

Board of Education Regular Meeting
Monday, April 10, 2017 7:00 PM
Music Room, Humboldt
810 Central Avenue
Humboldt, NE 68376-9706

1. **OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL - PLEDGE OF ALLEGIANCE**
2. **APPROVE THE AGENDA**
3. **WELCOME PATRONS AND GUESTS**
4. **PATRON COMMENT**
5. **CORRESPONDENCE**
6. **APPROVE CONSENT AGENDA**
 1. Regular Meeting Minutes
 2. Approve bills for payment
 3. Review Treasurer's report
7. **PRESENTATIONS**
 1. Recognition of State Speech Participants
 2. Amy Werts - Sixpence Program
8. **PRINCIPAL REPORTS**
 1. Principal Othmer
 2. Assistant Principal Lottman
9. **DISCUSSION ITEMS**
 1. Committee Meetings
 1. Table Rock Site update
 2. Building and Grounds
10. **ACTION ITEMS**
 1. Approve board member's leave of absence
 2. Student Request to Graduate
 3. Approve Resignations
 4. Approve ESU Core Services Agreement
 5. Approve Staff & Student Handbooks
 6. Set 2017-18 Lunch Prices
 7. Approve Bus Purchase/Lease
11. **SUPERINTENDENT EDMUNDSON REPORT**
12. **EXECUTIVE SESSION - Personnel**
 1. Approve Teacher Contract Offers
 2. Approve Coaching Contract Offers
 3. Approve Athletic/Activities Director Contract Offer
13. **EXECUTIVE SESSION - Property**
14. **ADJOURN**

Board of Education Regular Meeting

March 13, 2017 7:00 PM

*Music Room, Humboldt

Attendance Taken at 7:01 PM:

Present Board Members: Mike Bredemeier, Rock Herr, Neal Kanel, Scott Ogle, Steve Schardt, Sandy Stalder

1. OPEN MEETING NOTICE - CALL MEETING TO ORDER- ROLL CALL -PLEDGE OF ALLEGIANCE
2. APPROVE THE AGENDA

Motion Passed: Motion to approve agenda passed with a motion by Steve Schardt and a second by Sandy Stalder. **6 Yeas - 0 Nays.**

3. WELCOME PATRONS AND GUESTS
4. PATRON COMMENT -none.
5. CORRESPONDENCE -none.
6. APPROVE CONSENT AGENDA

Motion Passed: passed with a motion by Neal Kanel and a second by Mike Bredemeier. **6 Yeas - 0 Nays.**

- 6.A. Regular Meeting Minutes
- 6.B. Approve bills for payment
- 6.C. Review Treasurer's report
7. PRESENTATION - FFA Students

Mr. Platt informed the board of the students representing HTRS at National Convention.

8. PRINCIPAL REPORTS

8.A. Principal Othmer

The report mentioned School Improvement; congratulations to the speech team and wrestling team; music contests are coming up as is the musical Joseph and the Amazing Technicolor Dreamcoat performances; listed dates for upcoming professional development.

8.B. Assistant Principal Lottman

NeSA, ACT, MAP, DIBELS and STAR assessments will be underway soon and the Special Education file reviews went very well.

9. DISCUSSION ITEMS

9.A. Committee Meetings

9.A.I. Building and Grounds -A meeting is scheduled with government officials concerning the Table Rock football field on March 23rd. Short discussion of an FFA Greenhouse, bus barn, handicap parking and a plaque for the new addition.

9.A.II. Policy Committee - Short discussion on policy for visitors.

9.A.III. Transportation Committee -Review of 2 bus bids.

9.A.IV. Negotiations Committee -Committee agreed to follow the salary schedule set previously for classified staff.

10. ACTION ITEMS

10.A. Approve board member's leave of absence

10.B. Hire of IT Personnel

Motion Passed: passed with a motion by Scott Ogle and a second by Steve Schardt. **6 Yeas - 0 Nays.**

10.C. Hire Custodian

Motion Passed: passed with a motion by Neal Kanel and a second by Scott Ogle. **6 Yeas - 0 Nays.**

10.D. Accept Retirement

Motion Passed: Orlin Kuhlmann and Barb Gerdes, with thanks for their many years of service, passed with a motion by Steve Schardt and a second by Sandy Stalder. **6 Yeas - 0 Nays.**

10.E. Bus Bids

Motion Passed: table to April meeting passed with a motion by Steve Schardt and a second by Scott Ogle. **6 Yeas - 0 Nays.**

11. SUPERINTENDENT EDMUNDSON REPORT

Received a letter from architect Larry Chilese approving the new Special Education suite and an update on Superintendent leave was submitted.

12. EXECUTIVE SESSION - Personnel

13. EXECUTIVE SESSION - Property

14. ADJOURN

Motion Passed: Motion to adjourn at 8:02 passed with a motion by Steve Schardt and a second by Neal Kanel. **6 Yeas - 0 Nays.**

Respectfully submitted,

Kellie Workman

04/07/2017 02:19 PM

Unposted; Batch Description April 2017 General Fund

User ID: KAW

Account Number	Detail Description	Amount
01 2310 690 0	retire plaques	119.20
Total AWARDS UNLIMITED INC		119.20
01 2310 350 0	newsletter	2,037.52
Total BEST PRINTING		2,037.52
01 2610 410 0	custodial	24.28
Total BINDER BROTHERS		24.28
01 2212 410 0	laptop repair	89.00
01 2212 460 0	Tech-NUCpentium	425.00
Total BYTESPEED, LLC		514.00
01 2750 336 0	fuel	41.24
01 1100 671 2	ind art	39.83
01 2320 670 0	eha	33.01
01 3540 670 1	sixpence	30.57
01 1100 670 3	aquest gw	125.00
01 2212 410 0	tech	2.36
01 1100 671 2	ind art	12.99
01 2400 670 1	lo hotel	95.18
01 1100 670 3	conf	125.00
01 2222 430 0	library	81.39
01 2212 460 0	tech ipad	284.98
01 2320 670 0	se/mm	21.17
Total CARDMEMBER SERVICE		892.72
01 2212 410 0	tech	238.96
Total DAS STATE ACCOUNTING - CENTRAL FINANACE		238.96
01 2750 336 0	fuel	2,020.24
Total DEN'S COUNTRY MEATS		2,020.24
01 2610 410 0	cust.	5.86
Total DSTK PHILLIPS, INC		5.86
01 2222 430 0	library mags	971.68
Total EBSCO SUBSCRIPTION SERV		971.68
01 2222 410 0	library-	152.00
Total Economist, The		152.00
01 2320 460 0	contract	372.00
Total ENTERPRISE FINANCIAL		372.00
01 2510 318 0	background checks	66.00
Total ESSENTIAL SCREENS		66.00
01 4406 319 1	early ch	2,102.87
01 1210 319 1	elem	27,516.64
01 1210 319 2	secondary	13,391.32
01 1100 670 3	cadres/eval/NETA	924.00
01 1210 670 3	NETA sped	258.00
01 1210 670 3	wksp sped	140.00
Total ESU #4		44,332.83
01 2212 410 0	tech	36.01
Total ESU #6		36.01
01 2212 465 0	angel renewal	1,500.00
Total ESU COORDINATING COUNCIL		1,500.00
01 2310 350 0	advertising	77.56
01 2310 350 0	advertising	136.00
Total FALLS CITY JOURNAL		213.56
01 2610 324 0	service	426.70
01 2610 324 0	trash	390.40
Total FALLS CITY SANITATION		817.10
01 2610 410 0	water soft.	421.78

Account Number	Detail Description	Amount
Total FREMONT INDUSTRIES, INC.		421.78
01 2510 381 0	3255	175.39
01 2510 381 0	3256	100.00
01 2610 410 0	3257	6.40
01 2750 336 0	3258	55.58
01 1100 690 2	3259	10.48
01 1100 671 2	3253	75.21
01 1100 410 1	3254	37.90
Total GENERAL OFFICE CHECKING ACCT.		460.96
01 2222 430 0	library	295.00
Total GREY HOUSE PULISHING		295.00
01 2750 337 0	parts	11.99
Total H & H AUTO PARTS		11.99
01 2310 350 0	spring sports/spring academic	432.00
Total HTMC		432.00
01 102	payroll	425,156.56
Total HTRS PAYROLL ACCT		425,156.56
01 2750 337 0	antifreeze	14.97
Total HUMBOLDT IMPLEMENT CO.		14.97
01 2310 690 0	certificates	250.95
Total JONES SCHOOL SUPPLY CO, INC		250.95
01 1210 319 1	OT	2,442.96
Total JOY WILCOCK		2,442.96
01 1100 327 1	copiers	4,456.88
Total KONICA MINOLTA BUSINESS SOLUTIONS*		4,456.88
01 2330 317 0	legal services	105.00
Total KSB School Law		105.00
01 2610 410 0	cust.	5.39
Total MARVIN BLECHA		5.39
01 4411 410 1	6212 werts rti	118.52
01 4201 110 1	6219 meyer Tittle	254.02
Total MCGRAW HILL SCHOOL EDUCATION, INC		372.54
01 2750 336 0	fuel	483.00
Total NOHA VICE		483.00
01 1210 410 1	COF sped	24.00
Total NORTH FORK FARM SERVICE		24.00
01 2610 322 0	elec	60.71
01 2610 322 0	elec	39.24
01 2610 322 0	elec	3,703.02
Total NPPD		3,802.97
01 2615 318 0	elev maint	431.00
Total OKEEFE ELEVATOR CO., INC.		431.00
01 2750 338 0	bus repair	5,247.95
01 2750 338 0	bus repair	1,927.13
01 2750 337 0	bus parts	336.17
01 2750 337 0	parts	23.70
Total OMAHA TRUCK CENTER		7,534.95
01 1100 110 4	wrestling	3,386.63
Total PAWNEE CITY SCHOOLS		3,386.63
01 2750 690 0	bus dr physical	168.48
Total PAWNEE CO RURAL HEALTH		168.48
01 2610 410 0	custodial	63.94
Total PAWNEE TRUE VALUE		63.94
01 1210 319 1	PT	2,175.30

Account Number	Detail Description	Amount
Total PHYSICAL & RESPIRATORY THERAPY SERVICES, LLC		2,175.30
01 1210 410 2	6223 sped	126.50
Total PRO-ED		126.50
01 2615 318 0	fitness center maint	360.00
01 2615 318 0	fitness center maint	50.00
Total PUSH PEDAL PULL, INC		410.00
01 2615 318 0	pest control	64.00
01 3540 410 1	sixpence bed bugs	54.00
Total SCHENDEL PEST CONTROL		118.00
01 1100 673 1	svolker	27.15
Total SCHMITT MUSIC		27.15
01 1100 410 1	magazines	118.62
Total SCHOLASTIC INC		118.62
01 3185 410 1	prek	60.00
Total STATE FIRE MARSHAL OFFICE		60.00
01 2750 336 0	fuel	2,601.30
01 2750 337 0	tire rep	15.00
01 2760 333 0	sped	316.25
Total STATION SERVICE CENTER INC., THE		2,932.55
01 2610 410 0	seed	380.00
Total STOCK SEED FARMS INC		380.00
01 2310 350 0	advertising	292.63
01 2222 430 0	library	35.00
Total SUNRISE PUBLICATIONS		327.63
01 2610 410 0	6224 custodial	566.35
Total SUPPLYWORKS		566.35
01 2615 318 0	service	41.25
Total TIME MANAGEMENT SYSTEMS		41.25
01 1100 364 2	internet	363.63
Total UNITE PRIVATE NETWORKS, LLC		363.63
01 2510 381 0	phone	131.60
Total VERIZON BUSINESS		131.60
01 2510 382 0	phone	64.36
01 2510 382 0	phone	485.01
Total WINDSTREAM NEBRASKA		549.37
Checking Account ID 1		512,963.86

Expenditure Report by Function/Object -
Detail_KW

04/07/2017 02:27 PM

Regular; Processing Month 04/2017; Fund Number 01

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01	GENERAL FUND				
1100	REGULAR INSTRUCTIONAL PROGRAMS				
01 1100 110 1	Teacher Salaries	736,100.00	55,556.62	61.08	286,470.10
01 1100 110 2	Teacher Salaries	1,090,000.00	70,104.71	51.93	523,983.13
01 1100 110 3	Teacher Salaries-AEC	55,000.00	4,007.50	58.29	22,940.00
01 1100 110 4	Extra Duty Salary	100,000.00	12,549.53	70.94	29,058.82
110	REGULAR SALARIES	1,981,100.00	142,218.36	56.47	862,452.05
01 1100 120 1	Substitute Salaries	53,000.00	2,807.20	37.11	33,333.62
01 1100 120 2	Substitute Salaries	0.00	3,822.50	0.00	(23,003.20)
01 1100 120 3	Substitute Salaries -AEC	0.00	0.00	0.00	0.00
120	SUBSTITUTE OR TEMPORARY SALARIES	53,000.00	6,629.70	80.51	10,330.42
01 1100 130 4	Stipends	0.00	0.00	0.00	(3,410.00)
130	STIPENDS	0.00	0.00	0.00	(3,410.00)
01 1100 140 1	Aides	21,000.00	6,366.97	252.37	(31,997.94)
01 1100 140 3	Aides-AEC	0.00	0.00	0.00	0.00
140	OTHER STAFF SALARIES	21,000.00	6,366.97	252.37	(31,997.94)
01 1100 141 1	Dyslexia Para	7,000.00	1,821.25	201.60	(7,111.99)
141	Para/Aide	7,000.00	1,821.25	201.60	(7,111.99)
01 1100 210 1	Social Security	60,000.00	4,948.81	65.62	20,627.32
01 1100 210 2	Social Security	78,000.00	5,508.93	57.86	32,865.37
01 1100 210 3	Social Security -AEC	4,000.00	302.46	60.49	1,580.32
01 1100 210 4	Social Security	8,000.00	681.26	66.18	2,705.89
210	SOCIAL SECURITY	150,000.00	11,441.46	61.48	57,778.90
01 1100 220 1	Retirement	75,000.00	6,296.58	67.34	24,493.95
01 1100 220 2	Retirement	100,000.00	6,860.53	55.23	44,769.80
01 1100 220 3	Retirement-AEC	5,000.00	395.85	63.34	1,833.20
01 1100 220 4	Retirement	10,000.00	883.42	61.05	3,895.30
220	RETIREMENT	190,000.00	14,436.38	60.53	74,992.25
01 1100 230 1	Health Insurance	190,000.00	14,282.15	59.61	76,739.21
01 1100 230 2	Health Insurance	260,000.00	18,093.29	56.28	113,668.40
01 1100 230 3	Health Insurance-AEC	1,000.00	47.40	37.92	620.80
01 1100 230 4	Health Insurance	0.00	2,015.22	0.00	(14,263.20)
230	HEALTH INSURANCE	451,000.00	34,438.06	60.81	176,765.21
01 1100 240 0	Unemp/Work Comp Insurance	0.00	0.00	0.00	0.00
240	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00
01 1100 283 0	Unemployment Payments	0.00	0.00	0.00	0.00
283	UNEMPLOYMENT COMP OR INS	0.00	0.00	0.00	0.00
01 1100 290 1	Long Term Disability	500.00	44.60	69.87	150.67
01 1100 290 2	Long Term Disability	0.00	0.00	0.00	(232.89)
01 1100 290 3	Long Term Disability-AEC	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	500.00	44.60	116.44	(82.22)
01 1100 327 1	Leases	40,000.00	4,456.88	85.11	5,957.82
01 1100 327 2	Leases	20,000.00	0.00	0.00	20,000.00
327	RENTALS OR LEASES	60,000.00	4,456.88	56.74	25,957.82
01 1100 364 2	Tuition - Distance Learning	3,000.00	363.63	48.35	1,549.43
364	TUIT PD OTHER DIST	3,000.00	363.63	48.35	1,549.43
01 1100 410 1	Teaching Supplies	20,000.00	156.52	24.62	15,075.73
01 1100 410 2	Teaching Supplies	30,000.00	0.00	7.12	27,864.48
410	SUPPLIES	50,000.00	156.52	14.12	42,940.21
01 1100 420 1	Textbooks	150,000.00	0.00	0.23	149,653.79
01 1100 420 2	Textbooks	50,000.00	0.00	0.00	50,000.00
420	TEXTBOOKS	200,000.00	0.00	0.17	199,653.79
01 1100 467 1	Web/Cloud Based Software	20,000.00	0.00	55.45	8,910.00
467	WEB/CLOUD BASED SOFTWARE	20,000.00	0.00	55.45	8,910.00
01 1100 530 1	Furniture And Equipment	5,000.00	0.00	13.73	4,313.39
01 1100 530 2	Furniture And Equipment	10,000.00	0.00	0.00	10,000.00
530	FURNITURE AND EQUIPMENT	15,000.00	0.00	4.58	14,313.39
01 1100 670 1	Inservice - Travel	2,000.00	0.00	1.97	1,960.58
01 1100 670 2	Inservice - Travel	8,000.00	0.00	1.37	7,890.09
01 1100 670 3	Staff Development	20,000.00	1,174.00	40.36	11,928.86
670	TRAVEL EXPENSE AND MILEAGE	30,000.00	1,174.00	27.40	21,779.53
01 1100 671 2	Industrial Technology	13,000.00	128.03	16.21	10,892.84
671	671	13,000.00	128.03	16.21	10,892.84
01 1100 672 2	Activities / Athletics	0.00	0.00	0.00	0.00
672	672	0.00	0.00	0.00	0.00

Expenditure Report by Function/Object -
Detail_KW

04/07/2017 02:27 PM

Regular; Processing Month 04/2017; Fund Number 01

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 1100 673 1	Music	2,000.00	27.15	21.01	1,579.76
01 1100 673 2	Music	6,000.00	0.00	37.17	3,769.82
673 673		8,000.00	27.15	33.13	5,349.58
01 1100 674 2	Family & Consumer Science	1,000.00	0.00	14.70	852.96
674 674		1,000.00	0.00	14.70	852.96
01 1100 675 2	Art	4,000.00	0.00	0.00	4,000.00
675 675		4,000.00	0.00	0.00	4,000.00
01 1100 676 2	Extra Duty-Coach/Sponsor	0.00	0.00	0.00	0.00
676 Extra Duty-Coach/Sponsor		0.00	0.00	0.00	0.00
01 1100 690 1	Other Expense	5,000.00	200.00	76.58	1,171.04
01 1100 690 2	Other Expense	10,000.00	10.48	32.08	6,791.51
690 OTHER MISC EXPENSES		15,000.00	210.48	46.92	7,962.55
01 1100 692 2	Student Entry Fees	0.00	0.00	0.00	0.00
692 692		0.00	0.00	0.00	0.00
1100 REGULAR INSTRUCTIONAL PROGRAMS		3,272,600.00	223,913.47	54.66	1,483,878.78
1160 PROVERTY PROGRAMS					
01 1160 110 1	Teacher Salaries - Poverty	150,000.00	0.00	0.00	150,000.00
110 REGULAR SALARIES		150,000.00	0.00	0.00	150,000.00
01 1160 120 1	Substitute Salaries - Poverty	0.00	0.00	0.00	0.00
120 SUBSTITUTE OR TEMPORARY SALARIES		0.00	0.00	0.00	0.00
01 1160 210 1	Social Security - Poverty	12,000.00	0.00	0.00	12,000.00
210 SOCIAL SECURITY		12,000.00	0.00	0.00	12,000.00
01 1160 220 1	Retirement - Poverty	15,000.00	0.00	0.00	15,000.00
220 RETIREMENT		15,000.00	0.00	0.00	15,000.00
01 1160 230 1	Health Insurance - Poverty	43,000.00	0.00	0.00	43,000.00
230 HEALTH INSURANCE		43,000.00	0.00	0.00	43,000.00
01 1160 290 1	Long Term Disability - Poverty	0.00	0.00	0.00	0.00
290 OTHER BENEFITS		0.00	0.00	0.00	0.00
01 1160 410 1	Teaching Supplies - Poverty	0.00	0.00	0.00	0.00
410 SUPPLIES		0.00	0.00	0.00	0.00
01 1160 690 1	Other Expense - Poverty	0.00	0.00	0.00	0.00
690 OTHER MISC EXPENSES		0.00	0.00	0.00	0.00
1160 PROVERTY PROGRAMS		220,000.00	0.00	0.00	220,000.00
1210 1210					
01 1210 110 1	Teacher Salaries - Sp. Educ.	175,000.00	16,679.47	77.86	38,750.58
01 1210 110 2	Teacher Salaries - Sp. Educ.	150,000.00	8,332.17	45.42	81,872.46
110 REGULAR SALARIES		325,000.00	25,011.64	62.89	120,623.04
01 1210 120 1	Substitute Salaries	10,000.00	778.80	61.65	3,834.64
01 1210 120 2	Substitute Salaries	1,000.00	0.00	0.00	1,000.00
120 SUBSTITUTE OR TEMPORARY SALARIES		11,000.00	778.80	56.05	4,834.64
01 1210 140 1	Teacher Aide	105,000.00	8,254.94	71.98	29,416.73
01 1210 140 2	Teacher Aide	30,000.00	0.00	0.00	30,000.00
140 OTHER STAFF SALARIES		135,000.00	8,254.94	55.99	59,416.73
01 1210 210 1	Social Security	21,000.00	1,881.49	76.82	4,867.37
01 1210 210 2	Social Security	15,000.00	622.38	33.94	9,908.44
210 SOCIAL SECURITY		36,000.00	2,503.87	58.96	14,775.81
01 1210 220 1	Retirement	26,000.00	2,414.09	79.54	5,319.11
01 1210 220 2	Retirement	20,000.00	822.63	33.40	13,320.29
220 RETIREMENT		46,000.00	3,236.72	59.48	18,639.40
01 1210 230 1	Health Insurance	40,000.00	4,100.96	82.28	7,088.96
01 1210 230 2	Health Insurance	35,000.00	2,112.57	48.29	18,099.44
230 HEALTH INSURANCE		75,000.00	6,213.53	66.42	25,188.40
01 1210 290 1	Long Term Disability	1,000.00	48.10	44.44	555.59
01 1210 290 2	Long Term Disability	500.00	0.00	0.00	500.00
290 OTHER BENEFITS		1,500.00	48.10	29.63	1,055.59
01 1210 319 1	Other Profess. & Tech. Serv.	175,000.00	32,134.90	138.85	(67,984.84)
01 1210 319 2	Other Profess. & Tech. Serv.	110,000.00	13,391.32	127.41	(30,150.55)
319 OTHER PROF/TECH SERVICES		285,000.00	45,526.22	134.43	(98,135.39)
01 1210 410 1	Supplies	50,000.00	24.00	6.81	46,594.95
01 1210 410 2	Supplies	20,000.00	126.50	4.99	19,002.79
410 SUPPLIES		70,000.00	150.50	6.29	65,597.74
01 1210 420 1	Textbooks	0.00	0.00	0.00	0.00
01 1210 420 2	Textbooks	0.00	0.00	0.00	0.00

Expenditure Report by Function/Object -
Detail_KW

04/07/2017 02:27 PM

Regular; Processing Month 04/2017; Fund Number 01

Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
420	TEXTBOOKS	0.00	0.00	0.00	0.00
01 1210 467 2	Web/Cloud Based Software	0.00	0.00	0.00	0.00
467	WEB/CLOUD BASED SOFTWARE	0.00	0.00	0.00	0.00
01 1210 530 1	Furniture And Equipment	1,500.00	0.00	0.00	1,500.00
01 1210 530 2	Furniture And Equipment	1,500.00	0.00	0.00	1,500.00
530	FURNITURE AND EQUIPMENT	3,000.00	0.00	0.00	3,000.00
01 1210 670 1	Travel Or Mileage	0.00	0.00	0.00	0.00
01 1210 670 2	Travel Or Mileage	1,500.00	0.00	0.00	1,500.00
01 1210 670 3	Staff Development	3,000.00	398.00	26.73	2,198.02
670	TRAVEL EXPENSE AND MILEAGE	4,500.00	398.00	17.82	3,698.02
1210	1210	992,000.00	92,122.32	77.95	218,693.98
2120	GUIDANCE SERVICES				
01 2120 110 1	Counselor's Salary	25,000.00	2,003.75	64.12	8,970.00
01 2120 110 2	Counselor's Salary	80,000.00	6,710.63	65.73	27,414.16
110	REGULAR SALARIES	105,000.00	8,714.38	65.35	36,384.16
01 2120 210 1	Social Security	2,000.00	153.28	61.31	773.76
01 2120 210 2	Social Security	6,000.00	490.65	64.02	2,158.82
210	SOCIAL SECURITY	8,000.00	643.93	63.34	2,932.58
01 2120 220 1	Retirement	2,500.00	197.93	63.34	916.56
01 2120 220 2	Retirement	8,000.00	662.87	64.93	2,805.62
220	RETIREMENT	10,500.00	860.80	64.55	3,722.18
01 2120 230 1	Health Insurance	3,000.00	255.33	68.09	957.36
01 2120 230 2	Health Insurance	15,000.00	1,308.65	69.77	4,534.65
230	HEALTH INSURANCE	18,000.00	1,563.98	69.49	5,492.01
01 2120 290 1	Long Term Disability	0.00	0.00	0.00	0.00
01 2120 290 2	Long Term Disability	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	0.00	0.00	0.00	0.00
01 2120 410 1	Guidance Supplies	3,000.00	0.00	56.09	1,317.30
01 2120 410 2	Guidance Supplies	3,000.00	0.00	7.80	2,765.95
410	SUPPLIES	6,000.00	0.00	31.95	4,083.25
01 2120 670 1	Travel - Mileage	500.00	0.00	0.00	500.00
01 2120 670 2	Travel - Mileage	500.00	0.00	0.00	500.00
01 2120 670 3	Guidance Staff Development	0.00	0.00	0.00	(544.13)
670	TRAVEL EXPENSE AND MILEAGE	1,000.00	0.00	54.41	455.87
01 2120 690 1	Other Expense	500.00	0.00	0.00	500.00
01 2120 690 2	Other Expense	0.00	0.00	0.00	0.00
690	OTHER MISC EXPENSES	500.00	0.00	0.00	500.00
2120	GUIDANCE SERVICES	149,000.00	11,783.09	64.05	53,570.05
2130	HEALTH SERVICES				
01 2130 110 0	Nurses Salary	27,000.00	2,466.75	76.84	6,252.29
110	REGULAR SALARIES	27,000.00	2,466.75	76.84	6,252.29
01 2130 210 0	Social Security	2,000.00	189.81	79.69	406.18
210	SOCIAL SECURITY	2,000.00	189.81	79.69	406.18
01 2130 220 0	Retirement	2,500.00	243.66	81.98	450.59
220	RETIREMENT	2,500.00	243.66	81.98	450.59
01 2130 230 0	Health Insurance	0.00	0.00	0.00	0.00
230	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 2130 290 0	Long Term Disability	200.00	14.39	57.07	85.86
290	OTHER BENEFITS	200.00	14.39	57.07	85.86
01 2130 313 0	Student Health Screenings	3,000.00	0.00	0.00	3,000.00
313	PUPIL SERVICES	3,000.00	0.00	0.00	3,000.00
01 2130 410 0	Nurse Supplies	6,000.00	0.00	1.60	5,903.71
410	SUPPLIES	6,000.00	0.00	1.60	5,903.71
2130	HEALTH SERVICES	40,700.00	2,914.61	60.45	16,098.63
2212	INST STAFF TRNG AND CURR DEV				
01 2212 110 0	Technology Coordinator	70,000.00	5,189.63	60.00	28,002.96
110	REGULAR SALARIES	70,000.00	5,189.63	60.00	28,002.96
01 2212 143 0	Technology Support Staff	70,000.00	1,067.28	27.96	50,426.13
143	TECHNICAL STAFF SALARIES	70,000.00	1,067.28	27.96	50,426.13
01 2212 210 0	Technology Social Security	12,000.00	439.52	37.94	7,447.04
210	SOCIAL SECURITY	12,000.00	439.52	37.94	7,447.04
01 2212 220 0	Technology Retirement	13,000.00	618.04	46.35	6,974.14
220	RETIREMENT	13,000.00	618.04	46.35	6,974.14

