August Regular Meeting
Monday, August 11, 2025 6:00 PM
Administration Center

1. Call Meeting to Order - This regular meeting of the Plattsmouth Community Schools Board of Education is called to order on Monday, August 11, 2025, at 6:00 PM in the Plattsmouth Community Schools Administration Center Boardroom at 1912 Old Hwy. 34, Plattsmouth, NE.

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

3. Publication of Meeting - Notice of the meeting was published in the August 8, 2025 edition of The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.

4. Pledge of Allegiance

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

6. Motion to excuse absences

7. Consent Agenda

    7.1. Agenda

    7.2. Minutes of the July Regular Meeting

    7.3. Treasurer's Report

    7.4. Review of the Control Budget

    7.5. Claim and transfer in the amount of: $519,435.14
    Prepaids: $9,574.01

    7.6. Discuss, consider, and take all action to approve the resignation of middle school math teacher Matthew Timm effective Aug. 7, 2025.

    7.7. Discuss, consider, and take all action to approve the hiring of Heather Bohach as a middle school math teacher for the first semester of the 2025-2026 school year.

8. Public Forum: Reception of Delegates - For all meetings of the Board, individual speakers shall have up to 3 minutes to address the Board, and the Board shall hear up to

30 cumulative minutes of public comment. The Board may vote to modify these time limits when the Board deems appropriate. The President may implement other reasonable requirements for public comment consistent with the Open Meetings Act.

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

9. Operations Committee Report

10. Finance Committee Report

11. Committee on American Civics Report

12. Negotiations Committee Report

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

14. Celebrations of Excellence

15. Administration Reports

    15.1. Superintendent's Report

    15.2. High School Principal's Report

    15.3. Middle School Principal's Report

    15.4. Elementary Principal's Report

    15.5. Early Childhood/Head Start Report

    15.6. Special Education Report

    15.7. Instructional Services Report

16. Action Items

    16.1. Discuss, consider, and take all action to approve the second reading of 1300 Fundraising Activities (Operations Committee).

    16.2. Discuss, consider, and take all action to approve the final reading of 1310 Gifts (Operations Committee).

16.3. Discuss, consider, and take all action to approve the second reading of 4114 Longevity Incentive (Finance Committee).

16.4. Discuss, consider, and take all action to approve the final reading of 5107 Dress Code and Grooming Policy (Committee on American Civics).

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

16.6. Discuss, consider, and take all action to approve the materials and curriculum disposal requests for the Plattsmouth Community Schools.

16.7. Discuss, consider, and take all action to approve the 2025-2026 Plattsmouth Community Schools Parent, Student, and Staff Handbooks.

16.8. Discuss, consider, and take all action to approve the Early Childhood Center's BOE approval letter, Indirect cost rate, and cost allocation plan.

16.9. Discuss, consider, and take all action to rescind the approval of a high school painting proposal from Plattsmouth Painting LLC from Nov. 11, 2024 due to the owner indicating they cannot complete the project.

16.10. Discuss, consider, and take all action to approve a high school painting proposal from Making All Things New with a total cost of $45,000.

16.11. Discuss, consider, and take all action to approve and adopt a resolution authorizing the issuance by the District of its Promissory Notes, Series 2025, in the aggregate principal amount of not to exceed $1,600,000, to finance certain operational costs of the District.

16.12. Discuss, consider, and take all action to approve a memorandum of understanding (MOU) Nebraska Methodist College of Nursing and Allied Health d/b/a Nebraska Methodist College-the Josie Harper Campus ("NMC") from Aug. 1, 2025 to July 31, 2026.

16.13. Discuss, consider, and take all action to approve the amendment from ESU #3 for psych services.

16.14. Discuss, consider, and take all action to approve a memorandum of understanding (MOU) with Jobs for America's Graduates (JAG) Nebraska for the 2025-2026 school year.

16.15. Discuss, consider, and take all action authorizing the Superintendent to facilitate a request for military aerial support, including the landing of a helicopter, from the Nebraska Army National Guard for the Plattsmouth Guard for a Day event at

Plattsmouth High School on Sept. 16, 2025.

16.16. Discuss, consider, and take all action to approve the required training and related resolution, as presented, for the 2025-2026 school year as reasonable and appropriate for the District.

16.17. Discuss, consider, and take all action authorizing the PCS Superintendent to terminate the memorandum of understanding (MOU) with the Sandy Hook Promise Foundation (SHPF) relative to the anonymous reporting system and enter into an agreement with the Nebraska Department of Education Office of Coordinated Student Support Services relative to the Safe2Help Nebraska anonymous reporting system.

16.18. Discuss, consider, and take all action to approve an exception to Policy 1130 PCS Fitness Center on behalf of Track Coach Chris Wiseman for non-resident World Championship Track Qualifier, Tyus Wilson, to use the PCS Fitness Center from Aug. 11, 2025, to Sept. 10, 2025, at no cost. He shall meet all other requirements relative to the policy.

17. Announcements

17.1. Next meeting: 6:00 PM on Mon., Sept. 8, 2025

17.2. Nebraska Association of School Boards (NASB) Area Membership Meeting - Tue., Sept. 9, 2025 in Omaha, 4:30 PM Registration, 5:00 Opening Session

18. ADJOURNMENT

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

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

July Regular Meeting
Monday, July 14, 2025 6:00 PM
Plattsmouth Community Schools
Administration Center

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

1. Call Meeting to Order - This regular meeting of the Plattsmouth Community Schools Board of Education is called to order on Monday, July 14, 2025, at 6:00 PM in the Plattsmouth Community Schools Administration Center Boardroom at 1912 Old Hwy. 34, Plattsmouth, NE.

Harvey called the meeting to order at 6:03 PM.

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

3. Publication of Meeting - Notice of the meeting was published in the July 10, 2025 edition of The Daily Record and posted in the display case outside the administration center, at the Plattsmouth location of the U.S. Postal Service, and on the district website at www.pcsd.org.

4. Pledge of Allegiance

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

6. Motion to excuse absences

Motion to excuse Gradoville, Shuey, and Winters. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

7. Consent Agenda

Motion to approve. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

7.1. Agenda

7.2. Minutes of the June Regular Meeting

7.3. Treasurer's Report

7.4. Review of the Control Budget

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7.5. Claim and transfer in the amount of: $553,064.42
Prepaids: $15,477.00

8. Public Forum: Reception of Delegates – Dan Helmick addressed the Board.

9. Operations Committee Report

An update regarding the recent committee meeting was provided.

10. Finance Committee Report

Timm provided an update regarding the recent committee meeting.

11. Committee on American Civics Report

Woracek provided an update regarding the recent committee meeting

12. Head Start Report

No update provided on Head Start.

13. Negotiations Committee Report

No update provided on the Negotiations Committee.

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

No recess was held.

15. Celebrations of Excellence

15.1. Congratulations to high school vocal music director Mr. Chris Work for earning recognition as the 2025 Nebraska American Legion High School Teacher of the Year.

15.2. Congratulations to our student-athletes who earned 2025 Class B All-State Honorable Mention from the Omaha World-Herald.

Baseball:
Levi Walker, Eli Winters, Derek Nanke, Henry Loontjer, Brady Robbins, Louis Ingram, Kaden Mink, Jacob Longton

Boys Soccer:
Micah Wehrbein, Logan Ksiazek

16. Administration Reports

16.1. Superintendent's Report

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16.2. High School Principal's Report

16.3. Middle School Principal's Report

16.4. Elementary Principal's Report

16.5. Early Childhood/Head Start Report

16.6. Special Education Report

16.7. Instructional Services Report

17. Action Items

17.1. Review the amount of money collected from students pursuant to, and the use of waivers provided in, the student fees policies of PCS for the 2025-2026 school year.

17.1.1. Hold a public hearing to discuss, consider, and receive input on a proposed student fees policy. The public will be given the opportunity to present information and opinions on a proposed student fees policy.

17.1.1.1. Open the hearing for public input regarding the student fees policy at 6:30 PM.

17.1.1.2. Close the hearing for public input regarding the student fees policy at 6:30 PM.

17.1.2. Discuss, consider, and take all action to approve the 2025-2026 Policy 5195 Student Fees and Appendix 1.

Motion to approve. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

17.2. Discuss, consider, and take all action to approve the first reading of 1300 Fundraising Activities (Operations Committee).

Motion to approve. Motion by Timm and seconded by Foster. Motion passed 6-0.

17.3. Discuss, consider, and take all action to approve the final reading of Policy Series 3000 Business Operations (Finance Committee).

Motion to approve. Motion by Timm and seconded by Muller. Motion passed 6-0.

17.4. Discuss, consider, and take all action to approve the first reading of 4114 Longevity Incentive (Finance Committee).

Motion to approve. Motion by Timm and seconded by Woracek. Motion passed 6-0.

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17.5. Discuss, consider, and take all action to approve the final reading of Policy 5006 Option Enrollment, the resolution, and Appendix 1.

Motion to approve. Motion by Muller and seconded by Timm. Motion passed 6-0.

17.6. Discuss, consider, and take all action to approve the first reading of 5107 Dress Code and Grooming Policy.

Motion to approve. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

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

Motion to approve. Motion by Muller and seconded by Miller Pearson. Motion passed 6-0.

17.8. Discuss, consider, and take all action to approve the final reading of school district annual policy updates from the Perry Law Firm.

Motion to approve. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

17.9. Discuss, consider, and take all action to approve the materials and curriculum disposal requests for the Middle School and High School.

Motion to approve. Motion by Muller and seconded by Miller Pearson. Motion passed 6-0.

17.10. Discuss, consider, and take all action to approve the 2025-2028 Plattsmouth Community Schools Strategic Plan.

Motion to approve. Motion by Foster and seconded by Muller. Motion passed 6-0.

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

Motion to table until August Board Meeting. Motion by Harvey and seconded by Foster. Motion passed 6-0.

17.12. Discuss, consider, and take all action to approve a contract with Cynthia Duechting for the provision of English language (EL) services in the 2025-2026 school year.

Motion to approve. Motion by Foster and seconded by Muller. Motion passed 6-0.

17.13. Discuss, consider, and take all action to approve the attached staff handbooks for 2025-2026.

Motion to approve. Motion by Foster and seconded by Miller Pearson. Motion passed 6-0.

DRAFT

17.14. Discuss, consider, and take all action to approve a contract addendum with the City of Plattsmouth for a 1.0 FTE school resource officer from Aug. 1, 2025, to July 31, 2026.

Motion to approve. Motion by Miller Pearson and seconded by Timm. Motion passed 6-0.

17.15. Discuss, consider, and take all action to approve a proposal from the Sterling Computers Company for a Fortinet Firewall at a cost of $39,432.87.

Motion to approve. Motion by Miller Pearson and seconded by Foster. Motion passed 6-0.

18. Announcements

18.1. Mon., Aug. 4, 2025, 11:00 AM - PCS Board of Education lunch with new teachers and their mentors in the gallery at PHS

18.2. Next Board Meeting: 6:00 PM on Aug. 11, 2025

18.3. Nebraska Association of School Boards (NASB) Area Membership Meeting - Tue., Sept. 9, 2025 in Omaha, 4:30 PM Registration, 5:00 Opening Session

19. ADJOURNMENT

Motion to adjourn at 6:56 PM. This motion by Timm and seconded by Miller Pearson, Motion passed 6-0.

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

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

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_____

Chairperson

_____

Superintendent

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Vanguard Personal Investor

877-662-7447

We've recently made changes to our statements. You may notice that some information previously included no longer appears on your statement. For the most up-to-date information and status of your account, visit Vanguard.com or download our mobile app.

Vanguard®

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

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

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

Vanguard

Vanguard Personal Investor

877-662-7447

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Statement overview

$1,281,466.15

Total value of all accounts as of July 31, 2025

Accounts	Value on 06/30/2025	Value on 07/31/2025
Plattsmouth Community School		
Organization brokerage account	**$1,208,636.24**	**$1,281,466.15**

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

Asset mix



		Value on 07/31/2025
97.0%	Stocks	$1,242,409.73
0.0%	Fixed Income	0.00
3.0%	Short-term reserves	39,056.42
0.0%	Other	0.00
		$1,281,466.15

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

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Organization brokerage account—XXXX6980

Plattsmouth Community School

Vanguard Personal Investor

877-662-7447

Account overview

$1,281,466.15

Total account value as of July 31, 2025

Year-to-date income

Taxable income	$22,391.26
Nontaxable income	0.00
Total	**$22,391.26**

Balances and holdings for Vanguard Brokerage Account—XXXX6980

To get the latest cost basis information, log in online and navigate to Portfolio > Cost Basis. For advised clients, click 'All Accounts' to navigate to Portfolio > Cost Basis. Alternatively, you can call Vanguard.

