CALVIN	\$250.00
00629396	6/10/2021	START, JAYNE	\$250.00
00629397	6/10/2021	STATES, MELISSA	\$300.00
00629398	6/10/2021	STEFANATZ, LAURA	\$75.00
00629399	6/10/2021	TILFORD, AMBER	\$75.00
00629400	6/10/2021	UEHLING, GREGG & JANELLE	\$75.00
00629401	6/10/2021	VAK, JOSEPH & LAURIE	\$175.00
00629402	6/10/2021	VILLEGAS, BETHZABE	\$100.00
00629403	6/10/2021	VONKAMPEN, JOAN	\$150.00
00629404	6/10/2021	WIEGAND, MIKE	\$175.00
00629405	6/10/2021	WINKLER, JEREMIAH	\$475.00
00629406	6/10/2021	ZIRNIG, SAMANTHA	\$300.00
00629407	6/14/2021	SODEXO INC & AFFILIATES	\$161,443.49

00629408	6/14/2021	SOLIANT HEALTH, LLC	\$24,645.00
00629409	6/14/2021	WILLEY, KASSANDRA	\$70.54
00629410	6/15/2021	BABCOCK, BRANDY	\$179.20
00629411	6/15/2021	BIERFREUND, GLENDA	\$448.80
00629412	6/15/2021	CAUDILLO, NICHOLLE	\$21.84
00629413	6/15/2021	DELP, CINDY	\$158.20
00629414	6/15/2021	RIVERSIDE TECHNOLOGIES INC	\$298.80
00629415	6/15/2021	ALEXANDER, RONALD	\$350.00
00629416	6/15/2021	NPCC-TEAM VOLLEYBALL CAMP	\$600.00
00629417	6/15/2021	POWERSCHOOL GROUP LLC	\$40,884.34
00629418	6/16/2021	US BANK	\$397,391.06
00629419	6/16/2021	LOU'S SPORTING GOODS	\$133.50
00629420	6/16/2021	THE GRAPHIC EDGE	\$841.93
00629421	6/16/2021	VARSITY SPIRIT FASHIONS	\$20,338.06
00629422	6/16/2021	HALLS ELECTRIC & SERVICES	\$184.19
00629423	6/16/2021	KELLEY SCRITSMIER BYRNE PC	\$1,777.00
00629424	6/16/2021	KIWANIS - BUFFALO BILL	\$420.00
00629425	6/16/2021	NORTHWESTERN PUBLIC SERVICE	\$255.41
00629426	6/18/2021	ACCELERATED RECEIVABLES SOLUTIONS	\$200.71
00629427	6/18/2021	ACCELERATED RECEIVABLES SOLUTIONS	\$297.11
00629428	6/18/2021	CAPITAL ONE BANK	\$638.03
00629429	6/18/2021	CREDIT MANAGEMENT SERVICES INC	\$4.91
00629430	6/18/2021	CREDIT MANAGEMENT SERVICES INC	\$183.31
00629431	6/18/2021	FIRST NATIONAL BANK OF OMAHA	\$289.69
00629432	6/18/2021	JEFFERSON CAPITAL SYSTEMS LLC	\$8.23
00629433	6/18/2021	MADISION NATIONAL LIFE	\$2,868.30
00629434	6/18/2021	MIDLAND FUNDING LLC	\$696.21
00629435	6/18/2021	MIDLAND FUNDING LLC	\$52.45
00629436	6/18/2021	NATIONAL INSURANCE SERVICES	\$4,364.93
00629437	6/18/2021	NORTH PLATTE PUBLIC SCHOOLS FOUNDATIO	\$608.00
00629438	6/18/2021	PHELPS FAMILY DENTISTRY	\$316.35
00629439	6/17/2021	NEBRASKA SCHOOL ACTIVITIES ASSOC.	\$1,650.00
00629440	6/17/2021	MURPHY, KOGAN	\$670.00
00629441	6/18/2021	BRECKS, SALLY	\$150.00
00629442	6/18/2021	FACILITY ADVOCATES LLC	\$8,250.00
00629443	6/18/2021	FLANDERS, KIM	\$75.00
00629444	6/18/2021	JONES, JAY &/OR HEIDI	\$75.00
00629445	6/18/2021	VERIZON WIRELESS	\$1,770.95
00629446	6/22/2021	DOANE COLLEGE	\$300.00
00629447	6/23/2021	KEARNEY HIGH SCHOOL	\$110.00
00629448	6/23/2021	NEBRASKA FFA ASSOCIATION	\$12.50
00629449	6/23/2021	THE GRAPHIC EDGE	\$306.29

00629450	6/23/2021	WAGNER, REBECCA	\$252.00
00629451	6/23/2021	BROWN, BILLY JOE AND/OR JAN	\$2,431.77
00629452	6/23/2021	KELLEY SCRITSMIER BYRNE PC	\$408.00
00629453	6/23/2021	LUNZMAN, LARISSA	\$1,655.40
00629454	6/23/2021	NORTHWESTERN PUBLIC SERVICE	\$14.60
00629455	6/23/2021	POST, GREG AND/OR NICOLE	\$1,269.34
00629456	6/23/2021	SOLIANT HEALTH, LLC	\$1,530.00
00629457	6/24/2021	HUMPHREYS, DELANA	\$250.00
00629458	6/24/2021	LIENEMANN, CARRIE	\$250.00
00629459	6/24/2021	MATHIEU, TINA	\$250.00
00629460	6/24/2021	JOHNSON, LUKE & LISA	\$2,187.64
00629461	6/29/2021	HASTINGS COLLEGE	\$1,100.00
00629462	6/29/2021	FIRESPRING PRINT, INC	\$4,260.16
00629463	6/29/2021	HERSHEY PUBLIC SCHOOLS	\$684.00
00629464	6/29/2021	ORR'S CLEANERS	\$1,211.25
00629465	6/29/2021	VARSITY SPIRIT FASHIONS	\$41.50
00629466	6/29/2021	HANSEN, JILL	\$75.00
00629467	6/29/2021	NORTHWESTERN PUBLIC SERVICE	\$2,031.48
00629468	7/1/2021	HENRY SCHEIN	\$76.61
00629469	7/1/2021	JOSTENS	\$531.58
00629470	7/6/2021	BARGER, TROY	\$35.30
00629471	7/6/2021	BLAKELY, ANN MARIE	\$190.00
00629472	7/6/2021	COHAGEN TRANSFER AND STORAGE	\$2,178.00
00629473	7/6/2021	COMMERCIAL INVESTMENT SERVICES	\$2,000.00
00629474	7/6/2021	DORSEY, NICOLE	\$52.67
00629475	7/6/2021	HANSON, RON	\$100.00
00629476	7/6/2021	HOLSCHER-NELSON, MARTA	\$50.00
00629477	7/6/2021	HULL, NICOLE	\$41.60
00629478	7/6/2021	JONESON, BRETT	\$230.22
00629479	7/6/2021	MIDWEST CONNECT	\$1,202.09
00629480	7/6/2021	SIMPSON, STUART	\$246.76
00629481	7/6/2021	BEACON OF HOPE COUNSELING	\$490.00
00629482	7/6/2021	MCGRAW-HILL EDUCATION, INC.	\$60,573.00
00629483	7/6/2021	MONICA KRAMER COUNSELING SERVICE	\$3,020.00
00629484	7/6/2021	NACIA	\$30.00
00629485	7/6/2021	NCS PEARSON INC	\$598.00
00629486	7/6/2021	SAVVAS LEARNING COMPANY LLC	\$144,703.23
00629487	7/6/2021	CAROLINA BIOLOGICAL SUPPLY	\$239.25
00629488	7/6/2021	CLARKSON LABORATORY & SUPPLY	\$1,000.60
00629489	7/6/2021	FLINN SCIENTIFIC INC	\$921.58
00629490	7/6/2021	GOPHER SPORT	\$589.19
00629491	7/6/2021	PAXTON THE WOOD SOURCE	\$328.64

00629492	7/6/2021	POWER DISTRIBUTORS, LLC	\$133.20
00629493	7/6/2021	YANDAS MUSIC & PRO AUDIO	\$4,485.00
00629494	7/6/2021	NASPA	\$25.00
00629495	7/6/2021	FUN JUMPZ LLC	\$895.00
00629496	7/6/2021	ABC RECYCLING	\$50.00
00629497	7/6/2021	AJ SHEET METAL	\$124.44
00629498	7/6/2021	AKRS EQUIPMENT SOLUTIONS, INC	\$118.86
00629499	7/6/2021	COCA-COLA/PREMIUM FOOD & BEVERAGE	\$475.84
00629500	7/6/2021	DEERE CREDIT, INC	\$1,476.80
00629501	7/6/2021	ECCA CONTROL LLC	\$1,300.00
00629502	7/6/2021	HIRERIGHT SOLUTIONS INC	\$94.20
00629503	7/6/2021	KEARNEY TOWING AND REPAIR	\$266.00
00629504	7/6/2021	KNAPP ELECTRIC CO	\$551.43
00629505	7/6/2021	KS STATE BANK	\$1,700.00
00629506	7/6/2021	MENTZER OIL COMPANY	\$2,580.08
00629507	7/6/2021	MILLER REPAIR LLC	\$198.75
00629508	7/6/2021	PRO ROLLOFF LLC	\$361.30
00629509	7/6/2021	SAFE 'N' CLEAN	\$2,800.00
00629510	7/6/2021	SAM'S LAWN SERVICE	\$880.00
00629511	7/6/2021	SKILES, DENISE	\$3,550.00
00629512	7/6/2021	STERLING WEST	\$3,172.97
00629513	7/6/2021	T O HAAS TIRE	\$1,480.92
00629514	7/6/2021	TIME AND TOOL EQUIP RENT	\$90.00
00629515	7/6/2021	UNITECH	\$2,495.00
00629516	7/6/2021	US BANK VOYAGER FLEET SYSTEMS	\$2,979.05
00629517	7/6/2021	AMAN, DANIELLE	\$234.71
00629518	7/6/2021	ANDERSON, DANETTE	\$100.00
00629519	7/6/2021	BIERFREUND, GLENDA	\$224.40
00629520	7/6/2021	BUCHANAN, NICOLE	\$195.87
00629521	7/6/2021	EAKES OFFICE SOLUTIONS	\$941.61
00629522	7/6/2021	ESU #16	\$4,508.00
00629523	7/6/2021	GOC, KELSIE	\$569.49
00629524	7/6/2021	HUGHES, MARNIA	\$243.58
00629525	7/6/2021	LIENEMANN, CHERISH	\$236.81
00629526	7/6/2021	MAIER, DAVID &/OR ALLIE	\$12.10
00629527	7/6/2021	MID-PLAINS COMMUNITY COLLEGE	\$2,940.00
00629528	7/6/2021	PLAY WITH A PURPOSE	\$4,586.76
00629529	7/6/2021	RICHMAN, RONDA	\$36.22
00629530	7/6/2021	ROMSHEK, PEGGY	\$64.92
00629531	7/6/2021	RUDA, NIKI	\$595.26
00629532	7/6/2021	SIEGEL, JADE	\$100.00
00629533	7/6/2021	TELEGRAPH	\$36.15

00629534	7/6/2021	THE ADVENTUROUS CHILD	\$942.00
00629535	7/6/2021	EAGLE COMMUNICATIONS	\$500.00
00629536	7/6/2021	MUELLER, MELANIE	\$1,000.00
00629537	7/6/2021	TELEGRAPH	\$753.53
00629538	7/6/2021	TOXIC GRAPHICS	\$1,318.09
00629539	7/6/2021	ANDERSON, KELLY	\$32.59
00629540	7/6/2021	CABAL, CASIMELITO	\$41.77
00629541	7/6/2021	COMPUTER CABLE CONNECTION INC	\$7,631.00
00629542	7/6/2021	CXTEC	\$315.00
00629543	7/6/2021	HALSTED, ZACHARY	\$19.11
00629544	7/6/2021	HINTON'S LOCK & ALARM	\$11,768.75
00629545	7/6/2021	JOURNEYED.COM, INC.	\$226.25
00629546	7/6/2021	MCARTHUR, MERYL	\$105.38
00629547	7/6/2021	ONE CALL CONCEPTS INC	\$3.46
00629548	7/6/2021	SUNBURST DIGITAL	\$486.70
00629549	7/6/2021	UPPAL, TREVA	\$129.31
00629550	7/6/2021	YANDAS MUSIC & PRO AUDIO	\$450.00
Grand Total:			3,882,723.66



NORTH PLATTE PUBLIC SCHOOLS

MONTHLY FINANCIAL REPORT

For the Ten Month Period Ending June 30, 2021

www.nppsd.org

Current Budget Usage should be 83.3%

Manage finances in order to sustain educational programs while maintaining and improving safety, accessibility, usability and value of our school facilities within budget limitations.



DISTRICT STRATEGIC PLAN

Goal 1: The North Platte School District maintains and communicates at all levels of the district a **purpose and direction** for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning that prepares all students for a successful transition.

College and Career Ready: every student upon completion of secondary education shall be prepared for postsecondary educational opportunities and to pursue his or her career goals.

Goal 2: The North Platte School District provides the **governance and leadership** that promotes and supports its purpose and direction; student performance, and system effectiveness.

Goal 3: The North Platte School District provides a **rigorous, relevant, and coherent curriculum and programs** delivered by high-quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success for all students.

Educational Opportunities and Access: that all students should have access to comprehensive instructional opportunities to be prepared for postsecondary education and career goals.

College and Career Ready: every student upon completion of secondary education shall be prepared for postsecondary educational opportunities and to pursue his or her career goals.

Transitions: that quality educational opportunities focus on supports for students transitioning between grade levels, programs, schools, districts, and ultimately, college and careers.

Assessment: the results of multiple assessment sources (national, state, and classroom-based) should be used to measure student achievement of college and career-ready standards and be used as an integral part of the instructional process.

Goal 4: The North Platte School District will utilize best practices to **recruit, hire, mentor, retain, and develop qualified certified and noncertified staff** in all schools that support its purpose and direction to ensure success for all students.

Educator Effectiveness: students should be surrounded by effective educators throughout their learning experiences, such that schools and districts develop effective teachers and leaders who establish a culture of success.

Goal 5: The district demonstrates **strategic resource management** that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate levels of funding and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

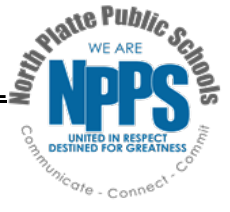
Goal 6: The North Platte School District **provides safe, healthy, and efficiently operated facilities;** and manages resources in all schools that support its purpose and direction to ensure success for all students.

Goal 7: The North Platte School District provides an **effective communication process at all levels of the organization and to the community** that promotes and reflects its purpose, values, and beliefs about teaching and learning and the system's effectiveness to ensure success for all students.

Positive Partnerships, Relationships, and Student Success: that student engagement through positive partnerships and relationships is fundamental to successful schools and districts and schools and districts need to implement best practices in student, family, and community engagement to enhance educational experiences and opportunities.

Goal 8: The North Platte School District plans, develops and creates classroom environments where students engage in collaborative, inquiry-based learning, facilitated by educators who are able to use **technology** to transform knowledge and skills into solutions, new information, and products – technology is used to amplified and accelerate learning facilitated by interaction with the digital world.

North Platte Public Schools



STATEMENT OF OF CHANGES IN DISBURSEMENTS-BUDGET AND ACTUAL

For the Ten Month Period Ending June 30, 2021

	Budget		% of Budget
	<u>(Original and Final)</u>	<u>Actual</u>	<u>Spent</u>
General-Regular	36,535,498	31,302,199	85.68%
General-Grants	4,593,868	3,525,205	76.74%
Total Disbursements less Special Education	41,129,366	34,827,404	84.68%
General-Special Education	5,050,960	3,298,708	65.31%
General Fund	\$ 46,180,326	\$ 38,126,112	
Depreciation	3,307,966	378,922	11.45%
Employee Benefit	300,000	25,622	8.54%
Cooperative Fund	100,000	39,624	39.62%
Bond-North Platte	1,121,099	1,120,499	99.95%
Bond-Lake Maloney	117,363	116,263	99.06%
Building	835,982	565,341	67.63%
QCPUF	1,010,094	844,293	83.59%
Lunch	3,048,000	2,081,870	68.30%
Student Fee Fund	-	-	
Activities	1,380,595	994,080	72.00%
Total	\$ 57,401,425	\$ 44,292,626	77.16%

North Platte Public Schools
Treasurers Report
6/30/2021



General Fund

Reserves-May 31, 2021 4,957,281

Deposits

Property Taxes	1,284,729	
State Aid	947,743	
Special Education	251,248	
Interest Income		
IDEA		
Other Income (Tuition, HHS Payments)	307,395	
Federal Grants	987,335	
Transfers/Liabilities	(681,525)	
Total Deposits		3,096,925

Disbursements

Payroll	1,701,754	
Federal Taxes	566,354	
Nebraska Retirement	455,793	
Nebraska Taxes	88,174	
Payroll Deductions	60,641	
		2,872,716

Bills	838,720	
Total Disbursement		3,711,436

Net Change (614,511)

Reserves-June 30, 2021 4,342,770

Depreciation

Reserves-May 31, 2021 3,161,863

Deposits	407,180	
Disbursements	43,260	
Net Change		363,920

Reserves-June 30, 2021 3,525,783

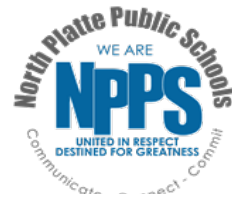
Employee Benefit

Reserves-May 31, 2021 91,618

Deposits	-	
Disbursements	4,030	
Net Change		(4,030)

Reserves-June 30, 2021 87,588

North Platte Public Schools
Treasurers Report
6/30/2021



Activity Fund

Reserves-May 31, 2021		1,631,992
Deposits	95,722	
Disbursements	171,793	
Net Change		(76,071)

Reserves-June 30, 2021		1,555,921
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Cafeteria Fund

Reserves-May 31, 2021		404,385
Deposits		
Federal Funds	180,069	
Student Lunches	2,517	
Accrual of Meals	Accrual	
State Reimbursements	-	
Other Income (Catering)	2,103	
Adjustments for prior months		
Total Deposits	184,689	
Disbursements		
Bills		
SODEXO	161,443	
Payroll	7,912	
Other Bills	2,677	
Total Disbursement	172,032	
Net Change		12,657

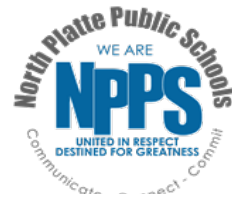
Reserves-June 30, 2021		417,042
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Bond Fund

Reserves-May 31, 2021		361,139
Deposits		
Property Taxes	4,279	
Disbursements		
Net Change		4,279

Reserves-June 30, 2021		365,418
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North Platte Public Schools
 Treasurers Report
 6/30/2021



Building Fund

Reserves-May 31, 2021			(46,855)
Deposits			
Property Taxes	30,589		
Disbursements	8,230		
Net Change			22,359
Reserves-June 30, 2021			(24,496)

QCPUF

Reserves-May 31, 2021			512,247
Deposits			
Property Taxes	42,692		
Other Revenue			
Disbursements			
Net Change			42,692
Reserves-June 30, 2021			554,939

Cooperative Fund

Reserves-May 31, 2021			2,457
Deposits	2,504		
Disbursements	2,457		
Net Change			47
Reserves-June 30, 2021			2,504

NORTH PLATTE PUBLIC SCHOOLS

**STATEMENT OF NET ASSETS-CASH BASIS
ARISING FROM CASH TRANSACTIONS-GOVERNMENTAL FUNDS
BALANCE SHEET**

June 30, 2021



	General	Depreciation	Employee Benefit	Coopertive	Nutrition	Bond	Building	QCPUF
ASSETS								
Cash	\$ 5,228,989	\$ 3,123,953	\$ 90,614	\$ 2,504	\$ 488,488	\$ 365,311	\$ (24,496)	\$ 554,939
Investments								
Cash with Fiscal Agent						107	-	
Accounts Receivables	889	-			(31,358)			
Due From	(330,696)							
Prepaid Insurance								
Amount Provided for Bonds								
Total Assets	\$ 4,899,182	\$ 3,123,953	\$ 90,614	\$ 2,504	\$ 457,130	\$ 365,418	\$ (24,496)	\$ 554,939
LIABILITIES								
Bank Overdraft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	556,412							
Due To	-	(401,830)	3,026	-	40,088	-	-	-
Bonds Payable								
Total Liabilities	\$ 556,412	\$ (401,830)	\$ 3,026	\$ -	\$ 40,088	\$ -	\$ -	\$ -
Total Assets less Liabilities	\$ 4,342,770	\$ 3,525,783	\$ 87,588	\$ 2,504	\$ 417,042	\$ 365,418	\$ (24,496)	\$ 554,939
NET ASSETS (RESERVES)								
Reserved for:								
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,418	\$ -	\$ -
Unreserved for:								
General	4,342,770	-	-	2,504			-	-
Special Revenue Funds	-	3,525,783	87,588		417,042		-	554,939
Capital Projects Fund	-	-	-				(24,496)	
Total Net Assets (Reserves)	\$ 4,342,770	\$ 3,525,783	\$ 87,588	\$ 2,504	\$ 417,042	\$ 365,418	\$ (24,496)	\$ 554,939