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 2212 230 0	Technology Health Insurance	17,000.00	2,379.09	62.09	6,445.20
230 HEALTH INSURANCE		17,000.00	2,379.09	62.09	6,445.20
01 2212 290 0	Technology Long Term Disability	0.00	13.00	0.00	(13.00)
290 OTHER BENEFITS		0.00	13.00	0.00	(13.00)
01 2212 410 0	Technology Supplies/Expenses	50,000.00	366.33	23.16	38,420.17
410 SUPPLIES		50,000.00	366.33	23.16	38,420.17
01 2212 460 0	Computer Hardware	35,000.00	709.98	33.31	23,342.02
460 COMPUTER HARDWARE		35,000.00	709.98	33.31	23,342.02
01 2212 465 0	Technology Software	20,000.00	1,500.00	32.68	13,464.00
465 COMPUTER SOFTWARE		20,000.00	1,500.00	32.68	13,464.00
01 2212 560 0	Technology Capital Outlay	0.00	0.00	0.00	0.00
560 COMPUTER HARDWARE		0.00	0.00	0.00	0.00
01 2212 670 0	Technology Travel	2,000.00	0.00	252.43	(3,048.64)
670 TRAVEL EXPENSE AND MILEAGE		2,000.00	0.00	252.43	(3,048.64)
2212 INST STAFF TRNG AND CURR DEV		289,000.00	12,282.87	40.67	171,460.02
2213 SCHOOL IMPROVEMENT					
01 2213 110 0	School Impr - Salaries	1,000.00	0.00	0.00	1,000.00
110 REGULAR SALARIES		1,000.00	0.00	0.00	1,000.00
01 2213 670 0	School Impr - Travel	0.00	0.00	0.00	0.00
670 TRAVEL EXPENSE AND MILEAGE		0.00	0.00	0.00	0.00
2213 SCHOOL IMPROVEMENT		1,000.00	0.00	0.00	1,000.00
2222 SCHOOL LIBRARY SERVICES					
01 2222 110 0	Library/media Salaries	60,000.00	4,465.50	59.54	24,276.00
110 REGULAR SALARIES		60,000.00	4,465.50	59.54	24,276.00
01 2222 120 0	Substitute Salaries	0.00	0.00	0.00	0.00
120 SUBSTITUTE OR TEMPORARY SALARIES		0.00	0.00	0.00	0.00
01 2222 140 0	Library Aide	15,000.00	0.00	0.00	15,000.00
140 OTHER STAFF SALARIES		15,000.00	0.00	0.00	15,000.00
01 2222 210 0	Social Security	3,500.00	314.93	71.98	980.56
210 SOCIAL SECURITY		3,500.00	314.93	71.98	980.56
01 2222 220 0	Retirement	4,500.00	441.09	78.42	971.28
220 RETIREMENT		4,500.00	441.09	78.42	971.28
01 2222 230 0	Health Insurance	9,000.00	1,386.92	123.28	(2,095.36)
230 HEALTH INSURANCE		9,000.00	1,386.92	123.28	(2,095.36)
01 2222 290 0	Long Term Disability	0.00	0.00	0.00	0.00
290 OTHER BENEFITS		0.00	0.00	0.00	0.00
01 2222 410 0	Supplies	1,000.00	152.00	32.94	670.59
410 SUPPLIES		1,000.00	152.00	32.94	670.59
01 2222 430 0	Library Books & Subscriptions	4,000.00	1,383.07	173.40	(2,936.04)
430 LIBRARY BOOKS		4,000.00	1,383.07	173.40	(2,936.04)
01 2222 460 0	Computer Software	2,000.00	0.00	0.00	2,000.00
460 COMPUTER HARDWARE		2,000.00	0.00	0.00	2,000.00
01 2222 530 0	Furniture And Equipment	0.00	0.00	0.00	0.00
530 FURNITURE AND EQUIPMENT		0.00	0.00	0.00	0.00
01 2222 670 0	Travel - Mileage	0.00	0.00	0.00	0.00
670 TRAVEL EXPENSE AND MILEAGE		0.00	0.00	0.00	0.00
01 2222 690 0	Other Expense	0.00	0.00	0.00	0.00
690 OTHER MISC EXPENSES		0.00	0.00	0.00	0.00
2222 SCHOOL LIBRARY SERVICES		99,000.00	8,143.51	60.74	38,867.03
2224 EDUCATIONAL TELEVISION SERVICES					
01 2224 630 0	Distant Learning / Internet	4,000.00	0.00	0.00	4,000.00
630 DUES AND FEES		4,000.00	0.00	0.00	4,000.00
2224 EDUCATIONAL TELEVISION SERVICES		4,000.00	0.00	0.00	4,000.00
2310 BOARD OF EDUCATION					
01 2310 318 0	Contracted Services	1,000.00	0.00	0.00	1,000.00
318 CONTRACTED OR SECURED SERVICES		1,000.00	0.00	0.00	1,000.00
01 2310 341 0	Liability Insurance-WorkComp	120,000.00	0.00	0.00	120,000.00
341 LIABILITY INSURANCE		120,000.00	0.00	0.00	120,000.00
01 2310 350 0	Advertising/printing	30,000.00	2,975.71	65.60	10,318.87
350 ADVERTISING AND PRINTING		30,000.00	2,975.71	65.60	10,318.87
01 2310 410 0	Supplies	0.00	0.00	0.00	0.00

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410	SUPPLIES	0.00	0.00	0.00	0.00
01 2310 630 0	Dues And Fees	15,000.00	0.00	57.51	6,373.00
630	DUES AND FEES	15,000.00	0.00	57.51	6,373.00
01 2310 670 0	Travel Expense & Mileage	0.00	0.00	0.00	0.00
670	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00
01 2310 690 0	BOE Expense	500.00	370.15	573.33	(2,366.67)
690	OTHER MISC EXPENSES	500.00	370.15	573.33	(2,366.67)
2310	BOARD OF EDUCATION	166,500.00	3,345.66	18.72	135,325.20
2320	EXECUTIVE ADMINISTRATION				
01 2320 105 0	Administrator's Salary	115,000.00	9,500.00	66.09	39,000.00
105	SUPERINTENDENT SALARY	115,000.00	9,500.00	66.09	39,000.00
01 2320 130 0	Cell Stipend	1,000.00	82.50	66.00	340.00
130	STIPENDS	1,000.00	82.50	66.00	340.00
01 2320 140 0	Clerical Salaries	50,000.00	3,785.85	61.36	19,319.22
140	OTHER STAFF SALARIES	50,000.00	3,785.85	61.36	19,319.22
01 2320 210 0	Social Security	12,000.00	966.23	64.67	4,240.00
210	SOCIAL SECURITY	12,000.00	966.23	64.67	4,240.00
01 2320 220 0	Retirement	15,000.00	1,312.35	70.25	4,462.29
220	RETIREMENT	15,000.00	1,312.35	70.25	4,462.29
01 2320 230 0	Health Insurance	22,000.00	1,947.33	70.33	6,527.56
230	HEALTH INSURANCE	22,000.00	1,947.33	70.33	6,527.56
01 2320 290 0	Long Term Disability	500.00	0.00	6.55	467.26
290	OTHER BENEFITS	500.00	0.00	6.55	467.26
01 2320 410 0	Supplies	2,500.00	0.00	42.53	1,436.71
410	SUPPLIES	2,500.00	0.00	42.53	1,436.71
01 2320 460 0	Computer Software	15,000.00	372.00	94.32	851.75
460	COMPUTER HARDWARE	15,000.00	372.00	94.32	851.75
01 2320 530 0	Furniture And Equipment	0.00	0.00	0.00	(601.00)
530	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	(601.00)
01 2320 560 0	Computer Hardware	1,500.00	0.00	0.00	1,500.00
560	COMPUTER HARDWARE	1,500.00	0.00	0.00	1,500.00
01 2320 630 0	Dues And Fees	1,500.00	0.00	23.33	1,150.00
630	DUES AND FEES	1,500.00	0.00	23.33	1,150.00
01 2320 670 0	Travel - Mileage	5,000.00	54.18	25.70	3,714.78
670	TRAVEL EXPENSE AND MILEAGE	5,000.00	54.18	25.70	3,714.78
01 2320 690 0	Other Expense	5,000.00	0.00	8.63	4,568.73
690	OTHER MISC EXPENSES	5,000.00	0.00	8.63	4,568.73
2320	EXECUTIVE ADMINISTRATION	246,000.00	18,020.44	64.64	86,977.30
2330	District Legal Services				
01 2330 317 0	Legal Services	5,000.00	105.00	70.85	1,457.40
317	LEGAL SERVICES	5,000.00	105.00	70.85	1,457.40
2330	District Legal Services	5,000.00	105.00	70.85	1,457.40
2400	OFFICE OF PRINCIPAL				
01 2400 110 1	Head Principal Salary	77,000.00	6,433.33	66.84	25,533.36
01 2400 110 2	Asst Principal Salary	72,000.00	6,450.40	71.67	20,396.80
110	REGULAR SALARIES	149,000.00	12,883.73	69.17	45,930.16
01 2400 140 1	Head Principal Clerical Salaries	65,000.00	5,931.88	72.90	17,614.89
01 2400 140 2	Asst Principal Clerical Salaries	30,000.00	2,949.54	78.43	6,472.39
140	OTHER STAFF SALARIES	95,000.00	8,881.42	74.64	24,087.28
01 2400 210 1	Head Social Security	11,000.00	920.20	66.84	3,647.84
01 2400 210 2	Asst Social Security	8,000.00	698.61	69.77	2,418.59
210	SOCIAL SECURITY	19,000.00	1,618.81	68.07	6,066.43
01 2400 220 1	Head Retirement	14,000.00	1,221.41	69.75	4,235.64
01 2400 220 2	Asst Retirement	10,000.00	928.51	74.21	2,578.70
220	RETIREMENT	24,000.00	2,149.92	71.61	6,814.34
01 2400 230 1	Head Health Insurance	20,000.00	2,289.22	91.04	1,792.44
01 2400 230 2	Asst Health Insurance	22,000.00	2,121.95	76.68	5,130.60
230	HEALTH INSURANCE	42,000.00	4,411.17	83.52	6,923.04
01 2400 290 1	Head Long Term Disability	500.00	26.61	41.74	291.32
01 2400 290 2	Asst Long Term Disability	500.00	14.50	22.71	386.44
290	OTHER BENEFITS	1,000.00	41.11	32.22	677.76
01 2400 410 1	Head Supplies	5,000.00	0.00	25.88	3,705.95

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01 2400 410 2	Asst Supplies	2,000.00	0.00	0.00	2,000.00
410 SUPPLIES		7,000.00	0.00	18.49	5,705.95
01 2400 630 1	Head Dues & Fees	2,000.00	0.00	16.75	1,665.00
01 2400 630 2	Asst Dues & Fees	1,000.00	0.00	0.00	1,000.00
630 DUES AND FEES		3,000.00	0.00	11.17	2,665.00
01 2400 670 1	Head Meals & Mileage	500.00	95.18	103.96	(19.78)
01 2400 670 2	Asst Meals & Mileage	500.00	0.00	80.58	97.12
670 TRAVEL EXPENSE AND MILEAGE		1,000.00	95.18	92.27	77.34
01 2400 690 1	Head Other Expenses	1,000.00	0.00	0.00	1,000.00
01 2400 690 2	Asst Other Expenses	1,000.00	0.00	177.75	(777.50)
690 OTHER MISC EXPENSES		2,000.00	0.00	88.88	222.50
2400 OFFICE OF PRINCIPAL		343,000.00	30,081.34	71.09	99,169.80
2510 GENERAL ADMIN-BUSINESS SERVICE					
01 2510 140 0	Concession Stand Salaries	7,000.00	169.49	53.47	3,256.94
140 OTHER STAFF SALARIES		7,000.00	169.49	53.47	3,256.94
01 2510 210 0	Social Security	500.00	13.03	57.44	212.81
210 SOCIAL SECURITY		500.00	13.03	57.44	212.81
01 2510 220 0	Retirement	500.00	16.74	73.95	130.27
220 RETIREMENT		500.00	16.74	73.95	130.27
01 2510 290 0	Long Term Disability	0.00	0.81	0.00	(15.39)
290 OTHER BENEFITS		0.00	0.81	0.00	(15.39)
01 2510 315 0	Audit / Budget	8,000.00	0.00	62.82	2,974.76
315 ACCOUNTING & AUDITING SERVICES		8,000.00	0.00	62.82	2,974.76
01 2510 318 0	Contracted Business Services	5,000.00	66.00	59.86	2,006.77
318 CONTRACTED OR SECURED SERVICES		5,000.00	66.00	59.86	2,006.77
01 2510 381 0	Postage	8,000.00	406.99	75.16	1,986.84
381 POSTAGE		8,000.00	406.99	75.16	1,986.84
01 2510 382 0	Telephone	8,000.00	549.37	75.25	1,980.06
382 DISTANCE EDUCATION AND TELECOMMUNICATION		8,000.00	549.37	75.25	1,980.06
01 2510 530 0	Furniture And Equipment	2,000.00	0.00	0.00	2,000.00
530 FURNITURE AND EQUIPMENT		2,000.00	0.00	0.00	2,000.00
01 2510 690 0	Other Expense	1,000.00	0.00	10.64	893.63
690 OTHER MISC EXPENSES		1,000.00	0.00	10.64	893.63
2510 GENERAL ADMIN-BUSINESS SERVICE		40,000.00	1,222.43	61.43	15,426.69
2520 VEHICLE ACQUISITION AND MAINTENANCE					
01 2520 550 0	Vehicle Aquisition (non pupil)	0.00	0.00	0.00	(3,000.00)
550 VEHICLE ACQUISITION (OTHER THAN BUSES)		0.00	0.00	0.00	(3,000.00)
2520 VEHICLE ACQUISITION AND MAINTENANCE		0.00	0.00	0.00	(3,000.00)
2610 2610					
01 2610 140 0	Custodial Salaries	250,000.00	14,843.67	54.58	113,557.43
140 OTHER STAFF SALARIES		250,000.00	14,843.67	54.58	113,557.43
01 2610 210 0	Social Security	20,000.00	1,125.94	51.33	9,733.55
210 SOCIAL SECURITY		20,000.00	1,125.94	51.33	9,733.55
01 2610 220 0	Retirement	25,000.00	1,374.22	50.65	12,338.39
220 RETIREMENT		25,000.00	1,374.22	50.65	12,338.39
01 2610 230 0	Health Insurance	45,000.00	3,102.28	69.20	13,859.36
230 HEALTH INSURANCE		45,000.00	3,102.28	69.20	13,859.36
01 2610 290 0	Long Term Disability	1,500.00	61.23	36.79	948.20
290 OTHER BENEFITS		1,500.00	61.23	36.79	948.20
01 2610 321 0	Fuel	25,000.00	0.00	53.38	11,654.79
321 FUEL		25,000.00	0.00	53.38	11,654.79
01 2610 322 0	Electricity	50,000.00	3,802.97	93.05	3,476.40
322 ELECTRICITY		50,000.00	3,802.97	93.05	3,476.40
01 2610 323 0	Water And Sewer	5,000.00	0.00	71.18	1,441.09
323 WATER AND SEWER		5,000.00	0.00	71.18	1,441.09
01 2610 324 0	Garbage	3,000.00	817.10	122.96	(688.85)
324 OTHER UTILITIES		3,000.00	817.10	122.96	(688.85)
01 2610 410 0	Supplies	75,000.00	1,474.00	38.99	45,758.91
410 SUPPLIES		75,000.00	1,474.00	38.99	45,758.91
01 2610 480 0	Building Maint/Operations	7,000.00	0.00	74.36	1,794.73
480 NON-CAPITALIZED OPERATIONAL PURCHASES		7,000.00	0.00	74.36	1,794.73

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01 2610 500 0	Bldg Impr/Rep Capital Outlay	0.00	0.00	0.00	0.00
500 CAPITAL OUTLAY		0.00	0.00	0.00	0.00
01 2610 530 0	Furniture And Equipment	0.00	0.00	0.00	0.00
530 FURNITURE AND EQUIPMENT		0.00	0.00	0.00	0.00
01 2610 670 0	Travel - Mileage	0.00	0.00	0.00	0.00
670 TRAVEL EXPENSE AND MILEAGE		0.00	0.00	0.00	0.00
01 2610 690 0	Other Expense	0.00	0.00	0.00	0.00
690 OTHER MISC EXPENSES		0.00	0.00	0.00	0.00
2610 2610		506,500.00	26,601.41	57.77	213,874.00
2615 2615					
01 2615 318 0	Contracted Repair Services	40,000.00	946.25	46.14	21,545.94
318 CONTRACTED OR SECURED SERVICES		40,000.00	946.25	46.14	21,545.94
2615 2615		40,000.00	946.25	46.14	21,545.94
2620 2620					
01 2620 328 0	Property Insurance	100,000.00	0.00	0.00	100,000.00
328 PROPERTY INSURANCE		100,000.00	0.00	0.00	100,000.00
01 2620 530 0	Furniture And Equipment	0.00	0.00	0.00	0.00
530 FURNITURE AND EQUIPMENT		0.00	0.00	0.00	0.00
01 2620 690 0	Other Expense-upkeep	0.00	0.00	0.00	0.00
690 OTHER MISC EXPENSES		0.00	0.00	0.00	0.00
2620 2620		100,000.00	0.00	0.00	100,000.00
2750 REGULAR PUPIL TRANSPORTATION					
01 2750 140 0	Bus Drivers Salaries	150,000.00	15,865.50	82.61	26,087.42
140 OTHER STAFF SALARIES		150,000.00	15,865.50	82.61	26,087.42
01 2750 210 0	Social Security	12,000.00	1,178.70	76.95	2,765.63
210 SOCIAL SECURITY		12,000.00	1,178.70	76.95	2,765.63
01 2750 220 0	Retirement	15,000.00	1,525.33	79.77	3,035.18
220 RETIREMENT		15,000.00	1,525.33	79.77	3,035.18
01 2750 230 0	Health Insurance	17,000.00	2,519.65	114.47	(2,460.25)
230 HEALTH INSURANCE		17,000.00	2,519.65	114.47	(2,460.25)
01 2750 240 0	Workmen's Compensation	0.00	0.00	0.00	0.00
240 WORKER'S COMPENSATION		0.00	0.00	0.00	0.00
01 2750 283 0	Unemployment Payments	0.00	0.00	0.00	0.00
283 UNEMPLOYMENT COMP OR INS		0.00	0.00	0.00	0.00
01 2750 290 0	Long Term Disability	1,000.00	78.40	62.31	376.92
290 OTHER BENEFITS		1,000.00	78.40	62.31	376.92
01 2750 336 0	Gas And Oil	50,000.00	5,201.36	68.55	15,724.15
336 GAS AND OIL		50,000.00	5,201.36	68.55	15,724.15
01 2750 337 0	Tires And Parts	15,000.00	401.83	84.12	2,382.49
337 TIRES AND PARTS		15,000.00	401.83	84.12	2,382.49
01 2750 338 0	Bus Repairs	50,000.00	7,175.08	46.68	26,660.31
338 REPAIRS AND MAINTENANCE		50,000.00	7,175.08	46.68	26,660.31
01 2750 540 0	Bus Acquisition	50,000.00	0.00	0.00	50,000.00
540 BUS ACQUISITION		50,000.00	0.00	0.00	50,000.00
01 2750 550 0	Vehicle Acquisition (pupil, not bus)	0.00	0.00	0.00	0.00
550 VEHICLE ACQUISITION (OTHER THAN BUSES)		0.00	0.00	0.00	0.00
01 2750 670 0	Meals - Lodging	1,000.00	0.00	23.05	769.55
670 TRAVEL EXPENSE AND MILEAGE		1,000.00	0.00	23.05	769.55
01 2750 690 0	Other Expense	1,000.00	168.48	130.46	(304.60)
690 OTHER MISC EXPENSES		1,000.00	168.48	130.46	(304.60)
2750 REGULAR PUPIL TRANSPORTATION		362,000.00	34,114.33	65.46	125,036.80
2760 SCHOOL AGE SPEC ED TRANSPORT					
01 2760 140 0	Sped Transportation Salaries	25,000.00	1,626.39	48.33	12,916.69
140 OTHER STAFF SALARIES		25,000.00	1,626.39	48.33	12,916.69
01 2760 210 0	Social Security	2,000.00	124.57	46.25	1,075.08
210 SOCIAL SECURITY		2,000.00	124.57	46.25	1,075.08
01 2760 220 0	Retirement	3,000.00	160.64	39.77	1,806.83
220 RETIREMENT		3,000.00	160.64	39.77	1,806.83
01 2760 230 0	Health Insurance	500.00	11.63	6.82	465.88
230 HEALTH INSURANCE		500.00	11.63	6.82	465.88
01 2760 290 0	Long Term Disability	0.00	6.95	0.00	(51.60)

Expenditure Report by Function/Object -
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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
290	OTHER BENEFITS	0.00	6.95	0.00	(51.60)
01 2760 332 0	Mileage to Parents	0.00	0.00	0.00	(408.00)
332	MILEAGE TO PARENTS	0.00	0.00	0.00	(408.00)
01 2760 333 0	Sped Transportation	5,500.00	316.25	39.70	3,316.75
333	TRANS PAID OTHER DISTRICTS	5,500.00	316.25	39.70	3,316.75
2760	SCHOOL AGE SPEC ED TRANSPORT	36,000.00	2,246.43	46.88	19,121.63
3135	3135				
01 3135 110 1	High Ability Learners	5,000.00	0.00	0.00	5,000.00
110	REGULAR SALARIES	5,000.00	0.00	0.00	5,000.00
01 3135 210 1	Social Security	500.00	0.00	0.00	500.00
210	SOCIAL SECURITY	500.00	0.00	0.00	500.00
01 3135 220 1	Retirement	500.00	0.00	0.00	500.00
220	RETIREMENT	500.00	0.00	0.00	500.00
01 3135 230 1	Health Insurance	1,000.00	0.00	0.00	1,000.00
230	HEALTH INSURANCE	1,000.00	0.00	0.00	1,000.00
01 3135 240 1	Inservice - Travel	0.00	0.00	0.00	0.00
240	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00
01 3135 290 1	Long Term Disability	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	0.00	0.00	0.00	0.00
01 3135 410 1	Supplies	0.00	0.00	0.00	0.00
410	SUPPLIES	0.00	0.00	0.00	0.00
01 3135 460 1	High Ability Software	0.00	0.00	0.00	0.00
460	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 3135 530 1	Furniture & Equipment	0.00	0.00	0.00	0.00
530	FURNITURE AND EQUIPMENT	0.00	0.00	0.00	0.00
3135	3135	7,000.00	0.00	0.00	7,000.00
3185	3185				
01 3185 110 1	Early Childhood Salary	56,000.00	4,637.25	66.29	18,879.97
110	REGULAR SALARIES	56,000.00	4,637.25	66.29	18,879.97
01 3185 120 1	EC Substitute Salaries	500.00	1,050.50	388.66	(1,443.29)
120	SUBSTITUTE OR TEMPORARY SALARIES	500.00	1,050.50	388.66	(1,443.29)
01 3185 140 1	EC Early Childhood Aide	21,000.00	2,572.91	81.53	3,879.06
140	OTHER STAFF SALARIES	21,000.00	2,572.91	81.53	3,879.06
01 3185 210 1	EC Social Security	6,000.00	632.84	71.69	1,698.46
210	SOCIAL SECURITY	6,000.00	632.84	71.69	1,698.46
01 3185 220 1	EC Retirement	7,500.00	712.21	71.41	2,144.35
220	RETIREMENT	7,500.00	712.21	71.41	2,144.35
01 3185 230 1	EC Health Insurance	12,000.00	959.54	63.97	4,323.68
230	HEALTH INSURANCE	12,000.00	959.54	63.97	4,323.68
01 3185 290 1	EC Long Term Disability	500.00	11.91	15.06	424.70
290	OTHER BENEFITS	500.00	11.91	15.06	424.70
01 3185 410 1	EC Supplies	4,000.00	60.00	15.87	3,365.07
410	SUPPLIES	4,000.00	60.00	15.87	3,365.07
01 3185 530 1	EC Furniture & Equipment	250.00	0.00	0.00	250.00
530	FURNITURE AND EQUIPMENT	250.00	0.00	0.00	250.00
01 3185 670 1	EC Travel - Mileage	250.00	0.00	40.00	150.00
670	TRAVEL EXPENSE AND MILEAGE	250.00	0.00	40.00	150.00
3185	3185	108,000.00	10,637.16	68.82	33,672.00
3400	FOUNDATION GRANT				
01 3400 410 0	Foundation Grant Expenditures	1,500.00	0.00	168.59	(1,028.85)
410	SUPPLIES	1,500.00	0.00	168.59	(1,028.85)
3400	FOUNDATION GRANT	1,500.00	0.00	168.59	(1,028.85)
3511	3511				
01 3511 410 0	Grant Writer Supplies	0.00	0.00	0.00	0.00
410	SUPPLIES	0.00	0.00	0.00	0.00
01 3511 460 0	Grant Writer Software	0.00	0.00	0.00	0.00
460	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
01 3511 670 0	GW Inservice & Mileage	0.00	0.00	0.00	0.00
670	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00
3511	3511	0.00	0.00	0.00	0.00
3516	3516				