Your securities are held in your cash account, unless otherwise noted. This section only shows securities that were held in the account at the end of the time period indicated.

Sweep program

Name	Quantity	Price on 07/31/2025	Balance on 06/30/2025	Balance on 07/31/2025
VANGUARD FEDERAL MONEY MARKET FUND 7-day SEC Yield: 4.23%	39,056.4200	$1.00	$48,905.35	$39,056.42
Total Sweep Balance			**$48,905.35**	**$39,056.42**

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Balances and holdings for Vanguard Brokerage Account—XXXX6980 continued

ETFs

Symbol	Name	Quantity	Price on 07/31/2025	Balance on 06/30/2025	Balance on 07/31/2025
AMLP	ALERIAN MLP ETF	3,841.3184	$50.0700	$187,686.81	$192,334.81
SDY	SPDR SERIES TRUST S&P DIVIDEND ETF	885.1100	136.9600	120,135.98	121,224.66
				$307,822.79	**$313,559.47**

Stocks

Symbol	Name	Quantity	Price on 07/31/2025	Balance on 06/30/2025	Balance on 07/31/2025
ASML	ASML HOLDING NV NY REGISTRY SHS NEW 2012	206.1210	$694.7100	$165,183.30	$143,194.31
BX	BLACKSTONE INC	4,282.6590	172.9600	640,600.13	740,728.70
RHP	RYMAN HOSPITALITY PPTYS INC	472.6200	95.0600	46,124.67	44,927.25
				$851,908.10	**$928,850.26**

Account activity for Vanguard Brokerage Account—XXXX6980

This section shows transactions that have settled by July 31, 2025.

Income summary

	Dividends	Interest	Tax-exempt interest	Short-term capital gains	Long-term capital gains	Other income
July	$688.65	$0.00	$0.00	$0.00	$0.00	$0.00
Year-to-date	22,391.26	0.00	0.00	0.00	0.00	0.00

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Account activity for Vanguard Brokerage Account—XXXX6980 continued

Completed transactions

Settlement date	Trade date	Symbol	Name	Transaction type	Account type	Quantity	Price	Commissions & fees	Amount
07/11	07/11	-	CHECK ISSUED CHK ISS #CS05467323	Check Withdrawal	-	-	-	-	-$10,000.00
07/11	07/11	-	VANGUARD FEDERAL MONEY MARKET FUND	Sweep out	-	-	-	-	10,000.00
07/15	07/15	RHP	RYMAN HOSPITALITY PPTYS INC	Dividend	-	-	-	-	537.58
07/15	07/15	RHP	RYMAN HOSPITALITY PPTYS INC	Reinvestment	Cash	5.1560	$104.2720	-	-537.58
07/31	07/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Dividend	-	-	-	-	151.07
07/31	07/31	-	VANGUARD FEDERAL MONEY MARKET FUND	Reinvestment	-	-	-	-	-151.07

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

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Disclosures

For our brokerage clients

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

I. General information and key terms

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

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

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

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

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

For dividend reinvestment of mutual funds held in your brokerage account, the instructions are provided to the fund and the "settlement date" and "trade date" on your statement will generally represent the day the transaction is entered in your account record. Call Vanguard Brokerage Services with any questions.

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

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

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

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

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

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

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

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

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

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

II. Portfolio holdings

The net market value of the securities in your account, including short positions, is reflected in this statement on a trade-date basis at the close of the statement period. The market prices have been obtained from quotation services that we believe to be reliable; however, we can't guarantee their accuracy. Securities for which a price isn't available are marked " — " and are omitted from the total. Prices listed reflect quotations on the statement date. Current prices are listed to help you track your account and aren't suitable for tax purposes. Account balances provided on the statement are displayed in short-form using only two decimal places.

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

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

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

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CASS COUNTY SCHOOL DISTRICT #1
1912 OLD HIGHWAY 34
PLATTSMOUTH NE 68048-5676

Tap into your borrowing power

Moving, doing a renovation, taking a trip, planning for college? We offer flexible borrowing options to meet a variety of financing needs, while allowing your investment portfolio to remain intact. Your financial advisor can help create a strategy to address your unique needs.

Understanding your statement

Your statement should reflect what's important to you in language you can understand. The easier it is to understand, the more empowered you'll be to make decisions for your future. You can find some helpful tips at edwardjones.com/mystatementguide or by reaching out to your financial advisor.

Portfolio Summary

Total Portfolio Value

$1,306,558.20

1 Month Ago	$1,298,616.81
1 Year Ago	$1,220,797.28
3 Years Ago	$1,210,380.51
5 Years Ago	$1,224,935.14

Overview of Accounts

Accounts	Account Holder	Account Number	Value 1 Year Ago	Current Value
Association Account Select	Cass County School District #1	693-12506-1-4	$34,554.00	$37,990.11
Association Account Advisory Solutions Fund Model	Cass County School District #1	693-19740-1-5	$1,186,243.28	$1,268,568.09
Total Accounts			**$1,220,797.28**	**$1,306,558.20**

Although account information is provided on this page, it does not guarantee an actual statement was produced. Refer to your account statement for the exact registration and more specific details regarding each account.

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Important disclosures; such as Statement of Financial Condition, Conditions that Govern Your Account, Account Safety, Errors, Complaints, Withholding, Free Credit Balance, Fair Market Value or Terminology; relating to your account(s) are available on the last page of this package or at www.edwardjones.com/statementdisclosures.

Edward Jones
MAKING SENSE OF INVESTING

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0028732SW

201 Progress Parkway
Maryland Heights, MO 63043-3042

Cass County School District #1

Are your finances keeping up with your life?

Life is full of changes. Some are joyful, while others are unexpected. Whatever you're facing, your financial advisor is there to help ensure your financial strategy reflects the changes in your life. By meeting with you regularly, they can help guide you through these transitions and keep your finances on track.

Association - Select

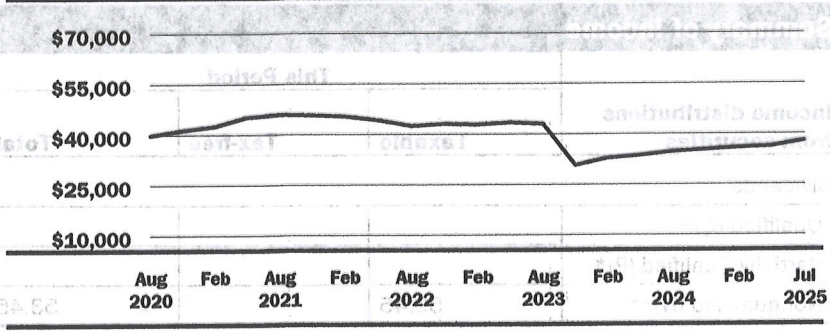
Portfolio Objective - Account: Balanced Growth and Income

Account Value

$37,990.11

1 Month Ago	$37,282.72
1 Year Ago	$34,554.00
3 Years Ago	$43,097.06
5 Years Ago	$38,909.79

Value of Your Account



Value Summary

	This Period	This Year
Beginning Value	$37,282.72	$34,486.72
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	0.00	0.00
Fees and Charges	0.00	0.00
Change In Value	707.39	3,503.39
Ending Value	**$37,990.11**	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide .

006821 2/13

Summary of Assets (as of July 25, 2025)

	Value as of 07/25	Value as of 06/28	Dollar Change	% of Total Value
Assets Held at Edward Jones				
Cash, Insured Bank Deposit & Money Market funds	0.96	0.96	0.00	0.0%
Mutual funds	37,989.15	37,281.76	707.39	100.0
Total at Edward Jones	**$37,990.11**	**$37,282.72**	**$707.39**	**100%**
Account Value	**$37,990.11**	**$37,282.72**	**$707.39**	

Summary of Income

	This Period			This Year		
Income distributions from securities	**Taxable**	**Tax-free**	**Total**	**Taxable**	**Tax-free**	**Total**
Dividends						
Qualified (Q)*				$129.18		$129.18
Partially Qualified (P)*				93.56		93.56
Nonqualified (N)**	53.45		53.45	310.39		310.39
Total	**$53.45**		**$53.45**	**$533.13**		**$533.13**

Other distributions or charges	**This Period**	**This Year**
Income reported in prior year		$52.33
Total		**$52.33**

*Reduced Tax Eligible
**Taxable

Note: Your year-end tax documents (eg. Form 1099) will provide specific classifications of your income distributions. Qualified (Q) dividends may be taxed at reduced rates. Nonqualified (N) dividends may be taxed at ordinary rates. A portion of your Partially Qualified (P) dividends may also be taxed at reduced rates. Edward Jones, its employees and financial advisors cannot provide tax or legal advice. You should review your specific situation with your tax or legal professionals.

00287325W

Cass County School District #1

Are you prepared for the unexpected?

While you're working hard to achieve your long-term financial goals, you may encounter some bumps along the way. One solution is to put strategies in place to help you protect the most important things in your life. Your financial advisor understands what's important to you and can partner with you throughout your life to help you and your family prepare for the unexpected.

Association - Advisory Solutions Fund Model

Portfolio Objective - Account: Balanced Growth and Income

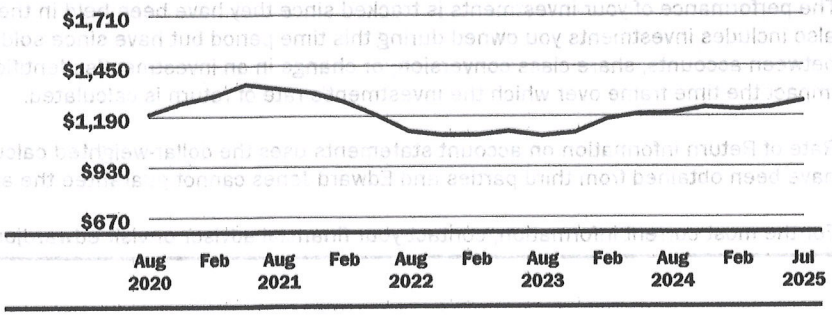
For more information about the Advisory Solutions program go to www.edwardjones.com/advisorybrochures.

Account Value

$1,268,568.09

1 Month Ago	$1,261,334.09
1 Year Ago	$1,186,243.28
3 Years Ago	$1,167,283.44
5 Years Ago	$1,186,025.34

Value of Your Account (in 000s)



Value Summary

	This Period	This Year
Beginning Value	$1,261,334.09	$1,199,721.94
Assets Added to Account	0.00	0.00
Assets Withdrawn from Account	-14,700.00	-19,600.00
Fees and Charges	-909.77	-6,296.65
Change In Value	22,843.77	94,742.80
Ending Value	**$1,268,568.09**	

For more information regarding the Value Summary section, please visit www.edwardjones.com/mystatementguide .

Rate of Return

	This Quarter	Year to Date	Last 12 Months	3 Years Annualized	5 Years Annualized
Your Personal Rate of Return for Assets Held at Edward Jones	**1.34%**	**7.38%**	**11.27%**	**8.53%**	**5.89%**
Performance Benchmarks					

Rate of Return (continued)

Large US Cap Equities (S & P 500)	**3.03%**	**9.42%**	**19.92%**	**18.99%**	**16.45%**
International Equities (MSCI EAFE)	**1.41%**	**21.61%**	**19.38%**	**16.11%**	**11.03%**
Taxable Fixed Income (Bloomberg Aggregate)	**-0.40%**	**3.60%**	**4.49%**	**1.90%**	**-1.04%**

Your Personal Rate of Return: Your Personal Rate of Return measures the investment performance of your account. It incorporates the timing of your additions and withdrawals and reflects commissions and fees paid. Reviewing Your Personal Rate of Return is important to help ensure you're on track to achieving your financial goals.

Performance Benchmarks: Your Personal Rate of Return should be compared to the return necessary to achieve your financial goals. However, we understand many investors would like to compare their Personal Rate of Return to market indexes. Keep in mind this may not be an accurate comparison, as your Personal Rate of Return incorporates the timing of your specific additions and withdrawals and your specific investment mix, while published returns of market indexes do not.

These market indexes are used as a general measure of market performance for several major asset classes. Market indexes assume reinvestment of all distributions and do not take into account brokerage fees, taxes or investment management fees.

The performance of your investments is tracked since they have been held in the current account, but no earlier than Jan.1, 2009. This also includes investments you owned during this time period but have since sold. Certain events, including a transfer of an investment between accounts, share class conversion, or change in an investment's identification code (CUSIP) caused by a corporate action, will impact the time frame over which the investment's rate of return is calculated.

Rate of Return information on account statements uses the dollar-weighted calculation. Information used to calculate performance may have been obtained from third parties and Edward Jones cannot guarantee the accuracy of such information.

For the most current information, contact your financial advisor or visit edwardjones.com/performance.