NORTH PLATTE PUBLIC SCHOOLS

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES

For the Ten Month Period Ending June 30, 2021



FUNDS	Fund Balances (deficits) at Beginning of Year	Receipts	2020-2021	Disbursements	Excess (deficiency) of receipts over (under) Disbursements	Fund Balances (deficits) at End of Year	Fund Balance Composite		
							School District Treasurer's Cash/Investments (overdrawn)	Due to/ Due From	Receivables and Liabilities
GENERAL									
Education	\$ 8,200,679	\$ 31,403,487	\$ 36,535,498	\$ 31,302,199			\$ 5,228,989	\$ (330,696)	\$ (555,523)
Special Education			\$ 5,050,960	3,298,708					
Grants		2,864,716	\$ 4,593,868	3,525,205					
Total	\$ 8,200,679	\$ 34,268,203	\$ 46,180,326	\$ 38,126,112	(3,857,909)	\$ 4,342,770	\$ 5,228,989	\$ (330,696)	\$ (555,523)
DEPRECIATION	\$ 2,971,952	\$ 932,753	\$ 3,307,966	\$ 378,922	553,831	\$ 3,525,783	\$ 3,123,953	\$ 401,830	\$ -
EMPLOYEE BENEFIT	\$ 113,210	\$ -	\$ 300,000	\$ 25,622	(25,622)	\$ 87,588	\$ 90,614	\$ (3,026)	\$ -
Combined Total	\$ 11,285,841	\$ 35,200,956	\$ 49,788,292	\$ 38,530,656	(3,329,700)	\$ 7,956,141	\$ 8,443,556	\$ 68,108	\$ (555,523)
FIDUCIARY									
Student Activity	\$ 1,521,403	\$ 1,028,598	\$ 1,380,595	\$ 994,080	34,518	\$ 1,555,921	\$ 1,585,209	\$ (29,288)	\$ -
SCHOOL NUTRITION									
School Year	\$ 171,229	\$ 2,298,374	\$ 3,048,000	\$ 2,081,870	216,504	\$ 387,733	\$ 488,488	\$ (40,088)	\$ (31,358)
Vending Machine	11,322	17,987		-	17,987	29,309			
Total	\$ 182,551	\$ 2,316,361	\$ 3,048,000	\$ 2,081,870	234,491	\$ 417,042	\$ 488,488	\$ (40,088)	\$ (31,358)
BOND INTEREST AND RETIREMENT	\$ 1,425,928	\$ 176,252	\$ 1,238,462	\$ 1,236,762	(1,060,510)	\$ 365,418	\$ 365,311	\$ -	\$ 107
SPECIAL BUILDING	\$ 39,653	\$ 501,192	\$ 835,982	\$ 565,341	(64,149)	\$ (24,496)	\$ (24,496)	\$ -	\$ -
QUALIFIED CAPITAL PURPOSE UNDERTAKING	\$ 698,833	\$ 700,399	\$ 1,010,094	\$ 844,293	(143,894)	\$ 554,939	\$ 554,939	\$ -	\$ -
COOPERATIVE	\$ 12,656	\$ 29,472	\$ 100,000	\$ 39,624	(10,152)	\$ 2,504	\$ 2,504	\$ -	\$ -
GRAND TOTAL-ALL FUNDS	\$ 15,166,865	\$ 39,953,230	\$ 57,401,425	\$ 44,292,626	\$ (4,339,396)	\$ 10,827,469	\$ 11,415,511	\$ (1,268)	\$ (586,774)

Income Statement

Income Statement

INCOME STATEMENT

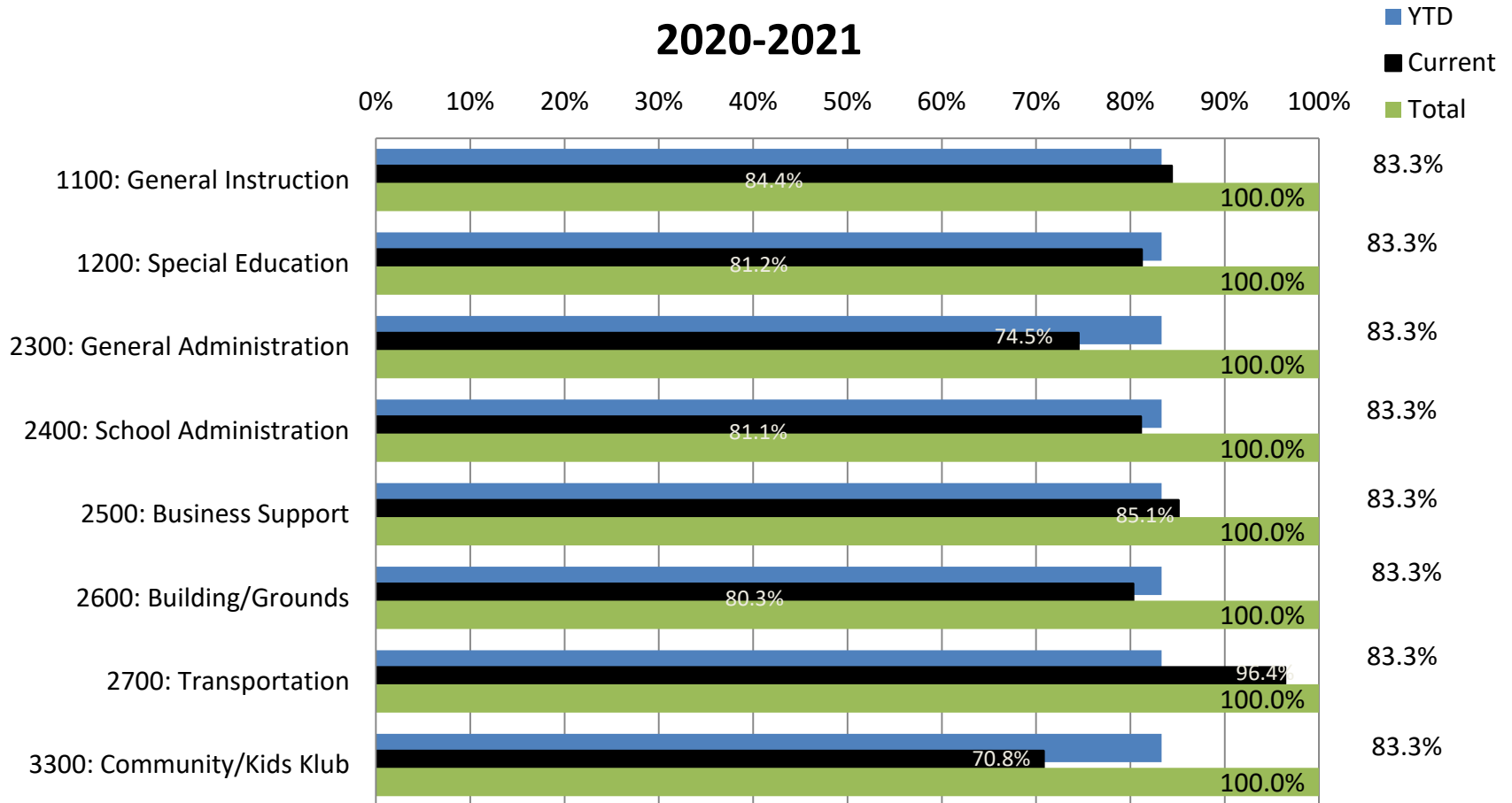
Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
01 GENERAL FUND						
81 REVENUES						
11 00 TAXES	27,253,851.00	.00	.00	17,291,141.33	9,962,709.67	63.44
15 00 INVESTMENT INCOME	10,000.00	.00	.00	363.81	9,636.19	3.64
18 00 TUITION-AFTER SCHOOL PROG	108,000.00	.00	1,400.00	1,400.00	106,600.00	1.30
19 00 PRIVATE GRANTS	130,000.00	.00	1,000.00	23,661.44	106,338.56	18.20
21 00 COUNTY FINES/LICENSES	350,000.00	.00	.00	221,569.38	128,430.62	63.31
31 00 STATE RECEIPTS	11,547,401.00	.00	1,198,995.00	13,256,582.12	-1,709,181.12	114.80
34 00 CATEGORICAL/PRIVATE GRANTS	550,000.00	.00	.00	471,676.93	78,323.07	85.76
35 00 STATE CATEGORICAL PROGRAMS	317,096.00	.00	.00	40,888.00	276,208.00	12.89
38 00 IN-LIEU OF SCHOOL LAND	.00	.00	.00	56,568.75	-56,568.75	.00
39 00 OTHER STATE RECEIPTS	20,000.00	.00	.00	.00	20,000.00	.00
40 00 UNOBLIGATED GRANT FUNDS	1,240,198.00	.00	.00	.00	1,240,198.00	.00
41 00 UNIVERSAL SERVICE FUND	.00	.00	.00	37,920.78	-37,920.78	.00
44 00 IDEA	.00	.00	.00	46,943.00	-46,943.00	.00
45 00 FEDERAL PROGRAMS	2,431,667.00	.00	1,229,991.82	2,079,742.81	351,924.19	85.53
47 00 CARL PERKINS	.00	.00	32,431.73	163,667.84	-163,667.84	.00
49 00 21ST CENTURY/EIN	818,893.00	.00	28,408.00	536,442.00	282,451.00	65.51
56 00 MISC REVENUE	5,000.00	.00	1,500.00	39,634.94	-34,634.94	792.70
81 REVENUES	44,782,106.00	.00	2,493,726.55	34,268,203.13	10,513,902.87	76.52
91 EXPENDITURES						
11 00 REGULAR INSTRUCTION	20,235,206.81	33,375.14	1,672,942.24	17,097,020.00	3,104,811.67	84.66
12 00 SPECIAL EDUCATION	4,397,866.44	.00	389,899.58	3,571,904.46	825,961.98	81.22
13 00 SUMMER SCHOOL	73,516.00	.00	26,961.29	26,961.29	46,554.71	36.67
21 00 PUPIL SUPPORT	2,343,092.98	.00	179,136.95	2,064,136.18	278,956.80	88.09
22 00 STAFF SUPPORT	1,678,546.34	5,620.34	322,360.15	1,346,306.95	326,619.05	80.54
23 00 GENERAL ADMINISTRATION	1,154,412.92	.00	112,771.59	859,937.15	294,475.77	74.49
24 00 SCHOOL ADMINISTRATION	2,832,734.76	260.00	237,370.57	2,297,640.79	534,833.97	81.12
25 00 BUSINESS SUPPORT	2,888,201.30	97,028.17	276,115.83	2,458,241.24	332,931.89	88.47
26 00 OPERATIONS/MAINTENANCE	5,078,766.38	16,306.53	376,134.31	4,076,276.62	986,183.23	80.58
27 00 TRANSPORTATION	537,052.11	.00	114,518.09	517,909.70	19,142.41	96.44
33 00 COMMUNITY SERVICE	282,057.43	.00	27,284.89	199,570.93	82,486.50	70.76
34 00 CATEGORICAL/PRIVATE GRANTS	.00	.00	.00	5,458.09	-5,458.09	.00
35 00 STATE CATEGORICAL PROGRAMS	355,465.09	.00	27,121.36	248,987.55	106,477.54	70.05
40 00 UNOBLIGATED GRANT FUNDS	812,390.39	.00	.00	.00	812,390.39	.00
62 00 ESSA-TITLE	934,173.49	.00	83,628.79	828,600.41	105,573.08	88.70
63 00 ESSA-TITLE II	157,261.77	.00	13,692.16	140,843.87	16,417.90	89.56
64 00 IDEA	1,090,000.94	.00	85,920.03	932,101.31	157,899.63	85.51
66 00 OTHER FEDERAL SERV-NON CATEGORICAL	30,663.89	.00	2,364.31	23,522.90	7,140.99	76.71
67 00 CARL PERKINS FUNDS	50,867.00	2,000.00	3,365.99	30,753.17	18,113.83	64.39
69 00 FEDERAL SERV-CATEGORICAL	1,163,049.33	4,686.43	51,574.88	1,314,938.54	-156,575.64	113.46
80 00 TRANSFERS	85,000.00	.00	.00	85,000.00	.00	100.00
91 EXPENDITURES	46,180,325.37	159,276.61	4,003,163.01	38,126,111.15	7,894,937.61	82.90
01 GENERAL FUND	-1,398,219.37	-159,276.61	-1,509,436.46	-3,857,908.02	2,618,965.26	287.31



North Platte Public Schools

UNITED IN RESPECT COMMUNICATE - CONNECT - COMMIT DESTINED FOR GREATNESS

2020-2021



1100: **Regular Instruction:** Those programs that are directed to students in the classroom

1200: **Special Education Program**

2100: **Support Services-Pupil:** Attendance, guidance, health services

2200: **Support Services-Staff:** Curriculum, libraries, technology, activities

2300: **General Administration:** Board of Education, Superintendent, Human Relations

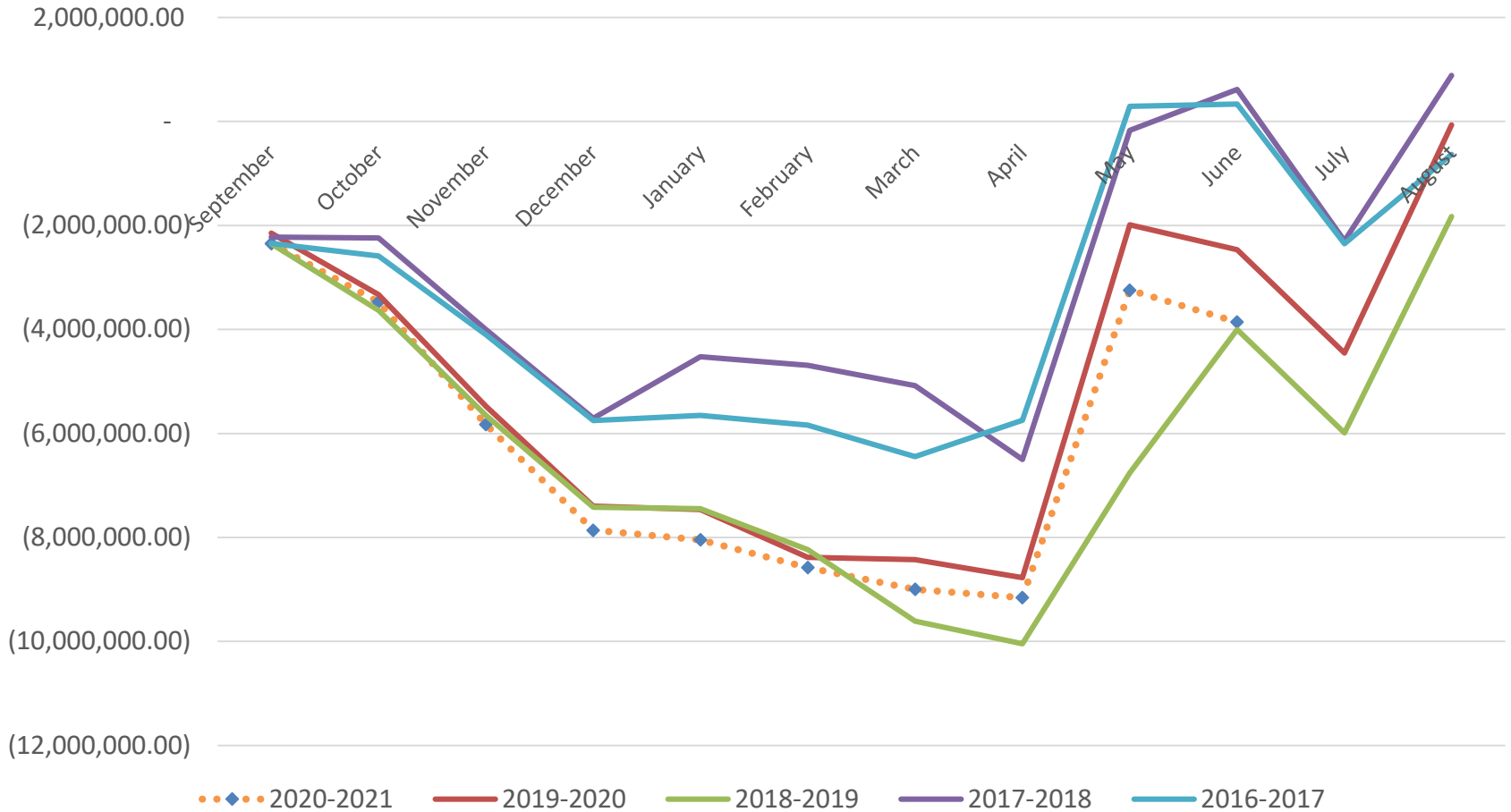
2400: **School Administration:** Building Principals Office and Support



North Platte Public Schools

UNITED IN RESPECT COMMUNICATE - CONNECT - COMMIT DESTINED FOR GREATNESS

Monthly Cash Flow



North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
02	DEPRECIATION FUND				
8001	HIGH SCHOOL	112,729.81	.00	28,712.27	84,017.54
8002	ADAMS MIDDLE SCHOOL	89,759.09	.00	12,496.98	77,262.11
8003	BUFFALO ELEMENTARY	27,451.77	.00	8,629.47	18,822.30
8004	MADISON SCHOOL	106,923.10	.00	.00	106,923.10
8005	CODY ELEMENTARY	26,365.55	.00	575.03	25,790.52
8006	JEFFERSON ELEMENTARY	14,441.28	.00	14,264.96	176.32
8007	LINCOLN ELEMENTARY	50,400.65	.00	5,383.73	45,016.92
8009	WASHINGTON ELEMENTARY	39,902.37	.00	2,532.22	37,370.15
8010	MCDONALD ELEMENTARY	26,812.58	.00	.00	26,812.58
8011	EISENHOWER ELEMENTARY	8,615.40	.00	.00	8,615.40
8012	OSGOOD/LAKE ELEMENTARY	4,778.12	.00	.00	4,778.12
8013	SPED	.00	.00	.00	.00
8015	STUDENT LEAD TECHNOLOGY	203,132.97	350,000.00	10,000.00	543,132.97
8026	NURSING SERVICES	4,217.77	.00	.00	4,217.77
8028	ELEMENTARY LIBRARIES	22,863.51	.00	.00	22,863.51
8040	ELEMENTARY MUSIC	4,581.15	.00	.00	4,581.15
8041	ELEMENTARY PE	13,074.20	.00	.00	13,074.20
8051	NEW SERIES TEXTBOOKS	1,151,954.40	250,000.00	213,038.74	1,188,915.66
8052	TECHNOLOGY OFFICE	641,882.18	.00	14,592.21	627,289.97
8055	REPLACEMENT TEXTBOOKS	53,219.57	40,000.00	.00	93,219.57
8110	NPHS LIBRARY	3,470.58	.00	.00	3,470.58
8111	NPHS BAND	-22,126.95	.00	.00	-22,126.95
8230	MS BAND	7,500.00	.00	.00	7,500.00
8232	CENTRAL OFFICE	.00	.00	.00	.00
8233	CUSTODIAL/MAINTENANCE	83,263.01	4,870.49	18,772.84	69,360.66
8234	TEACHER COMPUTERS	117,364.81	52,000.00	.00	169,364.81
8235	VEHICLE ACQUISITION	76,033.86	100,000.00	40,000.00	136,033.86
8240	TRACK	203,506.63	50,000.00	.00	253,506.63
8241	TENNIS COURTS	147,532.00	25,000.00	.00	172,532.00
8245	FOOTBALL FIELD	50,597.00	50,000.00	.00	100,597.00
8250	ADAMS HVAC	-212,532.52	.00	.00	-212,532.52
8255	PLAYGROUNDS	-100,931.00	.00	.00	-100,931.00
8290	INTEREST	15,168.79	10,882.02	9,923.21	16,127.60
	Fund Totals	2,971,951.68	932,752.51	378,921.66	3,525,782.53
	Total For All Funds	2,971,951.68	932,752.51	378,921.66	3,525,782.53

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
03	EMPLOYEE BENEFIT FUND				
8600	NPPS BENEFITS	17,064.28	.00	18,111.18	-1,046.90
8610	EMPLOYEE BENEFITS-UNEMP COMP	1,800.56	.00	7,510.52	-5,709.96
8620	SECTION 125	94,345.01	.00	.00	94,345.01
	Fund Totals	113,209.85	.00	25,621.70	87,588.15
	Total For All Funds	113,209.85	.00	25,621.70	87,588.15

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7001	FOOTBALL	.00	14,735.21	34,369.15	-19,633.94
7002	VOLLEYBALL	.00	3,528.92	9,939.94	-6,411.02
7003	SOFTBALL	.00	6,949.41	13,645.44	-6,696.03
7004	UNIFIED BOWLING	.00	210.00	175.00	35.00
7005	CROSS COUNTRY	.00	1,764.79	7,074.90	-5,310.11
7006	TENNIS	.00	2,255.00	7,012.45	-4,757.45
7007	GOLF	.00	1,843.00	7,200.63	-5,357.63
7008	BASKETBALL	.00	17,229.25	35,445.80	-18,216.55
7009	SOCCER	.00	9,626.00	19,474.16	-9,848.16
7010	WRESTLING	.00	7,784.44	15,548.63	-7,764.19
7011	SWIMMING	.00	2,624.00	9,308.25	-6,684.25
7012	TRACK	.00	16,991.03	39,885.08	-22,894.05
7013	UNIFIED TRACK	.00	.00	152.02	-152.02
7019	ACTIVITY TICKETS	23,338.80	80,724.02	23,162.36	80,900.46
7020	ACTIVITY OFFICE	236.67	544.65	3,752.59	-2,971.27
7022	HIGH SCHOOL CONCESSIONS	29,459.72	31,956.31	26,870.20	34,545.83
7024	SUMMER WEIGHT PROGRAM	.00	.00	.00	.00
7030	ACTIVITY OFFICE FUNDRAISER	21,681.05	8,557.26	26,195.25	4,043.06
7031	FOOTBALL FUND RAISER	14,862.97	12,760.19	20,998.27	6,624.89
7032	VOLLEYBALL FUND RAISER	5,862.62	17,568.59	11,017.39	12,413.82
7033	WRESTLING FUND RAISER	6,082.97	1,494.96	4,565.03	3,012.90
7034	SOFTBALL FUND RAISER	11,996.48	5,135.74	11,170.60	5,961.62
7035	BOYS BBALL FUND RAISER	2,961.15	11,840.00	12,077.33	2,723.82
7036	GIRLS BBALL FUND RAISER	6,495.75	18,583.06	16,954.14	8,124.67
7037	SWIMMING FUND RAISER	362.90	3,183.74	2,850.41	696.23
7038	BOYS SOCCER FUND RAISER	4,288.91	3,062.57	2,362.76	4,988.72
7039	GIRLS SOCCER FUND RAISER	1,743.38	4,434.00	4,282.62	1,894.76
7040	BOYS TRACK FUND RAISER	2,816.26	306.23	631.60	2,490.89
7041	GIRLS TRACK FUND RAISER	4,000.73	.00	283.42	3,717.31
7042	BOYS TENNIS FUND RAISER	834.05	2,672.05	1,495.57	2,010.53
7043	GIRLS TENNIS FUND RAISER	9,615.22	16,837.00	10,325.88	16,126.34
7044	BOYS GOLF FUND RAISER	524.45	1,480.00	860.50	1,143.95
7045	GIRLS GOLF FUND RAISER	309.01	1,000.00	135.16	1,173.85
7046	BIOLOGY FUND RAISER	1,474.19	.00	.00	1,474.19
7047	CREW FUND RAISER	194.38	.00	.00	194.38
7048	PROJECT SEARCH FUND RAISER	436.59	.00	48.25	388.34
7049	TEAMMATES FUND RAISER	2,305.96	1,016.82	200.00	3,122.78
7050	UNIFIED BOWLING FUND RAISER	1,276.38	.00	.00	1,276.38
7051	POWER LIFTING FUND RAISER	124.47	.00	.00	124.47
7052	UNIFIED TRACK FUNDRAISER	314.91	70.00	379.00	5.91
7055	CC FUND RAISER	6,686.24	461.88	877.87	6,270.25
7060	CIRCLE OF FRIENDS	518.40	457.00	436.95	538.45
7090	BOOSTER CLUB	31,175.40	23,831.63	22,367.60	32,639.43
7100	MIDDLE SCHOOL CONCESSIONS	3,222.69	.00	.00	3,222.69
7101	MIDDLE SCHOOL TICKET OFFICE	8,426.13	7,080.00	.00	15,506.13
7102	MIDDLE SCHOOL ATHLETICS ADMINISTRATION	46,695.03	12,407.50	9,020.39	50,082.14
7120	MIDDLE SCHOOL FOOTBALL	.00	2,344.00	5,162.06	-2,818.06
7121	MIDDLE SCHOOL WRESTLING	274.00	.00	437.80	-163.80
7122	MIDDLE SCHOOL VOLLEYBALL	3,459.25	3,480.00	2,042.58	4,896.67
7123	MIDDLE SCHOOL BOYS BB	6,712.09	2,126.00	1,471.62	7,366.47
7124	MIDDLE SCHOOL GIRLS BB	3,384.43	1,164.00	2,076.32	2,472.11
7125	MIDDLE SCHOOL TRACK	-112.95	350.00	678.50	-441.45
7126	MIDDLE SCHOOL CROSS COUNTRY	-213.00	.00	180.00	-393.00
7150	MIDDLE SCHOOL-FOOTBALL FUND RAISER	8,375.30	2,845.50	2,125.49	9,095.31
7151	MIDDLE SCHOOL WRESTLING FUND RAISE	2,628.61	1,371.00	1,950.00	2,049.61
7152	MIDDLE SCHOOL-VOLLEYBALL FUND RAISE	5,322.44	1,419.00	1,386.32	5,355.12
7153	MIDDLE SCHOOL-BOYS BB FUND RAISER	1,400.78	.00	82.58	1,318.20
7154	MIDDLE SCHOOL-GIRLS BB FUND RAISER	6,892.52	1,872.09	1,625.00	7,139.61
7155	MIDDLE SCHOOL-TRACK FUND RAISER	3,535.07	5,753.00	3,474.63	5,813.44
7156	MIDDLE SCHOOL-CC FUNDRAISER	283.88	1,032.00	819.50	496.38
7157	MIDDLE SCHOOL-ROBOTIC	.00	394.15	804.00	-409.85