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 3516 410 0	Character Ed Supplies	0.00	0.00	0.00	0.00
410 SUPPLIES		0.00	0.00	0.00	0.00
3516 3516		0.00	0.00	0.00	0.00
3540 STATE EARLY CHILDHOOD					
01 3540 110 1	Sixpence Salaries	59,100.00	5,555.10	72.50	16,251.70
110 REGULAR SALARIES		59,100.00	5,555.10	72.50	16,251.70
01 3540 210 1	Social Security	3,700.00	416.20	86.62	494.97
210 SOCIAL SECURITY		3,700.00	416.20	86.62	494.97
01 3540 220 1	Retirement	3,700.00	548.72	114.39	(532.47)
220 RETIREMENT		3,700.00	548.72	114.39	(532.47)
01 3540 230 1	Health Insurance	0.00	565.36	0.00	(4,522.88)
230 HEALTH INSURANCE		0.00	565.36	0.00	(4,522.88)
01 3540 290 1	Long Term Disability	0.00	17.68	0.00	(140.08)
290 OTHER BENEFITS		0.00	17.68	0.00	(140.08)
01 3540 319 1	Sixpence Expenses	0.00	0.00	0.00	(28.00)
319 OTHER PROF/TECH SERVICES		0.00	0.00	0.00	(28.00)
01 3540 410 1	Supplies	2,500.00	54.00	136.92	(922.98)
410 SUPPLIES		2,500.00	54.00	136.92	(922.98)
01 3540 530 1	Furniture and Equipment	0.00	0.00	0.00	0.00
530 FURNITURE AND EQUIPMENT		0.00	0.00	0.00	0.00
01 3540 670 1	Travel / Staff Development	6,000.00	30.57	27.48	4,350.99
670 TRAVEL EXPENSE AND MILEAGE		6,000.00	30.57	27.48	4,350.99
3540 STATE EARLY CHILDHOOD		75,000.00	7,187.63	80.07	14,951.25
3570 Teacher Eval Grant					
01 3570 410 0	Teacher Eval Grant	0.00	0.00	0.00	(4,997.95)
410 SUPPLIES		0.00	0.00	0.00	(4,997.95)
3570 Teacher Eval Grant		0.00	0.00	0.00	(4,997.95)
4201 4201					
01 4201 110 1	Salaries - Ch. 1 (current Fy)	120,000.00	11,534.87	74.88	30,140.83
110 REGULAR SALARIES		120,000.00	11,534.87	74.88	30,140.83
01 4201 120 1	Substitute Salaries	0.00	110.00	0.00	(935.00)
120 SUBSTITUTE OR TEMPORARY SALARIES		0.00	110.00	0.00	(935.00)
01 4201 140 1	Teacher Aide Salaries	0.00	0.00	0.00	0.00
140 OTHER STAFF SALARIES		0.00	0.00	0.00	0.00
01 4201 210 1	Social Security	9,000.00	837.49	73.91	2,347.88
210 SOCIAL SECURITY		9,000.00	837.49	73.91	2,347.88
01 4201 220 1	Retirement	12,000.00	1,114.30	73.64	3,162.63
220 RETIREMENT		12,000.00	1,114.30	73.64	3,162.63
01 4201 230 1	Health Insurance	32,000.00	3,302.94	82.57	5,578.12
230 HEALTH INSURANCE		32,000.00	3,302.94	82.57	5,578.12
01 4201 290 1	Long Term Disability	0.00	0.00	0.00	0.00
290 OTHER BENEFITS		0.00	0.00	0.00	0.00
01 4201 410 1	Teaching Supplies	500.00	0.00	2,016.34	(9,581.69)
410 SUPPLIES		500.00	0.00	2,016.34	(9,581.69)
01 4201 460 1	Computer Software	1,500.00	0.00	240.86	(2,112.83)
460 COMPUTER HARDWARE		1,500.00	0.00	240.86	(2,112.83)
01 4201 530 1	Furniture & Equipment	500.00	0.00	0.00	500.00
530 FURNITURE AND EQUIPMENT		500.00	0.00	0.00	500.00
01 4201 560 1	Computer Hardware	0.00	0.00	0.00	0.00
560 COMPUTER HARDWARE		0.00	0.00	0.00	0.00
01 4201 670 1	Inservice/travel/parent	1,000.00	0.00	0.00	1,000.00
670 TRAVEL EXPENSE AND MILEAGE		1,000.00	0.00	0.00	1,000.00
01 4201 680 1	Title I - Staff Accountability	500.00	0.00	196.45	(482.23)
680 680		500.00	0.00	196.45	(482.23)
01 4201 690 1	Other Expenses	0.00	0.00	0.00	0.00
690 OTHER MISC EXPENSES		0.00	0.00	0.00	0.00
4201 4201		177,000.00	16,899.60	83.27	29,617.71
4402 IDEA PART B(611) BASE ALLOC TRANS					
01 4402 210 1	SPED BAF - Fica	0.00	0.00	0.00	0.00
210 SOCIAL SECURITY		0.00	0.00	0.00	0.00
01 4402 220 1	SPED BAF - Retire	0.00	0.00	0.00	0.00

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
220	RETIREMENT	0.00	0.00	0.00	0.00
01 4402 230 1	Sped BAF - BCBS	0.00	0.00	0.00	0.00
230	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 4402 290 1	SPED BAF - LTD	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	0.00	0.00	0.00	0.00
01 4402 319 1	Sped BAF	0.00	0.00	0.00	0.00
319	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00
4402	IDEA PART B(611) BASE ALLOC TRANS	0.00	0.00	0.00	0.00
4404	IDEA PART B(611) BASE ALLOC BIRTH TO 4				
01 4404 110 1	IDEA Part B Base Salary (prek BAF)	20,000.00	0.00	0.00	20,000.00
110	REGULAR SALARIES	20,000.00	0.00	0.00	20,000.00
01 4404 140 1	IDEA Part B Base Aide (prek BAF)	6,000.00	0.00	0.00	6,000.00
140	OTHER STAFF SALARIES	6,000.00	0.00	0.00	6,000.00
01 4404 210 1	IDEA Part B Base Soc.Sec. (prek BA	2,000.00	0.00	0.00	2,000.00
210	SOCIAL SECURITY	2,000.00	0.00	0.00	2,000.00
01 4404 220 1	IDEA Part B Base Ret. (prek BAF)	2,500.00	0.00	0.00	2,500.00
220	RETIREMENT	2,500.00	0.00	0.00	2,500.00
01 4404 230 1	IDEA Part B Base Ins. (prek BAF)	4,000.00	0.00	0.00	4,000.00
230	HEALTH INSURANCE	4,000.00	0.00	0.00	4,000.00
01 4404 290 1	IDEA Part B Base LTD (prek BAF)	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	0.00	0.00	0.00	0.00
01 4404 319 1	IDEA Part B Professional Services B	60,000.00	0.00	17.48	49,511.95
319	OTHER PROF/TECH SERVICES	60,000.00	0.00	17.48	49,511.95
01 4404 550 1	IDEA Part B - Vehicle Ac.	0.00	0.00	0.00	0.00
550	VEHICLE ACQUISITION (OTHER THAN BUSES)	0.00	0.00	0.00	0.00
4404	IDEA PART B(611) BASE ALLOC BIRTH TO 4	94,500.00	0.00	11.10	84,011.95
4406	IDEA PRESCHOOL(619) BASE ALLOC				
01 4406 319 1	IDEA Preschool Prf Serv	3,000.00	2,102.87	323.14	(6,694.17)
319	OTHER PROF/TECH SERVICES	3,000.00	2,102.87	323.14	(6,694.17)
4406	IDEA PRESCHOOL(619) BASE ALLOC	3,000.00	2,102.87	323.14	(6,694.17)
4410	IDEA ENROLLMENT/POVERTY				
01 4410 140 1	IDEA E/P - Salaries	0.00	0.00	0.00	0.00
140	OTHER STAFF SALARIES	0.00	0.00	0.00	0.00
01 4410 319 1	IDEA E/P Contracted Services	20,000.00	0.00	15.97	16,806.80
319	OTHER PROF/TECH SERVICES	20,000.00	0.00	15.97	16,806.80
01 4410 410 1	IDEA E/P Supplies	0.00	0.00	0.00	0.00
410	SUPPLIES	0.00	0.00	0.00	0.00
01 4410 560 1	Sped Idea - Computer Hard.	0.00	0.00	0.00	0.00
560	COMPUTER HARDWARE	0.00	0.00	0.00	0.00
4410	IDEA ENROLLMENT/POVERTY	20,000.00	0.00	15.97	16,806.80
4411	IDEA PART B EARLY INTERVENING SERVICES				
01 4411 410 1	IDEA Part B-Early Interven. (Rtl)	7,000.00	118.52	11.56	6,190.58
410	SUPPLIES	7,000.00	118.52	11.56	6,190.58
4411	IDEA PART B EARLY INTERVENING SERVICES	7,000.00	118.52	11.56	6,190.58
4412	IDEA PART B PROPORTIONATE SHARE				
01 4412 319 1	IDEA Prof. Services	0.00	0.00	0.00	0.00
319	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00
4412	IDEA PART B PROPORTIONATE SHARE	0.00	0.00	0.00	0.00
4455	4455				
01 4455 319 1	Medicaid Contracted Services	0.00	0.00	0.00	0.00
319	OTHER PROF/TECH SERVICES	0.00	0.00	0.00	0.00
4455	4455	0.00	0.00	0.00	0.00
4900	OTHER FEDERAL EXPENDITURES				
01 4900 410 1	Drug Education - Supplies	3,000.00	0.00	40.47	1,786.00
410	SUPPLIES	3,000.00	0.00	40.47	1,786.00
4900	OTHER FEDERAL EXPENDITURES	3,000.00	0.00	40.47	1,786.00
5690	5690				
01 5690 690 0	Non-Revenue Rec to Exp	0.00	0.00	0.00	(7,062.65)
690	OTHER MISC EXPENSES	0.00	0.00	0.00	(7,062.65)
5690	5690	0.00	0.00	0.00	(7,062.65)
6000	SUMMER SCHOOL				

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Account Number	Account Description	Revised Budget	Expended During Month	% of Budget	Unencumbered Balance
01 6000 110 2	Driver's Education Salary	2,000.00	0.00	0.00	2,000.00
110	REGULAR SALARIES	2,000.00	0.00	0.00	2,000.00
01 6000 210 2	Social Security	200.00	0.00	0.00	200.00
210	SOCIAL SECURITY	200.00	0.00	0.00	200.00
01 6000 220 2	Retirement	200.00	0.00	0.00	200.00
220	RETIREMENT	200.00	0.00	0.00	200.00
01 6000 290 2	Long Term Disability	0.00	0.00	0.00	0.00
290	OTHER BENEFITS	0.00	0.00	0.00	0.00
01 6000 336 2	Gas And Oil - Drivers Educ.	1,000.00	0.00	0.00	1,000.00
336	GAS AND OIL	1,000.00	0.00	0.00	1,000.00
01 6000 338 2	Repairs	0.00	0.00	0.00	0.00
338	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00
6000	SUMMER SCHOOL	3,400.00	0.00	0.00	3,400.00
8000	TRANSFERS (OUTGOING)				
01 8000 750 0	Transfer Lunch (district)	10,000.00	0.00	0.00	10,000.00
750	TRANSFERS TO THE SCHOOL LUNCH FUND	10,000.00	0.00	0.00	10,000.00
01 8000 752 0	Transfer - Activities Acct	35,000.00	0.00	0.00	35,000.00
752	TRANSFERS TO THE ACTIVITY FUND	35,000.00	0.00	0.00	35,000.00
01 8000 757 0	Transfer to Depr. Fund	0.00	0.00	0.00	0.00
757	757	0.00	0.00	0.00	0.00
01 8000 758 0	Transfer to Emp. Benefit Fund	0.00	0.00	0.00	0.00
758	758	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	45,000.00	0.00	0.00	45,000.00
9900	9900				
01 9900 000 0	Non-programed Expense	0.00	0.00	0.00	(30,000.00)
000	000	0.00	0.00	0.00	(30,000.00)
9900	9900	0.00	0.00	0.00	(30,000.00)
9910	9910				
01 9910 000 0	Sweep Acct. Expenditures	0.00	0.00	0.00	0.00
000	000	0.00	0.00	0.00	0.00
9910	9910	0.00	0.00	0.00	0.00
9930	9930				
01 9930 110 0	Cooks Salaries	82,179.00	6,439.91	62.27	31,002.05
110	REGULAR SALARIES	82,179.00	6,439.91	62.27	31,002.05
01 9930 210 0	Social Security	6,500.00	493.10	60.20	2,586.73
210	SOCIAL SECURITY	6,500.00	493.10	60.20	2,586.73
01 9930 220 0	Retirement	7,500.00	636.12	67.40	2,444.82
220	RETIREMENT	7,500.00	636.12	67.40	2,444.82
01 9930 230 0	Health Insurance	10,000.00	570.51	45.64	5,435.92
230	HEALTH INSURANCE	10,000.00	570.51	45.64	5,435.92
01 9930 290 0	Long Term Disability	500.00	35.08	55.91	220.47
290	OTHER BENEFITS	500.00	35.08	55.91	220.47
01 9930 291 0	Other Benefits (unemploy)	0.00	0.00	0.00	0.00
291	291	0.00	0.00	0.00	0.00
01 9930 292 0	Workmen's Comp	0.00	0.00	0.00	0.00
292	292	0.00	0.00	0.00	0.00
9930	9930	106,679.00	8,174.72	60.92	41,689.99
9990	9990				
01 9990 231 0	Cafeteria Plan -mdr	0.00	0.00	0.00	0.00
231	231	0.00	0.00	0.00	0.00
01 9990 232 0	Cafeteria Plan - Depc	0.00	0.00	0.00	0.00
232	232	0.00	0.00	0.00	0.00
9990	9990	0.00	0.00	0.00	0.00
01	GENERAL FUND	7,563,379.00	512,963.66	56.94	3,256,845.91

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Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1110	Local DistrictTaxes	5,791,179.00	64,257.78	3,576,048.41	61.75	2,215,130.59
01 1115	Carline Tax	5,000.00	0.00	2,492.09	49.84	2,507.91
01 1120	Public Power Dist. Sales Tax	0.00	0.00	0.00	0.00	0.00
01 1125	Motor Vehicle Tax	250,000.00	21,299.29	110,131.94	44.05	139,868.06
01 1210	Tuition From Other Districts-Reg Ed	0.00	0.00	0.00	0.00	0.00
01 1215	Tuition from Educational Entities	2,500.00	0.00	840.00	33.60	1,660.00
01 1250	Summer School Tuition	1,000.00	1,225.00	1,225.00	122.50	(225.00)
01 1270	Preschool Tuition Fees	10,000.00	1,745.50	10,190.50	101.91	(190.50)
01 1310	Transportation Recd-Reg Ed	0.00	0.00	0.00	0.00	0.00
01 1330	Transport from Other Districts-SPED	0.00	0.00	0.00	0.00	0.00
01 1410	Interest Earned	0.00	0.00	3.74	0.00	(3.74)
01 1610	Local License Fees	4,700.00	191.30	2,201.56	46.84	2,498.44
01 1620	City- Police Court Fines	0.00	0.00	0.00	0.00	0.00
01 1810	Community Service Activities	0.00	1,655.00	2,865.00	0.00	(2,865.00)
01 1910	Rental Of School Facilities	0.00	0.00	750.00	0.00	(750.00)
01 1920	Contributions/Donations	0.00	0.00	32.79	0.00	(32.79)
01 1925	Foundation Grant Receipts	1,500.00	0.00	3,108.16	207.21	(1,608.16)
01 1990	Other Local Revenue	5,000.00	72.50	1,080.40	21.61	3,919.60
01 1991	Laptop Fees	5,000.00	0.00	4,025.00	80.50	975.00
01 2110	County Fines & Licence Fees	45,000.00	2,992.85	29,221.49	64.94	15,778.51
01 2130	Other County Sources	1,000.00	0.00	65.72	6.57	934.28
01 2210	ESU Receipts	11,000.00	0.00	10,444.23	94.95	555.77
01 3110	State Aid	0.00	0.00	0.00	0.00	0.00
01 3120	SPED School Age (SA)	430,000.00	69,944.00	265,855.00	61.83	164,145.00
01 3121	BAF SPED	0.00	0.00	0.00	0.00	0.00
01 3125	SPED Transportation (SA)	30,000.00	19,815.00	19,815.00	66.05	10,185.00
01 3130	Homestead Exemption	110,000.00	6,027.40	6,027.40	5.48	103,972.60
01 3131	Relief To Property Taxpayers	150,000.00	70,272.41	70,272.41	46.85	79,727.59
01 3133	Nameplate Capacity Tax (windmills)	85,000.00	0.00	55,348.72	65.12	29,651.28
01 3135	High Ability Learners	5,000.00	0.00	4,280.00	85.60	720.00
01 3145	Enrollment Option Transport	0.00	0.00	0.00	0.00	0.00
01 3180	Pro Rate Motor Vehicle	11,000.00	0.00	40,430.31	367.55	(29,430.31)
01 3185	Early Childhood	0.00	0.00	0.00	0.00	0.00
01 3200	State Apportionment	61,000.00	0.00	60,753.75	99.60	246.25
01 3300	In-lieu Of School Land Tax	0.00	0.00	0.00	0.00	0.00
01 3540	Sixpence Grant Receipts	75,000.00	0.00	27,553.70	36.74	47,446.30
01 3570	Teacher Eval Grant	0.00	0.00	0.00	0.00	0.00
01 3990	Other State Receipts	0.00	0.00	0.00	0.00	0.00
01 4200	Chapter 1 - Current Year	87,000.00	0.00	85,044.00	97.75	1,956.00
01 4210	TITLE I NCLB IMPROVING BASIC PRGRMS ACCO	0.00	0.00	5,031.00	0.00	(5,031.00)
01 4404	IDEA Part B Base thru 4	100,000.00	0.00	24,110.00	24.11	75,890.00
01 4405	IDEA Part B Suppl thru 4	0.00	0.00	0.00	0.00	0.00
01 4406	IDEA Base Age 3 & 4	0.00	0.00	486.00	0.00	(486.00)
01 4410	IDEA Enroll Poverty	50,000.00	0.00	27,870.00	55.74	22,130.00
01 4411	IDEA Part B Early Inter K-12	0.00	0.00	0.00	0.00	0.00
01 4412	IDEA Part B Proport. 3-21	0.00	0.00	0.00	0.00	0.00
01 4450	Medicaid in Public Schools	0.00	0.00	0.00	0.00	0.00
01 4455	MEDICAID ADMINSTRATIVE ACTIVITIES	15,000.00	4,126.77	14,021.02	93.47	978.98
01 4500	Title 8 (impact Aid)	0.00	0.00	0.00	0.00	0.00
01 4620	Flood Control	10,000.00	0.00	0.00	0.00	10,000.00
01 4700	Perkins Grant	0.00	0.00	0.00	0.00	0.00
01 4850	E-Rate Universal Service	1,500.00	0.00	1,637.21	109.15	(137.21)
01 4990	School Technology Fund Grant	0.00	0.00	0.00	0.00	0.00
01 4992	REAP Grants	0.00	0.00	0.00	0.00	0.00

Regular; Processing Month 03/2017; Fund Number 01

Fund: 01

GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5300	Insurance Refunds/Adjustments	5,000.00	0.00	8,596.00	171.92	(3,596.00)
01 5400	Sale Of Property	53,000.00	200.00	49,015.08	92.48	3,984.92
01 5500	Transfers From Funds	150,000.00	7,824.55	56,814.26	37.88	93,185.74
01 5610	Cash From Dissolved Districts	0.00	0.00	0.00	0.00	0.00
01 5690	Other Non-revenue Receipt	2,000.00	0.00	7,128.30	356.42	(5,128.30)
01 9000	Non-programmed Receipts	0.00	0.00	0.00	0.00	0.00
	Fund Total:	7,563,379.00	271,649.35	4,584,815.19	60.62	2,978,563.81

Account Balances - As of 3/31/2017

As of 3/31/2017

4/6/2017

Page 1

Account	3/31/2017 Balance
Bank Accounts	
Activity Acct COD #xxx641	5,731.55
Activity Fund Ck - SBTR	75,280.95
Back Pack Program - SBTR #xx-64013	1,631.70
Bond Acct - ANB #xx16185	32,905.07
Breakfast&Lunch Program - SBTR	24,808.10
Building Ck Acct - ANB #xx0640	362,565.54
Depreciation - ANB #xx73541	139,790.68
Employee Benefit Fund Ck - ANB #xx18567	10,398.41
Employee Benefit Fund - ANB #xx87455	180,055.16
Flex Plan -ANB#xx44531	5,911.31
General COD - SBTR #xx0199	15,769.28
General COD - SBTR #xx0909	63,296.35
General COD - TierOne #xx97395	39,156.00
General Fund Acct - ANB #xx2567	2,009,257.33
Office Acct - ANB #xx83638	4,732.74
Payroll Ck - ANB #xx2648	68,444.17
QCUP Ck - ANB #xx2583	137,054.77
Student Fees -ANB #xx35156	5,303.84
Unemployment Ck - ANB #xx2680	297.19
TOTAL Bank Accounts	3,182,390.14
OVERALL TOTAL	3,182,390.14

REPORT TO THE HTRS BOARD OF EDUCATION

LISA OTHMER, PRINCIPAL

Title I

The Schoolwide Title I report is done and has been sent for the peer review process. Once that is complete NDE will get back to us with approval or things that need to be addressed. I would like to offer my appreciation to Mrs. Lottman, Mrs. Meyer, Mrs. Werts, and Mrs Wheeler for working very hard to get this done and turned in before the deadline.

Evaluation

Teacher evaluations are in full swing and will be completed by April 14th. Next year will be a big transition year as we move to the Marzano model in the fall. I will present the evaluation tool to the board at the July meeting. This will give you a better understanding of the evaluation process and what the expectations will be for teachers and administration before you review policy #4030 The Evaluation of Certified Employees.

Student Individual Growth Preview

Steve Schardt asked me for a preview of student individual growth since that is the current goal of the HTRS School Board. I am very willing to share data with you anytime. I have shared a Google spreadsheet with all of you to look at before the board meeting. As noted in my March report, I will be in Kearney at the AQUESST conference on Monday April 10th and Tuesday April 11th Therefore, I will not be at the April 10th board meeting. I will be happy to answer any questions you might have about the spreadsheet at a later time.

Handbook

The district handbook now includes the technology handbook and all forms. Therefore, you are only approving one handbook.

- The mission statement has been updated.
- Dress Code: While the leggings policy will stay the same, I am eliminating the yoga pants ban. Active wear will be acceptable. I will display these options to students at the open house before school starts on August 16th.
- The Drug and Alcohol Use statement in the handbook has been updated to further clarify board policies #3016 and #6024.
- We will also be adding the school calendar, and all forms.
- The staff list will be updated before printing

There is one change in the laptop handbook. We are replacing pages 65 and 66 and adding the following check box to the signature page. The 40% did not change it was just moved to the check box on the signature page.

YES TO 1:1 Home Option. My child may bring his/her laptop home for educational use when necessary. I understand that if there are repairs that are not covered by warranty, that I am responsible for **40% of those costs**. Additionally, I understand that if the keyboard or power adapter need replace that I am responsible for that cost as well.



**Board Report
April, 2017**

**Kari Lottman
Assistant Principal**

Testing Begins:

The NeSA tests are the state mandated tests that are administered to every student in 3-8 grades in the spring semester test and will be given to the students in a two-day format. The students have started testing in Reading, Mathematics and Science already. The testing process has been smooth so far. Here is the spring assessment schedule:

	Date	Time	Grade	Subject(s)	Location	Computers
NeSA	3/21	8:15-9:30	8	NeSA-Science	Wrestling Room	Their Own
	3/22	8:15-9:30	8	NeSA-Science	Wrestling Room	Their Own
	4/4	8:15-9:30	7 & 8	NeSA-Math	Wrestling Room	Their Own
		9:45-11:00	5 & 6	NeSA-Math	Wrestling Room	Classroom Computers
	4/5	8:15-9:30	5 & 6	NeSA-Math	Wrestling Room	Their Own
E		9:45-11:00	7 & 8	NeSA-Math	Wrestling Room	Classroom Computers
L	4/6	8:15-9:30	5 & 6	NeSA-Eng. Lang. Arts	Wrestling Room	Classroom Computers
E	4/7	8:15-9:30	5 & 6	NeSA-Eng. Lang. Arts	Wrestling Room	Classroom Computers
M	4/11	8:15-9:30	7 & 8	NeSA-Eng. Lang. Arts	Wrestling Room	Their Own
		9:45-11:00	5	NeSA-Science	Wrestling Room	Classroom Computers
M	4/12	8:15-9:30	5	NeSA-Science	Wrestling Room	Their Own
S		9:45-11:00	7 & 8	NeSA-Eng. Lang. Arts	Wrestling Room	Classroom Computers
	4/18	9:00-10:30	3 & 4	NeSA-Eng. Lang. Arts	Wrestling Room	Tech Lab Computers
	4/19	9:00-10:30	3 & 4	NeSA-Eng. Lang. Arts	Wrestling Room	Tech Lab Computers
	4/20	9:00-10:30	3 & 4	NeSA-Math	Wrestling Room	Tech Lab Computers
	4/21	9:00-10:30	3 & 4	NeSA-Math	Wrestling Room	Tech Lab Computers
	5/3	8:15-9:30	3-8	NeSA Make-up	Wrestling Room	Same as above
ACT	4/21	6th Studyhall	11	ACT Non-Cognitive Forms	Wrestling Room	Their Own
H	4/24	7th Studyhall	11	ACT Non-Cognitive Forms	Wrestling Room	Their Own
S	4/25	7:50-12:00	11	ACT	Wrestling Room	Their Own
	4/27	7:50-12:00	11	ACT Make-up	Wrestling Room	Their Own
MAPs	5/2	8:00-9:15	K	MAPs-Reading	Tech Room	Tech
		9:30-10:30	1	MAPs-Reading	Tech Room	Tech
E		12:00-1:30	2	MAPs-Reading	Tech Room	Tech
L	5/3	8:00-9:15	K	MAPs-Math	Tech Room	Tech
E		9:30-10:30	1	MAPs-Math	Tech Room	Tech
M		12:00-1:30	2	MAPs-Math	Tech Room	Tech
	5/4	8:00-9:15	2	MAPs-Language Arts	Tech Room	Tech
		9:30-10:30	K-2	MAPs Make-up	Tech Room	Tech
MAPs	5/8	8:00-10:30	9 & 10	MAPs-Reading	Wrestling Room	Their Own
H	5/9	8:00-10:30	9 & 10	MAPs-Math	Wrestling Room	Their Own
S	5/10	8:00-11:45	9 & 10	MAPs-Lang Arts/Science	Wrestling Room	Their Own
	5/11	8:00-10:30	9 & 10	MAPs Make-up	Wrestling Room	Their Own

Special Education Update:

This time of year, you will find the special education staff busy working with students and parents on summer school arrangements and plans for next school year. Several students will be receiving summer services from our district in the form of academic maintenance, social skills, physical therapy, occupational therapy and speech therapy. Preparing the students for next year's challenges and changes is a huge part of the team process also. You will find most of us in meetings after school to support our students with special needs.

Positive Behavior Intervention Support (PBIS) Team:

Our committee of teachers and administration has been working with Ellen Stokebrand and Aimee Daily to get ready to implement the next steps of a behavior intervention model. The team has come up with a mission, rubric of areas to start working on next year, how we will teach the students with explicit instruction and how we will reinforce it. We are excited to see this come to life next year for the students in preschool through sixth grade.



Sherri Edmundson <sherriedmundson@htrstitans.org>

HTRS Bus Barn Budget

2 messages

Jay Herrmann <jayh@ahrs-inc.com>
To: Sherri Edmundson <sherriedmundson@htrstitans.org>

Fri, Feb 24, 2017 at 3:52 PM

Hi Sherri,

I would budget around \$175,000 for the Bus Barn we discussed.

This budget includes:

1. Dirt work
2. Concrete retaining wall along the east side of the property
3. 30' x 60' pre-engineered metal build for shop area
 - a. (1) Overhead door
 - b. (1) man door
4. 15' x 90' PEMB for bus shelter which is open to the west
5. Concrete pavement from the shop to the street
6. Trench drain inside of the building and (1) drain basin outside
7. include utilities

west + north



*stem wall on north to divert water
drainage issue*

This price doesn't include any plumbing, HVAC, or Electrical.

Hope this helps.