Rate of Return Indexes Definitions

S&P 500 Index: A broad-based measurement of changes in stock market conditions based on the average performance of 500 widely held common stocks. While many of the stocks are among the largest, this index also includes many relatively small companies. It is a float adjusted capitalization-weighted index (stock price times number of publicly available shares outstanding), calculated on a total return basis with dividends reinvested.
MSCI EAFE Index: A market weighted index maintained by Morgan Stanley Capital International composed of foreign stocks from developed markets (excluding the U.S. and Canada).
Bloomberg Aggregate Bond Index: Measures the performance of government, mortgage-backed, asset-backed and corporate securities with at least one year to maturity.

Vendor Name	Vendor Description	Amount
Checking 1		
Checking 1 Fund: 01 GENERAL		
3 ARE ONE, INC	ADVERTIZING	259.33
AMAZON CAPITAL SERVICES INC	SUPPLIES	5,134.39
APPLE COMPUTER INC	EQUIPMENT	41,285.00
BELNICK RETAIL LLC DBA FOLDING CHAIRS 4 LESS	SUPPLIES	7,007.20
BLOOM TO GROW THERAPY SERVICES, LLC	CONTRACTED SERVICES	1,944.00
BOMGAARS	SUPPLIES	396.57
BUZZARD, JILLIAN		180.00
CANON FINANCIAL SERVICES, INC	COPIER LEASES	19,489.12
CAPITAL BUSINESS SYSTEMS INC	COPIER SUPPLIES/SERVICE	4,520.45
CENGAGE LEARNING	SUPPLIES	874.91
CITY OF PLATTSMOUTH	WATER & SEWER	3,080.14
COUNCIL BLUFFS WINNELSON	SUPPLIES	8,952.70
DINGES, BAILEY	SUMMER TRAINING	180.00
EDUCATIONAL SERVICE UNIT #3	SERVICE	3,164.93
FASTENAL COMPANY	SUPPLIES	2,335.35
FIBER PLATFORM LLC	EDUC VIDEO BUNDLE	2,097.54
FIREGUARD INC	SUPPLIES/SERVICE	11,885.42
FIRST STUDENT INC	TRANSPORTATION	3,165.74
HELENA AGRI-ENTERPRISES LLC	FORMERLY WILBER-ELLIS	1,503.00
HENRY-HOBSCHEIDT MOTORS, INC	SALES/SERVICE	770.00
HILLER ELECTRIC COMPANY	SERVICE	721.16
HOTSY EQUIPMENT COMPANY	EQUPMENT PURCHASES	44.60
JOHNSON, AMBER	REIMBURSEMENT	215.89
JUST FOR KIDS THERAPY INC	SERVICES	5,729.00
KELLY'S CARPET LTD	CARPET	15,192.47
LOGAN CONTRACTORS SUPPLY INC	SUPPLIES	700.00
MANDT SYSTEM INC, THE	REGISTRATIONS	4,490.00

Vendor Name	Vendor Description	Amount
MATHESON TRI-GAS INC	SUPPLIES	176.70
MCGRAW-HILL SCHOOL EDUCATION	SUPPLIES	1,465.92
MEAD, BRADLEY	TRAINING	250.00
MENARDS BELLEVUE	SUPPLIES	85.86
MERKLIN, IVY		720.00
MULLENAX AUTO SUPPLY	SUPPLIES	76.98
NACIA	REGISTRATION	40.00
NCS PEARSON INCORPORATED	SUPPLIES	55.00
NEBR U.C. FUND	UNEMPLOYMENT	872.00
NEBRASKA COUNCIL OF SCHOOL ADMINISTRATORS	REGISTRATIONS/DUES	3,515.00
NEBRASKA PUBLIC POWER DISTRICT	ELECTRICITY	11,626.35
NEBRASKA SAFETY CENTER	DRIVER TRAINING	100.00
NORTHWEST EVALUATION ASSOCIATION	STATE MAP TESTS	2,812.50
OMAHA PUBLIC POWER DISTRICT	UPS/SERVICE	45.80
ONE SOURCE THE BACKGROUND CHECK COMPANY	SERVICE	1,195.55
PAT'S PIANO SERVICE	TUNING	230.00
PERMITE LLC	SERVICE	500.00
PERRY, GUTHERY, HAASE & GESSFORD PC LLO	SERVICES	356.00
PLATTSMOUTH ROTARY CLUB, ROTARY INTERNATIONAL	DUES	845.00
PRIME COMMUNICATIONS	REPAIRS	10,734.95
PROFESSIONAL LOCK AND SAFE LLC	SERVICES	111.00
RALSTON PUBLIC SCHOOLS	HEARING IMPAIRED SERVICES	5,796.64
SAPP BROS INC	SUPPLIES/SERVICE	1,899.32
SCHOOL SPECIALTY LLC	SUPPLIES	22,209.15
SECURLY, INC	SUPPLIER	1,933.80
SHRED IT US JV LLC	SHREDDING	171.01
STERLING COMPUTERS CORPORATION,	1:1 COMPUTERS	39,432.87
TEACHING STRATEGIES INC	SUPPLIES	5,925.70

Vendor Name	Vendor Description	Amount	
TY THE FENCE GUY	SERVICES	2,927.57	
US BANK NA	FUEL PURCHASES	386.90	
VANWINKLE CONSTRUCTION SERVICES LLC	SERVICES	49,600.00	
VERIZON WIRELESS	CELL SERVICE	514.75	
VISION SERVICE PLAN INSURANCE COMPANY	EMPLOYEE BENEFIT	9.22	
VOICE & DATA SYSTEMS INC	SERVICE	768.00	
VWR INTERNATIONAL DBA WARDS SCIENCE	SCIENCE DEPT SUPPLIES	2,049.24	
WARGA, STEVE	ADVERTISING	130.00	
WASTE MANAGEMENT OF NEBRASKA INC	TRASH SERVICE	6,940.12	
WELLS FARGO BANK N.A.	FEES	400.00	
WILSON, JILLIAN	SUMMER TRAINING	180.00	
WINDSTREAM	TELEPHONE SERVICE	2,691.32	
WITTE PHYSICAL THERAPY	SERVICES/SUPPLIES	2,458.33	
		Fund Total:	**327,557.46**
Checking 1 Fund: 06 CAFETERIA			
BRENMAR COMPANY, INC., THE	SUPPLIES	207.08	
COCA COLA OF OMAHA	BEVERAGES	707.40	
HILAND DAIRY FOODS COMPANY LLC	DAIRY PRODUCTS	739.80	
LANGFELDT OVERHEAD DOOR INC	SERVICE	7,660.00	
MENARDS BELLEVUE	SUPPLIES	27.53	
MIDWEST CONCRETE COATINGS LLC	CONCRETE	3,990.00	
SYSCO LINCOLN	SUPPLIES	4,963.21	
		Fund Total:	**18,295.02**
Checking 1 Fund: 12 STUDENT FEES			
AMAZON CAPITAL SERVICES INC	SUPPLIES	449.58	
DICK BLICK	SUPPLIES	2,785.41	
DIETZE MUSIC HOUSE	SUPPLIES	110.00	
SCHOOL SPECIALTY LLC	SUPPLIES	113.94	
		Fund Total:	**3,458.93**
		Checking Account Total:	**349,311.41**
Checking 3			
Checking 3 Fund: 05 ACTIVITY FUND			

Vendor Name	Vendor Description	Amount
AMAZON CAPITAL SERVICES INC	SUPPLIES	1,059.21
AWARDS UNLIMITED	MEDALS	722.78
BLACK SQUIRREL ENTERPRISES, LLC	SERVICE	1,091.00
BROWN FLORAL & CREATIONS	FLOWERS	128.85
CASS COUNTY EMERGENCY MANAGEMENT AGENCY	CPR CARDS	275.00
COCA COLA OF OMAHA	BEVERAGES	1,725.78
DUEKER, AARON	OFFICIAL	125.00
GODFATHERS PIZZA	PIZZA	975.00
GROSS HIGH SCHOOL, DANIEL J	REGISTRATION	180.00
JAIME ORTON		1,850.00
JONES T-SHIRTS, INC.	SUPPLIES	1,166.66
MIDLANDS COMMUNITY FOUNDATION	CPR TRAINING	660.00
NEBRASKA COLLEGE OF TECHINCAL AGRICULTURE-CURTIS		5,000.00
SIDELINE POWER LLC	SUPPLIES	1,599.00
UNIVERSITY OF NE-OMAHA	SCHOLARSHIPS	5,000.00
VARSITY SPIRIT FASHIONS	SUPPLIES	142.45
WARRIOR SUMMIT, LLC	SPEAKER FEE	2,160.00

Fund Total: 23,860.73

Checking Account Total: 23,860.73

Vendor Name	Vendor Description	Amount	
Checking 1			
Checking 1 Fund: 06 CAFETERIA			
CHURCHICH RESTAURANT EQUIPMENT	KITCHEN EQUIPMENT	360.00	
		Fund Total:	**360.00**
		Checking Account Total:	**360.00**
Checking 3			
Checking 3 Fund: 05 ACTIVITY FUND			
UNIVERSITY OF NEBRASKA KEARNEY	ENTRY FEE	980.00	
		Fund Total:	**980.00**
		Checking Account Total:	**980.00**

Vendor Name		Vendor Description	Amount
Checking	1		
Checking	**1**	**Fund: 02 DEPRECIATION FUND**	
MUSCO CORPORATION		SUPPLIES	144,923.00

Fund Total:	**144,923.00**
Checking Account Total:	**144,923.00**

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	TAXED LEVIED BY SCHOOL DISTRICT	10,500,000.00	67,617.33	8,043,994.66	76.61	2,456,005.34
01 1115	CARLINE TAXES	7,000.00	0.00	7,302.88	104.33	(302.88)
01 1120	PUBLIC POWER DIST SALES TAX	165,000.00	0.00	172,654.31	104.64	(7,654.31)
01 1125	MOTOR VEHICLE TAX	850,000.00	84,637.85	959,471.70	112.88	(109,471.70)
01 1370	PRESCHOOL TUITION	95,000.00	10,051.00	100,568.50	105.86	(5,568.50)
01 1510	INTEREST ON INVESTMENTS	5,000.00	24,381.38	138,394.29	2,767.89	(133,394.29)
01 1510 0003	INTEREST ON INVESTMENTS/HD ST	0.00	2.94	44.73	0.00	(44.73)
01 1510 0004	INTEREST ON INVESTMENTS/HD ST	1,000.00	0.00	0.00	0.00	1,000.00
01 1800	REVENUE FR COMM SERVICE/GED/BDA	0.00	0.00	0.00	0.00	0.00
01 1910	RENTAL OF SCHOOL FACILITIES/PROPERTY	5,000.00	360.00	1,465.00	29.30	3,535.00
01 1911	LOCAL LICENSE FEES	1,000.00	0.00	0.00	0.00	1,000.00
01 1920	CONTRIB FR PRIVATE SOURCES	0.00	0.00	0.00	0.00	0.00
01 1921	CITY POLICE COURT FINES	5,000.00	8,453.98	36,242.93	724.86	(31,242.93)
01 1990	MISCELLANEOUS LOCAL REVENUE	6,000.00	0.00	4,475.00	74.58	1,525.00
01 1990 0003	MISC LOCAL REVENUE/HD ST	0.00	0.00	0.00	0.00	0.00
01 1990 0004	MISCELLANEOUS LOCAL REVENUE/HD ST	0.00	0.00	0.00	0.00	0.00
	Subtotal: 1000	11,640,000.00	195,504.48	9,464,614.00	81.31	2,175,386.00
01 2110	COUNTY FINE & LICENSE FEES	120,000.00	0.00	84,621.06	70.52	35,378.94
01 2210	ESU RECEIPTS	1,500.00	0.00	0.00	0.00	1,500.00
	Subtotal: 2000	121,500.00	0.00	84,621.06	69.65	36,878.94
01 3110	STATE AID TO DISTRICTS	4,285,688.00	0.00	4,285,688.00	100.00	0.00
01 3120	SPECIAL ED PROGRAMS	2,800,000.00	0.00	2,659,230.00	94.97	140,770.00
01 3125	SPECIAL ED TRANSPORTATION	95,000.00	0.00	177,007.00	186.32	(82,007.00)
01 3130	HOMESTEAD EXEMPTION	450,000.00	106,539.50	528,939.63	117.54	(78,939.63)
01 3131	PROPERTY TAX CREDIT	600,000.00	0.00	3,448,847.98	574.81	(2,848,847.98)
01 3134	RAILROAD TAX/PUBLIC SERVICE ENTITIES	1,000.00	0.00	0.00	0.00	1,000.00
01 3155	RULE 4 TEXTBOOK LOAN	1,000.00	0.00	0.00	0.00	1,000.00
01 3165	PRESCHOOL FLEX FUNDING	5,000.00	0.00	0.00	0.00	5,000.00
01 3166	SCHOOL AGE FLEX	100,000.00	0.00	0.00	0.00	100,000.00
01 3175	ABE/STATE GRANT	500.00	0.00	0.00	0.00	500.00
01 3180	PRO-RATA MOTOR VEHICLE	25,000.00	5,387.63	24,693.46	98.77	306.54
01 3400	STATE APPORTIONMENT	250,000.00	0.00	553,521.26	221.41	(303,521.26)
01 3535	HIGH ABILITY LEARNERS	10,000.00	0.00	11,392.00	113.92	(1,392.00)
01 3540	STATE EARLY CHILDHOOD GRANT	50,000.00	0.00	56,536.00	113.07	(6,536.00)
01 3541	BIRTH TO 3 ENDOWMENT	70,000.00	0.00	66,474.00	94.96	3,526.00
01 3551	CAREER EDUCATION	0.00	0.00	0.00	0.00	0.00
01 3575	NEBR INNOVATION GRANT	0.00	0.00	0.00	0.00	0.00
01 3599	STATE REIMBURSEMENT SCHOOL SAFETY	0.00	0.00	0.00	0.00	0.00
01 3990	OTHER STATE SOURCES	10,000.00	0.00	13,938.50	139.39	(3,938.50)
	Subtotal: 3000	8,753,188.00	111,927.13	11,826,267.83	135.11	(3,073,079.83)
01 4105	USF - E RATE	0.00	0.00	0.00	0.00	0.00
01 4305	IMPACT AID PL 874	0.00	0.00	0.00	0.00	0.00
01 4307	AMERICAN INDIAN EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4309 0003	HEAD START	800,000.00	119,485.81	1,535,829.40	191.98	(735,829.40)
01 4309 0004	HEAD START	400,000.00	0.00	0.00	0.00	400,000.00
01 4421	IDEA PART-B ARP - BIRTH THROUGH AGE 21	50,000.00	0.00	0.00	0.00	50,000.00
01 4505	TITLE I ESEA	200,000.00	0.00	202,530.00	101.27	(2,530.00)
01 4506	TITLE I ACCOUNTABILITY	0.00	0.00	0.00	0.00	0.00
01 4509	TITLE II PART A	50,000.00	0.00	38,909.00	77.82	11,091.00
01 4512	IDEA POVERTY/BASE	5,000.00	0.00	0.00	0.00	5,000.00
01 4515	IDEA PART B SUPPLEMENTAL	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PART B (619) PRESCHOOL	20,000.00	0.00	21,448.00	107.24	(1,448.00)
01 4518	IDEA BASE AND E/P	190,000.00	0.00	593,455.00	312.34	(403,455.00)
01 4519	IDEA PART B E/POVERTY	0.00	0.00	0.00	0.00	0.00