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7200	VARSITY CHEERLEADERS	-1,604.06	54,050.11	54,407.35	-1,961.30
7201	HOMECOMING	1,000.00	.00	.00	1,000.00
7202	PACERS	3,076.07	29,346.79	29,384.25	3,038.61
7203	FLAG CORP	1,437.00	3,257.05	2,818.34	1,875.71
7204	NPHS MUSICAL	73,676.69	19,719.07	15,879.75	77,516.01
7205	ADVANCED ACTING	.00	.00	.00	.00
7209	CLASS - FRESHMAN	.00	.00	.00	.00
7210	CLASS - SOPHMORE	.00	40.00	.00	40.00
7211	CLASS - JUNIOR	.00	10,410.00	7,313.25	3,096.75
7212	CLASS - SENIOR	.00	.00	.00	.00
7226	ENVIRONMENTAL CLUB	354.01	354.04	69.10	638.95
7230	ART CLUB	1,382.60	666.00	302.21	1,746.39
7231	CRIME STOPPERS	2.55	.00	.00	2.55
7232	CLOSE UP	2,604.39	.00	872.27	1,732.12
7233	DRAMA	65.87	10,177.88	16,818.49	-6,574.74
7234	FBLA	841.70	.00	.00	841.70
7235	FCCLA	1,461.96	.00	.00	1,461.96
7236	JOURNALISM	9,321.99	22,464.66	25,502.77	6,283.88
7237	KEY CLUB	1,999.14	1,984.21	2,382.15	1,601.20
7238	LETTER CLUB	1,582.95	.00	700.22	882.73
7239	MOCK TRIAL	459.02	198.15	202.52	454.65
7240	NATL HONOR SOCIETY	553.21	1,245.00	604.94	1,193.27
7241	SPEECH/DEBATE/NFL	.00	10,270.48	15,488.48	-5,218.00
7242	SKILLS USA	12,401.77	931.00	1,760.36	11,572.41
7243	STUDENT COUNCIL	11,826.47	13,717.54	17,628.24	7,915.77
7244	WORLD LANGUAGE CLUB	294.66	.00	.00	294.66
7245	FFA	43,066.33	14,662.59	8,480.93	49,247.99
7250	VIDEO PRODUCTION	4,983.80	2,854.69	7,099.80	738.69
7260	GSA CLUB	.00	282.35	.00	282.35
7290	FEE SUPPORT	444.43	10,108.90	2,414.84	8,138.49
7300	COUNSELORS	2,811.44	406.00	.00	3,217.44
7301	AP TESTING	1,202.75	.00	.00	1,202.75
7302	SCHOLARSHIP	9,187.87	.00	4,000.00	5,187.87
7303	DUAL CREDIT - HIGH SCHOOL	221,591.36	92,765.32	75,917.01	238,439.67
7304	PRINCIPAL CONTINGENCY	3,251.34	567.64	.00	3,818.98
7305	FACULTY	.00	.00	.00	.00
7306	RESTITUTION	1,036.86	.00	.00	1,036.86
7307	NPHS SCHOOL STORE (SPED)	2,417.54	.00	.00	2,417.54
7310	BAND UNIFORM FUND	3,233.99	.00	.00	3,233.99
7311	CHOIR ROBE FUND	4,838.40	.00	.00	4,838.40
7315	HIGH SCHOOL BOOK FINES	23,715.98	4,657.46	5,803.85	22,569.59
7316	LIBRARY FINES	1,497.09	452.89	232.30	1,717.68
7317	P.E. FINES	535.00	38.00	.00	573.00
7320	ART SUPPLIES	13,356.33	4,238.33	1,968.59	15,626.07
7321	AUTO SHOP	12,452.68	650.00	1,013.98	12,088.70
7322	BAND	23,476.93	66,758.44	29,984.98	60,250.39
7323	BULLDOGGER	9,732.77	8,020.00	9,370.88	8,381.89
7324	DRAFTING	1,913.82	15.00	109.00	1,819.82
7325	ELECTRONICS	4,921.50	420.00	1,069.17	4,272.33
7326	FOODS	4,105.13	3,934.88	3,979.91	4,060.10
7327	ORCHESTRA	3,520.29	.00	205.44	3,314.85
7328	VOCAL	7,090.66	585.00	967.81	6,707.85
7329	WELDING	12,430.66	3,234.75	65.77	15,599.64
7330	WOODS	8,167.27	2,332.91	4,631.20	5,868.98
7331	PHOTOGRAPHY CLASS	320.00	7,750.00	6,705.80	1,364.20
7400	ELEMENTARY BOOK FINES	10,507.29	571.12	544.20	10,534.21
7403	ELEMENTARY - BUFFALO	23,270.85	17,804.76	20,517.68	20,557.93
7405	ELEMENTARY - CODY	12,574.47	487.58	1,080.50	11,981.55
7406	ELEMENTARY - JEFFERSON	11,320.29	1,166.30	3,943.61	8,542.98
7407	ELEMENTARY - LINCOLN	9,273.44	125.81	.00	9,399.25
7409	ELEMENTARY - WASHINGTON	16,704.63	255.00	.00	16,959.63

North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
05	ACTIVITY FUND				
7410	ELEMENTARY - MCDONALD	9,093.76	218.60	4,358.87	4,953.49
7411	ELEMENTARY - EISNEHOWER	7,403.42	176.70	1,835.89	5,744.23
7420	ADAMS MIDDLE SCHOOL	11,036.92	2,832.95	1,986.98	11,882.89
7421	ADAMS - STUDENT COUNCIL	12,009.79	233.40	2,397.11	9,846.08
7422	ADAMS - JOURNALISM	793.01	2,978.00	216.35	3,554.66
7423	ADAMS - MUSIC/SWING CHOIR	6,305.37	8,205.50	7,250.02	7,260.85
7424	ADAMS-LIBRARY FINES	507.66	281.02	.00	788.68
7425	MS SPEECH CLUB	258.34	.00	40.00	218.34
7426	MS ENVIRONMENTAL CLUB	.00	.00	.00	.00
7427	MS STORE (SPED)	21.31	.00	.00	21.31
7428	ADAMS - BAND	4,673.91	368.00	224.00	4,817.91
7429	ADAMS-FACULTY COURTESY COMM	.00	.00	.00	.00
7430	MADISON MIDDLE SCHOOL	37,461.23	4,858.24	4,250.00	38,069.47
7431	MADISON - BAND/CHORUS	4,078.04	2,570.00	.00	6,648.04
7432	MADISON - TENNIS COURTS	.00	.00	.00	.00
7433	MADISON - STUDENT COUNCIL	6,880.77	3,409.04	4,650.63	5,639.18
7442	ELEMENTARY ORCHESTRA	-2,747.97	240.00	.00	-2,507.97
7445	ELEMENTARY - HALL	2,766.24	.00	.00	2,766.24
7454	ELEMENTARY - LAKE/OSGOOD	20,977.36	901.99	609.22	21,270.13
7460	ADAMS ART CLUB	1,365.01	189.00	375.00	1,179.01
7461	ADAMS CHESS CLUB	591.28	.00	.00	591.28
7462	ADAMS UNIFIED SCHOOL	.00	200.00	.00	200.00
7480	TLC	3,361.18	.00	.00	3,361.18
7481	KIDS KLUB	16,547.78	54,420.04	21,024.26	49,943.56
7490	DISTRICT	5,842.50	588.20	1,188.62	5,242.08
7491	MENTAL HEALTH	4,000.00	.00	.00	4,000.00
7802	MCKINLEY RENTALS	9,600.42	231.78	.00	9,832.20
7803	RENTALS - ALL BUILDINGS	24,719.51	2,170.00	.00	26,889.51
7852	CAMPS	1,345.15	.00	.00	1,345.15
7900	REVOLVING FUND	12,198.05	5,175.68	3,650.00	13,723.73
7910	INTEREST	.00	22,626.49	25,330.14	-2,703.65
7911	BUS/VAN DEPRECIATION	21,626.22	.00	.00	21,626.22
7913	CHROMEBOOK INS	2,470.00	20,007.75	8,731.77	13,745.98
7914	VERIZON TOWER RENTAL	176,678.51	67,796.97	30,614.72	213,860.76
7915	TECHNOLOGY	128,116.62	240.00	15,209.04	113,147.58
7916	TUITION WAIVERS	4,016.92	.00	18,936.26	-14,919.34
7917	MAINTENANCE	44,036.75	592.75	20,587.46	24,042.04
7918	SPECIAL OLYMPICS	2,116.48	4,932.74	1,503.18	5,546.04
7920	CENTRAL OFFICE	3,172.79	21,018.20	.00	24,190.99
7928	BAUER FIELD SIGNS	6,915.42	.00	.00	6,915.42
7929	SCHOOL/COMMUNITY PARTNERSHIP	4,743.93	.00	.00	4,743.93
7930	BELOW 5	2,461.99	.00	.00	2,461.99
	Fund Totals	1,521,403.13	1,028,597.73	994,080.45	1,555,920.41
	Total For All Funds	1,521,403.13	1,028,597.73	994,080.45	1,555,920.41

North Platte Public School District

For 06/01/21 - 06/30/21

Variable Column Report

Periods 10 - 10

Month End Report CNP-Income Statement

Month End Report 10

PY Periods 10 - 10

	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
81 REVENUES						
000	-100.92	1,000.00	-3.43	-26.95	973.05	-.03
1500 INVESTMENT INCOME	-100.92	1,000.00	-3.43	-26.95	973.05	-.03
000	-562,421.86	1,623,000.00	-836.05	-66,025.12	1,556,974.88	-.04
1600 LOCAL REVENUE	-562,421.86	1,623,000.00	-836.05	-66,025.12	1,556,974.88	-.04
000	-20,200.50	10,000.00	.00	-15,785.25	-5,785.25	-1.58
3100 STATE RECEIPTS	-20,200.50	10,000.00	.00	-15,785.25	-5,785.25	-1.58
000	-1,536,457.28	1,399,000.00	-180,069.90	-2,198,509.51	-799,509.51	-1.57
4200 FEDERAL REVENUE	-1,536,457.28	1,399,000.00	-180,069.90	-2,198,509.51	-799,509.51	-1.57
000	-28,066.49	15,000.00	-588.75	-36,013.71	-21,013.71	-2.40
5600 MISC REVENUE	-28,066.49	15,000.00	-588.75	-36,013.71	-21,013.71	-2.40
81 REVENUES	-2,147,247.05	3,048,000.00	-181,498.13	-2,316,360.54	731,639.46	-.76
91 EXPENDITURES						
110 CLERICAL_BUSDRIVERS	59,538.68	-192,176.08	6,089.90	76,969.73	-115,206.35	-.40
210 HEALTH CARE NON-INSTRUCTIONAL	4,017.53	-11,286.08	794.16	6,224.88	-5,061.20	-.55
220 FICA NON INSTRUCTIONAL	4,307.76	-11,411.28	427.59	5,565.41	-5,845.87	-.49
230 RETIREMENT NON INSTRUCTIONAL	5,237.33	-13,126.84	601.55	7,180.31	-5,946.53	-.55
260 LIFE INSURANCE	.00	.00	.00	.00	.00	
290 LONG TERM DISABILITY	.00	.00	.00	.00	.00	
330 TRAINING AND DEVELOPMENT	.00	.00	.00	.00	.00	
340 OTHER PROFESSIONAL SERVICES	.00	.00	.00	916.24	916.24	
570 FOOD SERVICE MANAGEMENT	2,001,774.79	-2,615,000.00	.00	1,912,503.14	-702,496.86	-.73
610 GENERAL SUPPLIES	14,025.03	-200,000.00	1,074.55	12,560.87	-187,439.13	-.06
630 FOOD:FOOD SERVICES	.00	.00	.00	192.75	192.75	
733 FURNITURE AND FIXTURES	14,378.52	.00	.00	59,658.43	59,658.43	
890 MISCELLANEOUS EXPENDITURES	.00	-5,000.00	48.74	98.02	-4,901.98	-.02
3100	2,103,279.64	-3,048,000.28	9,036.49	2,081,869.78	-966,130.50	-.68
91 EXPENDITURES	2,103,279.64	-3,048,000.28	9,036.49	2,081,869.78	-966,130.50	-.68
06 NUTRITION FUND	-43,967.41	-.28	-172,461.64	-234,490.76	-234,491.04	837,467.00

North Platte Public School District

For 06/01/21 - 06/30/21

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 12

PY Periods 10 - 10

Account No/Description	Prevl YTD Exp	YTD Adj Bud	Period Expended	YTD Actual	Avail Balance	Percent Used
000 DISTRICT WIDE						
21-07-0001-013-000-000 CASH-OPERATING-BOND FUND	.00	.00	4,278.94	365,310.72	365,310.72	
21-07-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREAS	1,018,991.94	.00	-4,278.94	108.45	108.45	
01 ASSETS	1,018,991.94	.00	.00	365,419.17	365,419.17	
21-07-0001-900-000-000 BUDGETED FUND BALANCE	1,061,779.00	.00	.00	1,119,162.00	1,119,162.00	
03 EQUITY	1,061,779.00	.00	.00	1,119,162.00	1,119,162.00	
000 DISTRICT WIDE	2,080,770.94	.00	.00	1,484,581.17	1,484,581.17	
001 HIGH SCHOOL						
21-07-1100-000-000-001 (1110) PROPERTY TAXES-NPHS E	-794,649.20	.00	.00	-89,920.93	-89,920.93	
21-07-1115-000-000-001 CARLINE TAXES	-3,483.23	.00	.00	.00	.00	
21-07-1510-000-000-001 (1410) INVESTMENT INCOME-NPH	-2,925.80	.00	.00	-139.43	-139.43	
21-07-3130-000-000-001 HOMESTEAD EXEMPTION	-31,347.61	.00	.00	.00	.00	
21-07-3131-000-000-001 PROPERTY TAX CREDIT	-59,842.06	.00	.00	.00	.00	
21-07-3132-000-000-001 PERSONAL PROPERTY TAX CREDIT	-3,934.59	.00	.00	.00	.00	
21-07-3180-000-000-001 PRO-RATA MOTOR VEHICLE	-3,677.79	.00	.00	-383.09	-383.09	
21-07-3300-000-000-001 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-1,301.98	-1,301.98	
81 REVENUES	-899,860.28	.00	.00	-91,745.43	-91,745.43	
21-07-5000-830-000-001 PROFESSIONAL SERVICES-NPHS	800.00	-1,000.00	.00	400.00	-600.00	-.40
21-07-5000-831-000-001 REDEMPTION OF PRINCIPAL	2,175,000.00	-1,110,000.00	.00	1,110,000.00	.00	-1.00
21-07-5000-832-000-001 DEBT SERVICES INTEREST	39,152.50	-10,099.00	.00	10,098.75	-.25	-1.00
91 EXPENDITURES	2,214,952.50	-1,121,099.00	.00	1,120,498.75	-600.25	-1.00
21-07-0006-080-000-001 FUND BALANCE-NPHS BONDS	-2,242,117.27	.00	.00	-1,297,665.56	-1,297,665.56	
	-2,242,117.27	.00	.00	-1,297,665.56	-1,297,665.56	
001 HIGH SCHOOL	-927,025.05	-1,121,099.00	.00	-268,912.24	-1,390,011.24	.24
016 LAKE BOND ISSUE						
21-07-1100-000-000-016 (1110) PROPERTY TAXES-LAKE M	-72,150.77	119,300.00	.00	-75,799.92	43,500.08	-.64
21-07-1510-000-000-016 (1410) INVESTMENT INCOME-LAK	-3,190.05	.00	.00	-.13	-.13	
21-07-3130-000-000-016 HOMESTEAD EXEMPTION	-1,146.90	.00	.00	-904.68	-904.68	
21-07-3131-000-000-016 PROPERTY TAX CREDIT-LAKE	-7,755.93	.00	.00	-7,432.18	-7,432.18	
21-07-3132-000-000-016 PERSONAL PROPERTY TAX CREDIT	-212.40	.00	.00	-128.40	-128.40	
21-07-3180-000-000-016 PRO RATA MOTOR VEHICLE	-243.82	.00	.00	-241.98	-241.98	
81 REVENUES	-84,699.87	119,300.00	.00	-84,507.29	34,792.71	-.71
21-07-5000-830-000-016 PROFESSIONAL SERVICES-LAKE MALONEY	400.00	-1,500.00	.00	400.00	-1,100.00	-.27
21-07-5000-831-000-016 REDEMPTION OF PRINCIPAL-LAKE	4,173.75	-110,000.00	.00	110,000.00	.00	-1.00
21-07-5000-832-000-016 DEBT SERVICES INTEREST-LAKE	108,412.50	-5,863.00	.00	5,862.50	-.50	-1.00
91 EXPENDITURES	112,986.25	-117,363.00	.00	116,262.50	-1,100.50	-.99

North Platte Public School District

For 06/01/21 - 06/30/21

Variable Column Report

FJEXS01S

Periods 10 - 10

Bond Fund Report

Month End Report 12

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
016 LAKE BOND ISSUE						
21-07-0008-080-000-016 FUND BALANCE-LAKE MALONEY BC	-120,253.27	.00	.00	-128,262.14	-128,262.14	
	-120,253.27	.00	.00	-128,262.14	-128,262.14	
016 LAKE BOND ISSUE	-91,966.89	1,937.00	.00	-96,506.93	-94,569.93	-49.82
07 BOND FUND	1,061,779.00	-1,119,162.00	.00	1,119,162.00	.00	-1.00

North Platte Public School District

For 06/01/21 - 06/30/21

Variable Column Report

FJEXS01S

Periods 10 - 10

SPECIAL BUILDING FUND REPORT

Month End Report 13

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
21-08-0001-010-000-000 CASH-OPERATING	-79,426.19	.00	.00	.00	.00	
21-08-0001-013-000-000 CASH-NLNB-BUILDING	44,088.31	.00	22,359.07	-24,495.78	-24,495.78	
21-08-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREASURER	.00	.00	-30,588.95	.00	.00	
01 ASSETS	-35,337.88	.00	-8,229.88	-24,495.78	-24,495.78	
21-08-0001-900-000-000 RESERVED FUND BALANCE	489,360.00	.00	.00	102,382.00	102,382.00	
21-08-0001-000-000-000 UNRESERVED FUND BALANCE	-344,589.40	.00	.00	.00	.00	
21-08-0001-905-000-000 UNRESERVED FUND BALANCE	-156,108.24	.00	.00	-39,653.34	-39,653.34	
03 EQUITY	-11,337.64	.00	.00	62,728.66	62,728.66	
21-08-1100-000-000-000 (1110) PROPERTY TAXES-BUILDING	-422,806.93	725,000.00	.00	-444,845.84	280,154.16	-.61
21-08-1115-000-000-000 CARLINE TAXES	-2,199.53	.00	.00	-2,363.56	-2,363.56	
21-08-1510-000-000-000 INVESTMENT INCOME-BUILDING FUND	.00	4,300.00	.00	.00	4,300.00	.00
21-08-3130-091-000-000 HOMESTEAD EXEMPTION	-15,993.90	.00	.00	-12,260.08	-12,260.08	
21-08-3131-000-000-000 PROPERTY TAX CREDIT-BUILDING	-37,797.36	.00	.00	-37,325.42	-37,325.42	
21-08-3132-000-000-000 PERSONAL PROPERTY TAX CREDIT	-2,459.18	.00	.00	-1,298.10	-1,298.10	
21-08-3180-000-000-000 PRO-RATA MOTOR VEHICLE	-1,414.13	.00	.00	-1,466.26	-1,466.26	
21-08-3300-000-000-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-1,633.06	-1,633.06	
21-08-5690-000-000-000 (9000) NON-PROGRAM INCOME-BUILDING FUND	.00	4,300.00	.00	.00	4,300.00	.00
81 REVENUES	-482,671.03	733,600.00	.00	-501,192.32	232,407.68	-.68
21-08-2620-340-000-000 CONTRACTED SERVICES - ARCHIT	55,303.01	.00	.00	3,698.00	3,698.00	
21-08-2620-720-000-032 BUILDING IMPROVEMENTS-DISTRI	6,060.00	-150,982.00	8,229.88	155,054.87	4,072.87	-1.03
21-08-2620-720-001-001 BUILDING IMPROVEMENT-NPHS	550,321.00	-325,000.00	.00	.00	-325,000.00	.00
21-08-2620-720-002-002 BUILDING IMPROVEMENTS-ADAMS	390,386.54	-360,000.00	.00	358,096.57	-1,903.43	-.99
21-08-2620-720-003-003 BUILDING IMPROVEMENTS-BUFFALO	.00	.00	.00	36,791.00	36,791.00	
21-08-2620-720-006-006 BUILDING IMPROVEMENTS-JEFFER	16,636.00	.00	.00	.00	.00	
21-08-2620-720-010-010 BUILDING IMPROVEMENTS-MCDONALD	.00	.00	.00	11,701.00	11,701.00	
91 EXPENDITURES	1,018,706.55	-835,982.00	8,229.88	565,341.44	-270,640.56	-.68
08 SPECIAL BUILDING FUND	489,360.00	-102,382.00	.00	102,382.00	.00	-1.00