Thanks,

Jay Herrmann
Sr Estimator



P: 785.336.6118
F: 785.336.3744

Comprehensive 3D.pdf
201K

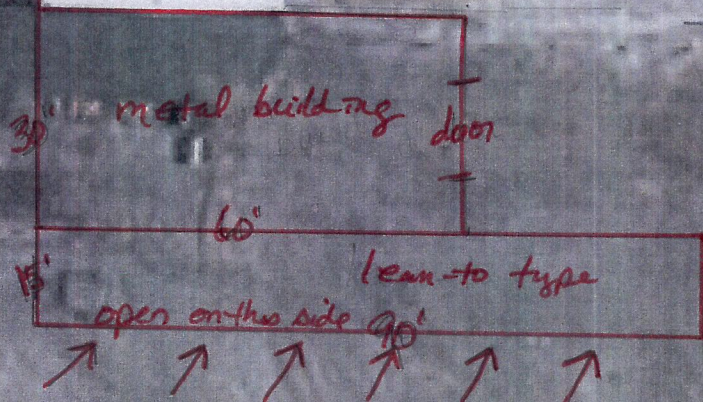
Sherri Edmundson <sherriedmundson@htrstitans.org> Mon, Feb 27, 2017 at 9:18 AM
To: Neal Kanel <nealk@statelineag.com>, Rock Herr <raherr125@gmail.com>, Sandy Stalder <sandystalder@neb.rr.com>

East

North

existing bus barn

South



exit

Lincoln St

West

8th St

8th St

lean-to pre-engineered metal bldg
open on the side



Educational Service Unit 4

919 16th Street, P.O. Box 310, Auburn, Nebraska 68305-0310


(402) 274-4354/Fax: (402) 274-4356

www.esu4.org

<u>Administrator</u> Jon H. Fisher	<u>Director of Support Services</u> Chuck Hummel	<u>Health Services Director</u> Catrina Zentner, RN	<u>Professional Development Directors</u> Suzanne Whisler/Jen Madison
<u>Special Education Director</u> Ellen Stokebrand	<u>NCECBVI Campus Administrator</u> Sally Schreiner	<u>Technology Director</u> Gregg Robke	<u>Network Administrator</u> Dustin Buggi

Date: March 22, 2017

To: Sherri Edmundson, Superintendent
HTRS Public Schools

From: Jon Fisher
Administrator 

Re: Core Services Resolution
Program Support – 2017-2018 School Year

The service units in Nebraska are required by law to provide *Core Services* to member schools. In order to do that, the state provides some funding, which is based on the student enrollment numbers for each district. In general, enrollments in ESU 4 schools have declined, resulting in less Core Services funding. This information has been shared with superintendents on a regular basis.

I have not received a Draft from NDE regarding Core Services funds for 2017-2018. The amount for 2016-2017, \$165,355.50 was \$48,353.00 less than the amount for 2015-2016. While this is not called State Aid, it is money being provided for Core Services. We all know funding is not sufficient to do what we want to do for our districts and students.

Each service unit in the state is given the responsibility to define Core Services within the following prerequisites:

- A) Core Services shall be within the following service areas in order of priority:
 - (1) Staff Development
 - (2) Technology; and
 - (3) Instructional Material Services;
- B) Core Services shall improve teaching and student learning by focusing on enhancing school improvement efforts, meeting statewide requirements, and achieving statewide goals in the state's system of elementary and secondary education;
- C) Core Services shall provide schools with access to services that:
 - (1) The educational service unit and its member school districts have identified as necessary services;
 - (2) Are difficult, if not impossible, for most individual school districts to effectively and efficiently provide with their own personnel and financial resources;
 - (3) Can be efficiently provided by each educational service unit to its member school districts;
 - (4) Can be adequately funded to ensure that the service is provided equitably to the state's public school districts;
- D) Core Services shall be designed so that the effectiveness and efficiency of the service can be evaluated on a statewide basis; and
- E) Core Services shall be provided by the educational service unit in a manner that minimizes the costs of administration or service delivery to member school districts.

Statutes also state that in order for Core Services to be provided to member schools, two-thirds of the member districts representing a majority of the students must approve these services. The statute also has the same requirement for additional services provided by the ESU and funded by the general fund tax levy. In the past a district's participation in Core Service Programs has been identified by a resolution (enclosed) approved by the board of education for each district. Support services have been identified and supported by the unit's Advisory Committee. In addition to utilizing property tax receipts for support services, portions of those costs are paid for by the districts utilizing the services. This plan has been, and is discussed continually, and is supported by the Advisory Committee.

All are aware; the funding guarantees from the state continue to be reduced. At this point in time the amount of Core Services funding is not known. To meet the intent of the law in a professional manner given the financial constraints continues to be a challenge. The

financial and professional support shown by our districts is wonderful and has been very beneficial. Such support allows the services to continue.

Enclosed with this memo is a resolution for each district's Board of Education to consider. With that support and an endorsement from ESU 4's Board we will receive state funding in order to support Core Services for the 2017-2018 school year. Please consider this resolution at your April Board meeting and return the resolution document to me. I will ask for ESU 4 Board action on May 8, 2017.

Thank you to your Board for the continued support for ESU 4's Core Services programs. As well, thank you for the endorsement of the identified support services we have provided and will continue to provide.

JF/kt

HTRS PUBLIC SCHOOLS STUDENT HANDBOOK 2016-2017

FORWARD

This handbook is written to provide all students attending HTRS with guidelines for their educational progress and conduct. Rules and regulations are necessary to promote a positive learning atmosphere. This handbook is intended to be used as a guideline, not a binding contract, and is subject to change.

HTRS MISSION STATEMENT

**Empowering all learners for the challenges of tomorrow.
#TitanPride**

HTRS VISION STATEMENT

HTRS Public Schools...collectively leading and empowering students to change the world through enriched learning and multi-faceted pathways.

We Believe...

- Students learn best in a safe, respectful and motivating environment.
- Learning is a cooperative effort requiring communication among all stakeholders.
- A rigorous curriculum and high expectations enable students to learn, unlearn and relearn in preparation for an ever-changing world of opportunity.

NOTICE OF NONDISCRIMINATION

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex age or disability. Inquiries concerning the application of HTRS Public School's policy of non-discrimination shall be directed to the Superintendent of Schools, 810 Central Avenue, Humboldt, NE 68376. Phone inquires at (402) 862-2235. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800)795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

HTRS STAFF

ADMINISTRATION

Sherri Edmundson.....Superintendent
Lisa Othmer.....K-12 Principal
Kari Lottman.....Asst. Principal

OFFICE ASSISTANTS

Kaye CumroSecretary
Kathy Hall.....Secretary
Lanette Speckmann.....Secretary
Kellie WorkmanBusiness Manager

ELEMENTARY

Eileen ZentnerPreschool
Billi Jo FreemanKindergarten
Paulette JoyKindergarten
Kara Engles1st Grade
Susan Wissmann.....1st Grade
Deserae Frey.....2rd Grade
Dolly Svoboda.....2rd Grade
Kari Case.....3rd Grade
Shari Drake.....3rd Grade
Lisa Wittrock.....4th Grade
Kim Standerford5th Grade
Taylor Dunekacke6th Grade
Kurt FinkeK-8 Guidance
Ashlee MeyerTitle I
Amy WertsTitle I/Sixpence
Candy BlechaSp. Ed./Autism Coord.
Jason CoverSpecial Education
Allie Graf.....Special Education
Joni Hegemann.....Special Education
Angela SchnackerPhysical Education

SECONDARY

Amanda Bowen.....English & Sp. Ed.
Brad CatlinIndustrial Arts
Quentin Coatney.....Physical Education
Joan DreierBusiness Education
Carmen Eppens.....Special Education
Philip HallScience
Matt Helms.....Math
Angie Hunzeker.....Reading, English
Denise HunzekerMath
Sharon Joyner.....Art, H.A.L.
Sara KappelLibrarian
Carl Linnerson.....Social Studies
Karen Mezger.....Guidance
.....Sped, AD
Trent Platt.....Agriculture

Brianna Pohlmann	Music
Donna Railsback.....	Science
Brittany Rogers.....	Special Education
Cindy Stalder.....	Computers
Lin Volker.....	Alternative Education
Sarah Volker.....	Music
Darcy Weldon	Science
Dennette Wheeler	Title 1
Peggy Williams	English, Psych/Sociology
Glena Withers.....	Technology
Mark Woolard	Social Studies

EXTRA CURRICULAR SPONSORS

Class of 2018.....	Britney Rogers Sarah Kappal
Class of 2019.....	Mark Woolard, Quentin Coatney
Class of 2020.....	Sarah Volker, Trent Platt
Class of 2021.....	
Student Council.....	Carl Linnerson
National Honor Society.....	Karen Mezger
Annual.....	Brittany Rogers
Competitive Speech.....	Carl Linnerson
Mock Trial.....	Carl Linnerson
Swing Choir.....	Sarah Volker
Jazz Band	Sarah Volker
Cheerleading.....	Deserae Frey
One Act.....	Peggy Williams
Musical.....	Brianna Pohlman
FFA.....	Trent Platt
JH Robotics.....	Cindy Stalder
JH Quiz Bowl.....	Cindy Stalder



HTRS TITANS

2017-18 School Calendar

August 2017

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

October 2017

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

December 2017

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

February 2018

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

April 2018

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

September 2017

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

November 2017

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

January 2018

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

March 2018

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

May 2018

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

August 2017

14	Teacher In-service
15	Teacher In-service
16	Teacher Work Day
16	Open House
17	First Day of School

September 2017

4	No School - Labor Day
14	No School - County Fair
15	No School - County Fair

October 2017

12	P/T Conferences - 1:30 dismissal
20	End of 1st Quarter (44 days)
20	Work Day - 1:30 dismissal
23	No School - Teacher In-Service

November 2017

10	Teacher In-service - 1:30 dismissal
22	Thanksgiving Break - 1:30 dismissal (work day)
23	No School - Thanksgiving Day
24	No School - Thanksgiving Break

December 2017

22	End of 2nd Quarter/1st Semester (42 days)
22	Christmas Break - 1:30 dismissal (work day)
25 - 27	No School - Christmas Break

January 2018

3	School Resumes
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February 2018

5	P/T Conferences - 1:30 dismissal
19	No School - Teacher In-Service

March 2018

14	End of 3rd Quarter (47 days)
14	Teacher Work Day - 1:30 dismissal
15	No School - Spring Break
16	No School - Spring Break
30	No School - Good Friday

April 2018

2	No School - Easter Monday
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May 2018

12	Graduation
17	End of 4th Quarter/2nd Semester (47 days)
17	Teacher Work Day - 1:30 dismissal
18	Teacher Work Day

	No School - Teacher In-service
	No School - Teacher Work Day
	1:30 dismissal/work day/in-service
	No School - Holiday

BOE Approved: February 13, 2017

P/T conferences in evenings on Sept. 25 plus Feb. 15 & open house on Aug. 16 together = 1 teacher contract day

STUDENT INFORMATION

ARRIVAL TIME

Students should not report to school until 7:25 a.m. Please do not drop your students off before that time. All students will be expected to be ready to start the school day at 8:00 a.m. Students in grades K-8 will report to the Old Gym upon arrival to school. Students in grades 9-12 will report to the Commons area upon arrival to school.

STUDENT LOCKERS

All students will be assigned a locker. The locker remains the property of the school and administration reserves the right to inspect lockers as deemed necessary. Students are expected to keep lockers clean, locked and orderly. Do not keep valuables in your locker. A student will be assigned a locker with a lock at the beginning of each year. Students are not to tape anything to the outside of their lockers. Magnets will be available to place information on the outside of lockers.

PERSONAL PROPERTY

Students are asked not to bring personal property to school. The school and school personnel are not held responsible for any item brought from the home should any damage occur, or should that item be lost or stolen. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary keeping.

STUDENT DRESS

Every student attending HTRS Public Schools is expected to be neat in appearance and dress at all times. People's opinion of our school will be formed by the way students represent it in dress and conduct. Student appearance reflects both themselves and the school district.

The HTRS dress code is as follows:

1. A student and his parent or guardian are responsible for the student's grooming while he or she attends school. However, appearance which is disruptive or in bad taste is not allowed.
2. Coaches or sponsors of teams or special groups which represent the school may make special dress and grooming regulations for those groups which students will be expected to follow if they wish to participate.
3. Hats or caps are not to be worn inside of any school building during school days or at school activities including events not hosted by HTRS.
4. Coats or jackets are not to be worn inside the school during the school day.
5. Clothes advertising/stating things which are offensive, illegal, or in poor taste are not to be worn.
6. Clothing should fit properly. Styles change, but the school is not a fashion parlor. Tank tops may be worn under a shirt. Spaghetti straps and short tops are not to be worn. Midriff tops are not acceptable (bare skin should not be showing around the middle.) No halter tops, pajama pants or sagging jeans.
7. No leggings should be worn unless they are worn as hosiery under a skirt or dress.
8. The above may be altered on a school-wide basis for specific situations.

Each student should take it upon himself/herself to dress appropriately within the guidelines. The staff will interpret and enforce the guidelines. The administration will be the ultimate authority in determining compliance to the dress code.

MEDICATION

Any student taking medication during the day must keep their medicine in the nurse's office. The HTRS staff WILL NOT dispense any medication without specific WRITTEN PERMISSION. To disburse medicine, when permission is granted over the telephone, a permission form must be signed and returned to the office. All medication must be in its original container.

HEALTH CONCERN

Any student with a temperature over 100.0 degrees will be sent home from school. They should remain home until they are fever free (without medication) for 24 hours. Students who are experiencing nausea and diarrhea should remain home until they are symptom free for 24 hours also.

Any student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. When a child is sent home because of suspected reportable communicable disease, a report may be provided to the Board of Health.

Administrative regulations are:

The school nurse will function as the liaison with the student's physician as necessary and will communicate the health management procedures within the school building.

Decisions regarding the type of educational setting for the student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.

The privacy of the student and his/her family must be protected and knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, these persons will be provided with information concerning necessary precautions and will be made aware of confidentiality requirement.

A student might be considered at high risk if he/she: exhibits behaviors that may spread the disease (e.g., biting, lacks toilet training or is incontinent) or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.

During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long-term cases should be medically reviewed monthly at a minimum.

STUDENT RECORDS

Any student in the HTRS Public Schools, his/her parents, guardians, teachers, counselors or school administrators shall have access to the school's files maintained concerning him/her, in the presence of the counselor, principal, or Superintendent of schools.

No other person shall have access to, nor shall the contents thereof be divulged in any manner to any unauthorized person.

All files shall be maintained as to separate academic and disciplinary matters. All disciplinary materials shall be removed and destroyed upon the student's graduation or after his/her continuous absence from the school for a period of three years, and authorization is given by the State Record Board, pursuant to Sections 84-1201 to 84-1220, R.R.S., Nebraska 1943 and 79-415 Nebraska School Laws, 1976.

NEW STUDENTS

All students entering kindergarten are required to have a health physical, updated immunization card and eye exam by a medical doctor before the start of the new school year. Incoming kindergarten students will also be required to submit a copy of their birth certificates.

Students transferring into the HTRS Schools from another district may do so by contacting the school office at (402) 862-2151. Transfer students will need a copy of their birth certificate, immunizations and health records. According to the Nebraska State Law, all students entering the seventh grade or transferring from another state are required to submit a school physical form to the office prior to being enrolled at HTRS. These physicals may also be used as the medical physical form for athletic participation. A parent will need to sign a Release of Information Form in order for records to be obtained from the previous school district.

State law requires new students to show proof of immunization for childhood diseases before your child can attend school in Nebraska. If your child's immunization card is in the school records which will be sent from your previous school, that will be sufficient until we receive the records. HTRS requires a complete record of immunizations before your child may start school.

WITHDRAWAL

When withdrawing from the HTRS Schools, please contact the school office as soon as withdrawal dates are known. Any equipment, book, fees, fines, or money owed must be accounted for before records will be transferred. Additionally, release forms must be signed by a parent before records can be transferred directly to the new school.

VISITORS

Parents are encouraged to visit the school and we welcome their interest, however; **all visitors are to check in at the main entrance security desk** prior to visiting with a student in the halls, classrooms or on the school grounds. Parents are encouraged to set up time with the classroom teacher prior to visiting. It is highly discouraged to have non-district students visit classes. Permission may be granted at the discretion of the administration.

ACADEMIC REQUIREMENTS

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

The HTRS School is committed to providing an educational environment that is safe and free from the detrimental effects of illicit drugs and alcohol.

The school provides instruction in all grades through the guidance program and health classes that address the legal, social, and health consequences of drug and alcohol use. Instruction also emphasizes resisting peer pressure concerning illicit drug and alcohol abuse.

STAFF QUALIFICATIONS

All teachers for HTRS elementary classrooms hold Nebraska Teaching Certification issued by the Department of Education for the State of Nebraska and are teaching within their endorsed areas of instruction.

ACADEMIC PERFORMANCE

The Board of Education and the staff at HTRS believe that the main priority of students should be their academics. Everyone within the District shall help each student strive to meet his/her potential. Academic performance and educational guidance for students who are experiencing difficulty in their academic classes is very important. To help student succeed in their academic classes, before and after school assistance is

available. It is the responsibility of both the student and teacher to make arrangements for a time that is convenient for all parties involved. Students are given the opportunity to obtain educational guidance, support and instruction on a daily basis.

INCOMPLETE WORK

Students with incomplete work or who are on the down list in any class will be required to stay 9th hour for academic aid. 9th hour will begin at 3:30 p.m. and end at 4:15 p.m. At 4:15 p.m. students will be allowed to attend sports practices or other scheduled activities. If the work is not satisfactorily completed, the student will remain on 9th hour until the teacher signs him/her out. If the student fails to report for 9th hour a 30-minute detention will be issued in addition to the 9th hour. If the student fails to report a second time the parent will be notified and an in-school suspension (ISS) will be issued.

If the student has been ill, the time period allowed for making up an incomplete will be the number of days absent plus 1 day. An incomplete will automatically eliminate a student from the honor roll, unless it is due to illness and work can be made up before the honor roll is released.

K-8 PROMOTION REQUIREMENTS

Students in kindergarten through eighth grade failing any of their core subjects, those subjects that a student takes five days a week, may be retained. The final determination of promotion or retention shall be the responsibility of the administration. Those students with special needs will be evaluated on an individual basis by the administration. Parents may request a review of the retention.

GRADUATION REQUIREMENTS

A student must earn a total of 260 semester hours of credit of which 220 must be academic solids. A semester hour is earned for one period a week all semester, hence five periods a week equals five semester hours. Every student must earn a minimum number of hours in the following disciplines:

English	40 semester hours
Speech	5 semester hours
Math	40 semester hours
Science	30 semester hours
American History	10 semester hours
Geography	10 semester hours
Government/Econ	10 semester hours
World History	10 semester hours
Physical Education	6 semester hours
Health	4 semester hours
Computer Science	10 semester hours
General Business	10 semester hours
Fine Arts	5 semester hours
Electives	70 semester hours

Credits received for enrichment classes in addition to regular academic classes are:

Band	5 hours per semester
Chorus	5 hours per semester
Library Aide	5 hours per semester
Office Aide	5 hours per semester
Teacher Aide	5 hours per semester

Any student desiring to work as a teacher's aide, library aide, or office aide must be a junior or senior and assigned through the counselor or principal's office. Students will only be allowed to work as a teacher aide for one class period a day.

HTRS operates on an 8-period day. Every student must have 8 complete periods filled. Students wishing to fill less than 8 periods will need to present their requests to the counselor and principal. In order to justify a class selected from the elective field, we must have a minimum number of students enrolled each semester.

All students are expected to attend 8 full semesters of high school to receive a diploma. Special action must be taken by the HTRS School board for any exception to this rule.

IF DURING YOUR YEARS IN HIGH SCHOOL YOU HAVE FAILED A REQUIRED SUBJECT AND MUST REPEAT IT. THE COUNSELOR WILL WORK WITH EACH STUDENT TO ENSURE STUDENTS ARE MEETING THE REQUIREMENTS FOR GRADUATION.

Any former students of Humboldt Table Rock - Steinauer , Dawson-Verdon or Southeast Consolidated may receive a High School diploma if they meet the following conditions:

1. Eighteen years of age and the class in which the applicant was enrolled at time of withdrawal has been graduated at least one year.
2. Successfully completed the G.E.D test and present the test scores with letter of application.
3. Pay the full cost of obtaining a diploma from a printing company.
4. The applicant must present a formal letter of application to the Superintendent of Schools requesting a diploma.
5. If an applicant feels that he/she has a special situation that should be considered, he/she should talk to the administration. If the administration feels that the situation has merit, they will present it to the school board.

DROPPING OR ADDING SUBJECTS

Student may not drop, discontinue or add subjects except at semester unless special arrangements have been made with the counselor and principal. The counselor and principal will only give permission when students have gained approval of his/her parents, and have consulted with the instructor of the subject to be dropped or added. To drop or add a subject, the student should secure the proper form from the counselor.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice a year. Time is allowed for direct questions, answers and observations between the parent and the teacher.

REPORT CARDS

Report cards will be printed at the end of every quarter or semester. Proficiency, progress and deficiency reports will be sent out, as deemed necessary by the teacher and partially through each quarter. Students transferring to another district will receive their reports from the school via mail.

REGULAR GRADE SCALE

A+	=	98-100
A	=	95-97
A-	=	93-94
B+	=	91-92
B	=	88-90
B-	=	86-87
C+	=	84-85
C	=	80-83
C-	=	78-79
D+	=	76-77
D	=	72-75
D-	=	70-71
F	=	69-0

WEIGHTED GRADE SCALE

5.0 SCALE		4.0 SCALE	
A+	5.0	A+	4.0
A	5.0	A+	4.0
A-	5.0	A+	4.0
B+	4.75	B+	3.75
B	4.5	B	3.5
B-	3.0	B-	3.0
C+	3.75	C+	2.75
C	3.5	C	2.5
C-	3.0	C-	2.0
D+	2.75	D+	1.75
D	2.5	D	1.5
D-	2.0	D-	1.0
F	0.0	F	0.0

HONOR ROLL

Honor roll recognition is for students in grades 7-12 and is based on core subjects, those subjects that a student takes five days a week. Subjects graded by “pass/fail” will not be used to determine grade point average. The **High Honor Roll** will include students with a GPA of 94 to 100 percent with no grade below an 86 percent in any subject. The **Honor Roll** list will include students with GPA of 89 to 100 percent with no grade below 86 percent in any subject.

HIGH ABILITY LEARNERS

The HTRS Schools, in compliance with NDE Title 92, and LB 647, have implemented a comprehensive program for identification of High Ability Learners in grades K-12. These identified students are provided with services to meet their needs by accommodation through the District’s HAL Coordinator and/or by their classroom teachers.

ATTENDANCE**ATTENDANCE**

Regular classroom attendance is one of the single most important factors in determining how successful an individual student will be in school. While work missed during an excused absence must be made up, the information and insight shared by the teacher and projects completed in class are lost forever. The average student misses only 3 to 5 days a year for all reasons. Absences fall into two categories – excused and unexcused.

A WRITTEN NOTE OR PHONE CALL IS REQUIRED FROM A PARENT/GUARDIAN OR PHYSICIAN FOR EACH ABSENCE. ALL ABENCES WILL BE CONSIDERED UNEXCUSED UNTIL A WRITTEN NOTE OR PHONE CALL OF EXPLANATION FOR THE ABSENCE IS RECEIVED IN THE OFFICE FROM THE PARENT/GUARDIAN OR PHYSICIAN WITHIN 3 DAYS OF THE ABSENCE. UNEXCUSED ABSENCES RESULT IN ZEROS FOR WORK MISSED DURING THE ABSENCE.

EXCUSED ABSENCES

On occasion, students must miss school for reasons that are excused. Excused absences are:

1. Personal illness - the illness will only be excused upon the receipt of a written note/phone call from the parent/guardian or physician. The school may require a physician's note upon excessive illness.
2. Death of a relative/funeral - the absence will be excused upon a written note/phone call from parent/guardian.
3. Doctor/dentist/counseling appointment – the absence will be excused upon a written note/phone

call from the parent/guardian or physician. We encourage that these appointments be made during non-school hours.

4. Observance of a religious holiday - the absence will be excused upon a written note/phone call from parent/guardian.
5. Family business/vacation - the absence will be excused upon a written note/phone call from parent/guardian.
6. To obtain drivers license - 1/2 day, one time – the absence will be excused upon written note/phone call from parent/guardian.
7. Court appearance - the absence will be excused upon written note from parent/guardian or documented by the court.
8. College visitation - Juniors may have one excused day for college visitation, seniors may have two days. The absence will be excused upon written note from parent/guardian.
9. Unusual occurrence - these absences need approval from the principal.

UNEXCUSED ABSENCES

Unexcused absences should not happen; regular school attendance is too important. For that reason, all unexcused absences will result in failure for all work missed during the absence. Failures definitely affect a student's grade average for the course work and ultimately affect credits for course work. Examples of unexcused absences would be truancy, shopping trips, hair appointments, oversleeping, photography appointments, tux shopping/fittings, or anything else that could be done outside of the school day.

QUESTIONS CONCERNING ABSENTEEISM SHOULD BE DIRECTED TO THE PRINCIPAL'S OFFICE.

ABSENCE LIMITATION

The following absence limitation shall apply to students in grades 7-12.

Excessive absenteeism is defined as more than six (6) days absence per semester for any reason (excused or unexcused) other than school-sponsored activities and illness which makes attendance impossible or impracticable. Students participating in sanctioned school activities under the supervision of a school staff member will be considered present at school. Absences for students with illness which makes attendance impossible or impracticable will be handled in accordance with board policy.

When a student has accumulated 4 days' absence for a semester, a letter will be mailed to the parent or legal guardian of the students as a reminder of the absent status. A second notification of the parent or legal guardian will be made after six (6) days of absences reporting that the student will receive no credit for course work for the classes which have accumulated six absences.

A student who is absent more than six (6) days per semester will forfeit all credits for course work in the classes which have accumulated more than six absences unless he or she requests a hearing before the Hearing and Appeals Committee within eight (8) school days after the student returns to school and is granted a reinstatement of credits by the Hearing and Appeals Committee. Students may request a hearing by contacting the principal's office.

If all absences that caused the absence limitation to be violated are for medical reasons as evidenced by written parental verification or written verification from a licensed medical practitioner, then the Hearing Committee or principal, after examining the total absence record of the student involved, may waive the formal hearing and credits will be reinstated. Notice of loss of credits and possible reinstatement through the Hearing and Appeals process will be sent to the parent or legal guardian after seven (6) absences in a semester.

The Hearing and Appeals Committee at each building shall consist of the principal, one faculty member chosen by the instructional staff, and one faculty member assigned by the principal. Specific faculty that has the said student in regularly scheduled classes may attend the hearing and respond to questions. Three members of the Hearing and Appeals Committee must be present at the hearing. The student's total absence record will be examined. The student and parent or legal guardian are responsible for justifying reasons for all absences. In making its decision, the Hearing and Appeals Committee shall consider the necessity of the absences, the reasons for the absences, and the total absence record. The decision will be determined by a majority vote of the Hearing and Appeals Committee members present at the hearing. A tie vote will result in a decision in the student's favor. A student may appeal the decision of the Hearing and Appeals Committee to the Superintendent of Schools, who will affirm or reverse the decision of the Committee within a reasonable time after the Committee's decision. The decision made by the superintendent of Schools will be final.