Fund: 01 GENERAL

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 4521	IDEA NON PUBLIC	5,000.00	0.00	38,834.00	776.68	(33,834.00)
01 4524	ROTC REIMBURSEMENT FROM DOD	10,000.00	0.00	89,408.00	894.08	(79,408.00)
01 4525	PERKINS REVISION GRANT	25,000.00	0.00	0.00	0.00	25,000.00
01 4529	ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00
01 4530	OTHER FEDERAL RECEIPTS	130,000.00	0.00	0.00	0.00	130,000.00
01 4531	21ST CENTURY LEARNING GRANT/MS	5,000.00	0.00	0.00	0.00	5,000.00
01 4701	CENTRAL NEB ROBOTICS GRANT	5,000.00	0.00	0.00	0.00	5,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	50,000.00	0.00	36,974.28	73.95	13,025.72
01 4709	MEDICAID ADM ACTIVITIES	15,000.00	0.00	8,872.18	59.15	6,127.82
01 4969	TITLE IV STUDENT SUPPORT	10,000.00	0.00	21,393.00	213.93	(11,393.00)
01 4993	ARP HCY	0.00	0.00	1,000.00	0.00	(1,000.00)
01 4994	ARP HCY	0.00	0.00	5,461.00	0.00	(5,461.00)
01 4995	PRESIDENTIAL DISASTER AID/ESSERS	0.00	0.00	0.00	0.00	0.00
01 4997	ESSER II	5,000.00	0.00	0.00	0.00	5,000.00
01 4998	ESSERS III	5,000.00	0.00	226,154.54	4,523.09	(221,154.54)
Subtotal: 4000		1,980,000.00	119,485.81	2,820,268.40	142.44	(840,268.40)
01 5150	TAX ANTICIPATION NOTES	0.00	0.00	3,509,550.00	0.00	(3,509,550.00)
01 5200	FUND TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
01 5300	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	5,713.22	107,607.14	0.00	(107,607.14)
Subtotal: 5000		0.00	5,713.22	3,617,157.14	0.00	(3,617,157.14)
Fund Total:		22,494,688.00	432,630.64	27,812,928.43	123.64	(5,318,240.43)

Fund: 02 DEPRECIATION FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
02 1510	INVESTMENT INCOME	0.00	30.49	79.36	0.00	(79.36)
Subtotal: 1000		0.00	30.49	79.36	0.00	(79.36)
02 5200	FUND TRANFERS IN	0.00	144,923.00	144,923.00	0.00	(144,923.00)
Subtotal: 5000		0.00	144,923.00	144,923.00	0.00	(144,923.00)
Fund Total:		0.00	144,953.49	145,002.36	0.00	(145,002.36)

Fund: 03 EMPLOYEE BENEFITS FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
03 5200	FUND TRANSFERS IN	0.00	5,027.19	56,245.55	0.00	(56,245.55)
Subtotal:	5000	0.00	5,027.19	56,245.55	0.00	(56,245.55)
	Fund Total:	0.00	5,027.19	56,245.55	0.00	(56,245.55)

Fund: 05 ACTIVITY FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
05 1510 8010	INTEREST	0.00	73.01	(37,540.88)	0.00	37,540.88
05 1710 8022	HEAD START ACTIVITIES	0.00	0.00	2,000.00	0.00	(2,000.00)
05 1710 8023	HEAD START PARENT GROUP	0.00	0.00	1,200.00	0.00	(1,200.00)
05 1710 8101	ELEM STUDENT COUNCIL	0.00	0.00	2,692.68	0.00	(2,692.68)
05 1710 8102	ELEM TEACHERS	0.00	0.00	1,591.55	0.00	(1,591.55)
05 1710 8103	ELEM MISC	0.00	0.00	9,991.17	0.00	(9,991.17)
05 1710 8107	SOCIAL WORK FAMILY RESOURCE ACCT	0.00	0.00	1,730.00	0.00	(1,730.00)
05 1710 8113	ELEM FIELD TRIPS	0.00	3,126.47	4,662.11	0.00	(4,662.11)
05 1710 8202	MS ATHLETICS	0.00	1,250.00	19,987.83	0.00	(19,987.83)
05 1710 8204	MS BAND	0.00	713.94	15,825.68	0.00	(15,825.68)
05 1710 8206	UNIFIED SPORTS	0.00	0.00	1,000.00	0.00	(1,000.00)
05 1710 8207	REFERRAL FREE ACTIVITIES	0.00	0.00	10,906.01	0.00	(10,906.01)
05 1710 8209	MS NAT'L JR HONOR SOCIETY	0.00	0.00	479.10	0.00	(479.10)
05 1710 8216	MS STUDENT COUNCIL	0.00	0.00	2,317.25	0.00	(2,317.25)
05 1710 8226	MS YEARBOOK	0.00	70.00	4,100.00	0.00	(4,100.00)
05 1710 8232	MS STUDENT TRAVEL	0.00	0.00	313.81	0.00	(313.81)
05 1710 8302	CAREER ACADEMIES	0.00	0.00	26,612.78	0.00	(26,612.78)
05 1710 8304	ART CLUB	0.00	0.00	150.00	0.00	(150.00)
05 1710 8312	HS BAND	0.00	275.00	6,548.29	0.00	(6,548.29)
05 1710 8314	HS CHEER TEAM	0.00	1,453.43	(4,088.53)	0.00	4,088.53
05 1710 8315	HS DANCE TEAM	0.00	3,116.14	5,450.16	0.00	(5,450.16)
05 1710 8316	SPIRIT SQUAD	0.00	0.00	27,373.67	0.00	(27,373.67)
05 1710 8318	CHORUS/SHOW CHOIR	0.00	1,330.29	11,469.87	0.00	(11,469.87)
05 1710 8320	AUTO/SHOP	0.00	0.00	7,657.70	0.00	(7,657.70)
05 1710 8323	CLASS OF 2026	0.00	0.00	764.22	0.00	(764.22)
05 1710 8328	CLASS OF 2027	0.00	0.00	12,191.35	0.00	(12,191.35)
05 1710 8332	CONCESSIONS	0.00	0.00	23,433.44	0.00	(23,433.44)
05 1710 8333	BLUE DEVIL CATERING	0.00	0.00	9,042.47	0.00	(9,042.47)
05 1710 8334	DECA	0.00	1,273.00	31,034.03	0.00	(31,034.03)
05 1710 8336	MANUFACTURING	0.00	0.00	2,000.00	0.00	(2,000.00)
05 1710 8342	FCCLA	0.00	0.00	2,518.96	0.00	(2,518.96)
05 1710 8344	FOOTBALL FUNDRAISER	0.00	6,909.34	10,914.34	0.00	(10,914.34)
05 1710 8346	HOSA	0.00	0.00	680.00	0.00	(680.00)
05 1710 8347	FFA	0.00	0.00	(5,000.00)	0.00	5,000.00
05 1710 8348	BOYS BASKETBALL FR	0.00	0.00	16,018.73	0.00	(16,018.73)
05 1710 8349	GIRLS BB FUNDRAISER	0.00	0.00	7,338.23	0.00	(7,338.23)
05 1710 8352	JAG	0.00	0.00	372.00	0.00	(372.00)
05 1710 8353	JR ROTC	0.00	0.00	4,276.42	0.00	(4,276.42)
05 1710 8354	HONOR SOCIETY	0.00	0.00	415.15	0.00	(415.15)
05 1710 8356	GUIDANCE	0.00	50.00	19,758.71	0.00	(19,758.71)
05 1710 8360	HS LIBRARY FINES	0.00	21.00	21.00	0.00	(21.00)
05 1710 8363	SPEECH	0.00	0.00	1,608.79	0.00	(1,608.79)
05 1710 8374	HS STUDENT COUNCIL	0.00	0.00	9,318.22	0.00	(9,318.22)
05 1710 8380	JUNIOR OPTIMIST INTERNATIONAL	0.00	0.00	1,062.23	0.00	(1,062.23)
05 1710 8381	HS TRACK FR	0.00	0.00	3,296.00	0.00	(3,296.00)
05 1710 8382	GIRLS SOCCER FR	0.00	1,170.00	2,651.00	0.00	(2,651.00)
05 1710 8384	VOLLEYBALL FR	0.00	3,440.00	4,121.00	0.00	(4,121.00)
05 1710 8386	SKILLS USA	0.00	0.00	2,520.74	0.00	(2,520.74)
05 1710 8387	GOLF FR	0.00	150.00	2,555.00	0.00	(2,555.00)
05 1710 8388	BOYS WRESTLING	0.00	0.00	8,460.00	0.00	(8,460.00)
05 1710 8389	HS YEARBOOK	0.00	0.00	3,660.00	0.00	(3,660.00)
05 1710 8390	BASEBALL FR	0.00	0.00	6,575.00	0.00	(6,575.00)
05 1710 8391	MISC ACTIVITIES	0.00	5,488.07	104,417.43	0.00	(104,417.43)
05 1710 8392	GIRLS WRESTLING	0.00	0.00	4,663.82	0.00	(4,663.82)
05 1710 8401	BOYS SOCCER FR	0.00	0.00	4,553.00	0.00	(4,553.00)
05 1710 8404	CROSS COUNTRY FR	0.00	0.00	2,842.40	0.00	(2,842.40)