North Platte Public School District

For 06/01/21 - 06/30/21

Variable Column Report

FJEXS01S

Periods 10 - 10

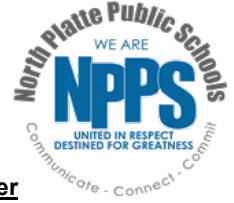
QCPUF

Month End Report 14

PY Periods 10 - 10

<u>Account No/Description</u>	<u>Prevl YTD Exp</u>	<u>YTD Adj Bud</u>	<u>Period Expended</u>	<u>YTD Actual</u>	<u>Avail Balance</u>	<u>Percent Used</u>
21-09-0001-010-000-000 OPERATING FNB CASH-QCPUF	331,549.26	.00	.00	.00	.00	
21-09-0001-013-000-000 CASH-NLNB-QCPUF	62,263.26	.00	42,691.80	554,938.66	554,938.66	
21-09-0001-016-000-000 CASH ON DEPOSIT-COUNTY TREASURER	.00	.00	-42,691.80	.00	.00	
21-09-0001-031-000-000 DUE FROM/TO GENERAL FUND	-42,678.69	.00	.00	.00	.00	
01 ASSETS	351,133.83	.00	.00	554,938.66	554,938.66	
21-09-0001-900-000-000 RESERVED FUND BALANCE	-50,596.00	.00	.00	-1,666.00	-1,666.00	
21-09-0001-905-000-000 UNRESERVED FUND BALANCE	-561,699.80	.00	.00	-698,833.01	-698,833.01	
03 EQUITY	-612,295.80	.00	.00	-700,499.01	-700,499.01	
21-09-1100-000-000-000 PROPERTY TAXES-QCPUF	-606,486.35	1,011,760.00	.00	-622,357.33	389,402.67	-.62
21-09-1115-000-000-000 CARLINE TAXES	-3,106.10	.00	.00	-3,298.44	-3,298.44	
21-09-3130-000-000-000 HOMESTEAD EXEMPTION	-22,586.13	.00	.00	-17,109.32	-17,109.32	
21-09-3131-000-000-000 PROPERTY TAX CREDIT-QCPUF	-53,376.16	.00	.00	-52,088.92	-52,088.92	
21-09-3132-000-000-000 PERSONAL PROPERTY TAX CREDIT	-3,472.80	.00	.00	-1,811.56	-1,811.56	
21-09-3180-000-000-000 PRO-RATA MOTOR VEHICLE	-2,064.83	.00	.00	-1,440.99	-1,440.99	
21-09-3300-000-000-000 IN-LIEU OF SCHOOL LAND TAX	.00	.00	.00	-2,292.66	-2,292.66	
81 REVENUES	-691,092.37	1,011,760.00	.00	-700,399.22	311,360.78	-.69
21-09-2515-890-000-000 OTHER EXPENSE	.00	-1,000.00	.00	.00	-1,000.00	.00
21-09-4500-720-000-000 BUILDING REPAIR AND MAINTENA	59,288.40	.00	.00	.00	.00	
21-09-5000-830-000-000 DUES AND FEES-PAYING AGENT	200.00	.00	.00	200.00	200.00	
21-09-5000-831-000-000 PRINCIPAL COSTS	740,000.00	-950,000.00	.00	785,000.00	-165,000.00	-.83
21-09-5000-832-000-000 DEBT SERVICE INTEREST	102,169.94	-59,094.00	.00	59,093.57	-.43	-1.00
91 EXPENDITURES	901,658.34	-1,010,094.00	.00	844,293.57	-165,800.43	-.84
09 QCPUF	-50,596.00	1,666.00	.00	-1,666.00	.00	-1.00

NORTH PLATTE PUBLIC SCHOOLS
CASH AND INVESTMENTS
June 30, 2021

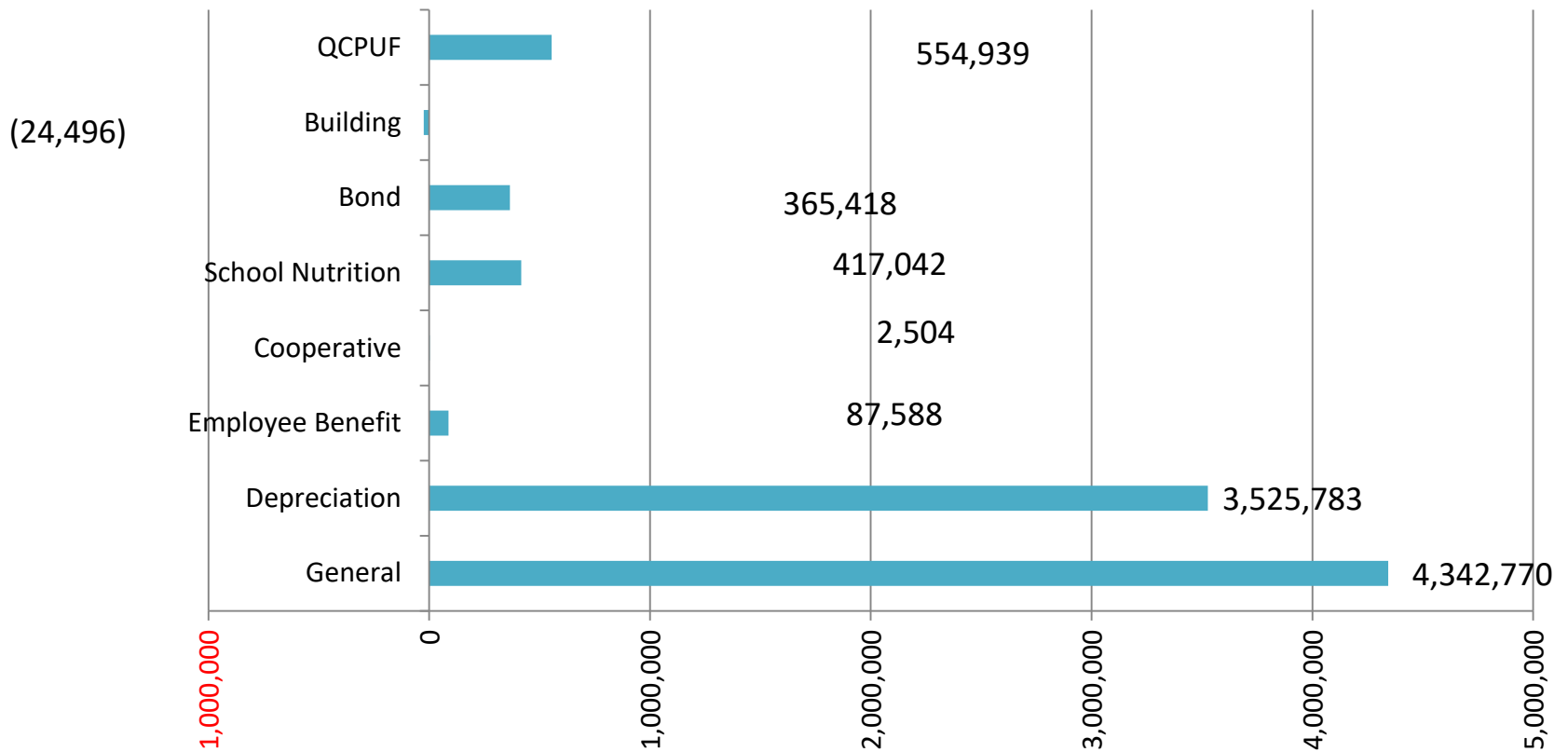


FUNDS	Bank	First National	Nebraskaland	Other	
GENERAL FUND	Operating	-	5,066,583		5,066,583
DEPRECIATION	Enterprise		3,123,953		3,123,953
EMPLOYEE BENEFIT	Enterprise		90,614		90,614
FIDUCIARY FUNDS	Enterprise		1,581,059		1,581,059
NUTRITION			488,303		488,303
BOND FUND			365,311		365,311
BUILDING FUND	Operating		(24,496)		(24,496)
QCPUF	Operating		554,939		554,939
COOPERATING	Operating		2,504		2,504
Subtotal		<u>-</u>	<u>11,248,770</u>		<u>11,248,770</u>
		0.0%	100.0%		
GENERAL FUND	NLAF			63,222	63,222
Cash On Hand/Petty Cash					
General Fund					
Schools				\$ 50	50
McKinley	Stamps/Cash				231
McKinley-Checking	Equitable			98,703	98,703
Maintenance					200
Kids Klub					-
					<u>99,184</u>
Total General Fund				\$	99,184
Activity-Athletics					4,150
Cafeteria					185
Total Cash on Hand					<u>103,519</u>
Total Cash				\$	<u><u>11,352,289</u></u>

North Platte Public Schools
Balance Sheet – Total Net Assets
For the Ten Month Period Ending June 30, 2021



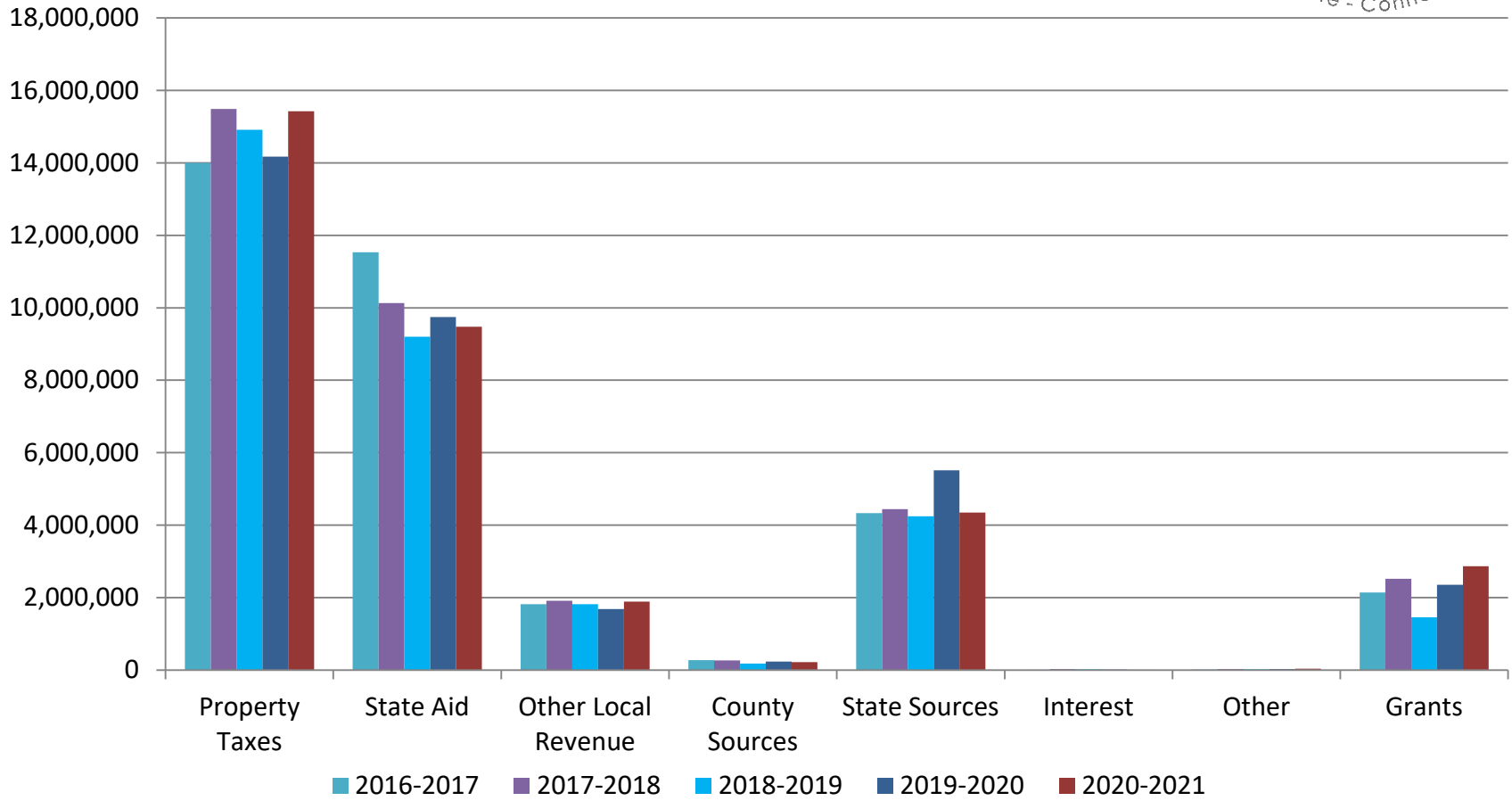
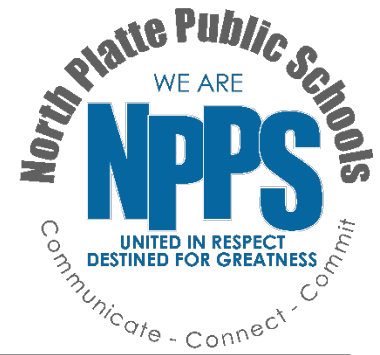
2020-2021



North Platte Public Schools

Revenue Comparison

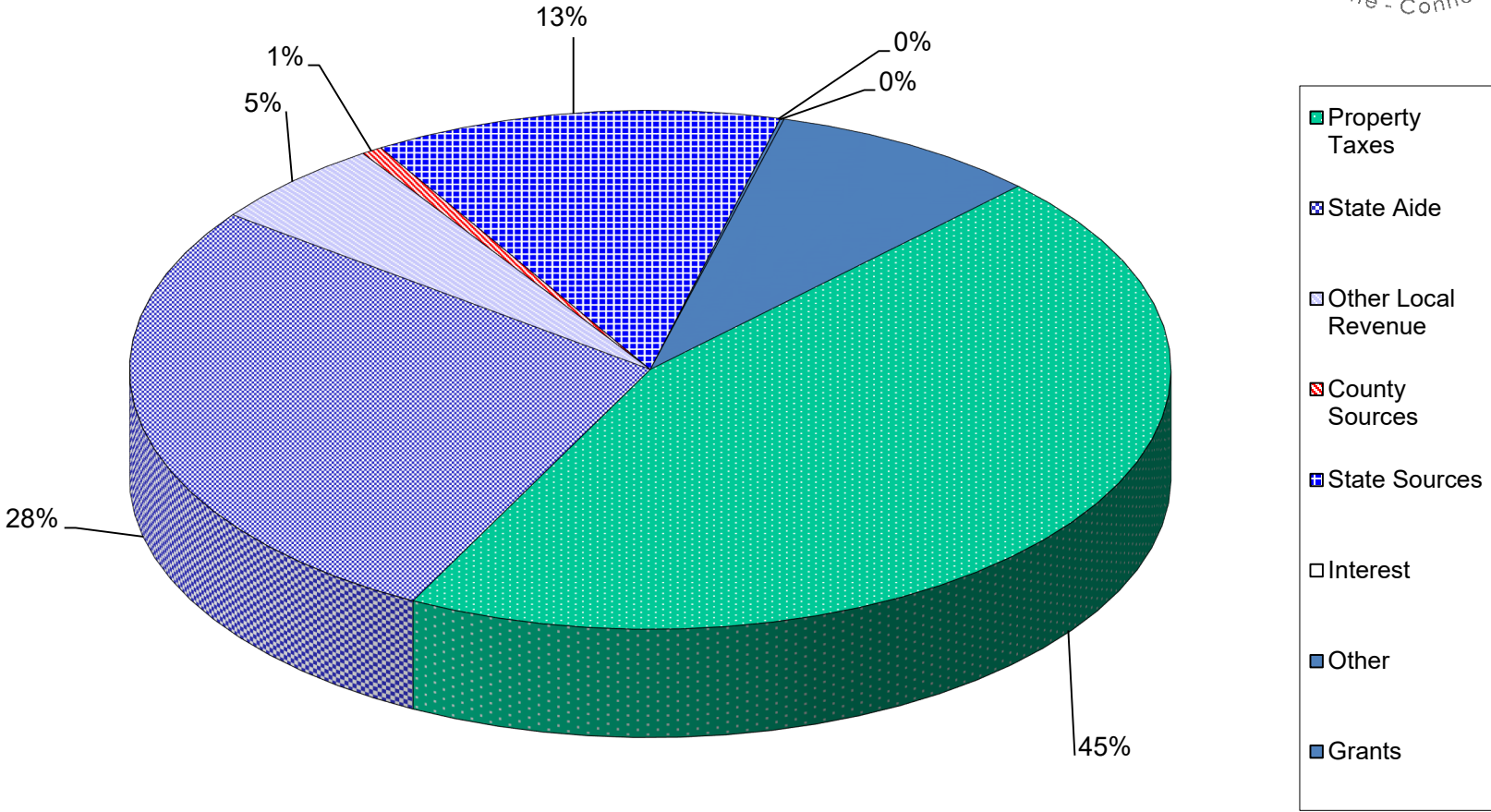
For the Ten Month Period Ending June 30



North Platte Public Schools

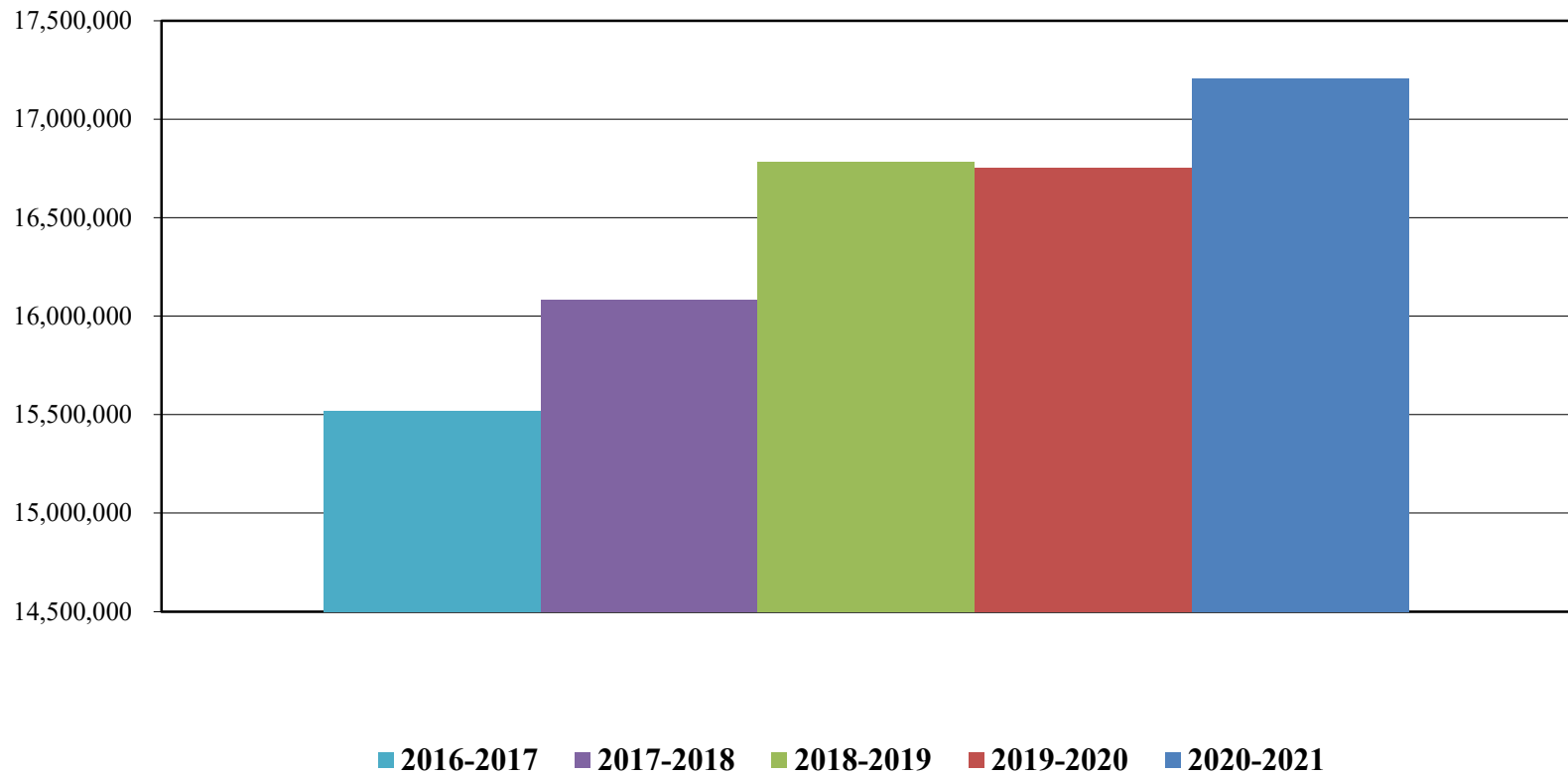
Revenue by Object Code

For the Ten Month Period Ending June 30



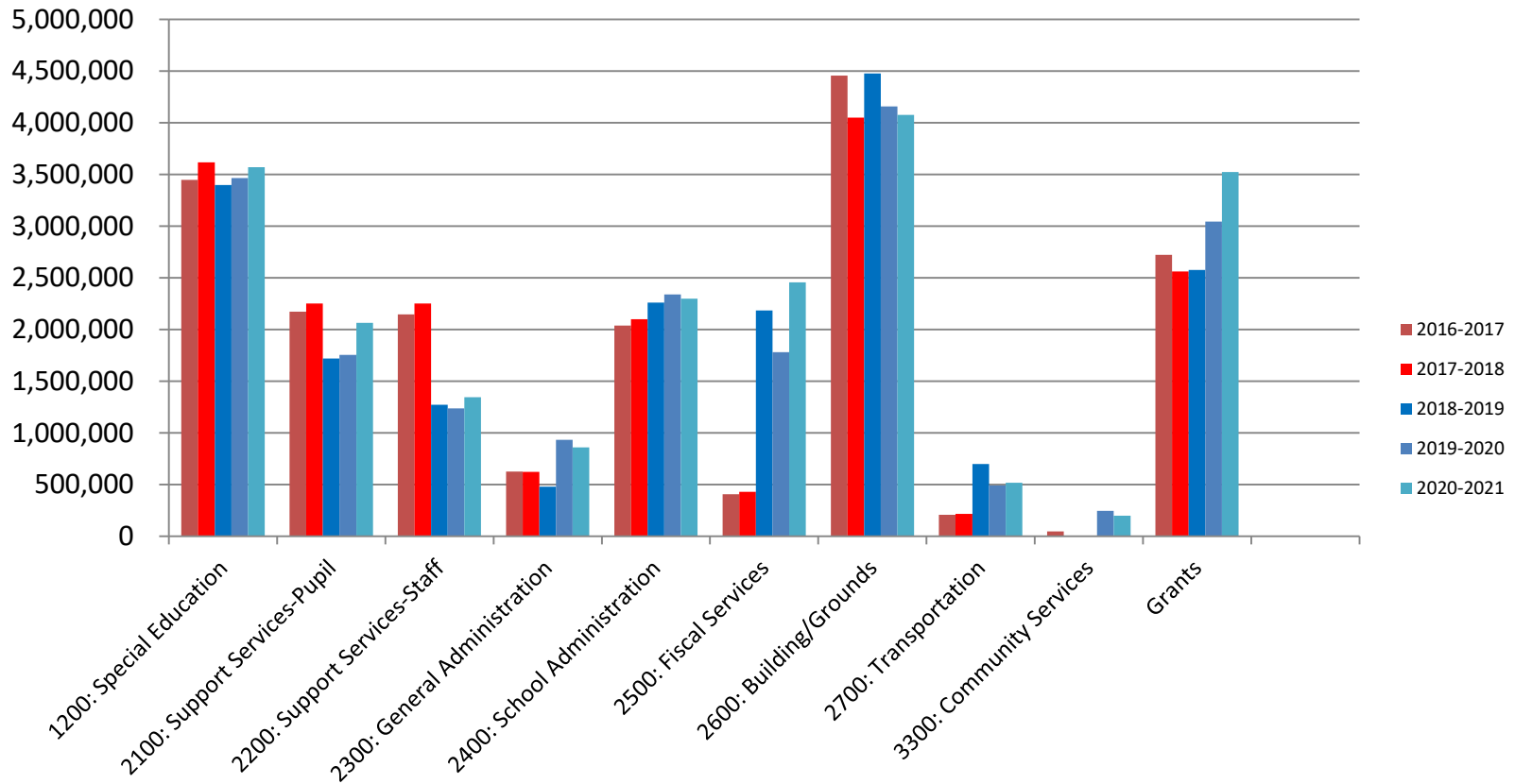
North Platte Public Schools

Comparison of Expense-1100: Instruction Only For the Ten Month Period Ending June 30