TARDIES

Students must arrive prior to 8:30 a.m. in period 1 to be counted present for that class period and be in school until after 3:00 p.m. to be counted present for the period 8 class. If a student arrives late to school for first period, he/she must first report to the principal's office for a pass. Students have three minutes between classes. There will be a tardy bell. Any student who accumulates more than three unexcused tardies for any one class during a semester period will make up 30 minutes with the classroom teacher for each 3 tardies accumulated. Students subject to the 30-minute makeup time must arrange the time with the teacher within 1 week of the last tardy. All teachers will enforce tardy compliance for all students.

MAKE-UP WORK

School activities: whenever students are absent from classes because of involvement in an activity during the school day, they may be required to complete a sign-out sheet. It is the responsibility of the student to make up class work that is missed, prior to the absence or make arrangements with each individual teacher. If required by the teacher, make-up work for activities or planned parent request absences will be due IN ADVANCE.

Illness: upon returning to school, students must make arrangements to make up any work notes, tests or quizzes missed during their absence. Students will have $n + 1$ days to make up their work upon returning to school, n being the number of days missed.

An incomplete final grade must be completed within two weeks from the previous grading period or the incomplete will revert to an "F". If the student's absences have been greater than six days because of extenuating circumstances, an additional day will be allowed for each day beyond the six days. For the 4th quarter, the same time schedule shall be followed. If extenuating circumstances exist a special waiver may be granted by the administration.

ATTENDANCE OFFICER:

The Superintendent is hereby designated as the Attendance Officer for HTRS and shall be vested with all rights, powers, duties and responsibilities pursuant to Nebraska revised statute 79-210.

PROCEDURES:

1. The Superintendent will determine whether informal internal procedures are appropriate or formal action is required. The Superintendent shall contact the student's parents when their child has reached four (4) or more absences in any one (1) semester or for other continuous disciplinary actions by the student. (If formal action is taken see steps 2-8).
2. If formal action is required, official notice shall be given to the student and parents or guardian of student as to the date, time, and location of a meeting, the allegations on which the meeting is being conducted, and the right to present evidence.

3. The Superintendent shall conduct meeting and report his findings to the parent at the meeting along with any action he may have taken pursuant of state law.
4. The Superintendent, upon acceptance of testimony and evidence shall issue a written opinion as to appropriate disciplinary action, if any, and establish such guidelines or other special conditions for student attendance as deemed appropriate. Said written report shall be filed in the Superintendent's office within five (5) working days and a copy mailed to the student and parents or guardian within two (2) working days of receipt by first class mail.
5. The decision of the Superintendent may be appealed by and interested party to the Board of Education Grievance Committee in writing within ten (10) days of its mailing. The appeal should be to the President of the Board of Education.
6. The Board of Education Grievance Committee shall within five (5) working days of receipt of notice of appeal, set a date and time to hear arguments of the parties and review the record and written determination made by the Superintendent. Said hearing shall not be less than five (5) nor more than ten (10) working days after notice is given. If the Board of Education Grievance Committee should determine that due process was afforded the student, parents and/or guardian, and the action taken by the Superintendent was reasonable and within the statutory limits, they shall affirm the decision of the Superintendent. Should the Board of Education Grievance Committee upon appeal find that due process was not afforded the student, parents and/or guardian or decision was not reasonable or within statutory provisions, they shall return the case to the Superintendent with appropriate instructions. A written determination shall be made and mailed to the student and parents and/or guardian with five (5) working days by first class mail.

The student, parents and/or guardian may appeal in writing, the decision of the Board of Education Grievance Committee to HTRS School Board by giving written notice to the Board Secretary within ten (10) days of the mailing of the Board of Education Grievance Committee decision. The Board President and Superintendent shall set a time, date and place for the Board to review the record and hear arguments, which hearing shall not be less than five (5) nor more than ten (10) working days after the notice of appeal is given. The Board may affirm or remand with appropriate instructions. The decision of the Board shall be in writing and mailed within five (5) working days of the hearing. The decision of the Board shall be final.

STUDENT CONDUCT

PASSES

During the school hours, students are not to be in the hall or go to other rooms without a pass. Passes are a privilege and not a right. Individual teachers may take this privilege away any time the actions of a student warrants it. A pass for a conference/help with a teacher must be obtained from that teacher before a period begins. Plan your needs in advance and passes will not give you any trouble.

Each student will receive a student handbook with a planner at the beginning of each school year or when he/she enrolls in school. Students will be allowed to leave the classroom only two (2) times during each school day. To use a hall pass the student must fill out in his/her planner the place and time they are going to be in the hall during that day. The teacher will initial beside the information and issue the student the classroom hall pass. If the teacher notices that both hall opportunities have been used for the day he/she will not issue a pass to the hallway unless it is for an emergency. Students who do not have planners with them or do not have the information filled out correctly will not be allowed to use a hall pass privilege.

Students that are in a location not specified by their hall pass or that do not follow the procedures for using a hall pass will be referred to the office for disciplinary action. Students who lose their planners may purchase a replacement planner for \$5.00 from the office.

BUILDING EXPECTATIONS

The students at HTRS will...

- Be Safe
- Be Respectful
- Be Responsible

What does it look like, sound like and feel like?

Be Safe	hands and feet to self	follow HALLS procedure	do not harm self or others
Be Respectful	take turns	treat others like you want to be treated	look at and listen to others
Be Responsible	follow directions	take care of your space/property	YOU are in charge of YOU
Give Maximum Effort	do your BEST	take your time and do it correctly	GAME ON!!!

ELEMENTARY PLAYGROUND CONDUCT

I will...

- Walk quietly with my hands to myself while traveling to and from recess
- Play safely
- Use equipment properly
- Include others
- Be respectful to others
- Wear appropriate seasonal clothing

TELEPHONE AND CELL PHONE USE

Students may use the phone in the office with permission. This phone is available for calling home to leave a message or request materials. It is not for social use. **Cell phone, iPod, MP3 player and other electronic device use during school hours is strictly prohibited.** Electronic devices will be confiscated and returned after school hours. Repeated infractions will result in the devices being confiscated and returned to a parent. Headphones may be used with a laptop on an as needed basis for class projects and accommodations with teacher permission.

DISCIPLINE

DISCIPLINE

In order to provide a proper educational atmosphere, it is necessary to have a certain expectancy regarding student conduct. Please see the complete discipline policy #6024 in the principal's office or on-line at htrstitans.com

The following are expectations for student behavior at HTRS.

1. Every student should be considerate of the rights and privileges of fellow students and staff members. Students will not be allowed to hinder the right to an education of any student in this school.
2. Students will use school appropriate language and behaviors. Obscene language or behavior will not be tolerated.
3. Students will treat the property of the school or others appropriately.
4. Students will be respectful to other students and staff.
5. Students will comply to a reasonable request of a staff member.
6. Physical assault (fighting) will not be tolerated.
7. Harassment (sexual or physical) will not be tolerated.

Removal from class for disciplinary reasons could result in the student making up double the time spent out of the room. The student will need to work with the classroom teacher to resolve the issue. A second time

out from class will result in a conference with the principal, teacher and any other parties as needed. Parents will be notified by the teacher via a note and/or telephone call. A third offense will necessitate a meeting between parents, teacher, student, and administration to determine the course of action. Suspension/expulsion from class with possible loss of credit will follow should these measures not prove successful.

In extreme disciplinary situations, students will be suspended from school by the administration for a period of up to five days, on basis of evidence that strongly indicates that the student committed offenses against the school discipline or moral codes of conduct while in attendance at school or while participating in activities sponsored by the school. If suspension does not take care of the situation, the administration may expel the student from the school for the remainder of the semester.

The following student conduct shall constitute grounds for possible expulsion for the remainder of the semester in which it takes effect or for short or long term suspension (up to 19 days).

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purpose.
2. Willfully causing or attempting to cause damage to, or theft of property.
3. Causing or attempting to cause physical injury to a school employee or any student.
4. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from any student.
5. Knowingly possession, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcohol.
7. Public indecency as defined by state law.
8. Engaging in any activity forbidden by state law which constitutes a danger to other students or interferes with school purposes.
9. A repeated violation of any school rules if such violations constitute a substantial interference with school purpose.

Student Exclusion, Suspension, and Expulsion Policies and Procedures are available in the Principal's Office.

PUBLIC DISPLAY OF AFFECTION

Public display of affection will not be allowed or tolerated in classrooms, halls, buses and any other area on the school grounds, or while attending a school activity. This includes, but is not limited to, holding hands, kissing, hugging, etc.

DUE PROCESS

Due process is afforded to both students and their parents to assure communications between home and school. HTRS takes great care to preserve the rights of all involved. It is only through communications that wrongs can be righted or improvements can be made.

The "chain of command" should always be followed. Please begin directly with the person involved as that is the one that has the best information and insight to share. If your questions are not answered satisfactorily or you disagree with the decision, arrangements will be made for you to talk with that person's supervisor, up to and including the HTRS Board of Education.

STUDENT ORGANIZATIONS AND ACTIVITIES

STUDENT COUNCIL

The Student Council is a group of students who are the voices of the student body and serve in an advisory capacity to the administration on school related issues. The Student Council consists of members from each grade level. Representatives are selected in the fall by the vote of each class.

FUND RAISING

Any fund-raising activities undertaken by any class or school organization must first be approved by the sponsor, then the administration. The need for the activity must be justified upon making the initial request. New fund-raising activities should not be competitive with existing fund raisers since priority will be given to the established fund raising activities.

SCHOOL DANCES/PARTIES

Organizations may have a school dance or special activity if approved by the administration and sponsor. Dances or other activities will be co-sponsored by parents and sponsors. All junior high school dances or parties will be closed to the public. High school dances will not admit students younger than freshmen or persons older than 20. Non-HTRS high school students will be allowed to attend if the student is registered in the office and approved by administration. Students who leave a school-sponsored dance will not be allowed to return.

ACTIVITIES AND ATHLETICS

ELEMENTARY FIELD TRIPS

The HTRS School District recognizes that field trips are a way to explore and learn from the world around them. Parents who are invited to chaperone should wear appropriate attire and should also be prepared to assist the teacher in supervising students for the safety of all children on the field trip. Parents that agree to chaperone will be required to travel with the students on the bus or the provided mode of transportation. Chaperones will follow guidelines set forth by the classroom teacher.

ACTIVITY PHILOSOPHY

Interscholastic athletics and activities shall be an integral part of the total school educational program. Its main purpose is to provide educational experiences not otherwise provided in the curriculum, to develop learning outcomes in the areas of knowledge, skills and emotional patterns and contribute to the development of better citizens. Emphasis shall be upon teaching through athletics and activities in addition to teaching the skills of each activity.

Objectives

- To provide outlets for students desiring to participate on teams in competition with other schools.
- To assist in the development of higher levels of strength, endurance and vitality.
- To teach good sportsmanship.
- To further develop the health and knowledge of each individual so he/she will be a contributing member of society.
- To develop ideals of self-sacrifice and denial.
- To create an atmosphere of unity; to foster a school spirit growing out of the school athletic and academic endeavors, a spirit which will make the educative process more effective.

DRUG AND ALCOHOL USE

It is the policy of HTRS Public Schools that students refrain in all cases from the use of drugs, alcohol, tobacco, and any other substances or paraphernalia prohibited by law or school policy (collectively, “prohibited substances”). This policy includes vapor products and e-cigarettes as well as any products intended by appearance or effect to replicate tobacco products. Also, included in this policy is the use and solicitation of these substances and the choice to be involved with others using, soliciting, or possessing these substances. For example, if a student is discovered to be at a party or other place where prohibited substances are in use, even if that student is not using the prohibited substance, the student is still subject to consequences under this policy.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances on campus, in a school vehicle, or while in attendance at a school sponsored event shall be subject to the district’s student discipline policies and this section. Such student shall be suspended or excluded from participation in all school sponsored activities and contests and must complete a report of the incident which shall be given to the principal and superintendent of schools.

A student who is in the possession of, under the influence of, who solicits, or who is discovered to be in the use or presence of prohibited substances off school grounds may be suspended or excluded from participation in all school sponsored contests.

Suspension or exclusion from activities or contests for a violation of this provision will commence at the discretion of the administration. The administration is the sole determiner of when the evidence or reports are sufficient to warrant suspension and/or exclusion from activities, in addition to other consequences permitted by law and other school rules.

If the violation occurs during summer months when school is not in session, suspension or exclusion from activities and/or contests may be imposed upon the student’s next activity or activities and he/she must complete that sport or activity.

Suspension from activities and/or contests for a violation of this provision occurring while school is in regular session (including end of calendar year breaks, holidays, etc.) will take effect at the direction of the administration and may commence immediately. If a student is not involved in an activity, the consequences may be imposed immediately upon the student’s next activity or activities. Student violation(s) generally will result in suspension from activities and/or contests as follows. The penalties may be enhanced for each subsequent violation of this policy during the student’s enrollment. However, administration may also impose more serious consequences and, for example, may treat first violations as second or third violations depending upon the nature of the violation:

- First and/or minor violations - (30) thirty*school days.
- Second and/or more severe violations - (1) one*calendar year.
- Third and/or very severe violations - remainder of student’s time at HTRS

*The administration may provide the student with the option to have a 15-day suspension for the first offense or a 6-month suspension for the second offense by entering a school approved treatment program at their own expense. The student must show successful completion of an approved treatment program prior to reinstatement to activities. If at the end of the 15-day suspension period the student has not completed the approved program, the student will be reinstated as long as he/she continues and completes the approved program.

Nothing in this section prohibits the activity sponsor and/or administration from imposing consequences permitted by board policy, handbooks, activity rules, or other school rules and directives. Student discipline policy #6024 can be viewed in its entirety at htrstitans.com

ATTITUDE

An unexcused absence from practice will result in disciplinary action determined by the sponsor. Repeat absences could result in the student's exclusion from the activity. The merit of the student's reason for missing scheduled activity events (such as practices and competitions) is determined by the sponsor of that activity. If the student is suspended or excluded from the activity, the sponsor will provide the administration with his or her basis for the decision.

Any conduct which reflects poorly on the athletic program, activity, or the HTRS Public School in general will not be tolerated, and consequences may be imposed by the administration and/or sponsor consistent with school policy.

ACADEMICS

An athlete must pass twenty (20) hours each semester to remain eligible for varsity athletic competition in the next semester.

To participate in any interscholastic competition, weekly eligibility must also be maintained. Students who fail two courses will be placed on a probationary list for ineligibility to participate in any school sponsored activity. Should the student be ineligible a second time during any one sports seasons, the student then becomes ineligible to participate during the following week from -Tuesday to Monday-, or as long as the student remains on the down list. Teachers will be required to hand in a list of students who presently maintain an accumulative failing status to the principal each week. The principal in turn will notify the activity sponsor. The sponsor will notify the student and parents. The student will be allowed to practice but may not represent the school at a competition.

Guidelines for participation in activities are established to ensure the general good nature of competition by HTRS Public School. Special or unusual circumstances involving health, attitude or academics may be dealt with by the coach and administration at their discretion. At all times, punishment assigned should be in the spirit of enhancing the philosophy and objectives of interscholastic activities.

PRE-PRACTICE REQUIREMENTS

Each student, before he/she can participate in athletics each school year, must present the Athletic Director with a physician's statement stating he/she is physically fit to participate in interscholastic athletics.

If an athlete is under medical advice not to participate in athletics, he/she will not be allowed to do so regardless of the feeling of the athlete, his/her parents or the coach.

Each athlete must have permission in writing of his/her parents before he/she can participate in athletic practices.

INSURANCE

Accident insurance must be carried by the athlete's parents before he/she can participate. If the family does not have health insurance coverage, insurance through the school may be purchased at a nominal fee.

Information as to the insurance coverage must be provided in writing to the Athletic Director before the participant will be allowed to practice.

TEAM TRAVEL

Team members must travel to and from out-of-town activities as a unit. The only exception to this rule occurs when prior arrangements have been made for transportation. Arrangements must be made with the coach/sponsor and the principal. Parents may sign out a student after the activity.

Dress of team members on out-of-town trips should be clean, neat and in good taste.

PARTICIPATION AND ATTENDANCE

A team member may not practice with the team or play in an athletic contest if he/she has missed the afternoon prior to participation because of illness or unexcused absence. School absence because of school activities or family emergencies (funeral, etc.) will not result in the student being held out of practice or games. Prior arrangements will be handled on an individual basis at the discretion of the coach.

PRACTICE/CONTEST GUIDELINES

There will be no practice of any sport or activity on Sunday unless there is a competition on the following Monday. Sunday practice will not be mandatory and must be approved by the administration. When the school issues a 2-hour late start due to weather, practice may be held but will not be mandatory. There will be no practice when school has been cancelled because of inclement weather. If practices are held during school vacations or holiday periods, excluding preseason practice in the summer, students will be encouraged, but not required, to participate.

No athletic contests will be played on Wednesday evening (church night) unless they are mandated by Conference or District Tournament officials.

No player will be cut from an athletic team because of lack of his/her athletic ability.

The school will provide uniforms and other necessary equipment for participation in the various activities with the exception of shoes. Students will have to pay for their outfits for cheerleading, swing choir, and stage band. Towels, socks, etc. must also be the responsibility of each participant. Equipment that is checked out to the student is his/her responsibility for safekeeping and cleaning. If it is lost, the student will be expected to pay its replacement cost.

At the end of each sport season, the coach will announce the athletes who earned a letter in that sport.

Coaches will hold approximately 1.5 hour, not to exceed 2-hour, practice sessions. Athletes will practice after school and the other activities will practice at other times.

Each student out for athletics will be assigned a locker with a lock. We encourage students not to bring valuables to school and not to leave their locker unlocked but each year we have items stolen because students neglected to heed our warnings. Items cannot be stolen if they are kept locked up.

REQUIREMENTS FOR LETTERS

Football - Play in at least half of the varsity quarters.

Basketball - Play in at least half of the varsity quarters.

Volleyball - Play in at least half of the total sets played.

Wrestling - Accumulate 20 points or place at district wrestling tournament and/or complete the season in good standing.

Track - Score in 2 events or 2 meets.

Golf - Shoot a 48 or better in a verified round.

The requirements listed above may be waved in the case of an athlete who has contributed a great deal to the team. An athlete must complete the season to letter unless the activity director and coach grant

permission to discontinue competition for such things as health and injury. In all cases the athlete must have the coach's and activity director's approval for lettering.

Letters may be granted to senior students who have participated for four years in the same sport.

Student manager letters are given to students who prefer the duties of such and meet the requirements of completing the season and have the activity director's approval.

IN ORDER TO REPRESENT A HIGH SCHOOL IN INTERSCHOLASTIC ATHLETIC COMPETITION, A STUDENT MUST ABIDE BY ELIGIBILITY RULES OF THE NEBRASKA SCHOOL ACTIVITIES ASSOCIATION.

PARTICIPATION ON OTHER TEAMS

Any individual who is a member of any HTRS HS interscholastic athletic squads cannot participate in any other organized team of the same sport, in school or out of school, during the concurrent period that he is a member of a HTRS interscholastic squad. (Example: town team basketball)

MIDDLE SCHOOL ATHLETIC ELIGIBILITY

To be eligible to participate in Middle School athletics the following rules apply:

1. All members must be a full time 7th or 8th grade student in regular attendance.
2. All members must not turn 16 years old prior to August 1 of the current school year.
3. All members are limited to two years of eligibility.
4. Members must be present in school for at least 4 periods on the day of practice or game to participate.
5. Members must be academically eligible (see ineligibility list under academics).

Any exception to this rule must be approved by the administration. The administration and coaching staff shall reserve the right to withhold any student from participation should the classroom work or citizenship of the student at any time indicate they are not working up to their potential.

ACTIVITY BUS

On occasion the school may provide an activity bus for high school students to attend an event. The sign up sheet for the activity bus will be in the principal's office. Students must sign up by 3:30 on the preceding day.

The use of the school buses for school activities is a privilege granted by the board of education so that students may take part in out-of-town activities. Bus sponsors for those activity trips are appointed by the school officials, and therefore, have the same official responsibility as that of the teacher. If students do not conform to the rules, the sponsor shall report the rule violation to the principal's office immediately. Students and staff/sponsor must ride the bus to and from school activities unless other arrangements have been made in advance with the sponsor and principal.

Sponsors may only release the students to ride home with their parents provided the parents have gained permission from the sponsor by speaking with him/her personally. After speaking with the sponsor, the parents will need to sign a release before leaving with the student.

RETURN TO LEARN PROTOCOL

The Concussion Management Team (CMT) ensures that every student who suffers a concussion is monitored for a safe return to activity.

1. Possible concussion occurs! If at school sporting event or other school activity, family is notified of possible concussion and encouraged to seek medical confirmation and advice.

2. Medical confirmation of concussion is obtained.
3. Parent signs Release of Information form allowing the school district to be notified of concussion and to share information.
4. District CMT contact person notified of medical confirmation of concussion parent, coach, athletic trainer or health care provider.
5. CMT contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider if available.
6. CMT implements a gradual Return to Learn Progression plan (see separate document).
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms
8. CMT designs individual academic accommodation plan with appropriate school staff and works with the student assistance team to coordinate academic accommodations for duration of recovery (about 2 -3 weeks) and reviews this with the student and family.
9. Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person. Data on progress/recovery shared with family and student. Family monitors symptoms at home and regularly reports to CMT.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion. Student progress and updates are communicated to appropriate school staff, family and student.
11. Family and CMT agree student is symptom free and function is "back to baseline**" in the classroom. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student's file.
12. Student returns to academics full-time with no adjustments or accommodations. Written clearance from health care provider is obtained by family. After a successful Return to Learn plan has been completed, the student begins the Return to Play Progression.

**Baseline testing will be completed on all students entering 7th grade.

NATIONAL HONOR SOCIETY

Eligibility - candidates must be a member of the sophomore, junior or senior class. Candidates must have been in attendance at HTRS the equivalent of one semester. Candidates must have a cumulative scholastic average of at least a 93 percent. Candidates shall be evaluated on the basis of service, leadership, scholarship and character.

Selection Process

1. Student's academic records will be reviewed and a list of all candidates who qualify on the basis of scholarship will be prepared by the chapter advisor.
2. Students who are eligible scholastically will be notified, and told that for further consideration for selection to the NHS Chapter they must complete the Student Activity Information Form.
3. All faculty members will be invited to complete a rating of leadership, service and character for each student completing a Student Activity Information Form. The faculty is asked to rate only those students they feel they know from having worked with them in a class or activity.
4. Students will be interviewed by the faculty council.
5. The faculty ratings are then reviewed by a five-member faculty council that makes the final determination and selection for membership.

USE OF THE BUILDING

Students are encouraged to make use of their school building for worthwhile pursuits related to the school program. **Students are not to be in the building during the part of the school day or year that school is not in session except under the direct supervision of a member of the teaching faculty. All activities must be scheduled with the principal through the organization sponsor. Equipment housed in the PE closet is not for student or public use without prior permission.**

TRANSPORTATION

STUDENT DRIVERS

Students driving cars/trucks to school are to park in the west parking lot. Do not park in the streets or east of the gym. Do not block in other cars by careless parking. Students are not to be in the parking lot over the noon hour.

BUSES

Upon entering a school bus, a student should immediately take a seat as assigned and remain in it until reaching the school or other destination. Students should keep their voices down and obey the bus driver at all times. Students who are in violation of bus rules will be EXCLUDED from riding buses. Pop and food will be allowed on the regular bus routes, if approved by the individual driver. Students riding buses on activity trips MAY be allowed food and beverages if permission is given by the sponsor and driver. If food or drink is consumed on the bus, it is the responsibility of the students and sponsor to clean up the bus at the conclusion of the trip. The driver is not responsible for food clean up.

It is the responsibility of each student riding the bus to let the bus driver know whether he or she plans to ride to or from school. If you do not plan to ride in the morning, call your driver before he leaves for his morning route. If a student does not plan to ride home in the afternoon, it shall be the student's responsibility to go up to the bus loading zone and personally tell the driver. Students from TR riding to Humboldt for an activity need to have written permission from their parents to the principal's office for approval.

TRANSPORTATION USE POLICY

School transportation is provided by the district for student use. Riding in the school vehicle is a privilege and is not a right. Students who cannot conduct themselves in a proper manner on the bus/car/van may have riding privileges suspended. The following rules will be in effect for student conduct on the school provided transportation:

1. The driver is in charge of the bus. Please obey him/her promptly.
2. Be on time. The bus cannot wait for those who are tardy.
3. Wait for the bus on the right side of the road.
4. Conversing with the bus driver while the vehicle is in motion is not permitted.
5. Classroom conduct will be observed on buses at all times.
6. Assist in keeping the bus clean.
7. Arms and heads are to be kept inside windows.
8. Remain seated while the bus is in motion
9. Get off the bus only after it has come to a full stop.
10. Any damage done to the vehicle by a student will be paid for by the offender.
11. Those students who are disruptive on the bus will be disciplined.

TRANSPORTATION DISCIPLINE PROCEDURE

Students NOT adhering to the preceding rules will be disciplined. Examples of infractions warranting discipline may include the following:

1. Destroying Property
2. Bringing Injurious or Objectionable things Aboard the Bus
3. Leaving Seat
4. Disobeying Driver
5. Fighting, Tripping or Pushing Others
6. Hanging Out of Window
7. Throwing Things into or from the bus
8. Lighting Matches or Smoking
9. Spitting or Littering
10. Unacceptable Language
11. Damaging Bus Equipment
12. Rude, Discourteous, Noisy or Annoying
13. Improper Boarding or Departure Procedures
14. Other Improper Behavior

Consequences for transportation infractions may include:

First Offense: The parent will receive a phone call from the transportation department or principal with the bus driver present. A written warning will be mailed to the parent requiring the parent's signature. The signed warning must be returned to the bus driver one week from the issue date. If the signed warning is **not** returned the student will not be allowed back on the bus until the warning has been returned to the bus driver.

Second Offense: Two-day suspension from riding school transportation

Third Offense: Five-day suspension from riding school transportation

Fourth Offense: Suspension from riding school transportation for the remainder of the semester

Fifth Offense: Suspension from riding school transportation for the remainder of the year

***The HTRS administration has the final determination in the issuance of consequences for transportation violations.**

FOOD SERVICE

BREAKFAST PROGRAM

HTRS provides students the opportunity to eat breakfast at school. The students who wish to partake may do so between 7:30 a.m. and 8:05 a.m. After a student is finished eating he/she must report to class or the designated waiting area.

FOOD SERVICE

Special meal arrangements may be made by contacting the Food Services Director, Brenda Frank.

PAYMENT OF LUNCH MONEY

It is the student and parent's responsibility to pay for the student's meals in advance. Payment can be made by the day, week or month. A student's account will be allowed to become delinquent up to a negative \$5.00. Parents/guardians will be notified weekly by the electronic notification system when the student's

account reaches \$25.00 and each week thereafter that it is below \$25.00. Any student who has a negative \$5.00 balance on their account will be offered a peanut-butter or cheese sandwich and milk or other appropriate action at the discretion of administration.

Students will be issued a lunch ticket with their own personal code to be scanned. Additional tickets will be issued the first Monday of each month at no charge. If a student does not have their lunch ticket, they will go to the end of the lunch line until students with tickets have been served.

Students who bring their own lunches are to eat in the lunchroom. Students may not bring or drink pop (sodas) in the lunchroom. Food/drinks will not be allowed in the small gym, locker rooms or elsewhere on school grounds during the noon hour unless a working lunch has been scheduled by staff.