Fund: 05 ACTIVITY FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
05 1710 8405	SOFTBALL FR	0.00	0.00	1,000.00	0.00	(1,000.00)
05 1710 8408	HS DRAMA	0.00	0.00	698.20	0.00	(698.20)
05 1710 8409	HS COLOR GUARD	0.00	300.00	300.00	0.00	(300.00)
05 1920 8228	MS DONATIONS	0.00	500.00	5,642.50	0.00	(5,642.50)
05 1990 8001	DUDA SCHOLARSHIP	0.00	10,000.00	17,500.00	0.00	(17,500.00)
05 1990 8008	MISCELLANEOUS	0.00	(432.24)	(10,274.98)	0.00	10,274.98
05 1990 8111	ELEM SOCIAL COMMITTEE	0.00	0.00	300.00	0.00	(300.00)
05 1990 8335	DUAL ENROLLMENT	0.00	0.00	4,427.00	0.00	(4,427.00)
05 1990 8355	ROTC MILITARY REIMBURSEMENT	0.00	0.00	1,010.50	0.00	(1,010.50)
05 1990 8371	HS SOCIAL COMMITTEE	0.00	129.38	2,134.74	0.00	(2,134.74)
	Subtotal: 1000	0.00	40,406.83	443,251.89	0.00	(443,251.89)
05 5690 8104	ELEM LIBRARY	0.00	938.64	1,529.25	0.00	(1,529.25)
05 5690 8355	OTHER NON REVENUE RECEIPTS	0.00	0.00	40,000.00	0.00	(40,000.00)
	Subtotal: 5000	0.00	938.64	41,529.25	0.00	(41,529.25)
05 8213	MS LIBRARY	0.00	0.00	2,500.00	0.00	(2,500.00)
	Subtotal: TRANSFER	0.00	0.00	2,500.00	0.00	(2,500.00)
	Fund Total:	0.00	41,345.47	487,281.14	0.00	(487,281.14)

Fund: 06 CAFETERIA

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
06 1611	DAILY SALES	0.00	3,992.55	212,803.13	0.00	(212,803.13)
06 1990 0005	MISCELLANEOUS LOCAL REVENUE	0.00	0.00	6,199.54	0.00	(6,199.54)
Subtotal:	1000	0.00	3,992.55	219,002.67	0.00	(219,002.67)
06 3150	STATE REIMBURSEMENT	0.00	7,849.92	340,459.02	0.00	(340,459.02)
Subtotal:	3000	0.00	7,849.92	340,459.02	0.00	(340,459.02)
06 4211 0005	FED REIMB/CACFP	0.00	0.00	75,587.58	0.00	(75,587.58)
Subtotal:	4000	0.00	0.00	75,587.58	0.00	(75,587.58)
06 5690	OTHER NON REVENUE RECEIPTS	0.00	237.16	125,677.10	0.00	(125,677.10)
Subtotal:	5000	0.00	237.16	125,677.10	0.00	(125,677.10)
	Fund Total:	0.00	12,079.63	760,726.37	0.00	(760,726.37)

Fund: 07 BOND FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
07 1100	LOCAL TAXES	0.00	11,042.14	1,229,261.88	0.00	(1,229,261.88)
07 1115	CARLINE TAXES	0.00	0.00	867.85	0.00	(867.85)
07 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	19,997.40	0.00	(19,997.40)
07 1510	INVESTMENT INCOME	0.00	2,713.41	9,078.93	0.00	(9,078.93)
	Subtotal: 1000	0.00	13,755.55	1,259,206.06	0.00	(1,259,206.06)
07 3130	HOMESTEAD EXEMPTION	0.00	12,339.76	61,245.07	0.00	(61,245.07)
07 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	77,223.11	0.00	(77,223.11)
07 3180	PRO-RATA MOTOR VEHICLE	0.00	624.01	3,118.94	0.00	(3,118.94)
	Subtotal: 3000	0.00	12,963.77	141,587.12	0.00	(141,587.12)
	Fund Total:	0.00	26,719.32	1,400,793.18	0.00	(1,400,793.18)

Fund: 08 SPECIAL BLDG FUND

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
08 1510	INTEREST ON LOCAL RECEIPTS	0.00	1,082.38	13,320.23	0.00	(13,320.23)
Subtotal:	1000	0.00	1,082.38	13,320.23	0.00	(13,320.23)
08 5690	OTHER NON REVENUE RECEIPTS	0.00	(144,923.00)	(144,923.00)	0.00	144,923.00
Subtotal:	5000	0.00	(144,923.00)	(144,923.00)	0.00	144,923.00
	Fund Total:	0.00	(143,840.62)	(131,602.77)	0.00	131,602.77

Fund: 09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
09 1100	TAXES LEVIED BY SCHOOL DISTRICT	0.00	2,469.71	297,298.20	0.00	(297,298.20)
09 1115	CARLINE TAXES	0.00	0.00	267.42	0.00	(267.42)
09 1120	PUBLIC POWER DIST SALES TAX	0.00	0.00	6,306.89	0.00	(6,306.89)
09 1510	INVESTMENT INCOME	0.00	0.00	1,732.33	0.00	(1,732.33)
	Subtotal: 1000	0.00	2,469.71	305,604.84	0.00	(305,604.84)
09 3130	HOMESTEAD EXEMPTION	0.00	3,891.78	19,308.31	0.00	(19,308.31)
09 3131	RELIEF TO PROPERTY TAXPAYERS	0.00	0.00	125,921.92	0.00	(125,921.92)
09 3180	PRO-RATA MOTOR VEHICLE	0.00	196.80	909.72	0.00	(909.72)
	Subtotal: 3000	0.00	4,088.58	146,139.95	0.00	(146,139.95)
	Fund Total:	0.00	6,558.29	451,744.79	0.00	(451,744.79)

Fund: 12 STUDENT FEES

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
12 1741 1696	H.S. PARTICIPATION FEES	0.00	0.00	6,240.00	0.00	(6,240.00)
12 1741 1697	M.S. PARTICIPATION FEES	0.00	0.00	(6,047.76)	0.00	6,047.76
12 1741 1698	H.S. BAND RENTALS	0.00	0.00	75.00	0.00	(75.00)
12 1741 1701	HS BAND FEE	0.00	0.00	950.00	0.00	(950.00)
12 1741 1706	M.S. BAND RENTALS	0.00	0.00	(3,473.04)	0.00	3,473.04
12 1741 1707	CULINARY/NUTRITION	0.00	0.00	225.00	0.00	(225.00)
12 1741 1708	HEALTH FEES	0.00	0.00	10.00	0.00	(10.00)
12 1741 1719	WOODS	0.00	0.00	420.00	0.00	(420.00)
12 1741 1721	MANUFACTURING	0.00	0.00	180.00	0.00	(180.00)
12 1741 1723	HS LAPTOP INS FEE	0.00	575.00	5,750.49	0.00	(5,750.49)
Subtotal:	1000	0.00	575.00	4,329.69	0.00	(4,329.69)
Fund Total:		0.00	575.00	4,329.69	0.00	(4,329.69)

	Revised Budget	During Month	To Date	% of Budget	Budget Balance
Grand Total:	22,494,688.00	526,048.41	30,987,448.74	137.75	(8,492,760.74)