North Platte Public Schools

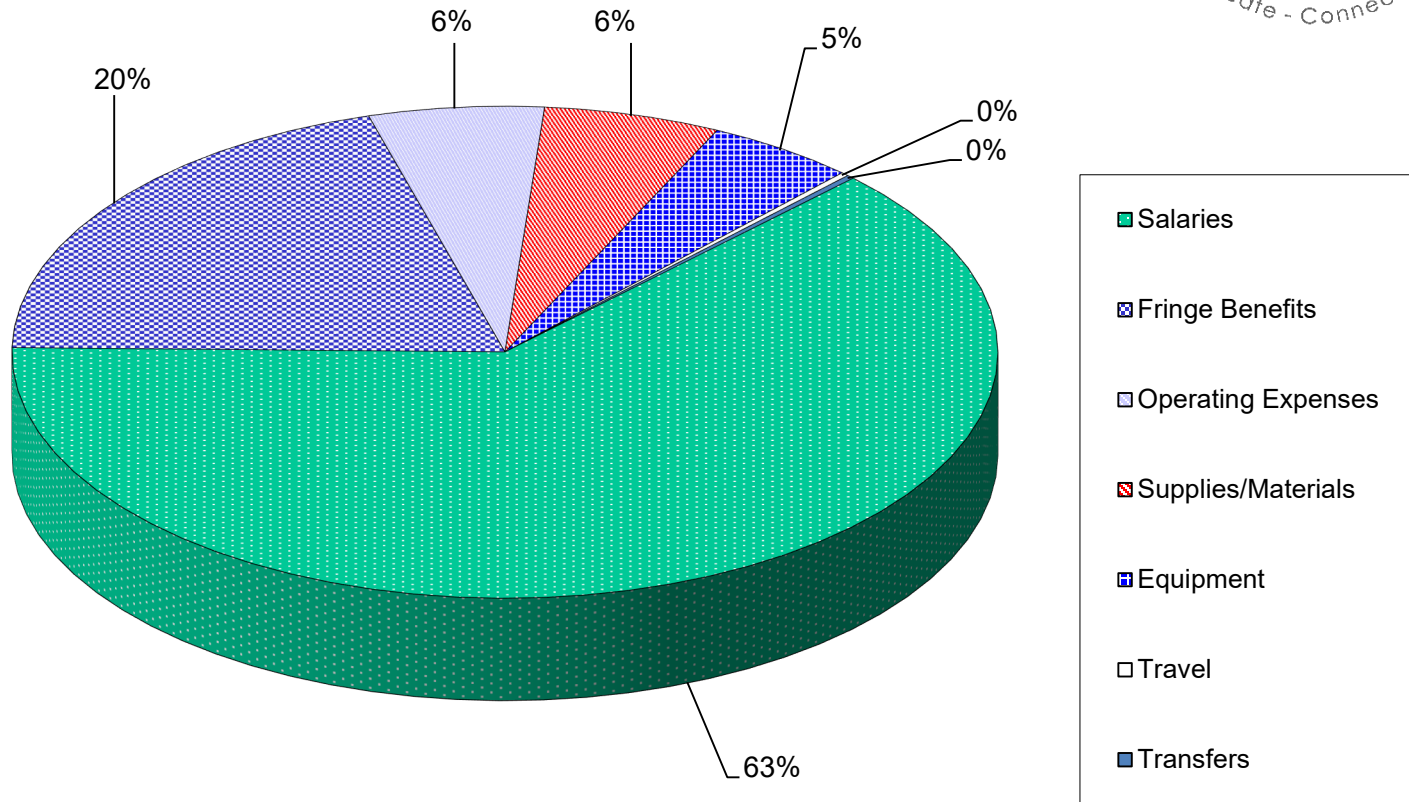
Comparison of Expense by Discipline For the Ten Month Period Ending June 30



North Platte Public Schools

Expenditures by Object Code

For the Ten Month Period Ending June 30, 2021

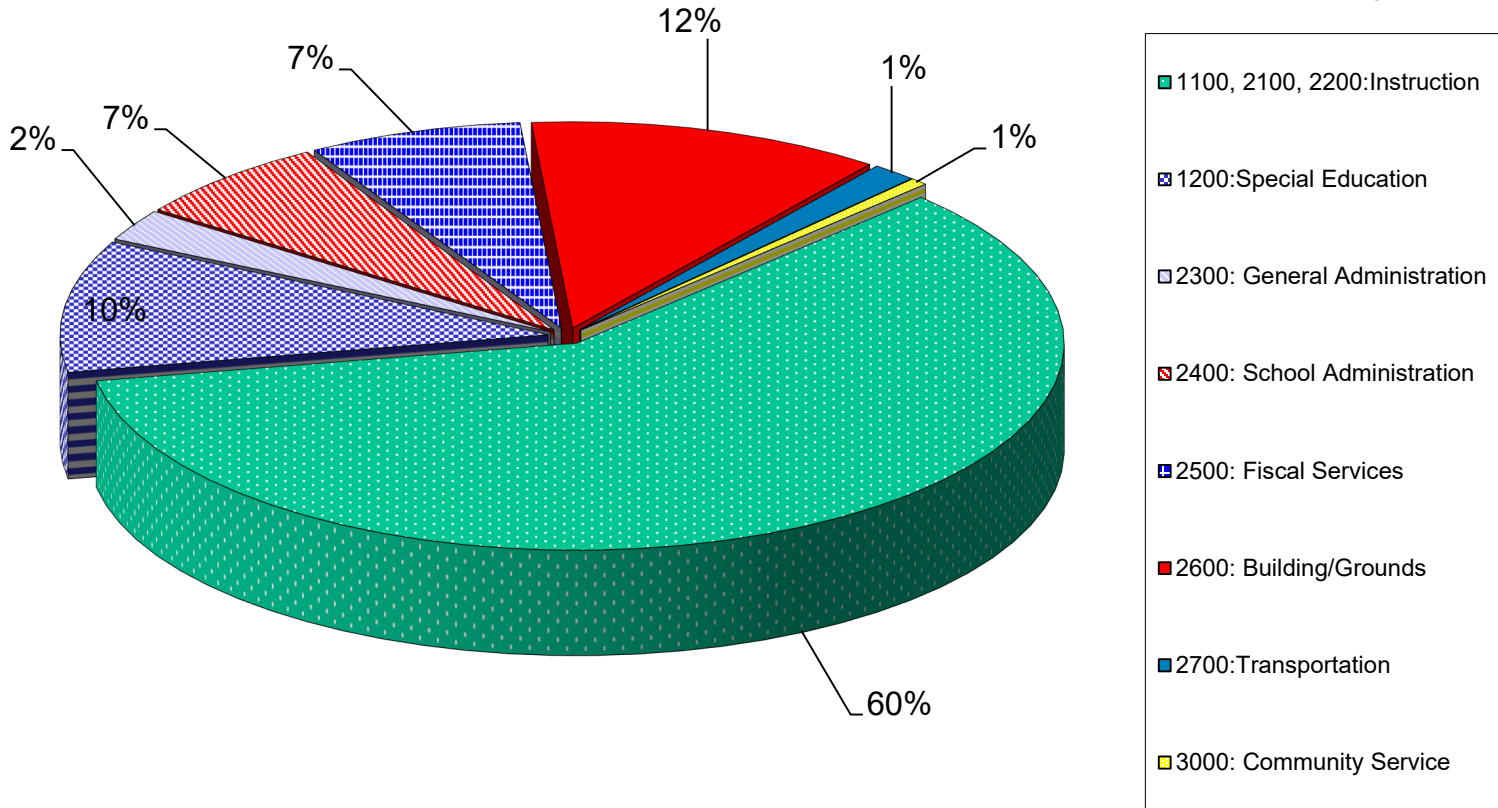


General Fund Expenditures excluding Grants

North Platte Public Schools

Expenditures by Discipline

For the Ten Month Period Ending June 30, 2021



General Fund Expenditures excluding grants



Extended Learning Opportunity

Kindergarten - 3rd Grade



Goal:

Provide a reading intervention program for students currently in grades K-3. The primary focus of the program is to increase student learning and reading. ELO is rooted in academic acceleration to close reading gaps.

Students who test between the 10th-35th percentile on MAPS are considered for ELO, which targets our TIER II student population. (students who need a slight boost to obtain grade level status)

How many students attended ELO?

143 students were signed up to attend ELO.

On average, 105 students attended each day. 35 students had perfect attendance.

ELO runs for 14 days from 8:00am-11:30am.



What is taught at ELO?

ELO focuses on teaching reading, but math time is also built into the schedule. Students worked in small reading groups with teachers and utilized the program Imagine Language & Learning and Imagine Math.



Did students grow?

The majority of students grew by at least one BAS (benchmark assessment system) reading level in the 14 days that they attended ELO.

NWEA MAPS reading levels will be analyzed with ELO students when they take the fall assessment in September. This data will show if students gained knowledge from ELO that reduced the typical summer slide of student growth.

3 weeks is a short but efficient timeline to impact student learning, our emphasis was on time spent teaching and not assessing during this short period of time.

What does the future of ELO look like?

The Kids Klub partnership works really well with ELO. KK transports students and coordinates their activities to work well within the ELO schedule.

Carrie Lienemann and I will be collaborating over the school year to improve our KK & ELO partnership to make our ELO program stronger. I would like to see ELO be academic focused but have more interaction and hands on learning to engage students in the learning process and create a love of learning.



DISTRICT STRATEGIC PLAN

Goal 1: The North Platte School District maintains and communicates at all levels of the district a **purpose and direction** for continuous improvement that commits to high expectations for learning as well as shared values and beliefs about teaching and learning that prepares all students for a successful transition.

College and Career Ready: every student upon completion of secondary education shall be prepared for postsecondary educational opportunities and to pursue his or her career goals.

Goal 2: The North Platte School District provides the **governance and leadership** that promotes and supports its purpose and direction; student performance, and system effectiveness.

Goal 3: The North Platte School District provides a **rigorous, relevant, and coherent curriculum and programs** delivered by high-quality educators who use innovative, researched-based strategies; supported by school leaders to ensure success for all students.

Educational Opportunities and Access: that all students should have access to comprehensive instructional opportunities to be prepared for postsecondary education and career goals.

College and Career Ready: every student upon completion of secondary education shall be prepared for postsecondary educational opportunities and to pursue his or her career goals.

Transitions: that quality educational opportunities focus on supports for students transitioning between grade levels, programs, schools, districts, and ultimately, college and careers.

Assessment: the results of multiple assessment sources (national, state, and classroom-based) should be used to measure student achievement of college and career-ready standards and be used as an integral part of the instructional process.

Goal 4: The North Platte School District will utilize best practices to **recruit, hire, mentor, retain, and develop qualified certified and noncertified staff** in all schools that support its purpose and direction to ensure success for all students.

Educator Effectiveness: students should be surrounded by effective educators throughout their learning experiences, such that schools and districts develop effective teachers and leaders who establish a culture of success.

Goal 5: The district demonstrates **strategic resource management** that includes long-range planning in support of the purpose and direction of the district. The district ensures appropriate levels of funding and sustainability of resources, as well as evidence of long-range capital and resource planning effectiveness.

Goal 6: The North Platte School District **provides safe, healthy, and efficiently operated facilities;** and manages resources in all schools that support its purpose and direction to ensure success for all students.

Goal 7: The North Platte School District provides an **effective communication process at all levels of the organization and to the community** that promotes and reflects its purpose, values, and beliefs about teaching and learning and the system's effectiveness to ensure success for all students.

Positive Partnerships, Relationships, and Student Success: that student engagement through positive partnerships and relationships is fundamental to successful schools and districts and schools and districts need to implement best practices in student, family, and community engagement to enhance educational experiences and opportunities.

Goal 8: The North Platte School District plans, develops and creates classroom environments where students engage in collaborative, inquiry-based learning, facilitated by educators who are able to use **technology** to transform knowledge and skills into solutions, new information, and products – technology is used to amplified and accelerate learning facilitated by interaction with the digital world.

North Platte Public Schools



STATEMENT OF OF CHANGES IN DISBURSEMENTS-BUDGET AND ACTUAL

For the Ten Month Period Ending June 30, 2021

	Budget		% of Budget
	<u>(Original and Final)</u>	<u>Actual</u>	<u>Spent</u>
General-Regular	36,535,498	31,302,199	85.68%
General-Grants	4,593,868	3,525,205	76.74%
Total Disbursements less Special Education	41,129,366	34,827,404	84.68%
General-Special Education	5,050,960	3,298,708	65.31%
General Fund	\$ 46,180,326	\$ 38,126,112	
Depreciation	3,307,966	378,922	11.45%
Employee Benefit	300,000	25,622	8.54%
Cooperative Fund	100,000	39,624	39.62%
Bond-North Platte	1,121,099	1,120,499	99.95%
Bond-Lake Maloney	117,363	116,263	99.06%
Building	835,982	565,341	67.63%
QCPUF	1,010,094	844,293	83.59%
Lunch	3,048,000	2,081,870	68.30%
Student Fee Fund	-	-	
Activities	1,380,595	994,080	72.00%
Total	\$ 57,401,425	\$ 44,292,626	77.16%

North Platte Public Schools
Treasurers Report
6/30/2021



General Fund

Reserves-May 31, 2021 4,957,281

Deposits

Property Taxes	1,284,729	
State Aid	947,743	
Special Education	251,248	
Interest Income		
IDEA		
Other Income (Tuition, HHS Payments)	307,395	
Federal Grants	987,335	
Transfers/Liabilities	(681,525)	
Total Deposits		3,096,925

Disbursements

Payroll	1,701,754	
Federal Taxes	566,354	
Nebraska Retirement	455,793	
Nebraska Taxes	88,174	
Payroll Deductions	60,641	
		2,872,716

Bills	838,720	
Total Disbursement		3,711,436

Net Change (614,511)

Reserves-June 30, 2021 4,342,770

Depreciation

Reserves-May 31, 2021 3,161,863

Deposits	407,180	
Disbursements	43,260	
Net Change		363,920

Reserves-June 30, 2021 3,525,783

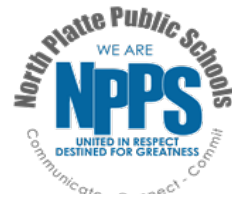
Employee Benefit

Reserves-May 31, 2021 91,618

Deposits	-	
Disbursements	4,030	
Net Change		(4,030)

Reserves-June 30, 2021 87,588

North Platte Public Schools
Treasurers Report
6/30/2021



Activity Fund

Reserves-May 31, 2021		1,631,992
Deposits	95,722	
Disbursements	171,793	
Net Change		(76,071)

Reserves-June 30, 2021		1,555,921
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Cafeteria Fund

Reserves-May 31, 2021		404,385
Deposits		
Federal Funds	180,069	
Student Lunches	2,517	
Accrual of Meals	Accrual	
State Reimbursements	-	
Other Income (Catering)	2,103	
Adjustments for prior months		
Total Deposits	184,689	
Disbursements		
Bills		
SODEXO	161,443	
Payroll	7,912	
Other Bills	2,677	
Total Disbursement	172,032	
Net Change		12,657

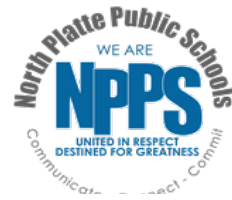
Reserves-June 30, 2021		417,042
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Bond Fund

Reserves-May 31, 2021		361,139
Deposits		
Property Taxes	4,279	
Disbursements		
Net Change		4,279

Reserves-June 30, 2021		365,418
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North Platte Public Schools
 Treasurers Report
 6/30/2021



Building Fund

Reserves-May 31, 2021		(46,855)
Deposits		
Property Taxes	30,589	
Disbursements	8,230	
Net Change		22,359
Reserves-June 30, 2021		(24,496)

QCPUF

Reserves-May 31, 2021		512,247
Deposits		
Property Taxes	42,692	
Other Revenue		
Disbursements		
Net Change		42,692
Reserves-June 30, 2021		554,939

Cooperative Fund

Reserves-May 31, 2021		2,457
Deposits	2,504	
Disbursements	2,457	
Net Change		47
Reserves-June 30, 2021		2,504

NORTH PLATTE PUBLIC SCHOOLS

**STATEMENT OF NET ASSETS-CASH BASIS
ARISING FROM CASH TRANSACTIONS-GOVERNMENTAL FUNDS
BALANCE SHEET**

June 30, 2021



	General	Depreciation	Employee Benefit	Coopertive	Nutrition	Bond	Building	QCPUF
ASSETS								
Cash	\$ 5,228,989	\$ 3,123,953	\$ 90,614	\$ 2,504	\$ 488,488	\$ 365,311	\$ (24,496)	\$ 554,939
Investments								
Cash with Fiscal Agent						107	-	
Accounts Receivables	889	-			(31,358)			
Due From	(330,696)							
Prepaid Insurance								
Amount Provided for Bonds								
Total Assets	\$ 4,899,182	\$ 3,123,953	\$ 90,614	\$ 2,504	\$ 457,130	\$ 365,418	\$ (24,496)	\$ 554,939
LIABILITIES								
Bank Overdraft	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	556,412							
Due To	-	(401,830)	3,026	-	40,088	-	-	-
Bonds Payable								
Total Liabilities	\$ 556,412	\$ (401,830)	\$ 3,026	\$ -	\$ 40,088	\$ -	\$ -	\$ -
Total Assets less Liabilities	\$ 4,342,770	\$ 3,525,783	\$ 87,588	\$ 2,504	\$ 417,042	\$ 365,418	\$ (24,496)	\$ 554,939
NET ASSETS (RESERVES)								
Reserved for:								
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 365,418	\$ -	\$ -
Unreserved for:								
General	4,342,770	-	-	2,504			-	-
Special Revenue Funds	-	3,525,783	87,588		417,042		-	554,939
Capital Projects Fund	-	-	-				(24,496)	
Total Net Assets (Reserves)	\$ 4,342,770	\$ 3,525,783	\$ 87,588	\$ 2,504	\$ 417,042	\$ 365,418	\$ (24,496)	\$ 554,939

NORTH PLATTE PUBLIC SCHOOLS

STATEMENT OF CASH RECEIPTS, DISBURSEMENTS AND CHANGES IN FUND BALANCES

For the Ten Month Period Ending June 30, 2021



FUNDS	Fund Balances (deficits) at Beginning of Year	Receipts	2020-2021	Disbursements	Excess (deficiency) of receipts over (under) Disbursements	Fund Balances (deficits) at End of Year	Fund Balance Composite		
							School District Treasurer's Cash/Investments (overdrawn)	Due to/ Due From	Receivables and Liabilities
GENERAL									
Education	\$ 8,200,679	\$ 31,403,487	\$ 36,535,498	\$ 31,302,199			\$ 5,228,989	\$ (330,696)	\$ (555,523)
Special Education			\$ 5,050,960	3,298,708					
Grants		2,864,716	\$ 4,593,868	3,525,205					
Total	\$ 8,200,679	\$ 34,268,203	\$ 46,180,326	\$ 38,126,112	(3,857,909)	\$ 4,342,770	\$ 5,228,989	\$ (330,696)	\$ (555,523)
DEPRECIATION	\$ 2,971,952	\$ 932,753	\$ 3,307,966	\$ 378,922	553,831	\$ 3,525,783	\$ 3,123,953	\$ 401,830	\$ -
EMPLOYEE BENEFIT	\$ 113,210	\$ -	\$ 300,000	\$ 25,622	(25,622)	\$ 87,588	\$ 90,614	\$ (3,026)	\$ -
Combined Total	\$ 11,285,841	\$ 35,200,956	\$ 49,788,292	\$ 38,530,656	(3,329,700)	\$ 7,956,141	\$ 8,443,556	\$ 68,108	\$ (555,523)
FIDUCIARY									
Student Activity	\$ 1,521,403	\$ 1,028,598	\$ 1,380,595	\$ 994,080	34,518	\$ 1,555,921	\$ 1,585,209	\$ (29,288)	\$ -
SCHOOL NUTRITION									
School Year	\$ 171,229	\$ 2,298,374	\$ 3,048,000	\$ 2,081,870	216,504	\$ 387,733	\$ 488,488	\$ (40,088)	\$ (31,358)
Vending Machine	11,322	17,987		-	17,987	29,309			
Total	\$ 182,551	\$ 2,316,361	\$ 3,048,000	\$ 2,081,870	234,491	\$ 417,042	\$ 488,488	\$ (40,088)	\$ (31,358)
BOND INTEREST AND RETIREMENT	\$ 1,425,928	\$ 176,252	\$ 1,238,462	\$ 1,236,762	(1,060,510)	\$ 365,418	\$ 365,311	\$ -	\$ 107
SPECIAL BUILDING	\$ 39,653	\$ 501,192	\$ 835,982	\$ 565,341	(64,149)	\$ (24,496)	\$ (24,496)	\$ -	\$ -
QUALIFIED CAPITAL PURPOSE UNDERTAKING	\$ 698,833	\$ 700,399	\$ 1,010,094	\$ 844,293	(143,894)	\$ 554,939	\$ 554,939	\$ -	\$ -
COOPERATIVE	\$ 12,656	\$ 29,472	\$ 100,000	\$ 39,624	(10,152)	\$ 2,504	\$ 2,504	\$ -	\$ -
GRAND TOTAL-ALL FUNDS	\$ 15,166,865	\$ 39,953,230	\$ 57,401,425	\$ 44,292,626	\$ (4,339,396)	\$ 10,827,469	\$ 11,415,511	\$ (1,268)	\$ (586,774)