FREE & REDUCED LUNCH APPLICATIONS

Each family is highly encouraged to take the time to fill out the Free & Reduced Lunch Application. Applications will be available in early August, given to each student the first day of school, or may be picked up at any of the school offices. **Each year a new application for lunches must be filled out and filed at the school.** It is a small way that (1) a family can save on the cost of feeding you child(ren) and (2) a school district receives additional funding in Title I, State Aid and other programs. All applications and those who qualify for the program are kept strictly confidential. There are no “special labeling” techniques used to identify student meal tickets. The only people who review the applications are the secretary and site administrator. If you have any question, feel free to contact the district office. Thanks for your cooperation.

CLOSED CAMPUS

Once a student arrives in school, they will remain here until the end of the school day. Students will not be allowed to leave during the noon hour. Lunch will be served for all students. Those not wishing to eat in the school’s lunch program may bring their lunch with them in the morning.

OPEN CAMPUS

Students achieving high honor roll status are eligible for open campus during the lunch hour. Students wishing to utilize open campus must have a signed parent permission form on file in the office. Students will need to sign out on the form in the office each time they are leaving the building for the lunch period. Students will have open campus privileges while they remain on the high honor roll.

EMERGENCY PROCEDURES

SCHOOL CLOSING

The Alert Solutions System is used when we have a cancellation of school, late start, or early dismissal. The Alert-Now System can call all staff and parents within minutes to inform them of schedule changes. The dismissal times will be announced by the Superintendent’s office and broadcasted on radio and T.V. stations: KFAB (1100 AM), KTNC (1230), KNZA (103.9), KNCY (1260), KUTT (99.5), and KOLN/KGIN-TV (Channel 10), KETV-TV (Channel 7), KMTV-TV (Channel 3), WOWT-TV (Channel 6). **If at any time you as a parent feel your child(ren) should be dismissed for inclement weather, call the school for dismissal. Your child’s safety is very important to us.**

FIRE DRILLS

The State Fire Marshall’s office requires fire drills to be held each month, unannounced. All students should know the proper exits to leave the building and the procedure to follow as they exit each area of the building. Each area will have a posted procedure. Students are to walk quietly as they exit. Fire drill protocol will be posted in every classroom.

TORNADO DRILLS

During the school year, tornado drills will be held as needed. Bells will signal the warning to move to designated safety areas. These areas are: old and new locker rooms (boy's and girl's). It is important that all teachers accompany students to the assigned area and remain with them during the drill. The administration will release the students to return to class. In the event of an actual fire or tornado, administration will notify teachers and students when it is safe to return to the building or classrooms. Should an off-site place be required the Ag Building and Christian Church will be used.

ASBESTOS

The Environmental Protection Agency (EPA) requires informing employees, students and patrons of any friable asbestos present in the building. A possibility exists that the HTRS Schools has friable asbestos in the boiler room. The material has been completely encapsulated and it is located only in the boiler room so there is no health hazard. The floor tile in certain areas is known to contain small quantities of asbestos; however, it is not friable and, therefore, not harmful.

DISTRICT POLICIES

NOTICE OF PROGRAM ACCESSIBILITY

The HTRS Public School recognizes that all children deserve the right to the best education. The handicapped individual is no exception. The HTRS Public School recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

CHILD FIND

Public Law 94-142, Rule 51, Rule 54, mandates that a free appropriate public education is available to each handicapped child ages 0-21 who resides within a local school district.

Handicapped children are defined by the Act as Physically handicapped, Visually handicapped, Acoustically handicapped, Speech handicapped, Orthopedically handicapped, Educable Mentally handicapped, Behaviorally Impaired, Specific Learning disabled, Mentally retarded, Multi handicapped, Home and Hospital bound. (By reason thereof, require special education and related services.)

If you feel your child may qualify under any of the above categories, please contact the Superintendent of Schools, HTRS Public Schools, Humboldt, Nebraska.

TITLE IX NOTICE

It is the policy of the HTRS school district not to discriminate on the basis of sex in the educational programs, activities, or programs as required by Title IX of the 1972 Education Amendments. Inquires regarding compliance with Title IX may be directed to: HTRS Administration 810 Central Ave. Humboldt Nebraska 68376 or to the Director of the Office of Civil Rights Department of Education, Washington, D.C.

INTERNET AND COMPUTER USE

INTERNET

It is the responsibility of each student to be responsible and follow the rules and policies, in regard to accessing the Internet and World Wide Web. The Internet is a very powerful method to access research, information, and educational knowledge. **THE INTERNET IS NOT FOR PERSONAL USE BY THE**

STUDENTS AND SHALL NOT BE USED TO TRANSMIT OR RECEIVE ANY PERSONAL CORRESPONDENCE WHICH IS NOT RELATED TO EDUCATIONAL PURPOSES.

HTRS Public School provides Internet access to students for educational purposes.

This document contains the Acceptable Use Policy for your use of the Computer Network Systems (CNS) of HTRS Public School.

1. Educational Purpose
 - a. The term “educational purpose” includes classroom activities, career development, and limited high-quality self-discovery activities.
 - b. The CNS has not been established as a public access service or public forum. HTRS Public Schools has the right to place reasonable restrictions and filter any material you access or post throughout the CNS. Users are expected to follow the rules set forth in HTRS Public School Board Policies, as well as the law in their use of the CNS.
 - c. Users may not use the CNS for commercial purposes. This means that you may not offer, provide, or purchase products or services through the CNS.
 - d. Users may not use the CNS for political lobbying. Users may not use the CNS to communicate with elected representatives or to express their opinion of political issues.
2. Student Internet Access
 - a. All students will have access to the Internet (World Wide Web) information resources through their classroom, library, or school computer lab. Students may be provided with individual e-mail accounts under special circumstances at the request of their teacher, and with the approval of the administration and their parent or guardian.
3. Unacceptable Uses
 - a. Personal Safety
 - i. Users will not post personal contact information about yourself or anyone else. Personal contact information includes: personal address, telephone numbers, school address, photographs, work address, etc.
 - ii. Under no conditions should you agree to meet with someone you have met online.
 - b. Illegal Activities
 - i. Users will not attempt to gain unauthorized access to the CNS, to any other computer system, or go beyond your authorized access. This includes hacking, attempting to log in through another person’s account or accessing another person’s files. These actions are illegal.
 - ii. Users will not make deliberate attempts to disrupt the CNS or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - iii. Users will not use the CNS to engage in any illegal act.
 - c. System Security
 - i. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should they provide their password to another person.
 - ii. Users will immediately notify a teacher or administrator if they have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
 - iii. Users will avoid the inadvertent spread of computer viruses by following the HTRS Public School virus protection procedures.
 - d. Inappropriate Language
 - i. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - ii. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

- iii. Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending messages, you must stop.
 - iv. Users will not post false or defamatory information about any person or organization.
 - e. Respecting Resource Limits
 - i. Users will use the CNS only for education and career development activities and limited, high-quality, self-discovery activities.
 - ii. Users will not download files or participate in discussion groups or chat rooms without teacher and/or administrator permission.
 - iii. Students will not use personal email accounts or web email (hotmail, yahoo mail, gmail or others). Students will not have access to personal email accounts or chatting during school.
 - f. Plagiarism and Copyright Infringement
 - i. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
 - ii. Users will respect the right of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use to the work, you should request permission from the copyright owner. Copyright laws can be very confusing. If you have questions ask a teacher. All resources should be cited.
 - g. Inappropriate Access to Material
 - i. Users will not use the CNS to access material that is harmful, profane or obscene (pornography), which advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). Students also should not access social networking sites. A special exception may be made if the purpose of your access is to conduct research and is approved by the administration, your teacher, and parent or guardian.
 - ii. If you mistakenly access inappropriate information, you should immediately tell your teacher or administrator. This will protect you against claims that you have intentionally violated this Policy.
 - iii. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. HTRS School fully expects that you will follow your parent's instructions in this manner.
- 4. Your Rights
 - a. Free Speech
 - i. Your right to free speech as set forth in the HTRS Board Policy applies also to your communication on the Internet. The CNS is considered a limited forum, similar to the school newspaper, and therefore, HTRS School may restrict your speech for valid educational reasons. The HTRS School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.
 - b. Search and Seizure
 - i. Users should expect only limited privacy in the content of your personal files on the CNS. This situation is similar to the rights you have in the privacy of your locker.
 - ii. Routine maintenance and monitoring of the CNS may lead to discovery that you have violated this Policy, the HTRS Board Policy, or the law.
 - c. Due Process
 - i. The HTRS School will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted on the CNS.
 - ii. In the event there is a claim that you have violated this Policy or HTRS Board Policy in your use of the CNS, you will be provided with notice and an opportunity to be heard in the manner set forth in the HTRS Board Policy.

- iii. If the violation also involves a violation of other provisions of the HTRS Board Policies, it will be handled in a manner described in the HTRS Board Policies. Additional restriction may be placed on your use of your Internet Account.
- 5. **Limitation of Liability**

HTRS makes no guarantee that the functions or services provided by or through the CNS will be error-free or without defect. The HTRS School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruption of service. The HTRS School is not responsible for the accuracy or quality of the information obtained through or stored on the CNS. The HTRS School will not be responsible for financial obligations arising through the unauthorized or unacceptable use of the CNS.
- 6. **Proper Care of Equipment**

It is the student's responsibility to help maintain the hardware provided for their use by the HTRS District. Any damage that occurs while a computer is in the possession of a student is that student's responsibility. The District may charge the responsible party repair costs based on the damage incurred.

LAPTOP POLICY

A. Laptop Initiative

Laptops are distributed each fall to all 9-12 students following an operation orientation on the rules and regulations for the use of student laptops. The student and parent must sign a Laptop Usage Form before the student can check out a laptop or participate in the HTRS Laptop Initiative. Laptops will be collected at the end of each school year for maintenance, cleaning, and software installations. Students will retain their original laptop each year while enrolled at HTRS. If a student/parent does not check the laptop back in before transferring to another school or as part of the end of the year checkout, the laptop will be considered stolen. Theft is a criminal act and will be dealt with accordingly.

High School Only: If the student chooses to participate in the HTRS Laptop Initiative, the student/parent must pay a laptop usage fee of \$35.00, refundable until the last day of the first quarter. For students enrolling during the school year the fee will be prorated by the quarter. Example: Quarter 2 fee =30, Quarter 3 fee = 20, Quarter 4 fee = \$15.

B. Library Check Out

Students/parents may prefer **NOT** to participate in the HTRS Take Home 1:1 Laptop Initiative. The student / parent may then choose to participate in the Checkout 1:1 Laptop Program. This program consists of checking out a 1:1 laptop to be used by periods or for the school day to use to complete assignments or educational projects requiring the use of a computer. The student will have a laptop assigned to them, but must ask permission from their teacher / librarian to check out the laptop. This laptop is not to go out of the building and must be checked back into the library by 3:15 or the end of the day. Student/parents will be held responsible for care of the laptop, just as any other school used devices. Students will be required to sign the "Student Pledge for Laptop Use" on the last page of the laptop handbook to participate in this option.

C. Care of Laptops

Students are responsible for the general care of the laptop they have been issued by the school regardless of the program they are participating in. Laptops that are broken or fail to work properly must be taken to the library. The librarian will then notify the Technology HTRS Help Desk or Tech Office. If the student needs a loaner laptop, the Tech Office will contact the librarian, and the student will be allowed to check out a loaner laptop.

General Precautions

1. No food or drink is allowed next to your laptop.
2. Cords, cables, and removable storage devices must be inserted carefully into the laptop.
3. Laptops and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the HTRS District.
4. Students are responsible for having their laptop's battery fully charged for school each day.
5. **High School Only:** Laptops must never be left in a car or any unsupervised area.

Carrying Laptops

The protective cases provided with laptops have sufficient padding to protect the laptop from normal treatment and provide a suitable means for carrying the computer within the school.

The guidelines below should be followed:

1. Do not place textbooks in the laptop carrying case. This puts too much pressure and weight on the screen.
2. The laptop must be put in sleep mode before placing it in the carrying case.
3. **High School Only:** Laptops should always be within the protective case when carried.

Screen Care

The laptop screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on the top of the laptop when it is closed.
2. Do not place anything near the laptop that could put pressure on the screen.
3. Do not poke the screen.
4. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
5. Clean the screen with a soft, dry, antistatic, or microfiber cloth.

D. Using Your Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars and schedules can be accessed using the laptop. Students must be responsible to bring their laptop to all classes, unless specifically advised not to do so by their teacher. High school students participating in the HTRS Laptop Initiative are encouraged to take laptops home for educational use.

Laptops Left at Home: High School Only

If a student leaves their laptop at home, academic consequences similar to those applicable to forgotten or incomplete work will be enforced. If there is a laptop available in the library, the student may ask permission from their teacher / librarian to check one out to use for that period. This loaner is not to go out of the building and must be checked back into the library at the end of the period or day according to the librarian check out procedures.

Laptop Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair in the library or the tech office. To get a loaner, the student must have a slip from the tech office or librarian so that they can check out a loaner laptop from the library. This laptop may not be a new machine. The expectations in this handbook are to be followed just as if it were the original laptop. When the original laptop is fixed, the student will be contacted and expected to turn in the loaner before they receive the fixed laptop.

Laptop Battery Issues

Laptops should start each day in a fully charged. Failure to act responsibly with regard to ensuring battery charge will result in academic consequences similar to those applicable to forgotten or incomplete work. In cases where required school use of the laptop has caused batteries to become discharged during the school day, students may be able to connect their computers to a power outlet in class. Laptops should be shut down overnight.

Laptops Left in Unsupervised Areas

Laptops should not be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Additionally, laptops left in an unlocked area, hallway, or PE locker will be considered to have been left in an unsupervised area. Any computer left in these areas is in danger of being stolen. Unsupervised laptops will be taken to the Office. Disciplinary action will be taken for leaving your laptop in an unsupervised location.

E. Managing Files, Saving Files, Printing

Students will be logging onto the HTRS network in order to access and save their work. Students will have their own user account and folders on the network with ample space to save any school related work. Student work saved to a different location on the computer is the responsibility of the student to place that work in their folder on the server. Students are responsible for backing up their data.

Students may use network printers installed for student use. HTRS will not modify high school student laptops for home printing. Work completed at home will need to be saved and printed at school.

F. Laptop Software

Applications Software

The software originally installed by HTRS must remain on the laptop in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from laptops at the completion of the course. Students are not allowed to add ANY software to school issued laptops or run applications from ANY foreign device (flash drive, DVD, CD, etc.). This means students are not to install software.

Virus Protection

Antivirus protection software is installed. This software will scan the hard drive and floppy drive for known viruses on boot up. The virus software will be upgraded from the network.

Filtering Software

Software programs have been installed to filter internet content while the student's laptop is used at school, at home, or anywhere off campus. That filtering software will block inappropriate web sites and record web sites that students visit when using school laptops.

Inspection

Computers remain the property of the HTRS District whether at school or home and may be inspected by school staff either directly or remotely at any time. The school has software that allows for remote monitoring of, access to, and control of school laptops

Procedures for Reloading Software: High School Only

If technical difficulties occur or illegal software is discovered, staff will re-format or re-image the laptop. If re-imaging is necessitated due to student misuse, students / parents will be charged the cost of re-imaging at the rate of \$20.00 per hour for the time required to complete the process with the student laptop not returned until the payment is made. The school does not accept responsibility for the loss of any software or student files deleted due to a reformat and reimage.

Software Upgrades

Upgrade versions of licensed software may be necessary from time to time. Students will be instructed what, if any action, will be required to complete upgrades.

G. Acceptable Use Policy

Educational Purpose

The HTRS Acceptable Use Policy will extend to all students during their enrollment. The HTRS district is providing students in grades 6-12 with laptops in order to improve instruction, motivation, and learning. The acceptable use of student laptops is for educational purposes including research, multimedia production, communication, and homework completion. Students are not to use their personal email or other communication applications or devices without the consent of authorized school personnel. Students are expected to follow appropriate rules for use, as outlined in the HTRS student handbook. All policies established by the HTRS District and those stated in this document will be enforced by teachers and administrators throughout the district.

Privilege Statement

The use of computers loaned or leased to students is a privilege. Students who do not use computers appropriately as outlined in this HTRS laptop handbook, high school handbook, or as directed by district personnel are subject to loss of laptops.

Conditions and Rules for Use

- High school students must have laptops with them, or locked in their school locker. Laptops should never be left unattended.
- While transporting the laptop high school students must use the laptop case provided by the school.
- Students will use the computer for school related educational activities only. Students are not to use their personal email or other personal communication applications or devices without the consent of authorized school personnel. Students shall not access material that is obscene in nature or that promotes illegal activity. If a student accesses an inappropriate site he or she should immediately report the incident to a classroom teacher, administrator, or district technology personnel.
- Students are not to write on, use stickers on, or mark their laptop or bag in any form. The bag and laptop are labeled with checkout information prior to checkout. If any damage does occur immediately report damage to staff.
- Students will be given server space to store academic files. Files saved to the server must be for academic purposes. Files found on the server that are not for educational purposes will be deleted. Senior files are deleted at the end of the year.
- The HTRS District will maintain a filtering program to protect students from accessing inappropriate materials. Any attempt to circumvent the district's filter will result in possible disciplinary action and loss of 1:1 initiative computer privileges.
- Email and all other forms of electronic communication will be used in a responsible manner. Students who engage in harassment, bullying, obscene, derogatory, or vulgar

communication will be subject to possible disciplinary action and loss of laptops used in the 1:1 initiative. Students are NOT to use personal email accounts or other personal communication applications or devices at school without prior approval. Doing so will result in disciplinary action that may result in loss of laptop privileges.

- Students are not to allow others to access their computer system by sharing account log-in and password information or other sharing systems.
- Students will not attempt to gain unauthorized access to the school network system or any other computer system, or go beyond authorized access. This includes hacking, attempting to log in through another account, or searching for ways to circumvent the network from home or school. This is illegal and will be subject to disciplinary action

Internet Safety

- Students shall not post personal contact information on the internet with their school devices. This includes name, age, gender, home address, and telephone number.
- Students shall not share or post personal photos or photos of others.
- Students shall not engage in chatting, instant messaging or use of social network sites such as facebook or twitter at any time during the school day except when such has been approved for classroom use.
- Students should inform district personnel of any threatening, bullying, derogatory, or obscene communication immediately.

Network Safety

- Students shall maintain a confidential password for access to the network.
- Students shall not knowingly or purposely access folders that are not established for access by the student, including any staff files, network files, or operating system files.
- Students shall not take actions to intentionally disrupt the operation of the network in any way.

H. Repair or Replacement of Laptop Computers

Manufacturer's Warranty

This coverage is purchased by the HTRS District for the laptops used in the 1:1 initiative. This warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts necessary to repair the laptop. This warranty does not warrant against damage caused by misuse, abuse, or computer viruses. Please report all laptop problems to the librarian or tech office.

Damage Protection

Damaged laptops will be sent into the laptop company (ByteSpeed) which will assess the damage and repair cost. The student/parent will be held responsible for 40% of the damage or repair and the school will pay 60% of this cost. Keyboards missing keys that require a new keyboard will be paid for by the student/parent at the replacement cost. Missing or damaged power adapters will be replaced and paid for by the student/parent at the replacement cost. This will be determined by the technology staff, librarian, and administration.

High School Only:

If the laptop carrying case is damaged, student/parent will so be responsible for replacement cost. **This coverage does not provide for damage caused by fire, theft, loss, misuse, intentional or frequent damage or cosmetic damage.**

Claims for Laptop Protection Fees Coverage: High School Only

Students/parents are responsible for loss of the computer due to theft or fire. If a police or fire report is filed by the student/parent and a copy of the report is submitted to the principal's office the responsibility for the loss or theft will not exceed \$250. Payment will be required before a laptop lost due to theft or fire can be repaired or replaced. Fraudulent reporting of theft or accidental damage by fire will be turned over to law enforcement for prosecution. A student making a false report will also be subject to disciplinary action as outlined in the **Student Handbook and District Policy**.

Intentional Damage or Damage Due to Willful Neglect or Loss

Students/parents are responsible for full payment of intentional damage to laptops or damage due to willful neglect or loss regardless of warranties or laptop protection coverage.

Intentional damage of school property is a criminal act and students will be dealt with accordingly. **Intentional or Willful Neglect are defined as but not limited to; defacing, destruction, misuse, intentional or frequent damage or cosmetic damage.**

Students/parents will be responsible for 100% of this damage. This could be the cost of replacing the laptop used in the 1:1 initiative which maybe \$1000 or more.

I. Financial Responsibility for both 1:1 Programs (Home or CheckOut)

The HTRS laptops will be checked out to the student / parent with the understanding that the property belongs to the school and is loaned out in good working order. Students are expected to care for and be responsible for the laptops just like textbooks, activity equipment, and other class / district property. The care of them is the responsibility of the student regardless if they are taken home or checked out for use during the school day as outlined in this handbook and the high school handbook.

Students / Parents are responsible for:

- Any damage for any reason is the responsibility of the student/parent to contact the school.
- If the equipment is lost or stolen while loaned to the student, the HTRS Tech department will contact the tracking company. If the laptop is not recovered within a 6 month period the replacement is the responsibility of the student/parent as stated previously in this handbook.
- The student/parent agrees that if there is a violation of copyright law or other illegal activities attributed to the student's use of the property, the district will be compensated and the student will be subject to penalty under the law.

High School Only:

- A \$35.00 laptop usage fee for the use of the laptop for 1 year and every year the student participates.
- If the equipment is damaged intentionally or due to neglect, the student/parent is responsible for the replacement cost of up to 100% for the laptop, software, carrying bag, and any other fees incurred by the district
- If the laptop is lost due to a fire, it is the responsibility of the student/parent to compensate the district.

J. Consequences for a Laptop Infraction

Please note: Students who receive a suspension from using their laptop will still be allowed to checkout an older laptop from the school to use during classes that require the use of computers. A student's grade will not be directly affected by the suspension of a laptop.

First Offense: A verbal warning will be given to the student and a written warning will be sent home to the parent requiring the parent's signature. The signed warning must be

returned to school before the student will be given their computer privileges back. If the signed warning is **not** returned the student will not be allowed use of their computer.

Second Offense: Three-day suspension from using their laptop

Third Offense: Three-week suspension from using their laptop

Fourth Offense: Suspension from using their laptop for the remainder of the semester

Fifth Offense: Suspension from using their laptop for the remainder of the year

***The HTRS administration has the final determination in the issuance of consequences for laptop violations.**

SIGNATURE FORMS

**PLEASE COMPLETE ALL FORMS AND RETURN TO SCHOOL NO
LATER THAN AUGUST 25th, 2017**

HANDBOOK

I (we) acknowledge receipt of this student handbook for the HTRS Public School District and agree to my child adhering to the rules that it contains.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

STUDENT PLEDGE FOR LAPTOP USE
Grades 6-12 Only

1. I will take good care of my laptop and understand that I will be issued the same laptop each year.
2. I will never leave the laptop unattended.
3. I will never loan out my laptop to other individuals.
4. I will know where my laptop is at all times.
5. I will charge my laptop's battery fully so it is ready for the beginning of the school day.
6. I will keep food and beverages away from my laptop as this may cause damage to the laptop.
7. I will not disassemble any part of my laptop or attempt any repairs. I will not install any software or run any software that is not provided or approved by the school.
8. I will protect my laptop by carrying it in the case provided by the school.
9. I will use my laptop computer in ways that are appropriate and educational.
10. I will not place decorations (such as stickers, markers, etc.) on the HTRS District laptop.
11. I understand that my laptop is subject to inspection at any time without notice and remains the property of the HTRS School District.
12. I will follow the policies outlined in the *High School Handbook* both at school and outside of school.
13. I will file a police report in case of theft, vandalism, and any other criminal acts.
14. I will be responsible for all damage or loss caused by neglect or abuse.
15. I agree to pay for the replacement of my power cords, battery, or laptop case in the event any of these items are lost, damaged, or stolen.
16. I agree to return the HTRS district laptop and power cords in good working condition and to make the laptops used in the 1:1 initiative available for inspection by school personnel as requested.
17. I agree not to use personal email, social networking sites, applications, or devices at school without prior approval.
18. I understand that the HTRS District reserves the right to change the usage policy at any time.

Student Name: _____ (Please Print)

Student Signature: _____ Date: _____

INTERNET

HTRS Public School provides internet access to students for educational purposes. I (we) have read the Internet Usage Policy and agree to its terms and conditions. Please check the appropriate scenario for your student:

I give permission for my student to have access to the network system and internet.

I do not want my student to have internet access.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

PARENT ACKNOWLEDGEMENT
Grades 6-12 Only

I have reviewed the Laptop Handbook with my child and acknowledge that I am familiar with these usage guidelines and responsibilities. I have checked the appropriate box below indicating participation choice; my child may bring his/her laptop home for educational use. I understand that checking “**YES**” will obligate me to pay the laptop usage fee described in this handbook.

- YES** to 1:1 Home Option. My child may bring his/her laptop home for educational use when necessary. On those occasions when he/she does not bring his/her I realize that if there are repairs that are not covered by warranty, I am responsible for 40% of those costs. I understand that if the keyboard or power adapter need replaced, I am responsible for that cost.

- YES** to Library Check Out Option. My child may **NOT** bring his/her laptop home, but will instead use the checkout option as described in the Laptop Handbook I realize that if there are repairs that are not covered by warranty, I am responsible for 40% of those costs. I understand that if the keyboard or power adapter need replaced, I am responsible for that cost.

- NO**. My child will **NOT** participate in either 1:1 option. I understand that my child will use an older laptop checked out from the library a period at a time to complete academic work and projects.

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

Alert Solution School Contact Information

HTRS implemented a new system to notify patrons of school activities and school closing information called Alert Solutions in an effort to keep you informed. This program works with the information that you have in your child's enrollment information. You must have a PowerSchool account so that you can edit the call numbers. Once you login to your account, you can edit the numbers you want to use based on the message category.

Text messages are available if you choose to provide your cell phone number. Emails are also available if you enter your email on the PowerSchool Enrollment form or enter them in the E-Registration portion of PowerSchool. Otherwise you must provide us with a Home Phone Number. You can contact Glenna Withers for assistance with this procedure or in requesting a PowerSchool account at glenawithers@htrstitans.org. Email works the best. I can set you up and then send you the account information.

Your information from last year is still in the system. If you want the school to enter any new phone numbers, you will need to fill out the information below and return this form to the HTRS office. Please don't give us a number for your work. We suggest that you supply us with the following information:

Name of Student:	
Home Phone:	
Mother Cell Phone:	
Father Cell Phone:	
Other:	

FIELD TRIP PERMISSION

The HTRS Schools will take field trips during the school year to expand the students' classroom experiences. Please check the appropriate scenario for your student:

_____ I give permission for my student to attend field trips sponsored by the HTRS staff.

_____ I DO NOT give permission for my student to attend field trips sponsored by the HTRS staff.

Student Name: _____
(Please Print)

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

TRANSPORTATION USE

I (we) understand the transportation use policy and the consequences that may occur should I (my student) decide to not follow the policy.

Student Name: _____
(Please Print)

Student Signature: _____ Date: _____

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

USE OF PHOTOS

HTRS Schools will publish the names and photos of its students participating in various activities throughout the year.

Please select only ONE option:

_____ I give permission for HTRS Schools to publish my student's picture and name.

_____ I do NOT give permission for HTRS Schools to publish my student's picture and name.

I understand by signing this document that my students' picture and name may be published in the following media formats: webpages, newspapers, internet, HTRS productions, newsletters and other productions sponsored by the district.