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	GENERAL								
1100	REGULAR INSTRUCTIONAL PROGRAMS								
01 1100 111 001	REGULAR SALARIES/TEACHERS	2,202,000.00	162,891.98	162,891.98	80.01	440,124.35	0.00	0.00	440,124.35
01 1100 111 003	REGULAR SALARIES/TEACHERS	1,451,735.00	108,907.24	108,907.24	79.29	300,662.90	0.00	0.00	300,662.90
01 1100 111 009	REGULAR SALARIES/TEACHERS	1,198,300.00	76,501.59	76,501.59	72.07	334,718.97	0.00	0.00	334,718.97
01 1100 112 001	REG SALARIES/INSTRUCTIONAL AIDES	25,000.00	0.00	0.00	96.21	948.30	0.00	0.00	948.30
01 1100 112 003	REG SALARIES/INSTRUCTIONAL AIDES	18,000.00	260.44	260.44	61.87	6,863.61	0.00	0.00	6,863.61
01 1100 123 001	SUBSTITUTE TEACHER SALARIES	86,000.00	0.00	0.00	184.97	(73,073.74)	0.00	0.00	(73,073.74)
01 1100 123 003	SUBSTITUTE TEACHER SALARIES	45,000.00	1,374.30	1,374.30	194.39	(42,474.00)	0.00	0.00	(42,474.00)
01 1100 123 009	SUBSTITUTE TEACHER SALARIES	61,000.00	0.00	0.00	155.93	(34,118.61)	0.00	0.00	(34,118.61)
01 1100 150 001	EXTRA STIPENDS/NON INSTRUCTIONAL	40,000.00	247.33	247.33	88.89	4,443.37	0.00	0.00	4,443.37
01 1100 150 003	EXTRA STIPENDS/NON INSTRUCTIONAL	15,500.00	0.00	0.00	82.59	2,699.00	0.00	0.00	2,699.00
01 1100 151 000	ATTENDANCE/LONGEVITY INCENTIVE	60,000.00	0.00	0.00	63.58	21,850.00	0.00	0.00	21,850.00
01 1100 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	208,000.00	13,947.22	13,947.22	77.34	47,141.15	0.00	0.00	47,141.15
01 1100 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	74,000.00	4,958.75	4,958.75	83.89	11,920.48	0.00	0.00	11,920.48
01 1100 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	13,400.00	834.65	834.65	75.61	3,268.85	0.00	0.00	3,268.85
01 1100 211 001	GROUP INS FOR TEACHERS/PROF STAFF	20,000.00	1,448.72	1,448.72	80.70	3,859.26	0.00	0.00	3,859.26
01 1100 211 003	GROUP INS FOR TEACHERS/PROF STAFF	14,000.00	1,042.01	1,042.01	78.94	2,948.83	0.00	0.00	2,948.83
01 1100 211 009	GROUP INS FOR TEACHERS/PROF STAFF	12,000.00	750.20	750.20	70.14	3,582.89	0.00	0.00	3,582.89
01 1100 212 001	GROUP INSURANCE/INSTRUC AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
01 1100 220 001	SOCIAL SECURITY/NON INSTRUCTIONAL	3,000.00	18.92	18.92	90.67	279.95	0.00	0.00	279.95
01 1100 220 003	SOCIAL SECURITY/NON INSTRUCTIONAL	1,000.00	0.00	0.00	97.93	20.68	0.00	0.00	20.68
01 1100 221 000	SOCIAL SECURITY/TEACHERS	4,500.00	0.00	0.00	64.86	1,581.51	0.00	0.00	1,581.51
01 1100 221 001	SOCIAL SECURITY/TEACHERS	185,000.00	13,693.12	13,693.12	80.53	36,017.84	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
36,017.84									
01 1100 221 003	SOCIAL SECURITY/TEACHERS	113,000.00	8,833.22	8,833.22	83.33	18,834.47	0.00	0.00	
18,834.47									
01 1100 221 009	SOCIAL SECURITY/TEACHERS	69,000.00	5,978.71	5,978.71	97.86	1,478.12	0.00	0.00	
1,478.12									
01 1100 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES	2,000.00	0.00	0.00	92.00	160.05	0.00	0.00	
160.05									
01 1100 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES	1,200.00	19.92	19.92	70.99	348.08	0.00	0.00	
348.08									
01 1100 223 001	SS/MEDICARE FOR SUBSTITUTE TEACHERS	6,500.00	0.00	0.00	187.22	(5,669.18)	0.00	0.00	
(5,669.18)									
01 1100 223 003	SS/MEDICARE FOR SUBSTITUTE TEACHERS	3,500.00	105.06	105.06	191.19	(3,191.56)	0.00	0.00	
(3,191.56)									
01 1100 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS	4,500.00	0.00	0.00	161.71	(2,776.87)	0.00	0.00	
(2,776.87)									
01 1100 230 001	RETIREMENT/NON INSTRUCTIONAL	0.00	18.18	18.18	0.00	(459.28)	0.00	0.00	
(459.28)									
01 1100 230 003	RETIREMENT/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1100 231 000	RETIREMENT/TEACHERS PROF STAFF	250.00	0.00	0.00	0.00	250.00	0.00	0.00	
250.00									
01 1100 231 001	RETIREMENT/TEACHERS PROF STAFF	173,000.00	12,976.64	12,976.64	80.73	33,334.84	0.00	0.00	
33,334.84									
01 1100 231 003	RETIREMENT/TEACHERS PROF STAFF	103,000.00	8,369.17	8,369.17	86.04	14,377.63	0.00	0.00	
14,377.63									
01 1100 231 009	RETIREMENT/TEACHERS PROF STAFF	87,000.00	5,684.20	5,684.20	73.84	22,761.71	0.00	0.00	
22,761.71									
01 1100 232 001	RETIREMENT/INSTRUCTIONAL AIDES	1,700.00	0.00	0.00	104.03	(68.49)	0.00	0.00	
(68.49)									
01 1100 232 003	RETIREMENT/INSTRUCTIONAL AIDES	1,100.00	19.14	19.14	73.44	292.20	0.00	0.00	
292.20									
01 1100 233 001	RETIREMENT CONTRIB/FAC SUBS	2,100.00	0.00	0.00	243.86	(3,021.10)	0.00	0.00	
(3,021.10)									
01 1100 233 003	RETIREMENT CONTRIB/FAC SUBS	1,000.00	100.98	100.98	180.82	(808.20)	0.00	0.00	
(808.20)									
01 1100 233 009	RETIREMENT CONTRIB/FAC SUBS	500.00	0.00	0.00	720.62	(3,103.08)	0.00	0.00	
(3,103.08)									
01 1100 237 000	ADD'L RETIREMENT CONTRIBUTION	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1100 237 001	ADD'L RETIREMENT CONTRIBUTION	62,000.00	1,290.60	1,290.60	76.31	14,686.26	0.00	0.00	
14,686.26									
01 1100 237 003	ADD'L RETIREMENT CONTRIBUTION	36,000.00	843.16	843.16	81.28	6,740.41	0.00	0.00	
6,740.41									
01 1100 237 009	ADD'L RETIREMENT CONTRIBUTION	31,000.00	564.54	564.54	70.68	9,090.44	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
9,090.44									
01 1100 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	553,000.00	43,362.60	43,362.60	86.39	75,262.46	0.00	0.00	
75,262.46									
01 1100 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	410,000.00	36,273.21	36,273.21	94.30	23,384.49	0.00	0.00	
23,384.49									
01 1100 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	336,000.00	29,203.61	29,203.61	97.51	8,353.11	0.00	0.00	
8,353.11									
01 1100 320 001	PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1100 340 001	CONTRACTED OR SECURED SERVICES	32,000.00	0.00	0.00	84.80	7,321.70	0.00	2,458.33	
4,863.37									
01 1100 340 003	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	193.30	(933.00)	0.00	0.00	
(933.00)									
01 1100 409 001	INSTRUCTIONAL PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1100 610 001	GENERAL SUPPLIES	45,000.00	563.85	563.85	103.63	6,518.50	0.00	8,152.83	
(1,634.33)									
01 1100 610 003	GENERAL SUPPLIES	22,058.00	3,668.03	3,668.03	163.48	1,997.73	0.00	16,000.00	
(14,002.27)									
01 1100 610 009	GENERAL SUPPLIES	25,000.00	4,152.75	4,152.75	289.86	2,550.57	0.00	50,015.70	
(47,465.13)									
01 1100 810 000	DUES AND FEES	0.00	0.00	0.00	0.00	(5,528.36)	0.00	0.00	
(5,528.36)									
01 1100 810 001	DUES AND FEES/ENTRY FEES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1100 810 003	DUES AND FEES/ENTRY FEES	4,200.00	0.00	0.00	80.24	830.00	0.00	0.00	
830.00									
01 1100 810 009	DUES AND FEES/ENTRY FEES	13,000.00	155.45	155.45	24.51	9,813.55	0.00	0.00	
9,813.55									
1100 REGULAR INSTRUCTIONAL PROGRAMS		1,886,683.98	7,878,243.00	549,059.49	549,059.49	84.38	1,307,292.79	0.00	76,626.86
1106 SIXTH GRADE									
01 1106 409 003	OLD CODE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
1106 SIXTH GRADE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125 SA FLEX FUNDING									
01 1125 111 009	SALARIES OF TEACHERS/PROF STAFF	85,000.00	4,974.59	4,974.59	66.19	28,735.65	0.00	0.00	
28,735.65									
01 1125 112 009	REG SALARIES/INSTRUCTIONAL AIDES	76,000.00	1,440.93	1,440.93	89.27	8,155.62	0.00	0.00	
8,155.62									
01 1125 211 009	GROUP INS FOR TEACHERS/PROF STAFF	1,000.00	49.10	49.10	54.01	459.90	0.00	0.00	
459.90									
01 1125 212 009	GROUP INSURANCE/INSTRUC AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1125 221 009	SOCIAL SECURITY/TEACHERS	5,200.00	376.22	376.22	81.86	943.48	0.00	0.00	
943.48									
01 1125 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES	5,200.00	110.24	110.24	98.94	55.37	0.00	0.00	
55.37									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 1125 231 009	RETIREMENT/TEACHERS PROF STAFF	5,200.00	365.63	365.63	79.56	1,063.14	0.00	0.00	1,063.14
01 1125 232 009	RETIREMENT/INSTRUCTIONAL AIDES	5,000.00	105.90	105.90	99.77	11.57	0.00	0.00	11.57
01 1125 237 009	ADD'L RETIREMENT CONTRIBUTION	3,600.00	46.82	46.82	83.85	581.43	0.00	0.00	581.43
01 1125 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	25,000.00	1,748.32	1,748.32	76.93	5,768.48	0.00	0.00	5,768.48
01 1125 610 009	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 643 000	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1125 643 009	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1125 SALARY FUNDING		211,300.00	9,217.75	9,217.75	78.29	45,874.64	0.00	0.00	45,874.64
1150 LIMITED ENGLISH PROFICIENCY									
01 1150 111 001	SALARIES OF TEACHERS/PROF STAFF	0.00	1,425.39	1,425.39	0.00	(15,889.62)	0.00	0.00	(15,889.62)
01 1150 111 009	SALARIES OF TEACHERS/PROF STAFF	36,000.00	2,349.67	2,349.67	71.61	10,219.45	0.00	0.00	10,219.45
01 1150 112 001	REG SALARIES/INSTRUCTIONAL AIDES	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	2,000.00
01 1150 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	1,500.00	0.00	0.00	16.00	1,260.00	0.00	0.00	1,260.00
01 1150 211 001	GROUP INS FOR TEACHERS/PROF STAFF	0.00	15.49	15.49	0.00	(170.39)	0.00	0.00	(170.39)
01 1150 211 009	GROUP INS FOR TEACHERS/PROF STAFF	400.00	21.98	21.98	60.45	158.22	0.00	0.00	158.22
01 1150 221 001	SOCIAL SECURITY/PROF STAFF	0.00	104.32	104.32	0.00	(1,163.70)	0.00	0.00	(1,163.70)
01 1150 221 003	SOCIAL SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1150 221 009	SOCIAL SECURITY/MED PROF STAFF	3,100.00	182.98	182.98	65.36	1,073.93	0.00	0.00	1,073.93
01 1150 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 1150 231 001	RETIREMENT/TEACHERS/PROF STAFF	0.00	104.76	104.76	0.00	(1,168.24)	0.00	0.00	(1,168.24)
01 1150 231 003	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 1150 231 009	RETIREMENT/TEACHERS PROF STAFF	2,600.00	172.70	172.70	73.58	686.80	0.00	0.00	
686.80									
01 1150 232 001	RETIREMENT/INSTRUCTIONAL AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1150 237 001	ADD'L RETIREMENT CONTRIBUTION	100.00	10.41	10.41	375.62	(275.62)	0.00	0.00	
(275.62)									
01 1150 237 009	ADD'L RETIREMENT CONTRIBUTION	1,000.00	17.15	17.15	61.49	385.14	0.00	0.00	
385.14									
01 1150 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	771.28	771.28	0.00	(8,484.52)	0.00	0.00	
(8,484.52)									
01 1150 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	10,500.00	196.65	196.65	20.60	8,336.85	0.00	0.00	
8,336.85									
01 1150 320 000	PROFESSIONAL EDUCATIONAL SERVICES	31,000.00	0.00	0.00	103.84	(1,190.08)	0.00	0.00	
(1,190.08)									
01 1150 333 009	STAFF MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1150 530 000	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1150 610 001	GENERAL SUPPLIES	300.00	0.00	0.00	4.98	300.00	0.00	14.95	
285.05									
01 1150 610 003	GENERAL SUPPLIES	100.00	0.00	0.00	164.70	(64.70)	0.00	0.00	
(64.70)									
01 1150 610 009	GENERAL SUPPLIES	500.00	0.00	0.00	15.99	420.05	0.00	0.00	
420.05									
01 1150 643 000	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
1150 (2,566.43)	LIMITED ENGLISH PROFICIENCY	90,100.00	5,372.78	5,372.78	102.87	(2,566.43)	0.00	14.95	
1160	POVERTY PROGRAMS								
01 1160 110 000	SALARIES OF NON INSTR EMPLOYEES	26,000.00	4,185.96	4,185.96	126.78	(6,962.00)	0.00	0.00	
(6,962.00)									
01 1160 111 000	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 111 001	SALARIES OF TEACHERS/PROF STAFF	125,000.00	11,045.21	11,045.21	97.25	3,432.38	0.00	0.00	
3,432.38									
01 1160 111 003	SALARIES OF TEACHERS/PROF STAFF	150,000.00	12,885.46	12,885.46	95.72	6,422.70	0.00	0.00	
6,422.70									
01 1160 111 009	SALARIES OF TEACHERS/PROF STAFF	290,000.00	25,110.55	25,110.55	89.73	29,792.61	0.00	0.00	
29,792.61									
01 1160 112 001	REG SALARIES/INSTRUCTIONAL AIDES	10,000.00	111.62	111.62	47.08	5,291.55	0.00	0.00	
5,291.55									
01 1160 112 003	REG SALARIES/INSTRUCTIONAL AIDES	0.00	197.56	197.56	0.00	(6,151.25)	0.00	0.00	
(6,151.25)									
01 1160 112 009	REG SALARIES/INSTRUCTIONAL AIDES	25,000.00	529.54	529.54	84.95	3,763.09	0.00	0.00	

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3,763.09									
01 1160 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	2,800.00	0.00	0.00	136.07	(1,010.00)	0.00	0.00	
(1,010.00)									
01 1160 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1160 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	500.00	0.00	0.00	348.00	(1,240.00)	0.00	0.00	
(1,240.00)									
01 1160 210 000	GROUP INS/NON INSTRUCTIONAL	150.00	24.12	24.12	151.46	(77.19)	0.00	0.00	
(77.19)									
01 1160 211 000	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 211 001	GROUP INS FOR TEACHERS/PROF STAFF	1,500.00	85.80	85.80	63.15	552.79	0.00	0.00	
552.79									
01 1160 211 003	GROUP INS FOR TEACHERS/PROF STAFF	1,500.00	123.58	123.58	90.40	144.03	0.00	0.00	
144.03									
01 1160 211 009	GROUP INS FOR TEACHERS/PROF STAFF	2,000.00	248.90	248.90	129.10	(581.94)	0.00	0.00	
(581.94)									
01 1160 220 000	SS/MEDICARE/NON INSTR STAFF	2,100.00	322.62	322.62	121.46	(450.74)	0.00	0.00	
(450.74)									
01 1160 221 000	SS/MEDICARE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 221 001	SOCIAL SECURITY/MED/TEACHERS	10,000.00	842.94	842.94	95.71	428.66	0.00	0.00	
428.66									
01 1160 221 003	SOCIAL SECURITY/MED/TEACHERS	12,000.00	963.38	963.38	89.48	1,262.16	0.00	0.00	
1,262.16									
01 1160 221 009	SOCIAL SECURITY/MED/TEACHERS	43,000.00	1,937.34	1,937.34	47.04	22,773.43	0.00	0.00	
22,773.43									
01 1160 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES	1,000.00	8.54	8.54	36.02	639.78	0.00	0.00	
639.78									
01 1160 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	15.12	15.12	0.00	(470.59)	0.00	0.00	
(470.59)									
01 1160 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES	2,500.00	40.51	40.51	64.98	875.38	0.00	0.00	
875.38									
01 1160 230 000	RETIREMENT/NON INSTRU STAFF	2,000.00	308.31	308.31	114.73	(294.58)	0.00	0.00	
(294.58)									
01 1160 231 000	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 231 001	RETIREMENT/TEACHERS PROF STAFF	11,000.00	811.81	811.81	83.80	1,781.59	0.00	0.00	
1,781.59									
01 1160 231 003	RETIREMENT/TEACHERS PROF STAFF	12,000.00	947.08	947.08	87.97	1,443.50	0.00	0.00	
1,443.50									
01 1160 231 009	RETIREMENT/TEACHERS PROF STAFF	15,000.00	1,845.64	1,845.64	128.40	(4,259.89)	0.00	0.00	
(4,259.89)									
01 1160 232 001	RETIREMENT/INSTRUCTIONAL AIDES	1,000.00	8.21	8.21	34.62	653.80	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
653.80									
01 1160 232 003	RETIREMENT/INSTRUCTIONAL AIDES	0.00	14.52	14.52	0.00	(452.29)	0.00	0.00	
(452.29)									
01 1160 232 009	RETIREMENT/INSTRUCTIONAL AIDES	2,500.00	38.92	38.92	62.23	944.30	0.00	0.00	
944.30									
01 1160 237 000	ADD'L RETIREMENT CONTRIBUTION	700.00	30.63	30.63	101.82	(12.76)	0.00	0.00	
(12.76)									
01 1160 237 001	ADD'L RETIREMENT CONTRIBUTION	3,500.00	81.45	81.45	88.13	415.60	0.00	0.00	
415.60									
01 1160 237 003	ADD'L RETIREMENT CONTRIBUTION	4,000.00	95.50	95.50	88.65	454.13	0.00	0.00	
454.13									
01 1160 237 009	ADD'L RETIREMENT CONTRIBUTION	6,000.00	187.18	187.18	111.47	(688.21)	0.00	0.00	
(688.21)									
01 1160 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	6,000.00	981.35	981.35	158.57	(3,514.25)	0.00	0.00	
(3,514.25)									
01 1160 281 000	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	30,000.00	2,004.87	2,004.87	73.90	7,830.32	0.00	0.00	
7,830.32									
01 1160 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	45,000.00	4,569.83	4,569.83	111.45	(5,153.31)	0.00	0.00	
(5,153.31)									
01 1160 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	100,000.00	10,184.12	10,184.12	105.88	(5,883.33)	0.00	0.00	
(5,883.33)									
01 1160 320 000	PROFESSIONAL EDUC SERVICES	0.00	0.00	0.00	0.00	(7,125.00)	0.00	60.00	
(7,185.00)									
01 1160 320 001	PROFESSIONAL EDUCATIONAL SERVICES	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	
6,000.00									
01 1160 320 003	PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 409 003	FAMILY/CONSUMER SCIENCES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1160 580 000	TRAVEL EXPENDITURES	50,000.00	16,072.67	16,072.67	51.77	24,113.12	0.00	0.00	
24,113.12									
01 1160 610 000	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1160 610 001	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1160 610 003	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1160 610 009	GENERAL SUPPLIES	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
300.00									
01 1160 643 001	WEB BASED SOFTWARE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1160 643 003	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									