Income Statement

Income Statement

INCOME STATEMENT

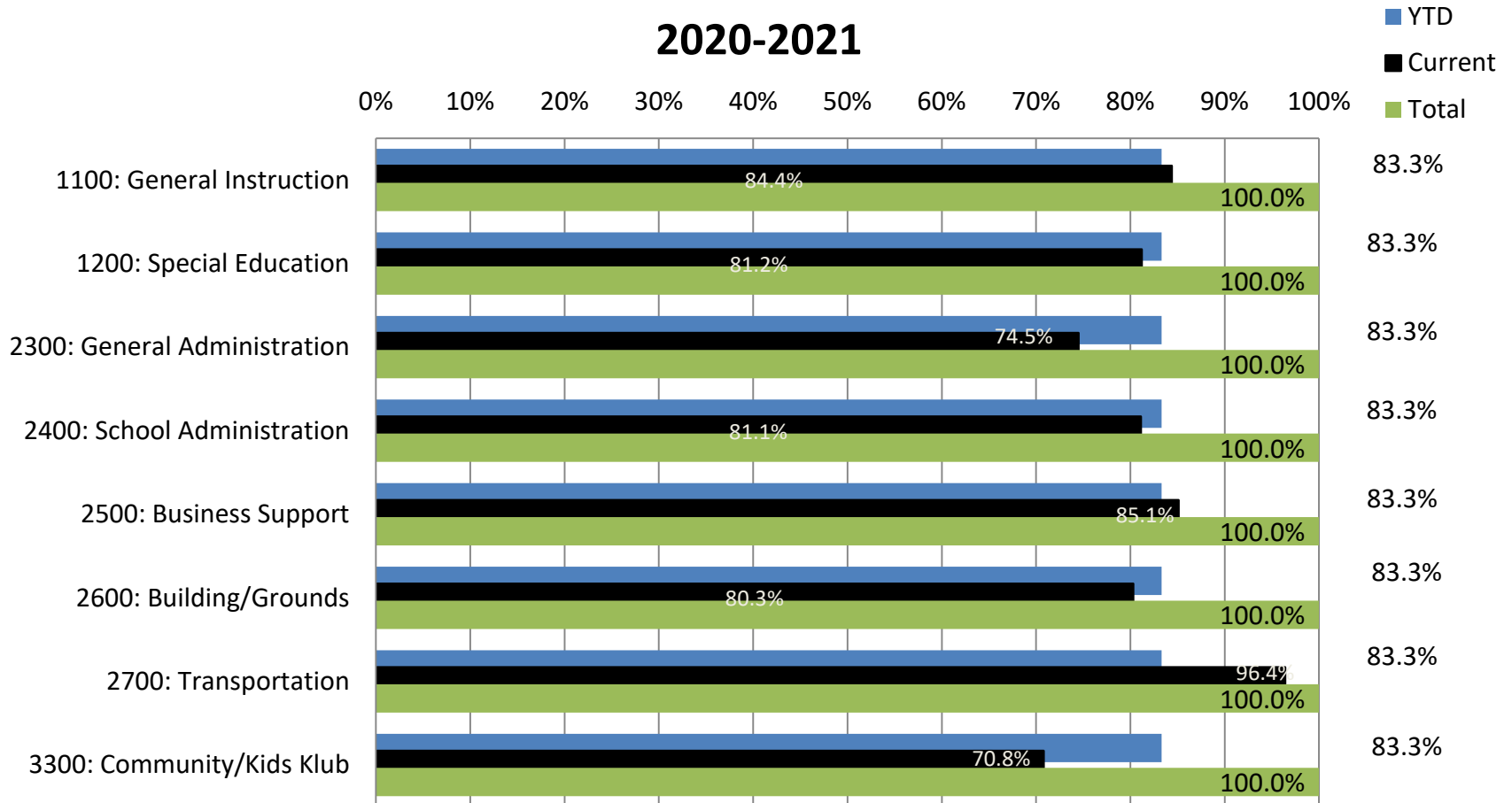
Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
01 GENERAL FUND						
81 REVENUES						
11 00 TAXES	27,253,851.00	.00	.00	17,291,141.33	9,962,709.67	63.44
15 00 INVESTMENT INCOME	10,000.00	.00	.00	363.81	9,636.19	3.64
18 00 TUITION-AFTER SCHOOL PROG	108,000.00	.00	1,400.00	1,400.00	106,600.00	1.30
19 00 PRIVATE GRANTS	130,000.00	.00	1,000.00	23,661.44	106,338.56	18.20
21 00 COUNTY FINES/LICENSES	350,000.00	.00	.00	221,569.38	128,430.62	63.31
31 00 STATE RECEIPTS	11,547,401.00	.00	1,198,995.00	13,256,582.12	-1,709,181.12	114.80
34 00 CATEGORICAL/PRIVATE GRANTS	550,000.00	.00	.00	471,676.93	78,323.07	85.76
35 00 STATE CATEGORICAL PROGRAMS	317,096.00	.00	.00	40,888.00	276,208.00	12.89
38 00 IN-LIEU OF SCHOOL LAND	.00	.00	.00	56,568.75	-56,568.75	.00
39 00 OTHER STATE RECEIPTS	20,000.00	.00	.00	.00	20,000.00	.00
40 00 UNOBLIGATED GRANT FUNDS	1,240,198.00	.00	.00	.00	1,240,198.00	.00
41 00 UNIVERSAL SERVICE FUND	.00	.00	.00	37,920.78	-37,920.78	.00
44 00 IDEA	.00	.00	.00	46,943.00	-46,943.00	.00
45 00 FEDERAL PROGRAMS	2,431,667.00	.00	1,229,991.82	2,079,742.81	351,924.19	85.53
47 00 CARL PERKINS	.00	.00	32,431.73	163,667.84	-163,667.84	.00
49 00 21ST CENTURY/EIN	818,893.00	.00	28,408.00	536,442.00	282,451.00	65.51
56 00 MISC REVENUE	5,000.00	.00	1,500.00	39,634.94	-34,634.94	792.70
81 REVENUES	44,782,106.00	.00	2,493,726.55	34,268,203.13	10,513,902.87	76.52
91 EXPENDITURES						
11 00 REGULAR INSTRUCTION	20,235,206.81	33,375.14	1,672,942.24	17,097,020.00	3,104,811.67	84.66
12 00 SPECIAL EDUCATION	4,397,866.44	.00	389,899.58	3,571,904.46	825,961.98	81.22
13 00 SUMMER SCHOOL	73,516.00	.00	26,961.29	26,961.29	46,554.71	36.67
21 00 PUPIL SUPPORT	2,343,092.98	.00	179,136.95	2,064,136.18	278,956.80	88.09
22 00 STAFF SUPPORT	1,678,546.34	5,620.34	322,360.15	1,346,306.95	326,619.05	80.54
23 00 GENERAL ADMINISTRATION	1,154,412.92	.00	112,771.59	859,937.15	294,475.77	74.49
24 00 SCHOOL ADMINISTRATION	2,832,734.76	260.00	237,370.57	2,297,640.79	534,833.97	81.12
25 00 BUSINESS SUPPORT	2,888,201.30	97,028.17	276,115.83	2,458,241.24	332,931.89	88.47
26 00 OPERATIONS/MAINTENANCE	5,078,766.38	16,306.53	376,134.31	4,076,276.62	986,183.23	80.58
27 00 TRANSPORTATION	537,052.11	.00	114,518.09	517,909.70	19,142.41	96.44
33 00 COMMUNITY SERVICE	282,057.43	.00	27,284.89	199,570.93	82,486.50	70.76
34 00 CATEGORICAL/PRIVATE GRANTS	.00	.00	.00	5,458.09	-5,458.09	.00
35 00 STATE CATEGORICAL PROGRAMS	355,465.09	.00	27,121.36	248,987.55	106,477.54	70.05
40 00 UNOBLIGATED GRANT FUNDS	812,390.39	.00	.00	.00	812,390.39	.00
62 00 ESSA-TITLE	934,173.49	.00	83,628.79	828,600.41	105,573.08	88.70
63 00 ESSA-TITLE II	157,261.77	.00	13,692.16	140,843.87	16,417.90	89.56
64 00 IDEA	1,090,000.94	.00	85,920.03	932,101.31	157,899.63	85.51
66 00 OTHER FEDERAL SERV-NON CATEGORICAL	30,663.89	.00	2,364.31	23,522.90	7,140.99	76.71
67 00 CARL PERKINS FUNDS	50,867.00	2,000.00	3,365.99	30,753.17	18,113.83	64.39
69 00 FEDERAL SERV-CATEGORICAL	1,163,049.33	4,686.43	51,574.88	1,314,938.54	-156,575.64	113.46
80 00 TRANSFERS	85,000.00	.00	.00	85,000.00	.00	100.00
91 EXPENDITURES	46,180,325.37	159,276.61	4,003,163.01	38,126,111.15	7,894,937.61	82.90
01 GENERAL FUND	-1,398,219.37	-159,276.61	-1,509,436.46	-3,857,908.02	2,618,965.26	287.31



North Platte Public Schools

UNITED IN RESPECT COMMUNICATE - CONNECT - COMMIT DESTINED FOR GREATNESS

2020-2021



1100: **Regular Instruction:** Those programs that are directed to students in the classroom

1200: **Special Education Program**

2100: **Support Services-Pupil:** Attendance, guidance, health services

2200: **Support Services-Staff:** Curriculum, libraries, technology, activities

2300: **General Administration:** Board of Education, Superintendent, Human Relations

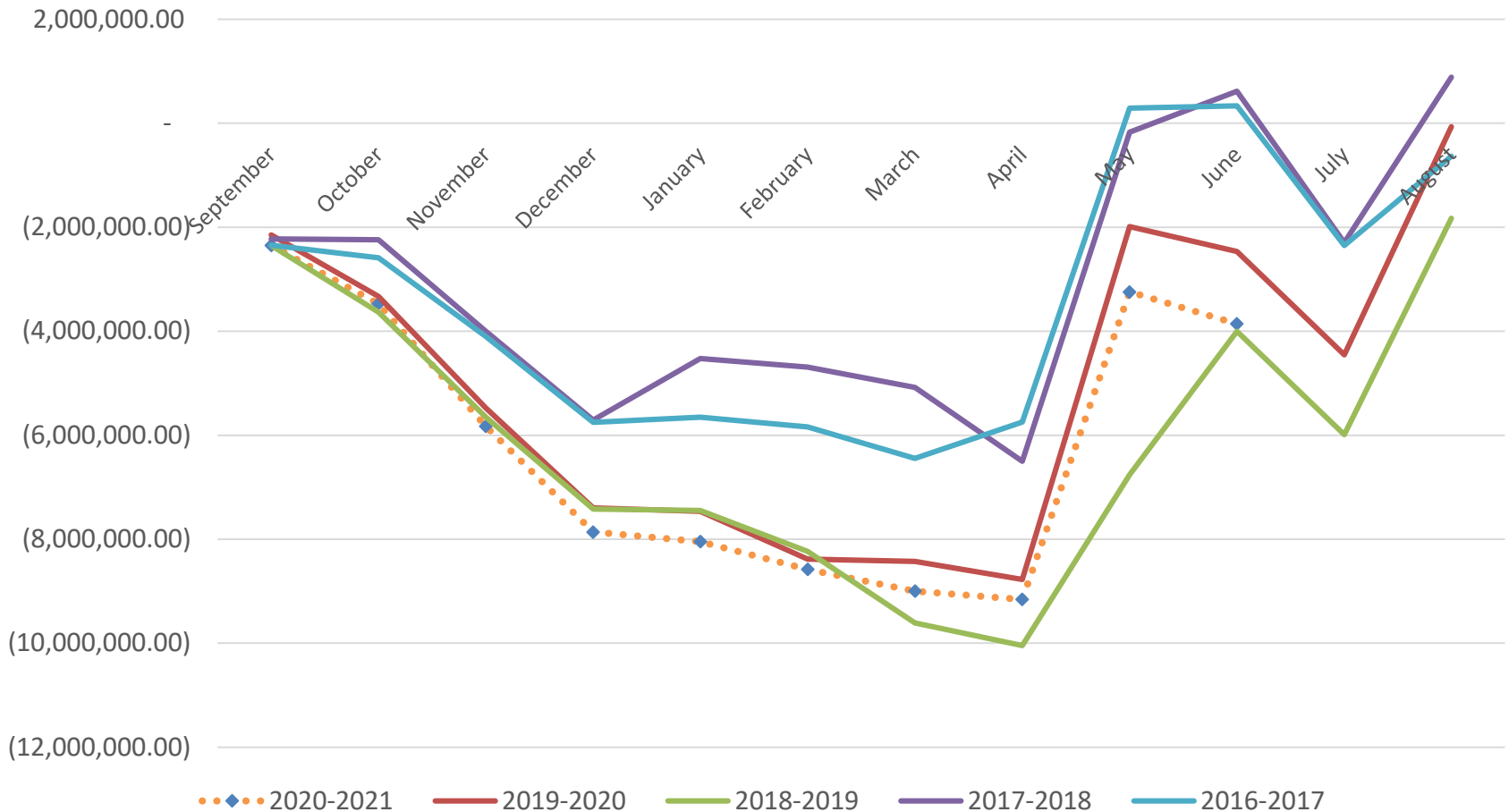
2400: **School Administration:** Building Principals Office and Support



North Platte Public Schools

UNITED IN RESPECT COMMUNICATE - CONNECT - COMMIT DESTINED FOR GREATNESS

Monthly Cash Flow



North Platte Public School District

EMBJSM4D

Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
02	DEPRECIATION FUND				
8001	HIGH SCHOOL	112,729.81	.00	28,712.27	84,017.54
8002	ADAMS MIDDLE SCHOOL	89,759.09	.00	12,496.98	77,262.11
8003	BUFFALO ELEMENTARY	27,451.77	.00	8,629.47	18,822.30
8004	MADISON SCHOOL	106,923.10	.00	.00	106,923.10
8005	CODY ELEMENTARY	26,365.55	.00	575.03	25,790.52
8006	JEFFERSON ELEMENTARY	14,441.28	.00	14,264.96	176.32
8007	LINCOLN ELEMENTARY	50,400.65	.00	5,383.73	45,016.92
8009	WASHINGTON ELEMENTARY	39,902.37	.00	2,532.22	37,370.15
8010	MCDONALD ELEMENTARY	26,812.58	.00	.00	26,812.58
8011	EISENHOWER ELEMENTARY	8,615.40	.00	.00	8,615.40
8012	OSGOOD/LAKE ELEMENTARY	4,778.12	.00	.00	4,778.12
8013	SPED	.00	.00	.00	.00
8015	STUDENT LEAD TECHNOLOGY	203,132.97	350,000.00	10,000.00	543,132.97
8026	NURSING SERVICES	4,217.77	.00	.00	4,217.77
8028	ELEMENTARY LIBRARIES	22,863.51	.00	.00	22,863.51
8040	ELEMENTARY MUSIC	4,581.15	.00	.00	4,581.15
8041	ELEMENTARY PE	13,074.20	.00	.00	13,074.20
8051	NEW SERIES TEXTBOOKS	1,151,954.40	250,000.00	213,038.74	1,188,915.66
8052	TECHNOLOGY OFFICE	641,882.18	.00	14,592.21	627,289.97
8055	REPLACEMENT TEXTBOOKS	53,219.57	40,000.00	.00	93,219.57
8110	NPHS LIBRARY	3,470.58	.00	.00	3,470.58
8111	NPHS BAND	-22,126.95	.00	.00	-22,126.95
8230	MS BAND	7,500.00	.00	.00	7,500.00
8232	CENTRAL OFFICE	.00	.00	.00	.00
8233	CUSTODIAL/MAINTENANCE	83,263.01	4,870.49	18,772.84	69,360.66
8234	TEACHER COMPUTERS	117,364.81	52,000.00	.00	169,364.81
8235	VEHICLE ACQUISITION	76,033.86	100,000.00	40,000.00	136,033.86
8240	TRACK	203,506.63	50,000.00	.00	253,506.63
8241	TENNIS COURTS	147,532.00	25,000.00	.00	172,532.00
8245	FOOTBALL FIELD	50,597.00	50,000.00	.00	100,597.00
8250	ADAMS HVAC	-212,532.52	.00	.00	-212,532.52
8255	PLAYGROUNDS	-100,931.00	.00	.00	-100,931.00
8290	INTEREST	15,168.79	10,882.02	9,923.21	16,127.60
	Fund Totals	2,971,951.68	932,752.51	378,921.66	3,525,782.53
	Total For All Funds	2,971,951.68	932,752.51	378,921.66	3,525,782.53

North Platte Public School District

EMBJSM4D

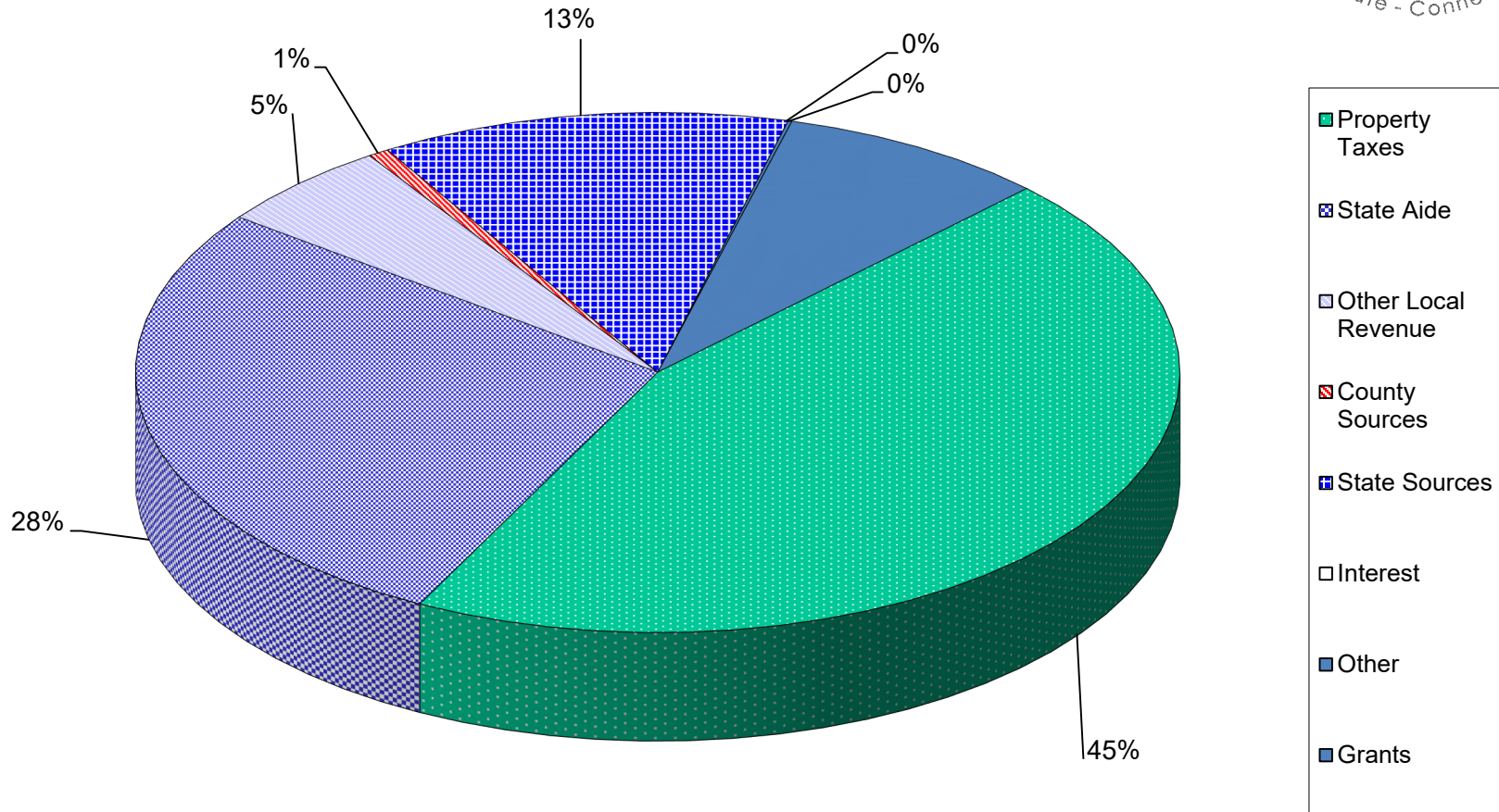
Activity and Depreciation Report

		Begin Balance	Revenue	Expenditures	End Balance
03	EMPLOYEE BENEFIT FUND				
8600	NPPS BENEFITS	17,064.28	.00	18,111.18	-1,046.90
8610	EMPLOYEE BENEFITS-UNEMP COMP	1,800.56	.00	7,510.52	-5,709.96
8620	SECTION 125	94,345.01	.00	.00	94,345.01
	Fund Totals	113,209.85	.00	25,621.70	87,588.15
	Total For All Funds	113,209.85	.00	25,621.70	87,588.15