Student Name: _____
(Please Print)

Parent Name: _____
(Please Print)

Parent Signature: _____ Date: _____

August 2017

Dear Parents or Guardians;

Humboldt Table Rock Steinauer will continue to have a Student Activity Fee for all K-12 students. This activity fee will allow the student to participate in activities and athletics at the school. Any student wishing to participate in a school sponsored activity or athletics must pay this fee. (Preschool students are admitted free of charge without a pass.)

Activities include, but are not limited to, dances, student organizations, Swing Choir, Stage Band, Prom, and all athletic teams to name just a few. In addition, the fee will allow admittance into home athletic and activity events, with the exception of state or conference sponsored tournaments.

Fee costs are: grades K-6 - \$10 per student
grades 7-12 - \$20 per student - **with a maximum of \$40 per family.**

Please do not combine payments for other school related fees on checks. (Such as lunch money or athletics for example.)

The student activity fee can be paid in the Superintendent's Office at the Humboldt site and the Principal's office at Table Rock. Students will be issued a pass for admittance. A master list of fees paid will be available for sponsors and ticket takers at HTRS events.

If your student qualifies for free or reduced meals, he/she is eligible for a student fee waiver. The attached form must be completed and returned to the Principal's office for approval. If the student qualifies, a student activity pass will be issued.

Sincerely,

Sherri Edmundson
Superintendent

Student Fee Waiver Application

By completing this form you are agreeing to share the information provided on your Free and Reduced Price School Meals Application. (This form has no ability to change whether your child gets free or reduced price meals.)

**** If you do not agree to share the information from that application or you do not qualify for free/reduced meals, you do not need to complete or send in this form.

Does the student or student's family meet the financial eligibility criteria for free or reduced price meals offered under the Child Nutrition Program?

Yes _____ No _____

Parents or students eligible for a fee waiver shall apply with this form; one form per child. Applications may be made at any time, but must be renewed annually. The school district will treat the application and process as any other student records with confidentiality and restricted access. Denials of a waiver may be appealed to the Superintendent. Fines or charges assessed for damage or loss of school property are not fees and will not be waived.

**** Return this form to the Principal's office by August 28, 2015. ****
If student qualifies and is approved a Student Activity Pass will be issued.

Standard Fee Waiver Application Form (One form per student – NOT per family)

Date: _____

School Year: 2015-2016

Name of Student: _____

Grade in School: _____

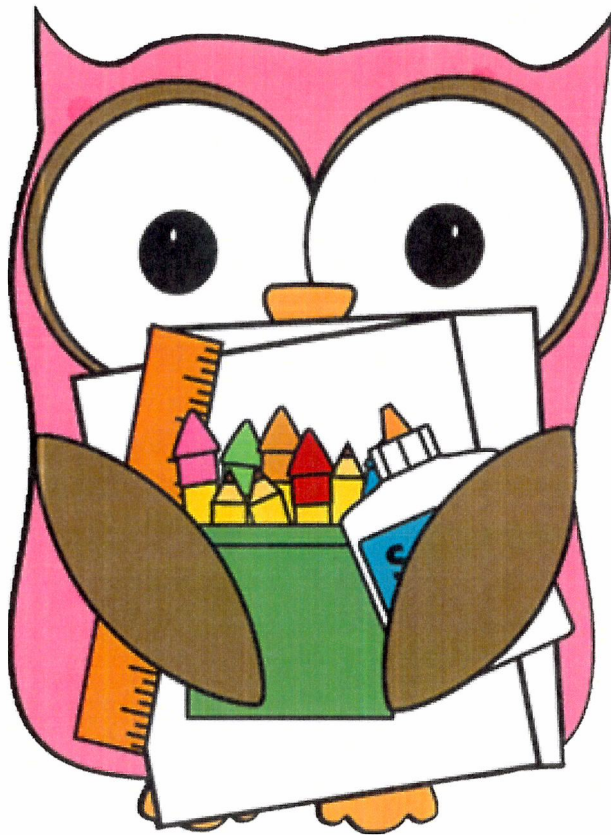
Signature of parent, guardian or legal custodian

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for Student Fee Waiver program.

For Office Use

Application Accepted: _____

Application Denied: _____



**2017-2018
Classified Staff
Handbook**

**Humboldt Table Rock Steinauer
Public School**

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Humboldt Table Rock Steinauer #70

810 Central Avenue
Humboldt, NE 68376
402-862-2151

Federal and State legislation guarantees a free public education for handicapped student,
integrated with non-handicapped students whenever possible.

These laws place responsibilities on all school districts and on all teachers and staff.
It's a challenge that requires understanding, compassion, patience and hard work from
all concerned.

*Mission Statement:
Empowering all learners for the challenges of tomorrow.
#TitanPride*

Objectives:

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

PROFESSIONAL ETHICS

It is expected that each staff member will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock-Steinauer Public Schools supports all policies, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Staff members are expected to promote a professional appearance and demeanor at all times. Each Friday will be considered a casual day.

PROCEDURES FOR STUDENTS and STAFF

DIRECT SUPERVISION

Students are not adults; they require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example. However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

Use of Copier

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper, please put paper in the machine.
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

Telephone Use for Staff

All staff members have a phone code to make long distance phone calls when necessary. When you make a long distance phone call, you must use your four-digit code. When phone statements arrive, you will get a copy of your code and you are liable to pay the Superintendent's office for your personal calls.

Student Use of Telephone

Students may use the phone in the office during the day.

Closing of School

The Alert Solutions System will call all staff and parents to inform them of schedule changes and school closings.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the several local TV and radio stations in addition to the Alert Solutions call.

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

Fire Drills

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

Tornado Drills

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

LEAVE POLICIES FOR CLASSIFIED STAFF

Personal Leave

If the contract stipulates the receipt of personal days, they may be used following the leave request procedure. It is recommended that any staff member requesting personal leave shall submit the request in writing to the Site Principal at least three (3) school days in advance. The three day rule may be waived if an emergency arises necessitating using a personal leave day such as being detained by weather, funeral for friends, etc. Personal leave may not be taken the day school starts or ends for the year.

Vacation Leave

If contract stipulates the receipt of vacation days, they may be used following the leave request procedure.

Sick Leave

Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during school time. Each employee working less than full-time will receive the above benefits multiplied by the F.T.E. of their workday.

~~ Grandfather Clause ~~

Employees who had a sick leave balance at the end of the work day July 31, 2013

Sick leave balances for employees accumulated prior to August 1, 2013 will now be referred to as the employees' personal SICK BANK. No time can ever be added to the SICK BANK. The annual sick leave the employee receives each year must be exhausted before the SICK BANK can be accessed. Once the employees' SICK BANK is depleted it will be permanently removed.

Illness in the Family

Sick leave may be used for illness of immediate family (husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee).

Pregnancy

Pregnancy of an employee shall be considered an illness or temporary disability and shall be subject to the provisions for sick leave.

Bereavement Leave

Any days used for bereavement will come out of an employee's total sick leave days. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

All paid leave (including personal, sick or vacation time) that a classified staff member is offered on his/her contract may be used during the contract year. If not all days are used, that time will be paid to the employee at the conclusion of the contract year at their hourly wage.

Leave Request Procedures

Leave is requested online through Time Management System and approved by your supervisor. Your paid leave is automatically added to your time card through TMS.

Paid Holidays

If contract stipulates the receipt of paid holidays, the following days will be paid for the school year:

8 Holiday Contracts:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday
- Christmas Day

5 Holiday Contracts:

- * New Year's Day
- * Labor Day
- * Thanksgiving Day
- * Christmas Day
- * Good Friday

The number of hours paid for the holiday will be the number of hours the employee is contracted to work in their agreement. If a holiday falls on a weekend day, the following Monday shall be the paid holiday.

****Be sure to report a paid holiday on your timesheet and include the hours to be paid in the total.**

Jury Duty

If a staff member is selected for jury duty, the staff member will receive pay for a regular days' work, less the payment of jury duty. Mileage or the payment of meals for jury duty will not be considered in the deduction.

Hours for holidays and paid leave are paid for the same number of hours in a regular day for the employee. For example, if an employees' regular day is seven (7) hours a day, then a holiday or day of paid leave is for seven (7) hours.

REPORTING OF HOURS

HTRS has implemented a time clock system in which all classified staff are required to clock in and out.

Payroll checks are issued by direct deposit on the 15th of each month (or the Friday before if the 15th falls on a weekend or holiday).

Overtime

Overtime is incurred only when an employee works over forty (40) hours per week. The work week starts at 12:00 AM Sunday and ends 11:59 Saturday.

RESIGNATION OF NON-CERTIFICATED PERSONNEL

Non-certified personnel have signed an at-will contract. This means that at any time, the staff member or the Superintendent have the right to cancel the contract upon giving two (2) weeks notice.

SEXUAL HARASSMENT

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

STAFF EVALUATION

Philosophy

The Board believes that every person is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the staff.

Purposes

1. Bring about improvement of performance and, as a result, provide improved educational services for students.
2. Insure the best possible staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.
3. Provide for accurate and effective documentation of the performance of the staff for use in making decisions about retention or dismissal.
4. Permit collection of group data about teachers to identify staff development and in-service training needs.

Criteria

The evaluation of teachers shall be based upon ten criteria:

- 1) personal qualities
- 2) instructional skill
- 3) student management
- 4) professional preparation and commitment
- 5) effort toward improvement
- 6) handling of student discipline problems
- 7) administration-staff relationships
- 8) community-school relations

HTRS is an Equal Opportunity Employer.

**Humboldt
Table Rock
Steinauer
Public
School**

**2017-2018
Certified Staff
Handbook**



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Humboldt Table Rock Steinauer #70

810 Central Avenue
Humboldt, NE 68376
402-862-2151

Federal and State legislation guarantees a free public education for handicapped student,
integrated with non-handicapped students whenever possible.

These laws place responsibilities on all school districts and on all teachers and staff. Its
is a challenge that requires understanding, compassion, patience and hard work from all
concerned.

*Mission Statement:
Empowering all learners for the challenges of tomorrow.
#TitanPride*

STATEMENT OF PHILOSOPHY AND OBJECTIVES

PHILOSOPHY

The fundamental concepts of American democracy should be the guidelines of a good school. The primary purpose is to provide the best possible educational program for our school and community. The school should cooperate with other agencies to provide further education.

The comprehensive high school recognizes the need for a reasonable balance between the academic and vocational offerings. The school needs to direct its educational program within the knowledge and limits of our school population. It must keep abreast with educational techniques in order to build on the knowledge of the students to open new real worlds of opportunities.

The teacher's role is to stimulate the students to want to achieve on their own. Teachers are dedicated persons who direct their knowledge to be a learning process for our school population, following the basic principals and fundamentals of our educational program. Teachers are to be respected by students and, at the same time, teachers are to be aware of the problems and needs of the students.

The school realizes that we must have a close relationship and a high level of communication between teachers, administration, school board and community in order to maintain a good school. The school's educational program shall provide a balance between the academic and extra-curricular activities. A sound educational program should be provided to meet the needs of the community. The school shall instill and develop a concept of positive self-worth through the academic program and extra-curricular activities.

OBJECTIVES

1. To develop the background for an enlightened and conscientious citizenship.
2. To develop a quality of leadership in the students.
3. To develop self-confidence in the students.
4. To develop the skills of the students so they may be successful in work or management areas.
5. To provide training for leisure time.
6. To have a close relationship between teachers and the people in the community.
7. To have teachers who understand and desire to help students.
8. To maintain a high level of communication between the administration, faculty, students, school Board and the community.
9. To develop well-rounded students.
10. To promote student activities.
11. To provide the student and the community with the most in education.

PROCEDURES FOR STUDENTS

MORNING DUTY

Teachers may be assigned morning duty each day. Those teachers should be ready by **7:30 a.m.** to monitor students.

Students are to remain outside before 7:25 a.m. If the weather is bad, K-8 students may wait in the old gym until 7:55 a.m. High School students may wait in the commons area. Students are not to be in the hall before 7:25 a.m. unless they have a reason such as stage band, swing choir, speech practice, etc. If students are in the old gym or commons area, one staff member must supervise each area.

BEGINNING OF THE SCHOOL DAY

Students will be expected to be ready to start the day at 7:55 a.m. Telephone calls and restroom visits are to be made before 7:55 a.m. unless there is an emergency.

LUNCHROOM SUPERVISION

Our goal is to provide a pleasant and orderly lunch experience for all children. Elementary teachers will bring their classes to the lunchroom. **They will then assist their students until the children have received their trays and have commenced eating. The teachers can then leave for their lunch break and supervision responsibility will be with the aides and administrators.**

Responsible actions are expected of the children. Punishment, if needed, should be accomplished by isolation and/or loss of noon recess.

One aide will take the Kindergarten, 1st, 2nd and 3rd Grades to their designated recess area when the large majority have completed eating.

The students are to remain in the old gym.

ELEMENTARY and JUNIOR HIGH PLAYGROUND SUPERVISION

At recess, the classroom teacher is directly responsible for the supervision of the students; at noon break, the aides and Site Principals are directly responsible.

Recesses are designed to give the students a physical break from the classroom routine and to afford an opportunity to informally socialize with their classmates. While rules are necessary, it is hoped they can be kept to a minimum with activities based upon good, common sense.

Obviously, play must be safe; this is paramount to all other considerations. Except in organized softball, no small missiles such as snowballs, baseballs, softballs, or other small, hard objects can be thrown. Roughhousing can lead to a student being hurt; therefore, no tackle football should be allowed. Kicking of balls other than soccer balls, playground balls, or footballs will lead to problems.

General physical considerations - Students are to stay away from the electrical transformer, the fire escape area between the 1930 building and the shop, and the bleachers in the new gym when they are folded up.

DIRECT SUPERVISION

Students are not adults; they require supervision. Our responsibility is to exercise judgement as a reasonable and prudent parent would do. There are times that one can reasonably expect that students could be left alone allowing one or two students to work independently in your room, for example. However, leaving 6-10 students alone in the same situation probably would not be defensible. Allowing several students to shoot baskets might be reasonable where allowing those same students to lift weights or use the whirlpool would be indefensible. If a student is hurt, your defense of reasonability will be severely tested. If we are to error, please error on the side of safety.

INFORMATION FOR ALL TEACHERS

BEGINNING THE DAY

All teachers are to be on duty at 7:45 a.m. The period of time from 7:45 a.m. to the second bell (8:00) is designed to be used for preparation for the day. Tasks such as lesson plans, completing down slips, checking out library and audio-visual materials, turning in reports, using the copy machine and conferring with other teachers are included in the possible tasks. From time to time, teacher meetings will be held in this period. Unexcused absenteeism and tardiness will not be tolerated.

TEACHING SUPPLIES

Supplies ordered last spring have been delivered to your room; this includes textbooks and ESU #4/School Specialty supplies. If you need additional items, stop by the Superintendent's office.

CARE OF ROOMS

Teachers are expected to keep their room neat and orderly. When leaving in the evening, be sure the windows are closed, the lights turned off, and the door locked. The custodian will clean your room, but you have a responsibility to help. Pick up papers off the floor and have your students keep papers out of the desks.

STUDENT PUNISHMENT

Discipline, class order and student punishments are topics all teachers are familiar with. When and how to apply them are difficult decisions. Discipline is a vital ingredient in successful teaching. Stress it in a positive way, not a negative way. However, it must be achieved.

Student punishment often results from the application of discipline. When a student needs punishment, it should be administered fairly and only after a student is informed exactly what it is for. This many times means a conference with the student and perhaps the parents.

Report all major incidents of student misbehavior and resulting punishment to the Principal or Superintendent.

PROGRESS REPORTS

At the end of each five-week period, progress reports will be used in grades five through twelve to report poor performance in the classroom for the five weeks. A student need not be failing to receive a progress report.

The progress report has three copies. Keep one copy for yourself and turn the other two into the office. One copy will be mailed to the parents.

LESSON PLANS

Teachers are to keep their lesson plans up-to-date. If a substitute teacher is needed, your plans should be complete so that the substitute may proceed with the class. It is your responsibility to plan work when you are absent.

SEATING CHARTS

Teachers are to have a seating chart for each of their classes. This chart should be available for substitute teachers. Teachers are encouraged to seat their students so as to encourage good discipline.

SUBSTITUTE TEACHER FOLDERS

We are providing substitute teacher folders to all teachers to assist in organizing their daily schedules and important information. Please go through your folder and fill out all of the pages so that when a substitute teacher is needed all necessary information is readily available.

PARENT-TEACHER CONFERENCES/GRADING AND REPORT CARDS

Parent-Teacher conferences will be held at the completion of the first nine weeks. A later date will be announced for the 2nd Parent-Teacher conference.

Report cards will be issued at the completion of each nine-week period. All student grades are to be reported on grade sheets issued for each class and then transferred to the report card. The grades on the grade sheets are to be numerical while the report card grade is a letter grade. Distribution of report cards will be made on the Wednesday following the end of the nine weeks period.

USE OF COPIER

Copy machines are very valuable assets to the teaching staff. They represent a very costly investment both initially and for their daily use. Please observe the following procedures:

1. When the supply of paper is running low, please report it to the custodian or the office. (Humboldt)
2. If the machine breaks down or is not functioning properly, please report it immediately to the office.

STUDENT USE OF TELEPHONE

Students may use the 2nd floor office telephone with permission for personal calls. Calls during the school day should be an exception and students should rarely use the telephone during class time.

CLOSING OF SCHOOL

The Alert Solutions System will call all staff and parents within minutes to inform them of schedule changes and school closings. As a reminder, please remember to not speak after saying hello, the message will not begin until you have stopped speaking.

When inclement weather forces the school to be closed for the day, the news of the closing will be broadcast on the following TV and radio stations in addition to the Alert Solutions call:

TV: KOLN/KGIN-TV, KETV-TV, KMTV-TV, WOWT-TV.

Radio: KFAB 1110 AM; KTNC, 1230 AM; KNCY 1260 AM.

The decision will usually be made before 6:00 a.m. School will not be held if the buses cannot make their routes. If school is dismissed early, all practices and activities scheduled for afternoon and evening will also be cancelled.

The Alert Solutions Program will be used to notify teachers and staff when school will be closed due to inclement weather.

FIRE DRILLS

Fire drills will be held twice the first month and at least once a month thereafter. Be sure your door is closed when you leave your room for a fire drill. Please post the Fire Drill Exit Plan in a visible place in your classroom and refer to it for the route you should take.

TORNADO DRILLS

Tornado drills will be conducted in the spring when the possibility of a tornado exists. The intercom system will be used to announce the drill or for a real tornado alert. If the electricity is off, voice commands will be given. Refer to the Tornado Drill Exit Plan handed out for the route your class should take.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is designed to have teachers support teachers regarding a student or a student's program. The purpose of SAT is to review a student's circumstances and make recommendations to the classroom teacher as to how to best accomplish the desired results.

DUTIES OF THE TEACHER

Although instruction is the teacher's main responsibility, they have a varied program of duties throughout the school year.

CLASSROOM INSTRUCTION

The major responsibility of a teacher in the Humboldt Table Rock-Steinauer Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation and planning, understanding and application of sound professional teaching methods and the developing and maintenance of effective pupil, parent, and community relationships.

FACULTY MEETINGS

Teachers will attend all faculty meetings.

FAMILIARITY WITH POLICIES AND REGULATIONS

Teachers shall keep themselves informed of the policies and regulations established by the Board and the administration and shall work in accordance therewith.

OTHER DUTIES

In addition to the responsibilities outlined above, the teacher is charged with certain other duties as required by the statutes of the State of Nebraska and by School District #0070. These include, among other things, pupil registration and records, pupil discipline, reporting to parents, supervision of pupils, the requisitioning, care of, and accounting of instructional materials, and any other responsibilities as assigned by the administration.

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

All certified staff members are required to report possible cases of child abuse or neglect directly to the Richardson or Pawnee County Sheriffs Office or to the Richardson or Pawnee County Department of Social Services within 24 hours of the observation. This will be followed up by a written report within 48 hours of the oral report.

CAREER EDUCATION

Career education is a very vital part of the teaching process. Each member of the teaching staff is encouraged to include career education in their daily teaching.

All teachers, not just the guidance counselor, have a responsibility to expose their students to careers and opportunities in the world of work. Students need to be encouraged to relate their needs, their abilities and goals to careers. What better opportunity than the classroom and an understanding teacher to expose children to career opportunities.

MULTICULTURAL EDUCATION

It shall be the policy of the Humboldt Table Rock-Steinauer Public Schools and its personnel to stress multi-cultural education in its curriculum and other aspects of school life. The following policy is in effect:

It is our belief that the worthiness of the human being and of all cultures and creeds is important and that an educated person should have an understanding of these fundamental beliefs.

To insure the teaching of these beliefs, the following shall be done on a continuing basis:

1. The textbooks and curriculum materials shall stress multi-cultural principles where applicable.
2. All instructional personnel shall emphasize multi-cultural education and in-service education shall be provided annually to enhance this instruction.
3. The guidance counselor shall strive to emphasize the worth of the human person regardless of the race or creed in counseling situations and in the total guidance program.
4. The total-direction of the multi-cultural education program in the Humboldt Table Rock-Steinauer Public Schools shall be the responsibility of the Superintendent.

EDUCATION FOR THE HANDICAPPED

The Board of Education has adopted the following policy:

RIGHT OF EVERY CHILD TO BE EDUCATED

The Humboldt Table Rock-Steinauer Public Schools recognizes that all children deserve the right to the best possible education. The handicapped individual is no exception. The Humboldt Table Rock-Steinauer Public Schools recognizes that every handicapped child can have a meaningful and productive place in our society as long as we continue to offer the appropriate opportunities he/she needs to develop. It is the responsibility of the school district to provide educational programs designed to meet the educational needs of each individual child inflicted with a handicap.

ADJUSTED CURRICULUM

In most cases an adjusted curriculum will be needed for each handicapped student. Each student shall have a curriculum that is within the capability of the student. If the student works up to his/her ability, the teacher shall grade accordingly. Where appropriate, the permanent file and grade sheets shall indicate that the student was graded on an adjusted curriculum.

PERSONNEL

The Guidance Counselors are available to support the special needs students and to assist the classroom teacher in meeting the needs of these children. They coordinate the services provided by ESU #4. They have background information on most students that can be of help in diagnosing and prescribing supportive activities.

Kari Lottman, Special Education Director and Assistant Principal, directs the educational programs for all special education students and staff, K-12. Close coordination between special education and the classroom program is required. The resource teacher or the classroom teacher may initiate either conference concerning special needs children.

TITLE I READING AND MATH

Support is given to children who qualify for special help. Title I is a school wide program developed with the involvement of parents and community based on a comprehensive needs assessment with a description of strategies to be implemented to address student needs.

BOARD OF EDUCATION POLICIES FOR CERTIFICATED PERSONNEL

1. All instructional personnel shall have a current teaching certificate, duly recorded with the Superintendent of Schools, that legally qualifies him/her for the work to which they are assigned.
2. Each teacher in the Humboldt Table Rock Steinauer Public School's system shall accept the responsibility for professional growth, for the wise use of time, and for the use of school facilities to the best advantage of the students. The betterment of education in the Humboldt Table Rock Steinauer Public Schools shall be paramount at all times. Each teacher and administrator shall act in accordance with strict professional ethics at all times.

3. The major responsibility of a teacher in the Humboldt Table Rock Steinauer Public Schools is to provide an effective instructional program in the classroom. This responsibility involves preparation, planning, understanding and application of sound professional teaching methods, and the development and maintenance of effective pupil, parent and community relationships.
4. It is unlawful and, therefore, absolutely prohibited, for any employee of District #0070 to engage in the unlawful possession, use or distribution of illicit drugs and/or alcohol on school premises, or as a part of any school activity .The Superintendent will obtain on an annual basis from each employee a signed statement of his/her agreement of compliance with this drug free policy as a mandatory condition of employment.
5. All teachers will be on duty from **7:45 a.m. to 4:00 p.m. each day**. Teachers who wish to leave school early must receive permission from the Superintendent or Principal.
6. The payroll is issued monthly on a twelve-month basis. Salary checks are distributed on the 15th day of each month. When the 15th falls on a weekend or a holiday, payroll is distributed on the Friday prior to the 15th.
7. District #70 will provide the monthly premium of each certified staff member who qualifies and/or who elects to participate in the Blue Cross/Blue Shield of Nebraska group health insurance plan and single dental plan (employee can pay for full dental if desired). The certified employee pays long-term disability insurance on a monthly basis for every employee of HTRS and the District shall pay the short term disability insurance.

PROFESSIONAL ETHICS

It is expected that each teacher will work and live according to ethical principles, which are recognized by the profession as sound educational thought and practices. The Humboldt Table Rock-Steinauer Public Schools supports all polices, guidelines, procedures and requirements adopted and supported by the Nebraska Professional Practices Commission.

Teachers are expected to promote a professional appearance and demeanor at all times. Each Friday will be considered a casual day.

LEAVE POLICIES FOR CERTIFICATED STAFF

LEAVE REQUEST PROCEDURES

Leave request forms are available in the Faculty Lounge. Leave requests will first be given to the Site Principal so a substitute may be hired, if needed, and then to the Superintendent for final approval.

PERSONAL LEAVE

Each teacher shall be allowed three (3) personal days per year without a pay deduction and without giving any reason. If any additional days of personal leave are requested, no reason need be given but a pay deduction shall be made equal to 1/185 of the individual teachers' base salary. It is recommended that personal days should not be used one day before or after to extend a holiday or vacation.

Any teacher requesting personal leave shall submit the request in writing to the Superintendent of Schools at least three (3) school days in advance. The three day rule may be waived if an emergency arises necessitating using a personal leave day such as being detained by weather, funeral for friends, etc. No more than two teachers may be gone on any given day on personal leave. Personal leave may not be taken the day school starts and/or ends for the year or on the day immediately preceding or succeeding vacation days.

SICK LEAVE

Each full-time certified employee is entitled to ten (10) days of sick leave per year without loss of pay, cumulative up to and including sixty (60) days. Absence for the employee's own illness, disability or quarantine shall be charged against sick leave. Essential treatments, examinations for diagnostic purposes and other absences definitely related to an employee's health shall be allowed as sick leave when such treatments or examinations must be made during school time. Each certified employee working less than full-time will receive the above benefits multiplied by the F.T.E. of their workday.

ILLNESS IN THE FAMILY

Sick leave may be used for illness of immediate family: husband, wife, son, daughter, father, mother, brother or sister of the employee, or any relative living in the immediate household of the employee.

PREGNANCY

Pregnancy of an employee shall be considered an illness or temporary disability and shall be subject to the provisions for sick leave.

BEREAVEMENT LEAVE

Each full-time certified employee will be allowed up to ten (10) days (not cumulative) without loss of pay for bereavement. Any days used for bereavement will come out of an employee's total sick leave days. Bereavement leave is requested either in person or by telephone to the Superintendent or his/her designee.

EXTENDED LEAVE OF ABSENCE

Any certified employee may request of the Board of Education an extended leave of absence for a definite period of time when the cumulative periods of sick leave and/or personal leave have been exhausted. Such extended leave of absence shall be without pay. The Board may grant said extended leave of absence for a period consisting of a semester; a full school year or any remaining portions thereof.