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1160	POVERTY PROGRAMS	77,827.68	1,003,050.00	96,860.84	96,860.84	92.23	77,987.59	0.00	60.00
1190	EARLY CHILDHOOD EDUC PROGRAMS								
01 1190 111 010	SALARIES OF TEACHERS/PROF STAFF	450.00	0.00	0.00	0.00	450.00	0.00	0.00	0.00
	450.00								
01 1190 221 010	SOC SECURITY/PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
	500.00								
01 1190 231 010	RETIREMENT/TEACHERS PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
	500.00								
01 1190 237 010	ADD'L RETIREMENT CONTRIBUTION	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
	100.00								
01 1190 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 490 010	OTHER PROPERTY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1190 580 010	STUDENT TRANSPORTATION SER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
1190	EARLY CHILDHOOD EDUC PROGRAMS	1,550.00	1,550.00	0.00	0.00	0.00	1,550.00	0.00	0.00
1193	MUSIC/FINE ARTS								
01 1193 409 001	MUSIC/FINE ARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1193 409 010	OLD CODE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
1193	MUSIC/FINE ARTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1195	BAF FLEX FUNDING								
01 1195 112 010	REG SALARIES/INSTRUCTIONAL AIDES	30,000.00	2,336.56	2,336.56	95.01	1,495.92	0.00	0.00	0.00
	1,495.92								
01 1195 210 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00								
01 1195 212 010	GROUP INSURANCE/INSTRUC AIDES	100.00	1.92	1.92	21.11	78.89	0.00	0.00	0.00
	78.89								
01 1195 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES	2,500.00	193.16	193.16	93.57	160.77	0.00	0.00	0.00
	160.77								
01 1195 232 010	RETIREMENT/INSTRUCTIONAL AIDES	2,000.00	171.74	171.74	104.79	(95.84)	0.00	0.00	0.00
	(95.84)								
01 1195 237 010	ADD'L RETIREMENT CONTRIBUTION	1,000.00	17.06	17.06	67.78	322.22	0.00	0.00	0.00
	322.22								
01 1195 282 010	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	2,500.00	198.00	198.00	87.13	321.68	0.00	0.00	0.00
	321.68								
01 1195 610 010	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
	500.00								
1195	BAF FLEX FUNDING	2,783.64	38,600.00	2,918.44	2,918.44	92.79	2,783.64	0.00	0.00
1200	SPECIAL EDUCATION PROGRAMS								
01 1200 110 000	REG SALARIES/NON INST STAFF	150,000.00	12,480.26	12,480.26	90.44	14,342.32	0.00	0.00	0.00
	14,342.32								
01 1200 111 000	SALARIES OF TEACHERS/PROF STAFF	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	0.00