North Platte Public Schools

Revenue by Object Code

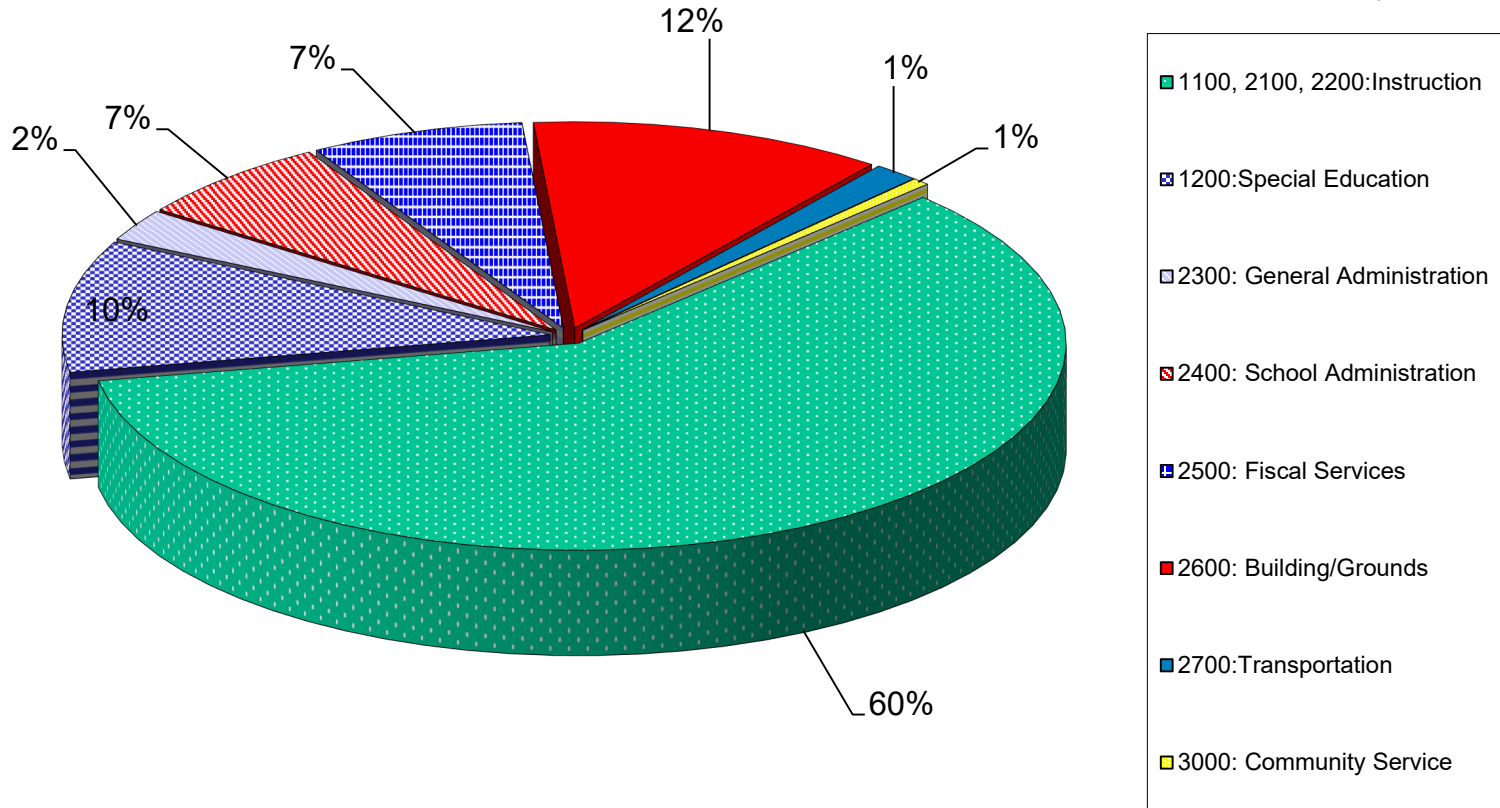
For the Ten Month Period Ending June 30



North Platte Public Schools

Expenditures by Discipline

For the Ten Month Period Ending June 30, 2021



General Fund Expenditures excluding grants

2005 Conflict of Interest

Any member of the board of education who meets the conditions set forth in this policy shall be deemed to have a business or financial conflict of interest.

1. Definitions. For purposes of this policy:

a. Business with which a board member is associated shall include the following:

(1) A business in which the board member or a member of his or her immediate family is a partner, a limited liability company, or serves as a director or an officer.

(2) A business in which the board member or a member of his or her immediate family is a stockholder in a closed corporation with stock worth one thousand dollars or more, or the board member or his or her immediate family owns more than a five percent equity interest or is a stockholder of publicly traded stock worth more than ten thousand dollars or more at fair market value, or which represents more than ten percent equity interest. This shall not apply to publicly traded stock under a trading account if the board member reports the name and address of the company and stockbroker.

b. A business association shall be defined to include an individual as a partner, limited liability company member, director or officer, or a business in which the individual or member of the immediate family is a stockholder.

c. Immediate family member or member of the immediate family shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

2. Contracts with the School District.

a. No board member or member of his or her immediate family shall enter into a contract valued at two thousand dollars or more, in

any one year, with this school district unless the contract is awarded through an open and public process that (1) includes prior public notice and (2) allows the public to inspect during the school district's regular office hours the proposals considered and the contract awarded. Board members who enter into employment contracts with the school district must also comply with the board's policy on the employment of board members.

- b. The existence of any conflict of interest in any contract in which the board member has an interest and in which the school district is a party, or the failure to make public the board member's interest known, may render a contract null and void.
- c. The prohibition of a conflict of interest or requirement for the board member to make public notice shall apply when the board member, or his or her ~~immediate family~~parent, spouse, or child has a business association with the business involved in the contract or will receive a ~~direct pecuniary~~payment, fee, or commission as a result of the contract.
- d. The prohibition in this section does not apply if the contract is an agenda item approved at a board meeting and the board member:
 - (1) Makes a declaration on the record to the school board regarding the nature and extent of his or her interest prior to official consideration of the contract;
 - (2) Does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of members of the school board declaring an interest in the contract would prevent the board with all members present from securing a quorum on the issue, then all members may vote on the matters; and
 - (3) Does not act for the school board as to inspection or performance under the contract in which he or she has an interest.

3. Contracts with Board Member's Immediate Family.

- a. If a person in a board member's immediate family is an employee of this school district, the board member may vote on all issues of a contract which are generally applicable to:
 - (1) All district employees.
 - (2) All employees within a specific classification but which does not single out the member of his or her immediate family.

4. Employing Members of the Immediate Family.

- a. A board member may recommend for employment or supervise the employment of an immediate family member if:
 - (1) The board member does not abuse his or her position.
 - (2) Abuse of official position shall include, but not be limited to, employing an immediate family member:
 - (i) who is not qualified for and able to perform the duties of the position;
 - (ii) for any unreasonably high salary;
 - (iii) who is not required to perform the duties of the position.
 - (3) The board makes a reasonable solicitation and consideration of applications for employment.
 - (4) The board member makes a full disclosure on the record to the governing body of the school district and to the secretary of the board. If the secretary of the board of education would be the individual filing the disclosure statement, the statement shall be filed with the president of the board of education.
 - (5) The board approves the employment or supervisory position.

b. The board has not terminated the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

5. Gifts, Loans, Contributions, Rewards, or Promises of Future Employment

a. No board member shall offer or give to the following persons anything of value, including a gift, loan, contribution, reward, or promise of future employment, based upon an agreement that a vote, official action, or judgment would be influenced thereby:

(1) a public official, public employee, or candidate.

(2) a member of the immediate family of an individual listed in Subparagraph 'a' above.

(3) a business with which an individual listed in Subparagraph (1) or (2) above is associated.

b. No board member shall solicit or accept anything of value, including a gift, loan, contribution, reward, or promise of future employment based on an agreement that the vote, official action, or judgment of the board member would thereby be influenced.

c. A board member shall not use or authorize the use of his or her public office or any confidential information received through the holding of a public office to obtain financial gain, other than compensation provided by law, for himself or herself, a member of his or her immediate family, or a business with which he or she is associated.

d. A board member shall not use personnel, resources, property, or funds under his or her official care and control other than in accordance with prescribed constitutional, statutory, and regulatory procedures or use such items, other than compensation provided by law, for personal financial gain.

6. Conflict of Interest Relating to Campaigning or Political Issues

a. Except as provided below, the board shall not authorize the use of personnel, property, resources, or funds under its jurisdiction for the purpose of campaigning for or against the nomination or

election of a candidate or the qualification, passage, or defeat of a ballot question.

- b. This does not prohibit the board from making school district facilities available to a person for campaign purposes if the identity of the candidate or the support for or opposition to the ballot question is not a factor in making the facilities available or a factor in determining the cost or conditions for use.
- c. This does not prohibit the board from discussing and voting upon a resolution supporting or opposing a ballot question.
- d. This does not prohibit the board, while legally seated as a body, from responding to specific inquiries by the press or the public as to the board's opinion regarding a ballot question or from providing information in response to a request for information.
 - (1) The board may designate one or more members of its body, or one or more of its school administrators, to speak on behalf of the board on specific occasions such as public meetings or legislative hearings.
 - (2) Any member of the board may present his or her personal opinion regarding a ballot question or respond to a request for information related to a ballot question; but in so doing, the person should clearly state that the information being presented is his or her personal opinion and is not to be considered as the official position or opinion of the board. However, this shall not be done during a time that the individual is engaged in his or her official duties.

7. Conflict of Interest Statement

- a. Any board member who would be required to take any action or make any decision in the discharge of his or her official duties that may cause financial benefit or detriment to him or her, a member of his or her immediate family, or a business with which he or she is associated, which is distinguishable from the effects of such action on the public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware of such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner:

- (1) Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict;
 - (2) Deliver a copy of the statement to the school board secretary who shall enter the statement onto the school district's public records; and
 - (3) Abstain from participating or voting on the matter in which he or she has a conflict of interest.
- b. If the board member would like a formal opinion from the NADC as to whether there is an actual conflict of interest, he/she shall deliver a copy of the statement to the NADC.

8. Recordkeeping

- a. The board secretary shall maintain a separate record of the following information for every contract entered into by the school board in which a board member has an interest and for which disclosure was made pursuant to section 2d of this policy:
 - (1) The names of the contracting parties.
 - (2) The nature of the interest of the board member in question.
 - (3) The date that the contract was approved.
 - (4) The amount of the contract.
 - (5) The basic terms of the contract.
- b. The information supplied relative to the contract shall be provided no later than ten (10) days after the contract has been signed by both parties. The ledger kept by the board secretary shall be available for public inspection during normal working hours of the office in which it is kept.

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

3001
Budget and Property Tax Request

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

BUDGET PROCEDURES

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

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

For more information on statewide receipts and expenditures, and to compare cost per pupil and performance to other school districts, go to: [Insert Internet address for the web site established pursuant to Laws 2021, LB528, section 5].

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

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

of time.

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

Budget Adoption. After the budget hearing, the proposed budget statement shall be adopted or amended and adopted as amended. If the adopted budget statement reflects a change from that shown in the published proposed budget statement, a summary of the changes (including the items changed and the reasons for such changes) must be published in a newspaper of general circulation within the school district within twenty calendar days after its adoption without further hearing.

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

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

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

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

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

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

necessary to fund that tax request; the percentage increase or decrease in the property tax rate from the prior year to the current year; and the percentage increase or decrease in the total operating budget from the prior year to the current year.

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

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

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

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

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

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

tax request by more than the allowable growth percentage.

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

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

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

- The County Assessor sending a postcard with all required information to all affected property taxpayers. The postcard shall be sent to the name and address to which the property tax statement is mailed;
- Posting notice of the hearing with all required information on the home page of the relevant county's web site, except that this requirement shall only apply if the county has a population of more than twenty-five thousand inhabitants; **and**
- Publishing notice of the hearing with all required information in a legal newspaper in or of general circulation in the relevant county.

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

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

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$100109,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$100109,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$100109,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$~~100109~~,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

- B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$~~100118~~,000.

C. Advertising for Bids

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

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

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

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$~~100~~109,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

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

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

supplying labor and material in the execution of the work provided for in the contract.

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

A. Methods of Bidding/Soliciting Quotations or Estimates

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

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

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

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

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

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

B. Construction Projects with an estimated cost of between \$~~100109~~,000 and \$249,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an anticipated aggregate cost of \$~~100109~~,000 or more are subject to state

public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$~~100~~109,000 and \$250,000.

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

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

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be ~~publically~~publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be ~~publically~~publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on

the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the

lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Full and Open Competition

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

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

E. Settlements of Issues Arising Out of Contract

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

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

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

C. Favors and Gifts

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

D. Enforcement

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

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

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

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in

federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

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

G. Allowability of Costs

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

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

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

VIII. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses,

women's business enterprises, and labor surplus area firms are used when possible consistent with state law.

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

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings

involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

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

2. Maintenance of Procurement Records

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

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

D. Privacy

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

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

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

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

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

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

B. Methods of Purchasing

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

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

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

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

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

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

3. Purchases Over \$250,000

a) Sealed Bids (Formal Advertising)

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

b) Contract/Price Analysis

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

4. Noncompetitive Proposals (Sole Sourcing)

a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from

only one source and may be used only when one or more of the following circumstances apply:

- 1) The item is available only from a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$250,000.

C. Use of Purchase (Debit & Credit) Cards

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

D. Federal Procurement System Standards

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

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

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed

procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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

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

F. Settlements of Issues Arising Out of Procurements

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

III. Conflict of Interest and Code of Conduct

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

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

- 1.** Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
- 2.** Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or

other interest in or a tangible personal benefit from a firm considered for a contract.

3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

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

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$5,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the District for financial statement purposes or \$5,000, regardless of the length of its useful life. 2 C.F.R. §200.94.
3. Computing Devices means machines used to acquire, store, analyze, process, and publish data and other information electronically, including accessories (or "peripherals") for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.

4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

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

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

C. Inventory Records

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

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

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

D. Physical Inventory

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

E. Maintenance

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

F. Lost or Stolen Items

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

G. Use of Equipment

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

H. Disposal of Equipment

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

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

V. Financial Management

A. Identification.

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

B. Financial Reporting

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

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

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

E. Budget Control

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

F. Payment Methods

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

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

G. Allowability of Costs

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

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

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

V.VI. Other Contract Matters.

A. Required Terms

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

B. Contracting with Certain Vendors

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

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

C. Record Keeping

1. Record Retention

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

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

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

2. Maintenance of Procurement Records

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

D. Privacy

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

Adopted on: _____
Revised on: _____
Reviewed on: _____

3042 Construction Management at Risk Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

Definitions. For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means _____ Public Schools.

Procedures.

1. Procedures for the preparation and content of requests for proposals shall include the following:

- A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of Education. The request for proposals shall contain, at a minimum, the following elements:
 1. The identity of the school district for which the project will be built and the school district that will execute the contract;
 2. Policies adopted by the school district pursuant to the Act;
 3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 4. Any bonds and insurance required by law or as may be additionally required by the school district;
 5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
 6. The criteria for evaluation of proposals and the relative weight of each criterion; and
 7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the

construction manager shall be determined on a project-by-project basis and included within the requests for proposals.

3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:

A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.

B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

(1) The financial resources of the construction manager to complete the project **(up to ten percent)**;

(2) The ability of the proposed personnel of the construction manager to perform **(up to thirty percent)**;

(3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager **(up to thirty percent)**;

(4) The quality of performance on previous projects **(up**

to thirty percent);

- (5) The ability of the construction manager to perform within the time specified **(up to thirty percent);**
- (6) The previous and existing compliance of the construction manager with laws relating to the contract **(up to ten percent);** and
- (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent).**

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the CM@R method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:
- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
 - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
 - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked

- construction manager and may enter into a construction management at risk contract after negotiations.
- D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
 - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
 - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
 - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
 - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent

improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a

Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.

D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

Prohibitions. The school district shall not use a construction management at risk contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3043 Design-Build Contracts

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the design-build contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the political subdivision has made a determination that the design-build contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) Savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the design-build contract delivery system.

Definitions. For purposes of this policy:

1. Board means the District's Board of Education.
2. Department means the Nebraska Department of Education.
3. Design-Build Contract (DB Contract) means a contract which is subject to qualification-based selection between the District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a project pursuant to the Nebraska Political Subdivisions Construction Alternatives Act (Act) and (b) labor, materials, supplies, equipment, and construction services for a project pursuant to the Act.
4. Design-Builder means a legal entity which proposes to enter into a DB Contract which is subject to qualification-based selection pursuant to the Act.
5. District means _____ Public Schools.
6. NEARA means the Nebraska Engineers and Architects Regulation Act.
7. Performance-Criteria Developer (PCD) means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the NEARA who is selected by the District pursuant to this policy to assist the District in the development of Project Performance Criteria, Requests For Proposals, evaluation of Proposals, evaluation of construction under

a DB Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the District to represent its interests in relation to a project.

8. Project Performance Criteria means the performance requirements of the project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm weather retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the project.
9. Proposal means an offer in response to a Request For Proposals ("RFP") by a Design-Builder to enter into a DB Contract for a project pursuant to the Act.
10. Act means the Nebraska Political Subdivisions Construction Alternatives Act.
11. Request for Proposals (RFP) means the documentation by which the District solicits Proposals.
12. Superintendent means the District's Superintendent of Schools.

Procedures. The District shall follow the procedures below in connection with any DB Contract.

- 1. Rules and Procedures for Selecting and Hiring a PCD for a Specific Project.**
 - A. The District shall encourage eligible persons or organizations who desire to provide services to the District as a PCD to submit a statement of qualifications and performance data to the District. At least thirty days prior to selecting and hiring a PCD, the District shall publish notice in a newspaper of general circulation in the District that it is seeking a PCD for a design-build project. The notice shall include the following:
 - (1) A general description of the Design-Build project;

- (2) Directions regarding how interested persons or organizations can apply for consideration by the District;
 - (3) The date by which persons or organizations must submit their applications; and
 - (4) A statement that any person or organization applying for consideration by the District must obtain a copy of the District's Design-Build Contract Policy from the Superintendent.
- B. To apply to be the District's PCD, applicants must submit a current statement of qualifications and performance data to the District. The statement of qualifications must include evidence that the applicant is licensed or certified to practice architecture or engineering pursuant to the NEARA. Applicants must update any information provided to the District to reflect any changed conditions of the applicant.
- C. Applicants shall first be certified by the Superintendent as qualified to act as a PCD for the District. In order to certify an applicant, the Superintendent shall make a finding that a PCD is fully qualified to render the required service. Factors to be considered in making this finding shall include capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.
- D. The Board shall evaluate each qualified applicant's current statement of qualifications and performance data. The Board shall conduct discussions with, and may require public presentations by no less than three applicants regarding their qualifications, approach to the project, ability to furnish the required service, and other factors identified above.
- E. The Board shall select, in order of preference, at least three applicants deemed to be most highly qualified to perform the required services after considering the factors outlined above.

- F. The Board shall negotiate a contract with the most qualified applicant for compensation which the Board determines is fair and reasonable. In making this determination, the Board shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For all lump-sum or cost-plus-a-fixed-fee professional service contracts, the Board shall require the applicant receiving the award to execute a certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting. Any contract under which such a certificate is required shall contain a provision that the original contract price and any additions thereto shall be adjusted to exclude any significant sums by which the Board determines the contract price had been increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such contract adjustments shall be made within one year following the end of the contract.
- G. If the Board is unable to negotiate a satisfactory contract with the applicant considered to be the most qualified at a price the Board determines to be fair and reasonable, it shall terminate negotiations with that applicant. The Board may then undertake negotiations with the second most qualified applicant. If the Board fails to reach an agreement with the second most qualified applicant, it shall terminate negotiations with that applicant. The Board shall then undertake negotiations with the third most qualified applicant.
- H. If the Board is unable to negotiate a satisfactory contract with any of the selected applicants, it shall either select additional applicants in order of their competence and qualification and continue negotiations in accordance with this policy until an agreement is reached or review the agreement under negotiation to determine the possible cause for failure to achieve a negotiated agreement.
- I. The Board may designate a committee to carry out any or all of the Board's duties under the PCD selection section of this policy, provided that the Board must approve any agreement with an applicant prior to its execution. Any such committee must have among its membership at least one person who is licensed to practice architecture or engineering pursuant to the NEARA.

- J. The public shall not be excluded from the meetings or proceedings under this section of this policy in accordance with the Open Meetings Act.
- K. The contract between the District and the PCD shall contain a prohibition against contingent fees as follows: "The PCD warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the PCD, to solicit or secure this agreement and that the PCD has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the PCD, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or the making of this agreement." Upon violation of such provision, the District shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, or consideration.
- L. The PCD is ineligible to be included as a provider of any services in a Proposal for the project on which it has acted as a PCD.
- M. A PCD may not be employed by or may not have a financial or other interest in a Design-Builder that will submit a Proposal.

2. Procedures and standards to be used to prequalify Design-Builders.

- A. The District, with the help of the PCD, shall prepare a request for letters of interest. The request for letters of interest shall:
 - (1) Describe the project in sufficient detail to permit a Design-Builder to submit a letter of interest;
 - (2) Be published in a newspaper of general circulation within the District at least 30 days prior to the deadline for receiving letters of interest; and
 - (3) Be sent by first-class mail to any Design-Builder upon request.
- B. Letters of interest shall be reviewed by the District in consultation with the PCD. The District and the PCD will evaluate prospective Design-Builders based on the information submitted to the District in response to the request for letters of interest.

- C. The District shall select at least three prospective Design-Builders, except that if only two Design-Builders have submitted letters of interest, the District shall select at least two prospective Design-Builders. Such selected Design-Builders shall be considered prequalified and eligible to receive and respond to the RFP.
- D. The District and PCD shall use the following standards when selecting which prospective Design-Builders to prequalify: capabilities to perform, adequacy of personnel, past record and performance, and experience; and may also include consideration of recent, current, and projected workloads; experience; equipment and facilities; promptness, and the quality of work previously done by applicant; suitability to the particular task; willingness to meet time and budget requirements; and such other qualities as are found necessary to consider in order to determine whether or not, if awarded the contract, the applicant could perform it strictly in accordance with its terms capabilities to perform.