REINSTATEMENT AFTER EXTENDED LEAVE OF ABSENCE

An employee who has requested and -received an extended leave of absence any time during the contract year shall be reinstated at the beginning of the next semester or contract year (as the Board shall determine in granting said leave). However, in order to be reinstated at the beginning of the next or ensuing contract year, the employee must elect to do so by signing a contract for the next or ensuing contract year when offered to the instructional staff.

TENURE AFTER LEAVE

If an employee is on tenure when the employee's authorized leave begins, he or she will be reinstated with tenure.

ADVANCEMENT DURING LEAVE

If college credits are earned during an authorized leave, the employee will advance to the appropriate horizontal schedule when he or she is reinstated.

HEALTH INSURANCE DURING LEAVE OF ABSENCE

If a teacher is granted an extended leave of absence during the school year, the benefits on health insurance premiums shall continue the length of the contract period. If any terms in the leave policy are contrary to law, the law will prevail.

PROFESSIONAL LEAVE

When approved by the administration, teachers will be granted paid professional leave to attend in-service activities on a regional, state or national level designed to improve the instructors' teaching abilities or knowledge of topics which may be applied to the classroom. Actual expenses will be paid by the school district provided no other arrangements have been made. Personnel will submit their request for professional leave in writing to the Superintendent. Notice should be at least one (1) week in advance. This professional leave does not include the meetings that the officers of the Humboldt Table Rock-Steinauer Education Association must attend.

JURY DUTY

If a teacher is selected for jury duty, the teacher will receive full pay, less the payment for the jury duty. Mileage or the payment of meals for jury duty will not be considered in the deduction.

USE OF LEAVE

Teachers are strongly encouraged to use one personal day in each semester instead of accumulating and using all of them at the end of the year. This allows the school to find substitutes more readily.

TELEPHONE USE FOR STAFF

All staff members have a phone code to make long distance calls when necessary. (If you don't have a code, you can get one in the Superintendent's Office.) When you make a long-distance call, you must use your four-digit code. When phone statements arrive, you will get a copy of your code and you are liable to pay the Superintendent's office for your personal calls.

RESIGNATION OF CERTIFICATED PERSONNEL

Any teacher requesting a release from his/her contract shall submit the request in writing to the Board, who shall judge such request on its merits. Resignations received by the administration on or before the date signed contracts for the next school year are to be returned shall be accepted by the Board. The resignation of an instructor's teaching contract will automatically apply to any and all extra-curricular duties included in the contract.

Resignations for medical reasons or for the relocation of a spouse and/or other personal reasons will be judged individually and granted whenever possible. Resignations for professional advancement will be accepted whenever possible if received before the regular June Board meeting. After that time, a teacher resigning to take another teaching position will not be released unless a suitable replacement can be found. The search for a replacement will take place with all due haste. If an employee leaves without proper release, the Superintendent is directed to file a complaint with the Nebraska Professional Practices Commission.

SEXUAL HARASSMENT

All members of the Humboldt Table Rock Steinauer Public School District, including, but not necessarily limited to, the Board, the administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary actions.

DEFINITION OF SEXUAL HARASSMENT

Unwelcome sexual advanced, requests for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or -condition of a person's employment or educational development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

GRIEVANCE OFFICER

The Board shall annually appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance to Board policies and rules and regulations of the State of Nebraska.

PROCEDURES RELATING TO THE INSTRUCTIONAL STAFF

1. When a teacher is in charge of a night activity, it shall be the teacher's responsibility to see that all lights are turned off and all doors locked when the activity is concluded.
2. Wednesday is church night. The scheduling of school activities on this night is avoided if at all possible. If events are scheduled, such as play practice, athletic practice, music rehearsals, etc., the Principal must approve them in advance. In addition, no night activities are to be scheduled on Wednesday, Thursday or Friday during Holy Week.

3. If materials are purchased for school use, they must be ordered, requested or approved through the Site Principal or Superintendent. The District will not fund purchases made without prior administrative approval.
4. Teachers are expected to attend all faculty meetings.
5. Teachers wishing to schedule field trips are to schedule them through the Principal or Superintendent. Written permission must be secured from the parents of each child going on field trips outside the district. Permission is not needed for local trips. Permission for other trips is to be obtained in advance of preparations being made.
6. School equipment may be loaned out to teachers upon receiving permission from the Superintendent.
7. Each teacher must keep a complete record of all textbooks issued to students and record the condition of the book at the time it is issued.
8. Each teacher must strive to maintain good classroom discipline. Treat each child fairly and honestly. Feel free to confer with the child's parents; 95% of the parents will appreciate the opportunity to work with you to help their child. Teachers may initiate an SAT meeting to help with a reoccurring problem. If the student does not respond, report the matter to the Site Principal or Superintendent.
9. If it becomes necessary to detain a student after school, the period of detention should not exceed thirty (30) minutes.
10. Each teacher must strive to recognize individual differences. There is no justification for all students doing the same level of work in a class at the same time if there is a disparity in abilities.
11. All meetings, events, practices and activities are to be scheduled in advance through the Principal. Check with his office before listing events on the calendar.
12. Teachers should check the calendar weekly to facilitate their planning.
13. All filmstrips, records, transparencies, library books, etc., are to be cataloged and checked out by the librarian.
14. Teachers are to make every effort to keep school property secure. Lock your classroom when leaving in the evening.
15. Teachers are to make sure test materials and other similar educational materials are safeguarded.
16. Each teacher is to correct his/her own test materials. It is an important part of the evaluation process.
17. Students are not to be in the building unattended. If you are responsible for them, provide for their supervision.
18. Students are to use the telephone only if it is an emergency.
19. Teachers are not to schedule extra-curricular activities or practices on Sunday or Wednesday evenings. An exception is made to this rule only with advance permission from the Principal or Superintendent.

20. At noon, secondary students are to be in the Old Gym.
21. Teachers need to check their room before leaving for the night. Close all windows, pull the shades, turn off the lights and lock the door.
22. Be sure to turn off the lights and push locked doors closed when leaving the building at odd hours, such as on weekends, night activities and vacation times.

POLICIES RELATING TO THE ELEMENTARY STAFF

1. Student parties for elementary students shall be planned with care. A teacher may have parties on the following occasions: Halloween, Christmas, Valentines Day and one day during the last week of school. All other parties must be approved by the Principal or Superintendent. Treats or favors will not be provided or paid for by School District #70.
2. The first priority for the students is the classroom learning. When students are to be taken out of the classroom for another activity, the classroom teachers involved are to be notified in advance.
3. Field trips are to be arranged in advance with the Principal or Superintendent. Permission slips must be obtained unless it is a short field trip of a local nature.
4. During the noon hour, elementary students are expected to be on the playground or in the gym. Only in certain instances, should students be permitted to remain in the classroom.
5. If an elementary student has an accident or becomes ill, report the situation to the office.
6. Excuses for absenteeism shall be required from all students. Report excessive absenteeism and suspected violations to the Principal.
7. All elementary teachers shall review the following rules with their students: (1) playground rules; (2) bicycle safety rules; (3) fire and tornado drill rules; and (4) lunchroom procedures.
8. Communication with parents is essential. An elementary teacher should take every opportunity to contact parents, both when the child is having difficulty and when the child does something of merit. Use the telephone, a written note or face-to-face communication to communicate.

POLICIES RELATING TO THE SECONDARY STAFF

1. All teachers are to strive to maintain a classroom atmosphere where learning, respect for property and others, and seriousness of purpose is maintained.
2. Teachers are to insure that students conduct themselves properly in the classrooms and study halls. Shouting, careless use of school property, wearing of caps in the building, eating of candy, fruit and other similar items in the classroom, putting feet upon chairs, sitting on desks or tables, leaving the room without permission and other similar actions are not to be tolerated.
3. Teachers should begin their class on time. When the bell rings, the teacher shall bring the class to order. Continued talking and repeated tardiness shall not be tolerated.

4. The giving of passes is to be used wisely and carefully. Teachers are not to give passes to students to go to rooms where a teacher is not on duty. Passes are not to be given to students on a day after day basis or where abuse exists.
5. With the emphasis on individual student rights today, each teacher is to review with each of his/her classes and study halls the rules and procedures you wish them to follow. It is important that each student knows what is expected of him/her so that if a student is disciplined or punished he/she cannot say that he/she did not know it was against the rules.
6. Do not dismiss students or an entire class early unless you are directed to do so, or if the situation warrants it.
7. A school dance must be chaperoned by the sponsor and at least three (3) pairs of parents.
8. A student leaving the classroom to go to his/her locker is to have a pass from the classroom teacher.
9. Students are only to be sent downtown on an errand with permission by the Principal or Superintendent. The student shall report to the office before he/she leaves the building. A school vehicle will not be used.

CHRONIC INFECTIOUS DISEASE CONTROL FOR EMPLOYEES

In order to protect the health of others, it is expected that employees will inform the Superintendent of Schools if they are diagnosed as having a chronic infectious disease.

If, in the absence of such voluntary notification, there is cause to believe that an employee has such a condition, the Superintendent may require the employee to submit to a physical examination to be performed by a physician selected by the school, the results of which will be reported to the Superintendent. Such examination shall be made at the Board's sole expense. A choice of two or more physicians shall be made available to the employee.

Employees diagnosed as having a chronic infectious disease will be given a paid leave of absence pending the recommendation of a Medical Advisory Panel which will include the employee's personal physician, a physician selected by the Board, and a third physician selected by the other two. Others who may be present as non-voting attendees include the employee and/or designee, or an appropriate staff member designated by the Superintendent.

The Panel will consider whether the employee's presence would pose any health risk to others in the school community, and whether the employee, from a medical standpoint, can carry out his/her customary duties. Factors to be considered by the Panel will include current medical condition and prognosis and the most recent information and advice from the Federal Center for Disease Control and the State Department of Health.

As soon as it is feasible, the Panel will make a written recommendation to the Superintendent. The report may include statements from the non-voting attendees.

The Superintendent of Schools will promptly make a recommendation to the Board of Education based on the recommendation of the Medical Advisory Panel and the Superintendent's educational judgment, made in consultation with other appropriate administrators, as to whether the individual can effectively carry out his/her customary duties. The Superintendent shall have the authority to suspend an employee.

The Board will make the final determination and the Superintendent will promptly notify the employee, by certified mail, of the Board's decision.

If the decision is that the employee's presence poses no health risk to others and that the employee can effectively discharge his/her duties, the employee will resume his/her duties.

If the decision is that the employee's condition precludes resumption of his/her customary assignment, the employee will be placed on medical leave by the Superintendent in accordance with his/her employee agreement, or, if feasible and medically appropriate, will be offered an alternate assignment until the employee's condition is such that he/she can effectively discharge regular and customary duties and/or poses no risk to others.

Employees have the right to appeal decisions of the Board in accordance with grievance procedures in the employee's contract and provision of State Law.

Any return to work of an employee formerly on medical leave or on an alternative assignment shall require medical documentation that the employee is able to discharge his/her customary duties and/or that the health risk to others no longer exists.

No employee shall be required to work with another employee with a chronic infectious disease unless it is determined that the latter employee poses no health risk to others.

The right of privacy of employees and their families will be respected. Confidentiality will be maintained at each step of the review procedure. Identification of the employee and information about the employee's condition will be restricted to the Superintendent of Schools and those present at the meeting of the Medical Advisory Panel.

When an employee accepts a position with the Humboldt Table Rock Steinauer Public Schools, he/she must agree to accept the terms and spirit of the above proposal and cooperate in carrying out the aforementioned procedures.

ADOPTED: April 1, 1988.

DISEASE CONTROL FOR STUDENTS

In general, a student with a communicable condition will be allowed to attend school in his/her usual class setting with the written approval of the student's physician stating that the disease is not in a communicable state. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion.

When a child is sent home because of a suspected reportable communicable disease, a report will be provided to the Board of Health without delay.

Administrative regulations are:

1. The Superintendent of Schools will function as the liaison with the student's physician as necessary and will coordinate the health management procedures within the school building.

2. Decision regarding the type of educational setting for a student will be based on the behavior, neurological development and physical condition of the student and the expected type of interaction with others in that setting.
3. The privacy of the student and his/her family must be protected. The knowledge that a student has a communicable condition should be confined to persons with a direct need to know. If it becomes necessary to inform others, those persons will be provided with information concerning precautions and confidentiality requirements.
4. Students who present a high risk of disease transmission may be temporarily excluded from school by the administration after consultation with some, or all of the student's physicians, the student's parent/guardian and/or their representative and medical advisors.
5. A student might be considered at high risk if he/she exhibits behavior that may spread the disease, i.e., biting, lacks toilet training or is incontinent, or has an open sore that cannot be concealed or hygienically covered, any of which could result in direct spreading of the condition or disease.
6. During the time a student is excluded from the classroom, an appropriate alternative or adjustment to the student's education will be provided. Long term cases should be medically reviewed monthly at a minimum.
7. All staff should use the following routine and standing procedures to clean up after a child has an accident or injury at school: blood or other body fluids emanating from any child should be treated cautiously. Gloves should be worn when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming in contact with them should wash their hands afterwards. Blood-soaked items should be placed in leak-proof bags for washing or further disposition. Similar procedures are recommended for incontinence in any child. Hand washing is routinely recommended if physical contact has been made with the child's blood or body fluids, including saliva.

TEACHER EVALUATION

PHILOSOPHY

The Board of Education's philosophy is that the key to successful classroom instruction is the classroom teacher. The Board believes that every teacher is, or should be, capable of improving his/her performance. As such, the Board directs the administrators to continuously evaluate the performance of the teaching staff in writing.

PURPOSES

1. Bring about improvement of teacher performance and, as a result, provide improved educational services for students.
2. Insure the best possible teaching staff so that the goals and objectives of the school may be achieved in the most effective and efficient manner.

3. Provide for accurate and effective documentation of the performance of the teaching staff for use in making decisions about retention or dismissal.
4. Permit collection of group data about teachers to identify staff development and in-service training needs.

CRITERIA

The evaluation of teachers shall be based upon the following Marzano evaluation criteria:

1. Classroom Strategies and Behaviors
2. Planning and Preparation
3. Reflecting on Teaching
4. Collegiality and Professionalism

FORMS TO BE USED

The Marzano evaluation tool forms to be used include:

1. Marzano Teaching Evaluation Model
2. Teacher Scales for Reflective Practice
3. Personal Profile Forms
4. Goal Setting Template
5. Comprehensive Observation Pre-Conference Questions
6. Comprehensive Observation Record
7. Comprehensive Observation Post-Conference Questions
8. Informal Observation Record
9. Student Surveys for Reflective Practice
10. Goals – Reflections and Revisions
11. Mid-Year Formative Feedback Form
12. Goal Summary
13. Summative Feedback Form

EVALUATION INFORMATION BOOKLET

A booklet of evaluation procedures, policies and forms to be distributed to every teacher each school year.

HTRS is an Equal Opportunity Employer.

2016-2017 School Year Lunch

Prices: Extra Milk .35

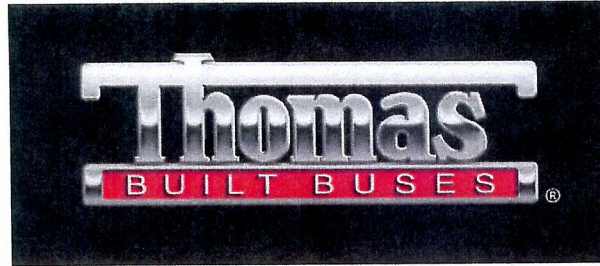
Breakfast all grades & adults

		✓	<u>Recommended</u> <u>2017-2018</u>	<u>2018-2019</u>
\$1.70				
PK.-3	\$2.50	PK-3	\$ 2.70	PK-6 \$ 2.85
4-8	\$2.85	4-8	\$ 2.85	
9-12	\$2.90	9-12	\$ 2.95	7-12 \$ 3.00

Reduced Breakfast \$.35 } Set by federal
Reduced Lunch \$.45 }

Adults \$3.60	✓	\$ 3.65
Salad Bar Only \$3.60	✓	\$ 3.65

All students have unlimited access
to fruit and vegetables



*Recommendation
Purchase*

HTRS PUBLIC SCHOOLS

REAR ENGINE TRANSIT SCHOOL BUS WITH ACTIVITY SEATS MODEL YEAR 2018

BODY SPECIFICATIONS

SIZE: 39' 11" length seated to 46 high back activity seats. Complies with all FMVSS and State of Nebraska Dept of Education Rule 92 requirements.

ACCESSORY POWER SOCKET:
12 volt designed for cellular phone

ACOUSTIC CEILING:
Sound deadening perforated panels full length of bus body.

AIR CONDITIONING
130,000 BTU Spheros system, consisting of one 1W210 rear bulkhead mounted evaporator, One 1W200 front bulkhead mounted evaporator, one dash evaporator, two SC230 skirt mounted condensers, one Bitzer 4P HD 12V piston type transit compressor.

BACK UP ALARM:
112 decibel, mounted behind the rear axle, activated when bus is shifted to reverse.

BATTERY COMPARTMENT:
Batteries mounted in an enclosed compartment on a sliding tray outside of engine compartment.

CAMERA SYSTEM
REI digital interior camera system with 3 cameras and hard drive
Back up camera system built into rear view mirror

COLOR, EXTERIOR:
Yellow with black trimmed rails and white roof

COLOR, INTERIOR:
Light gray

DEFROSTERS/HEATERS:

Full length defrost system with ducting routed below driver's window and full width below windshield with closely spaced louvered outlets and dash mounted diffusers.

90,000 BTU Defroster with a three speed setting switch located on drivers panel.

15,000 BTU driver's heater with two speed blower motor

(3) 84,000 BTU rear under seat passenger heaters with separate two speed blower motors for each heater, booster pump to be included.

DOOR ENTRANCE:

Air toggle switch controlled outward opening door with vandal lock system installed. Exterior LED boarding light included that comes on when entrance door is open

DOOR, SIDE EMERGENCY:

Retainer to hold door open with a four inch header pad.

ELECTRICAL SYSTEM:

12 volt system with Color-coded and numbered wiring. Body wiring protected by automatic resetting circuit breakers, located in easy access door below driver's window. Key activated solenoid to deactivate all circuits when key is in off position.

FUEL TANK DOOR:

Spring loaded door installed in body skirting on right side at fuel tank access. Fuel sender inspection plate located in body floor for easy access.

FLOOR COVERING:

5/8" exterior grade plywood floor covered with heavy duty gray marble vinyl.

All floor seam separations sealed and covered with durable metal stripping. Cove molding along the wall. Black molded rubber wheel housing covers. Rubber covered entrance step.

HEADROOM:

78" headroom measured over 5/8" plywood and rubber floor covering.

HORNS:

Dual electric horns with center steering wheel activation.

INSULATION:

1 1/2" fiberglass in roof, sides, and rear. Mineral wool type insulation that will not take on moisture or settle in the walls of the bus over time.

INTERIOR PANELS:

Marproof aluminized inner side panel below windows.

LETTERING:

HUMBOLDT-TABLE ROCK-STEINAUER PUBLIC SCHOOLS in 6 inch black block lettering.

LIGHTS:

LED clearance lights wired with headlights.

LED stop lights, tail lights, directional lights, back up lights.

LED 8 way traffic control lights front and rear

LED Driver's dome light with separate switch.

Dual row of LED dome lights for passengers on each side of bus

MIRROR, INTERIOR:

6"x30" student mirror with 6"x30" adjustable plastic visor.

MIRRORS, EXTERIOR:

Rosco heated and remote controlled review mirrors with Rosco heated crossover mirrors.

PARCEL RACKS:

Interior tubular type parcel racks that extend full length of bus, both sides.

PUSH OUT WINDOWS:

Two (2) per side of bus for a total of four (4) that meet minimum standards according to FMVSS 217.

REFLECTIVE MATERIAL:

Yellow reflective tape package including body sides, emergency exits, rear outline.

ROOF HATCH:

Two (2) Roof mounted escape/vent hatches.

RUB RAILS:

Four (4) exterior side rub rails located at window level, seat level, floor level, and bottom of skirt. Seat rail to extend around rear corner radius both sides.

SAFETY EQUIPMENT:

2 Nebraska first aid kits, one mounted near driver, other mounted at rear of bus.

1 dry chemical type fire extinguisher with at least 5 lb. Capacity.

3 reflective triangles in container.

1 moisture proof body fluid clean up kit securely mounted and labeled.

SAFETY SOLENOID SWITCH:

Single switch for complete shutdown of all heaters and radio at railroad crossings.

SEAT, DRIVER'S:

Deluxe air ride high back, heated, vinyl or fabric seat with tilt back, adjustable lumbar support, armrest, and three point retractable driver's shoulder harness.

SEATS, PASSENGER:

46 high back activity seats with outside armrests includes rear davenport in fire block upholstery

SERVICE ACCESS PANELS:

Two (2) hinged, pop-open doors, right and left side front of body below windshield. Provides easy outside access for servicing front heater, wipers, and brake treadle valve. Body wiring and circuit breakers located below driver's window.

SOUND SYSTEM:

AM/FM stereo with C.D. player, P.A. system, and eight (8) interior roof mounted speakers.

STEPWELL:

Three steps, with lighting activated by door control when clearance/cluster lamps are lit. Header pad and grabrail. White rubber wear plate nosing on steps.

STOP ARM

Front and rear LED stop arms with composite sign

STROBE LIGHT:

Roof mounted 1/3 distance from rear of bus with self-contained power supply. Switch and pilot light at driver's position.

UNDERCOATING:

Complete undercoating on all exposed undercarriage surfaces.

UNDERSTORAGE LUGGAGE COMPARTMENTS:

Double door pass through luggage compartment with locks and lights

VENTILATOR:

Static-type, non-closable located in first roof panel.

WINDOWS:

12" aluminum split sash safety plate side windows. Double sliding driver's window. All side and rear passenger windows dark tinted.

WINDSHIELD:

Fully tinted with top deep shaded band. 6" x 30" adjustable Plexiglas sun visor on driver's side. Grab handles over windshield exterior for cleaning access.

WINDSHIELD WIPERS:

Electric, intermittent 2 speed heavy duty wet arm wipers.

CHASSIS SPECIFICATIONS**AIR CLEANER:**

Multi-stage air cleaner for maximum filtration.

ALTERNATOR:

270 amp, 12 volt, negative ground.

AXLES:

Front – 13,200 lbs. (with oil lubed hubs)

Rear – 23,000 lbs.

BATTERIES:

Triple (3) 12 volt, 2100 CCA located in enclosed battery compartment with sliding tray and access door.

BRAKES:

Dual air brakes front and rear. 16.5" x 6" drum front and 16.5" x 8" drum rear brakes. Bendix heated air dryer. Heated automatic moisture ejector on wet tank. Automatic slack adjusters

CONTROLS, ENGINE COMPARTMENT:

Engine control switch and starter button, multi-function engine gauge and compartment light.

ENGINE:

Cummins ISL 8.9 liter diesel engine, in-line electronic, 300 HP 6 cylinder turbo-charged. Geared to run 75 MPH. 860 Foot lbs. torque, 750 watt block heater, heated fuel/water separator, Electronic cruise control

EXHAUST:

Tailpipe to exit under rear bumper with high temperature exhaust cooling provisions.

FAN DRIVE:

Viscous drive for engine cooling fan.

FRAME:

Dual 'C' channel main frames. All permanent fixtures on frame are attached with 120,000 PSI frame strength.

FUEL TANK:

100 gallon capacity safety mounted between frame rails behind front axle.

GVWR:

35000 lbs.

INSTRUMENTS AND GAUGES:

Speedometer; odometer; resettable trip odometer; tachometer; voltmeter; fuel gauge; oil pressure gauge; coolant temperature gauge; high-low beam indicator; turn signal indicators; automatic transmission temperature gauge; hour meter; ammeter; dash mounted clock; two air brake pressure gauges (for front and rear systems)

SHOCK ABSORBERS:

Heavy-duty front and rear. Double-action piston type.

STEERING:

Tilt and telescoping steering wheel

SUSPENSION:

Front – Neway air ride

Rear – Henderickson air ride

TIRES:

11R x 22.5 Hankook tubeless radials.

TRANSMISSION:

Allison PTS3000 6-speed overdrive, automatic, electronic controlled with in-line filter and modulated lock up torque converter. 'Transynd' synthetic fluid included and Fuel Sense

WHEELS

10 stud, hub piloted, aluminum disc wheels, single front, dual rear 22.5 x 8.25 rims

WHEELBASE: 277"

WARRANTY

Engine: Limited 5 Year/ 100,000 Mile

Transmission: Limited 5 Year/Unlimited Mile

Axles: 5 Year/ Unlimited Miles

Body: Limited 5 Year

Chassis & Vendor Supplied Items: 1, 2, and 5 Year

SALE PRICE: \$137, 615

2017-18 Certified Staff List Recommended for Renewal of Contracts

Amanda Bowen
Rebecca Bridgewater
Kari Case
Brad Catlin
Quentin Coatney
Jason Cover
Shari Drake
Joan Dreier
Taylor Dunekacke
Kara Engles
Carmen Eppens
Kurt Finkey
Billi Jo Freeman
Desearae Frey
Alexandra Graf
Philip Hall
Joni Hegemann
Matthew Helms
Angie Hunzeker
Denise Hunzeker
Paulette Joy
Sharon Joyner
Sara Kappel
Carl Linnerson
Ashlee Meyer
Karen Mezger
Trent Platt
Brianna Pohlmann
Donna Railsback
Brittany Rogers
Angela Schnacker
Cindy Stalder
Kim Standerford
Dolly Svoboda
Lin Volker
Sarah Volker
Darcy Weldon
Amy Werts
Denette Wheeler
Peggy Williams
Susan Wissmann
Glena Withers
Lisa Wittrock
Mark Woolard
Eileen Zentner

FYI

Teachers not tenured

Rebecca Bridgewater

Kari Case

Kurt Finkey

Alexandra Graf

Brianna Pohlmann

Teachers this action will tenure

Jason Cover

Trent Platt

2017 – 2018 HTRS Coaches – updated 3/8/17

AD - ? *Kurt Finkey*

Fall Sports

HS Football

H – Quentin Coatney
Brad Catlin ?
Kurt Finkey
Jason Cover

HS Volleyball

H – Kara Engles
Brittany Rogers

HS Girls Golf

H – Matthew Helms
? – depending on #s

JH Football

H – Taylor Dunekacke
Kurt Finkey

JH Volleyball

H – Hannah Volker
Kari Case

Winter Sports

HS Boys Basketball

H – *Taylor Dunekacke*
Matt Schardt
Cody Tasler

HS Girls Basketball

H – ~~Taylor Dunekacke~~
~~Trent Platt~~ *Trent Platt*
Angie Schnacker

Wrestling

H – Tyler Ferebee
Quentin Coatney
?

JH Boys Basketball

H – Matthew Helms
Taylor Dunekacke

JH Girls Basketball

H – Matthew Helms
~~Taylor Dunekacke~~
Kurt Finkey

JH Wrestling

H – Tyler Ferebee
Quentin Coatney

Spring Sports

HS Track

H – *Kara Engles*
Donna Railsback ?
Lin Volker
Quentin Coatney

HS Boys Golf

H – Matthew Helms
? – depending on #s

Powerlifting

H – Quentin Coatney
? – depending on #s

JH Track

H – Kara Engles
Quentin Coatney
Hannah Volker

Speech
H – Carl Umneron
Asst – Mandy Bowers

JH Cheerleading

Deserae Frey

HS Cheerleading

B
Deserae Frey