3. Procedures for the preparation and content of RFPs.

- A. The District, with the help of the PCD, shall prepare the RFP, which shall contain:
 - (1) The identity of the school district for which the project will be built and will execute the Design-Build Contract;
 - (2) A copy of this Design-Build Contract Policy and all other policies adopted by the District relating to the DB Contract;
 - (3) The proposed terms and conditions of the DB Contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
 - (4) A project statement which contains information about the scope and nature of the project;
 - (5) Project Performance Criteria;
 - (6) Budget parameters for the project;

- (7) Any bonds or insurance required by law or as may be additionally required by the District;
- (8) The criteria for evaluation of Proposals and the relative weight of each criterion;
- (9) A requirement that the Design-Builder provide a written statement of its proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
- (10) A requirement that the Design-Builder agree to the following conditions:
 - (i) An architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
 - (ii) At the time of the design-build offering, the Design-Builder will furnish to the Board a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
 - (iii) The architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the Board;
 - (iv) A Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will: (a) comply with the NEARA by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and
 - (v) The rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the NEARA and rules and regulations adopted under the Act; and
- (11) Other information the District chooses to require.

- B. At least 30 days prior to the deadline for receiving and opening Proposals, the notice of the RFP shall be:
 - (1) Published in a newspaper of general circulation within the District;
 - (2) Filed with the Department; and
 - (3) Sent by first-class mail to the prequalified Design-Builders only.

4. Procedures for preparing and submitting Proposals.

- A. Prequalified Design-Builders shall prepare and submit Proposals as required by the RFP.
- B. All Proposals shall be sealed. Proposals shall not be opened until expiration of the time established for making Proposals as set forth in the RFP.
- C. Proposals may be withdrawn at any time prior to acceptance.
- D. The District has the right to reject any and all Proposals except for the purpose of evading the law. The District may thereafter solicit new Proposals using the same or a different Project Performance Criteria.

5. Procedures for evaluating Proposals.

- A. The District may only proceed to negotiate and enter into a DB Contract if there are at least two proposals from prequalified Design-Builders.
- B. The District shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the District. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a design-builder under the Act, and (5) a resident of the District other than an individual included in subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a design-builder who has a proposal being evaluated and shall not be employed by the District or the school's architect or engineer.

- C. The selection committee and the District shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
- (1) The financial resources of the design-builder to complete the project **(up to ten percent)**;
 - (2) The ability of the proposed personnel of the design-builder to perform **(up to thirty percent)**;
 - (3) The character, integrity, reputation, judgment, experience, and efficiency of the design-builder **(up to thirty percent)**;
 - (4) The quality of performance on previous projects **(up to thirty percent)**;
 - (5) The ability of the design-builder to perform within the time specified **(up to thirty percent)**;
 - (6) The previous and existing compliance of the design-builder with laws relating to the contract **(up to ten percent)**; and
 - (7) Such other information as may be secured having a bearing on the selection **(up to twenty percent)**.

NOTE TO BE DELETED: The percentages listed above must be modified so that they add up to 100%. This can be done directly in the policy, at the time the school board designates the Design-Build method for a specific project, or at a later time but before the RFP is published and sent out.

The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of NEB. REV. STAT. § 84-712.01.

- D. The District shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for

proposals and taking into consideration the recommendation of the selection committee.

6. Procedures for Negotiations between the District and Design-Builders Submitting Proposals Prior to the District's Acceptance of a Proposal.

- A. The District may attempt to negotiate a DB Contract with the highest ranked Design-Builder selected by the Board and may enter into a DB Contract after negotiations.
- B. The negotiations shall include a final determination of the manner by which the design-builder selects a subcontractor.
- C. If the District is unable to negotiate a satisfactory DB Contract with the highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a DB Contract with that Design-Builder after negotiations.
- D. If the District is unable to negotiate a satisfactory DB Contract with the second highest ranked Design-Builder, it may terminate negotiations with that Design-Builder. The District may then undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a DB Contract with that Design-Builder after negotiations.
- E. If the District is unable to negotiate a satisfactory DB Contract with any of the ranked Design-Builders, it may either revise the RFP and solicit new Proposals or cancel the design-build process.
- F. If the District is able to negotiate a satisfactory contract with a design-builder, the District shall file a copy of all design-build contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the design-builder shall file a copy of all contract modifications and change orders with the State Department of Education.

7. Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of DB Contracts.

- A. Definitions.
 - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the District to another party

or by the failure of the District to award a contract to such actual or prospective bidder.

- (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.

B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the design-builder. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting, exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the District.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protester and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protester may appeal to the Board, but the decision shall be final unless the interested party protester files a timely appeal with the Board.
- D. Board Appeal Procedures. Any interested party protester, within five working days of receipt of a decision of the Superintendent, may file with the Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

8. Refinements and Changes. A DB Contract may be conditioned upon later refinements in scope and price and may permit the District, in agreement with the Design-Builder, to make changes in the project without invalidating the DB Contract. Later refinements shall not, however, exceed the scope of the project statement contained in the RFP.

9. Projects Excluded. The District shall not use a design-build contract for any construction project excluded by NEB. REV. STAT. § 13-2914 or any other applicable law.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5063 Audio and Video Recording

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used ~~by students for personal academic~~for authorized purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

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

Classroom Recordings by Staff. Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district’s appropriate use and student discipline policies.

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

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

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

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

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

Adopted on: _____

Revised on: _____

Reviewed on: _____

6036

Reading Instruction and Intervention Services

The purpose of this policy is to facilitate reading instruction and intervention services to address student reading needs, including, but not limited to, dyslexia. It is the school district's goal that each student be able to read at or above grade level by third grade.

Effective Reading Teachers. It is the intent of the school district to employ teachers for kindergarten through third grade who are effective reading teachers as evidenced by (a) evaluations based on classroom observations and student improvement on reading assessments or (b) specialized training in reading improvement.

Reading Assessment. ~~Beginning in 2019-20,~~ ~~the~~ The school district will administer a reading assessment approved by the Nebraska Department of Education three times during the school year to all students in kindergarten through third grade. Exceptions to this requirement include:

- Any student receiving specialized instruction for limited English proficiency who has been receiving such instruction for less than two years;
- Any student receiving special education services for whom such assessment would conflict with the individualized education plan; and
- Any student receiving services under a plan pursuant to the requirements of section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. 794, or Title II of the federal Americans with Disabilities Act of 1990, 42 U.S.C. 12131 to 12165, as such acts and sections existed on January 1, 2018, for whom such assessment would conflict with such section 504 or Title II plan.

The first assessment for kindergarten students must occur within the first 30 45 calendar days of the school year that school is in session of each school year. For all other grades, the first assessment must occur within the first 30 calendar days that school in in session of each school year.

Diagnostic assessments used within a supplemental reading intervention program do not require Nebraska Department of Education approval.

Deficiency Identification. Any student in kindergarten through third grade performing below the threshold level as determined by the Nebraska Department of Education shall be identified as having a reading deficiency for purposes of the Nebraska Reading Improvement Act and this policy. A student who is identified as having a reading deficiency shall remain identified as having a reading deficiency until the student performs at or above the

threshold level on an approved reading assessment. Nothing in the Nebraska Reading Improvement Act or this policy shall prohibit a school district from identifying any other student as having a reading deficiency.

Supplemental Reading Intervention Program. The school district will provide a supplemental reading intervention program to ensure that students can read at or above grade level at the end of third grade. The school district may work collaboratively with a reading specialist at the Nebraska Department of Education, with educational service units, with learning communities, or through interlocal agreements to develop and provide such supplemental reading intervention programs. Each supplemental reading intervention program must be:

- ~~Be p~~rovided to any student identified as having a reading deficiency;
- ~~Be i~~implemented during regular school hours in addition to regularly scheduled reading instruction unless otherwise agreed to by a parent or guardian; and
- ~~Make~~ ~~Made~~ available as a summer reading program between each summer for any student who has been enrolled in grade one, grade two, or grade three or in a higher grade and is identified as continuing to have a reading deficiency at the conclusion of the school year preceding such summer reading program. The summer reading program may be held in conjunction with existing summer programs in the school district or in a community reading program not affiliated with the school district or ~~may be~~ offered online.

The supplemental reading intervention program may also include:

- Reading intervention ~~techniques that are based on scientific research and best practices~~ that are evidence-based;
- Diagnostic assessments to identify specific skill-based strengths and weaknesses a student may have;
- ~~Frequent~~ frequently monitoring of student progress throughout the school year ~~and adjust~~ with instruction adjusted accordingly;
- Intensive intervention using strategies selected from the following list to match the weaknesses identified in the diagnostic assessment:
 - Development in phonemic awareness, phonics, fluency, vocabulary, and reading comprehension;
 - Explicit and systematic instruction with detailed explanations, extensive opportunities for guided practice, and opportunities for error corrections and feedback; or
 - Daily targeted individual or small-group reading intervention based on student needs as determined by diagnostic assessment data subject to planned extracurricular school activities;

- Strategies and resources to assist with reading skills at home, including parent-training workshops and suggestions for parent-guided home reading; or
- Access to before-school or after-school supplemental reading intervention with a teacher or tutor who has specialized training in reading intervention.

Parent/Guardian Notification. The school will give notice in writing or by electronic communication to the parent(s) or guardian(s) of any student identified as having a reading deficiency within 15 working days of such identification that the student has been identified as having a reading deficiency and that an individual reading improvement plan will be established and shared with the parents or guardians.

Reading Improvement Plan. Any student who is identified as having a reading deficiency will receive an individualized reading improvement plan, that shall include a supplemental reading intervention program, no later than 30 days after the identification of the reading deficiency. The reading improvement plan may be created by the teacher, the principal, other pertinent school personnel, and the parents or guardians of the student and shall describe the reading intervention services the student will receive through the supplemental reading intervention program to remedy the reading deficiency. The student must receive reading intervention services through the supplemental reading intervention program until the student is no longer identified as having a reading deficiency.

Reading Progress. Each student in kindergarten through third grade and his or her parent(s) or guardian(s) will be informed of the student's reading progress within a reasonable time after the school district receives the results from the student's approved reading assessment.

Adopted on: _____

Revised on: _____

Reviewed on: _____



5003

Admission of Part-Time Students

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

Application for Enrollment. The parent or guardian of an exempt school student who is of appropriate age to attend school, resides in the school district, has not graduated from high school, and has not received a graduate equivalency diploma must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by August 1st preceding school year the student wishes to enroll. For second semester high school courses, the application must be filed by December 1st. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian of an exempt school student must apply for enrollment each school year.

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

A. Maximum Enrollment. Students may not enroll in more than 2 middle school or high school courses during any one semester. Elementary students may not enroll in programming of greater than 90 minutes of instruction each day.

B. Essential versus Non-Essential Elective Courses. Non-public school students are not permitted to enroll in essential courses. Essential courses



are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students

attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

OR

Essential versus Nonessential Elective Courses. Non-public school students are permitted to enroll in **one essential course** and one non-essential course.

Essential courses are those which are required to be offered by the student's private, denominational, parochial or home school. For non-public school students attending an approved school, essential courses are: language arts, social studies, science, mathematics, vocational education, foreign language, visual and performing arts, and personal health and physical fitness. For non-public school students attending an exempt school, essential courses consist of a sequential program of instruction designed to lead to basic skills in the language arts, mathematics, science, social studies, and health. A non-public school student will not be precluded by this provision from enrolling in non-essential elective courses.

Essential courses that have a **dual credit** option for students is not available for non-public school students.

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

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



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

Extracurricular Sports and Activities - Addendum A

Students who are enrolled in a private, denominational or parochial school may not participate in extracurricular sports and activities sponsored by the public school district if they participate in extracurricular sports and activities offered by the private, denominational or parochial school. Exempt school students may participate in extracurricular sports and activities if they are enrolled in **at least 10 credit hours per semester**. Exempt school students who are not enrolled in **at least 10-credit hours** may not participate in extracurricular sports and activities. All part-time students must meet all other eligibility requirements set by the board, administration and coach/sponsor prior to participating in the sport or activity.

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

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

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation by virtue of their status as part-time students.

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

Adopted on: _____

Revised on: December 3, 2020, July 1, 2021

Reviewed on: December 3, 2020, July 1, 2021



Addendum A

NSAA Constitution & Bylaws 2020-2021

2.2 PARTICIPATION REQUIREMENTS

2.2.1 Participants. Individuals who are bona fide students of a member high school and have not graduated from any high school or its equivalent, and students of a middle level school that is a part of a member high school's system who compete or practice with a member high school team may be permitted to participate in activities of the Nebraska School Activities Association.

2.5.1 To be eligible, the student must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.

APPROVED RULINGS AND INTERPRETATIONS FOR SECTION 2.2.1

1. To be a participant in any NSAA activity at either the varsity or non-varsity levels of competition, an individual must be a bona fide student of a member high school. Exempt-school or home-school students, unless enrolled in a minimum of twenty credit hours of schoolwork, at least ten of those credit hours in the member high school, are not eligible to represent a member school in NSAA activities, regardless of the level of participation or competition.

North Platte High School's instructional schedule consists of a block schedule. To meet the NSAA participation requirements, students must be continuously enrolled in at least twenty credit hours of instruction per semester at the school the student represents in interscholastic competition. Exempt or home school students from authorized Rule 13 schools must be continuously enrolled in a minimum of ten credit hours of instruction per semester at the school the student represents in interscholastic competition.



North Platte Public Schools

UNITED IN RESPECT COMMUNICATE - CONNECT - COMMIT DESTINED FOR GREATNESS

Fall Activities		Winter Activities		Spring Activities	
NPHS Semester 1			NPHS Semester 4		
Term 1	Term 2	Term 3	Term 4		
Class 1 = 5 credits	Class 1 = 5 credits	Class 1 = 5 credits	Class 1 = 5 credits		
Class 2 = 5 credits	Class 2 = 5 credits	Class 2 = 5 credits	Class 2 = 5 credits		
Class 3 = TBD					
Class 4 = TBD					

Legal Reference: Neb. Rev. Stat. §79-2,136 and §79-526
Title 92, Nebraska Administrative Code, Chapter 10



**North Platte School District
"Back-to-School Event"
August 10, 2021**

Theme: United in Respect – Destined for GREATNESS

Theme Song:

NPHS Bauer Stadium - pending weather condition

NPHS Performing Arts Centers/commons - pending weather condition

Preliminary Agenda as of June 14, 2021

7:45 a.m.	All staff report to their home school
7:45 – 10:00	Work in Classrooms
10:00-10:30	Report to NPHS Bauer Stadium
10:30-11:00	Swing Choir - National Anthem <ul style="list-style-type: none">• Swing Choir Performance
11:00 - 11:45	Dr. Hanson <ul style="list-style-type: none">• Introductions• Mr. Altig Welcome• Terri Burchell, NPPS Foundation Director• NPPSD Highlights
11:45 - 1 :45	Lunch - Nebraskaland National Bank Grille <ul style="list-style-type: none">• other business will be invited for giveaways
12:30 - 1:45	Rascal Martinez
1:45 - 2:00	Handout Gifts
2:00 -2:30	Return to schools - work time



NORTH PLATTE BULLDOGS

1220 W. 2nd Street
North Platte, NE 69101-3652
308-535-7105

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The Cooperative Sponsorship form for your school (below) has been saved.

The following errors must be fixed before you can submit this resolution:

- You must enter the name of the Superintendent of your school.
- You must enter the Board Member who seconded the motion for adoption.
- You must enter the names of those who voted IN FAVOR OF the adoption of the resolution.
- You must enter the electronic signature (name) of the Chair of the Board of Education.
- You must enter the electronic signature (name) of the Clerk of the Board of Education.

COOPERATIVE SPONSORSHIP:

The following information is to be provided by each school before the application form can be submitted to the NSAA.

SCHOOL: North Platte

DATE SUBMITTED: June 3, 2021

- Please list the number of students enrolled in your high school.

	GRADE 9		GRADE 10		GRADE 11		GRADE 12	
	Girls	Boys	Girls	Boys	Girls	Boys	Girls	Boys
Current School Year:	142	153	147	144	140	168	154	132
Anticipated Next Year:	139	153	142	153	147	144	140	168
Anticipated Two Years Hence:	142	163	139	153	142	153	147	144

Board Member introduced the following resolution and moved its adoption:

Resolution Approving Cooperative Sponsorship Agreement

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

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

NOW, THEREFORE, BE IT RESOLVED by the School Board of School District No. 56 as follows:

- That the attached Cooperative Sponsorship Agreement do and hereby is approved;
- 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
- That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school(s) or school district(s).

The motion for adoption of the foregoing resolution was duly seconded by Board Member

and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Chair, Board of Education

Clerk, Board of Education



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1220 W. 2nd Street
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AGREEMENT FOR COOPERATIVE SPONSORSHIP:

[Guidelines for Cooperative Sponsorships \(PDF\)](#)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

NEW RENEWAL

This Agreement is made between/among the School Boards of:

School District No. , , Nebraska and

School District No. , , Nebraska and

School District No. , , Nebraska and

School District No. , , Nebraska.

The parties agree as follows:

1. **Joint Application.** The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) **2021**, for approval for cooperative sponsorship of a joint high school program.

Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.

FALL	<input type="checkbox"/> FB6	<input type="checkbox"/> FB8	<input type="checkbox"/> FB11	<input type="checkbox"/> VB	<input type="checkbox"/> BCC	<input type="checkbox"/> GCC	<input type="checkbox"/> GGO	<input type="checkbox"/> BTE	<input type="checkbox"/> SB	<input type="checkbox"/> UBO
WINTER	<input checked="" type="checkbox"/> BSW	<input checked="" type="checkbox"/> GSW	<input type="checkbox"/> WR	<input type="checkbox"/> BBB	<input type="checkbox"/> GBB	<input type="checkbox"/> BBO	<input type="checkbox"/> GBO	<input type="checkbox"/> PP	<input type="checkbox"/> SP	<input type="checkbox"/> DE
SPRING	<input type="checkbox"/> BA	<input type="checkbox"/> BTR	<input type="checkbox"/> GTR	<input type="checkbox"/> GTE	<input type="checkbox"/> BGO	<input type="checkbox"/> BSO	<input type="checkbox"/> GSO	<input type="checkbox"/> UTR		
OTHER	<input type="checkbox"/> VM	<input type="checkbox"/> IM	<input type="checkbox"/> JO							

hereinafter "combined program," for students attending the above-named schools for years:

2021-2022

2022-2023

2023-2024

(Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

2. **Purpose.** The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

a.

Provide opportunity for Ogallala athletes to compete in Swim and Dive. We are one of the only programs in the area that provides this.

b.

Mutually beneficial for both communities. Provide opportunity for Ogallala students and North Platte gains more members to their team.

c. Does not impact classification due to NSAA only offering Swim and Dive in Class A.

d. Common practice with other schools in Swim and Dive in NSAA.

3. **Agreement to Cooperate.** If the joint application is approved by the NSAA Board of Directors, the above-named governing boards agree that they will cooperatively sponsor the combined program in the school years specified, provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. **Terms and Conditions of Cooperative Sponsorship.** Any combined program shall be cooperatively sponsored upon the following terms and conditions:

a. **Team Name, Mascot and Team Colors.** The team shall be known as (Name) , (Mascot) , with School District No. serving as host school district. The team colors are .

b. **Contracts.** Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals, or with other schools or school districts, shall be made by the governing board of School District No. , after consultation with the governing board of the cooperating school district. **In the event this co-op qualifies for reimbursement for any state championships, the check should be written to the head school.**

c. **Allocation of Costs.** All costs of the combined program shall be allocated between/among the parties in the manner indicated below for each expenditure category listed:

I. Expenses for transportation, including daily transportation of participants to and from practice sessions and contests. (Specify method of allocation.)

II. Expenses for transportation to "away contests." (Specify method of allocation.)

III. Expenses for spectator buses. (Specify method of allocation.)

IV. Expenses for facilities, lights, heating, showers, towels, laundry, etc., of the host school, including maintenance of practice and competitive facilities. (Specify method of allocation.)

V. Expenses for banquets and awards. (Specify method of allocation.)

VI. Expenses for scouting, coaches' meetings and workshops. (Specify method of allocation.)

VII. Expenses for payment of referees and other personnel necessary to stage the event. (Specify method of allocation.)

VIII. Expenses for purchasing of supplies and equipment. (Specify method of allocation.)

IX. Expenses for salary and fringe benefit costs for coaches and other activity personnel. (Specify method of allocation.)

North Platte: 100%

X. Other expenses. (Specify method of allocation.)

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between/among the cooperating parties.

d. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel in the following manner: (Specify method of allocation.)

North Platte: 100%

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner: (Specify method of allocation.)

North Platte: 100%

e. Concessions. The provision of concessions at home contests shall be the responsibility of the home location school, and concession revenues shall not be covered by the provisions of this Agreement unless the parties specifically agree to the contrary herein.

f. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

g. Employment of Personnel.

I. The head coach of the combined program shall be employed by the school board of School District No. 56.

II. Other joint program personnel, if any, shall be employed as follows:

POSITION	EMPLOYER
Kathleen Craig	North Platte Public Schools
Janeen Kinder	North Platte Public Schools

III. Recommendations for employment of personnel by each board shall be in accordance with the board's policies.

IV. Coaches and other personnel employed by a school district shall meet applicable state requirements.

h. Control and Supervision of Programs and Participants. The control and supervision of a combined program, and of the behavior of student participants in the program, shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. **Interdistrict Advisory Board.** An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. **Resolution of Disputes.** Any disputes relating to this Agreement, or items in this Agreement requiring clarification, will be investigated by the school superintendents from each school, and they will present their findings and recommendations to their respective boards.

7. **Term, Dissolution.** The term of this Agreement shall be for school years 2021 and 2022. The Agreement shall terminate at the end of the last school year specified, unless extended by mutual agreement. If the parties determine to extend the Agreement beyond the period specified, they agree to submit a "Cooperative Program Renewal Agreement" form to the NSAA Board of Directors prior to July 1 for fall activities, September 1 for winter activities and January 1 for spring activities, preceding the school year or season in which the co-op program is to be implemented. If the parties determine to dissolve the Agreement at an earlier date, they agree to submit a request in writing from both schools signed by the Superintendent and Board Chairperson prior to July 1 for fall activities, September 1 for winter activities, and January 1 for spring activities. If the early dissolution of the Agreement is not approved, the combined program must be offered cooperatively, or not at all, during the remaining terms of the Agreement.

8. **Liability Insurance.** Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officer, agents and employees. Each party shall carry a minimum liability insurance limit in the amount of \$ for any

one liability occurrence and carry a minimum aggregate liability insurance limit of \$ for any accumulation of separate liability occurrences that may occur during the insured policy period. The policy shall name the officers, agents and employees of the other party as named insured. Each party shall provide the other party with a certificate evidencing such insurance coverage.

Status of Cooperative Sponsorship Agreement Forms required of each school:

1. [North Platte submitted their Cooperative Sponsorship Agreement Form on June 3, 2021](#)
2. Ogallala has not yet submitted their Cooperative Sponsorship Agreement Form

Once all of the schools have completed their individual Cooperative Sponsorship Agreement Forms, the final portion of this application will be shown below for you to complete and submit to the NSAA office.

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