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50,000.00									
01 1200 111 001	SALARIES OF TEACHERS/PROF STAFF	250,000.00	24,906.91	24,906.91	91.16	22,103.93	0.00	0.00	
22,103.93									
01 1200 111 003	SALARIES OF TEACHERS/PROF STAFF	415,000.00	30,360.17	30,360.17	89.03	45,545.82	0.00	0.00	
45,545.82									
01 1200 111 009	SALARIES OF TEACHERS/PROF STAFF	470,000.00	29,163.70	29,163.70	66.97	155,232.93	0.00	0.00	
155,232.93									
01 1200 112 001	REG SALARIES/INSTRUCTIONAL AIDES	115,000.00	2,571.38	2,571.38	98.72	1,469.26	0.00	0.00	
1,469.26									
01 1200 112 001 0014	REG SALARIES/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1200 112 003	REG SALARIES/INSTRUCTIONAL AIDES	145,000.00	3,035.55	3,035.55	107.71	(11,176.15)	0.00	0.00	
(11,176.15)									
01 1200 112 009	REG SALARIES/INSTRUCTIONAL AIDES	225,000.00	5,245.82	5,245.82	87.91	27,205.73	0.00	0.00	
27,205.73									
01 1200 116 000	SALARIES/NON CERTIFIED PROFESSIONALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1200 123 001	SUBSTITUTE TEACHER SALARIES	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	
2,500.00									
01 1200 123 003	SUBSTITUTE TEACHER SALARIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 1200 123 009	SUBSTITUTE TEACHER SALARIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 1200 151 000 0012	ADD'L COMP TO PROF STAFF/MOE	10,000.00	790.23	790.23	86.93	1,307.47	0.00	0.00	
1,307.47									
01 1200 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	5,000.00	61.83	61.83	21.70	3,914.87	0.00	0.00	
3,914.87									
01 1200 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	5,000.00	343.08	343.08	56.58	2,171.12	0.00	0.00	
2,171.12									
01 1200 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	5,000.00	61.83	61.83	15.70	4,214.87	0.00	0.00	
4,214.87									
01 1200 210 000	GROUP INS/NON INST STAFF	1,500.00	73.75	73.75	54.08	688.75	0.00	0.00	
688.75									
01 1200 211 000	GROUP INS FOR TEACHERS/PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1200 211 000 0012	GROUP INS FOR TEACHERS/PROF STAFF/MOE	300.00	6.03	6.03	22.11	233.67	0.00	0.00	
233.67									
01 1200 211 001	GROUP INS FOR TEACHERS/PROF STAFF	3,000.00	272.04	272.04	84.91	452.56	0.00	0.00	
452.56									
01 1200 211 003	GROUP INS FOR TEACHERS/PROF STAFF	3,700.00	273.89	273.89	89.65	383.13	0.00	0.00	
383.13									
01 1200 211 009	GROUP INS FOR TEACHERS/PROF STAFF	4,400.00	250.28	250.28	62.57	1,646.92	0.00	0.00	
1,646.92									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 1200 212 001	GROUP INSURANCE/INSTRUC AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
01 1200 212 003	GROUP INSURANCE/INSTRUC AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
01 1200 212 009	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 216 000	GROUP INS/NON CERT PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 220 000	SOCIAL SECURITY/NON INST STAFF	12,000.00	969.65	969.65	87.85	1,458.21	0.00	0.00	1,458.21
01 1200 221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
01 1200 221 000 0012	FICA/PROFESSIONAL STAFF/MOE	1,000.00	60.31	60.31	66.44	335.61	0.00	0.00	335.61
01 1200 221 001	SOCIAL SECURITY/TEACHERS/PROF STAFF	20,000.00	1,938.28	1,938.28	87.16	2,567.66	0.00	0.00	2,567.66
01 1200 221 003	SOCIAL SECURITY/TEACHERS/PROF STAFF	35,000.00	2,333.47	2,333.47	82.09	6,267.73	0.00	0.00	6,267.73
01 1200 221 009	SOCIAL SECUIRTY/TEACHERS/PROF STAFF	40,000.00	2,351.30	2,351.30	63.68	14,526.11	0.00	0.00	14,526.11
01 1200 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES	8,700.00	196.71	196.71	99.83	14.91	0.00	0.00	14.91
01 1200 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES	12,000.00	232.24	232.24	99.56	52.60	0.00	0.00	52.60
01 1200 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES	20,000.00	401.30	401.30	75.66	4,868.69	0.00	0.00	4,868.69
01 1200 223 001	SS/MEDICARE FOR SUBSTITUTE TEACHERS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 1200 223 003	SS/MEDICARE FOR SUBSTITUTE TEACHERS	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
01 1200 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 1200 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 1200 230 000	RETIREMENT/NON INST STAFF	11,000.00	917.30	917.30	90.68	1,025.72	0.00	0.00	1,025.72
01 1200 231 000	RETIREMENT/TEACHERS PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 1200 231 000 0012	RETIREMENT/TEACHERS PROF STAFF/MOE	1,000.00	58.08	58.08	63.91	360.92	0.00	0.00	360.92
01 1200 231 001	RETIREMENT/TEACHERS PROF STAFF	20,000.00	1,835.19	1,835.19	84.18	3,164.21	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
						3,164.21			
01 1200 231 003	RETIREMENT/TEACHERS PROF STAFF	32,000.00	2,256.68	2,256.68	85.54	4,627.65	0.00	0.00	
						4,627.65			
01 1200 231 009	RETIREMENT/TEACHERS PROF STAFF	35,000.00	2,148.08	2,148.08	66.29	11,798.99	0.00	0.00	
						11,798.99			
01 1200 232 001	RETIREMENT/INSTRUCTIONAL AIDES	10,000.00	189.00	189.00	83.48	1,652.42	0.00	0.00	
						1,652.42			
01 1200 232 003	RETIREMENT/INSTRUCTIONAL AIDES	10,000.00	166.56	166.56	86.26	1,374.28	0.00	0.00	
						1,374.28			
01 1200 232 009	RETIREMENT/INSTRUCTIONAL AIDES	15,000.00	361.58	361.58	86.65	2,001.87	0.00	0.00	
						2,001.87			
01 1200 233 001	RETIREMENT CONTRIB/FAC SUBS	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
						100.00			
01 1200 233 003	RETIREMENT CONTRIB/FAC SUBS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
						500.00			
01 1200 233 009	RETIREMENT CONTRIB/FAC SUBS	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
						100.00			
01 1200 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
						0.00			
01 1200 237 000	ADD'L RETIREMENT CONTRIBUTION	4,000.00	91.11	91.11	80.03	798.62	0.00	0.00	
						798.62			
01 1200 237 000 0012	ADD'L RETIREMENT CONTRIBUTION	500.00	5.77	5.77	41.05	294.73	0.00	0.00	
						294.73			
01 1200 237 001	ADD'L RETIREMENT CONTRIBUTION	10,000.00	201.04	201.04	81.54	1,845.87	0.00	0.00	
						1,845.87			
01 1200 237 003	ADD'L RETIREMENT CONTRIBUTION	15,000.00	240.67	240.67	78.47	3,229.60	0.00	0.00	
						3,229.60			
01 1200 237 009	ADD'L RETIREMENT CONTRIBUTION	20,000.00	249.26	249.26	59.09	8,181.57	0.00	0.00	
						8,181.57			
01 1200 261 001	UNEMPLOYMENT/TEACHERS/ADM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
						0.00			
01 1200 262 001	UNEMPLOYMENT/INSTRUC AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
						500.00			
01 1200 262 003	UNEMPLOYMENT/INSTRUC AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
						500.00			
01 1200 262 009	UNEMPLOYMENT/INSTRUC AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
						500.00			
01 1200 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	23,000.00	1,948.32	1,948.32	93.18	1,568.48	0.00	0.00	
						1,568.48			
01 1200 281 000	HEALTH BENEFITS FOR TEACHERS/PROF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
						1,000.00			
01 1200 281 000 0012	HEALTH BENEFITS FOR TEACHERS/PROF/MOE	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
						5,000.00			
01 1200 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	135,000.00	12,472.75	12,472.75	90.63	12,650.59	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
12,650.59									
01 1200 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	115,000.00	9,149.10	9,149.10	92.30	8,853.16	0.00	0.00	
8,853.16									
01 1200 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	125,000.00	6,282.57	6,282.57	55.29	55,890.66	0.00	0.00	
55,890.66									
01 1200 286 000	HEALTH BENEFITS/PROF NON CERT STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1200 291 000	ADMINISTRATIVE MILEAGE	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 1200 320 001	PROF EDUCATIONAL SERVICES	4,000.00	0.00	0.00	98.45	62.00	0.00	0.00	
62.00									
01 1200 320 003	PROFESSIONAL EDUCATIONAL SERVICES	500.00	0.00	0.00	88.68	56.59	0.00	0.00	
56.59									
01 1200 320 009	PROF EDUCATIONAL SERVICES	65,000.00	0.00	0.00	(72.59)	112,185.46	0.00	0.00	
112,185.46									
01 1200 330 000	EMPLOYEE TRAINING	500.00	0.00	0.00	339.24	(846.20)	0.00	350.00	
(1,196.20)									
01 1200 330 001	EMPLOYEE TRAINING	500.00	0.00	0.00	749.97	(139.85)	0.00	3,110.00	
(3,249.85)									
01 1200 330 003	EMPLOYEE TRAINING/DEVELOPMENT	500.00	0.00	0.00	82.00	215.00	0.00	125.00	
90.00									
01 1200 330 009	EMPLOYEE TRAINING	1,000.00	0.00	0.00	204.00	775.00	0.00	1,815.00	
(1,040.00)									
01 1200 340 001	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1200 340 009	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	(55,437.29)	0.00	0.00	
(55,437.29)									
01 1200 382 003	DISTANCE ED/TELECOMMUNICATIONS	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
01 1200 431 003	REPAIRS/MAINTENANCE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1200 530 000	COMMUNICATIONS	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
300.00									
01 1200 561 001	TUITION	510,000.00	7,275.62	7,275.62	90.23	49,811.38	0.00	0.00	
49,811.38									
01 1200 561 009	TUITION	65,000.00	0.00	0.00	110.54	(6,853.25)	0.00	0.00	
(6,853.25)									
01 1200 580 000	TRAVEL EXPENSE	0.00	0.00	0.00	0.00	(205.40)	0.00	0.00	
(205.40)									
01 1200 610 001	GENERAL SUPPLIES	11,000.00	41.46	41.46	86.52	5,310.37	0.00	3,828.04	
1,482.33									
01 1200 610 003	GENERAL SUPPLIES	5,000.00	46.63	46.63	50.11	3,685.37	0.00	1,190.82	
2,494.55									
01 1200 610 009	GENERAL SUPPLIES	11,000.00	364.55	364.55	93.13	6,166.97	0.00	5,411.11	
755.86									
01 1200 643 003	WEB BASED SOFTWARE	1,000.00	149.99	149.99	45.00	550.03	0.00	0.00	
550.03									
01 1200 810 000	DUES AND FEES	650.00	75.00	75.00	28.46	465.00	0.00	0.00	
465.00									
01 1200 810 001	DUES AND FEES/ENTRY FEES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 1200 810 003	DUES AND FEES/ENTRY FEES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1200 810 009	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1200 890 000	NON REIMBURSABLE SPED	0.00	0.00	0.00	0.00	(133.09)	0.00	0.00	
(133.09)									
1200	SPECIAL EDUCATION PROGRAMS	3,291,800.00	164,906.32	164,906.32	81.86	612,866.15	0.00	15,829.97	
1291	SPED INSTRUCTIONAL PROGRAMS 3-5								
01 1291 110 010	REG SALARIES/NON INST STAFF	30,000.00	0.00	0.00	36.53	19,039.98	0.00	0.00	
19,039.98									
01 1291 111 010	SALARIES OF TEACHERS/PROF STAFF	120,000.00	2,023.75	2,023.75	26.56	88,126.76	0.00	0.00	
88,126.76									
01 1291 112 010	REG SALARIES/INSTRUCTIONAL AIDES	55,000.00	0.00	0.00	15.56	46,443.91	0.00	0.00	
46,443.91									
01 1291 123 010	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	(2,144.85)	0.00	0.00	
(2,144.85)									
01 1291 151 010	ADD'L COMP TO TEACHERS/PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1291 210 010	GROUP INS/NON INST STAFF	100.00	0.00	0.00	44.32	55.68	0.00	0.00	
55.68									
01 1291 211 010	GROUP INS FOR TEACHERS/PROF STAFF	1,200.00	14.47	14.47	23.45	918.66	0.00	0.00	
918.66									
01 1291 220 010	SOCIAL SECURITY/NON INST STAFF	2,100.00	0.00	0.00	39.86	1,262.94	0.00	0.00	
1,262.94									
01 1291 221 010	SOCIAL SECURITY/TEACHERS/PROF STAFF	10,000.00	158.40	158.40	24.74	7,525.89	0.00	0.00	
7,525.89									
01 1291 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES	4,500.00	0.00	0.00	14.55	3,845.47	0.00	0.00	
3,845.47									
01 1291 223 010	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	(164.07)	0.00	0.00	
(164.07)									
01 1291 230 010	RETIREMENT/NON INST STAFF	2,100.00	0.00	0.00	37.93	1,303.51	0.00	0.00	
1,303.51									
01 1291 231 010	RETIREMENT/TEACHERS PROF STAFF	9,000.00	148.74	148.74	26.04	6,656.51	0.00	0.00	
6,656.51									
01 1291 232 010	RETIREMENT/INSTRUCTIONAL AIDES	4,200.00	0.00	0.00	14.77	3,579.51	0.00	0.00	
3,579.51									
01 1291 233 010	RETIREMENT CONTRIB/FAC SUBS	50.00	0.00	0.00	311.98	(105.99)	0.00	0.00	
(105.99)									
01 1291 237 010	ADD'L RETIREMENT CONTRIBUTION	5,100.00	14.77	14.77	25.66	3,791.38	0.00	0.00	
3,791.38									
01 1291 262 010	UNEMPLOYMENT/AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1291 280 010	HEALTH BENEFITS/NON INSTRUCTIONAL	2,500.00	0.00	0.00	63.47	913.13	0.00	0.00	
913.13									
01 1291 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	41,000.00	319.46	319.46	18.99	33,214.49	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
33,214.49									
01 1291 282 010	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1291 320 010	PROFESSIONAL EDUC SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1291 330 010	EMPLOYEE TRAINING	3,000.00	0.00	0.00	105.16	(114.70)	0.00	40.00	
(154.70)									
01 1291 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	10,000.00	0.00	0.00	15.23	8,477.17	0.00	0.00	
8,477.17									
01 1291 382 010	TELEPHONE	3,000.00	0.00	0.00	8.60	2,742.11	0.00	0.00	
2,742.11									
01 1291 440 010	COPIER LEASE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 1291 490 010	OTHER PROPERTY SERVICES	10,000.00	210.69	210.69	61.76	4,074.39	0.00	250.53	
3,823.86									
01 1291 540 010	ADVERTISING	500.00	0.00	0.00	21.66	391.69	0.00	0.00	
391.69									
01 1291 580 010	TRAVEL EXPENSE	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1291 610 010	GENERAL SUPPLIES	25,000.00	3,879.35	3,879.35	103.37	2,998.74	0.00	3,841.50	
(842.76)									
01 1291 810 010	DUES AND FEES/ENTRY FEES	500.00	0.00	0.00	33.20	500.00	0.00	166.00	
334.00									
1291 SPED INSTRUCTIONAL PROGRAMS 3-		341,550.00	6,769.63	6,769.63	32.15	236,032.31	0.00	4,298.03	
1292 SPED BIRTH TO 2									
01 1292 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	1,300.00	363.80	363.80	80.03	259.58	0.00	0.00	
259.58									
1292 SPED BIRTH TO 2		1,300.00	363.80	363.80	80.03	259.58	0.00	0.00	
1295 UNIFIED COACHING EXTRA DUTY									
01 1295 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1295 221 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1295 231 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1295 237 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
1295 UNIFIED COACHING EXTRA DUTY		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1300 SUMMER SCHOOL									
01 1300 112 001	REG SALARIES/INSTRUCTIONAL AIDES	0.00	243.78	243.78	0.00	(243.78)	0.00	0.00	
(243.78)									
01 1300 112 003	REG SALARIES/INSTRUCTIONAL AIDES	500.00	9,665.65	9,665.65	2,110.13	(10,050.65)	0.00	0.00	
(10,050.65)									
01 1300 112 009	REG SALARIES/INSTRUCTIONAL AIDES	16,000.00	18,052.10	18,052.10	122.48	(3,597.10)	0.00	0.00	
(3,597.10)									
01 1300 123 009	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 1300 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1300 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
01 1300 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	29,000.00	0.00	0.00	0.00	29,000.00	0.00	0.00	
29,000.00									
01 1300 212 009	GROUP INSURANCE/INSTRUC AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 1300 221 001	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1300 221 003	FICA/TEACHERS	400.00	0.00	0.00	0.00	400.00	0.00	0.00	
400.00									
01 1300 221 009	SOCIAL SECURITY/TEACHERS	2,200.00	0.00	0.00	0.00	2,200.00	0.00	0.00	
2,200.00									
01 1300 222 001	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	18.64	18.64	0.00	(18.64)	0.00	0.00	
(18.64)									
01 1300 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES	500.00	739.43	739.43	161.43	(307.14)	0.00	0.00	
(307.14)									
01 1300 222 009	SS/MEDICARE TO INSTRUCTIONAL AIDES	1,300.00	1,381.00	1,381.00	115.32	(199.20)	0.00	0.00	
(199.20)									
01 1300 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1300 231 001	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 1300 231 003	RETIREMENT/TEACHERS PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 1300 231 009	RETIREMENT/TEACHERS PROF STAFF	1,800.00	0.00	0.00	0.00	1,800.00	0.00	0.00	
1,800.00									
01 1300 232 001	RETIREMENT/INSTRUCTIONAL AIDES	0.00	17.92	17.92	0.00	(17.92)	0.00	0.00	
(17.92)									
01 1300 232 003	RETIREMENT/INSTRUCTIONAL AIDES	500.00	710.43	710.43	155.10	(275.48)	0.00	0.00	
(275.48)									
01 1300 232 009	RETIREMENT/INSTRUCTIONAL AIDES	1,200.00	1,305.87	1,305.87	118.29	(219.47)	0.00	0.00	
(219.47)									
01 1300 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	1.78	1.78	0.00	(1.78)	0.00	0.00	
(1.78)									
01 1300 237 003	ADD'L RETIREMENT CONTRIBUTION	100.00	70.57	70.57	92.91	7.09	0.00	0.00	
7.09									
01 1300 237 009	ADD'L RETIREMENT CONTRIBUTION	1,000.00	129.72	129.72	16.87	831.27	0.00	0.00	
831.27									
01 1300 282 009	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	200.00	0.00	0.00	0.00	200.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 1300 610 009	SUPPLIES	200.00 100.00	100.00	0.00	0.00	0.00	100.00	0.00	0.00
1300 SUMMER SCHOOL		21,707.20	56,900.00	32,336.89	32,336.89	61.85	21,707.20	0.00	0.00
2110 SOCIAL WORK SERVICES									
01 2110 111 001	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 111 003	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 111 009	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 211 001	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 211 003	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 211 009	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 221 001	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 221 003	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 221 009	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 231 001	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 231 003	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 231 009	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 237 003	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 237 009	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 580 000	TRAVEL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2110 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 2110 810 000	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
2110 SOCIAL WORK SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2120 GUIDANCE SERVICES									
01 2120 110 001	REG SALARIES/NON INSTR STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2120 111 001	SALARIES OF TEACHERS/PROF STAFF	130,000.00	6,780.89	6,780.89	58.85	53,491.82	0.00	0.00	
53,491.82									
01 2120 111 003	SALARIES OF TEACHERS/PROF STAFF	80,000.00	1,918.38	1,918.38	73.60	21,118.62	0.00	0.00	
21,118.62									
01 2120 210 001	GROUP INS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2120 211 001	GROUP INS FOR TEACHERS/PROF STAFF	1,200.00	55.99	55.99	52.94	564.74	0.00	0.00	
564.74									
01 2120 211 003	GROUP INS FOR TEACHERS/PROF STAFF	1,000.00	19.37	19.37	56.88	431.24	0.00	0.00	
431.24									
01 2120 220 001	SOCIAL SECURITY/NON INSTR STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2120 221 001	SOCIAL SECURITY/TEACHERS	11,000.00	510.33	510.33	52.35	5,241.07	0.00	0.00	
5,241.07									
01 2120 221 003	SOCIAL SECURITY/TEACHERS	7,000.00	145.33	145.33	63.95	2,523.30	0.00	0.00	
2,523.30									
01 2120 230 001	RETIREMENT/NON INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2120 231 001	RETIREMENT/TEACHERS PROF STAFF	10,000.00	498.39	498.39	56.25	4,374.77	0.00	0.00	
4,374.77									
01 2120 231 003	RETIREMENT/TEACHERS PROF STAFF	6,500.00	141.00	141.00	66.61	2,170.63	0.00	0.00	
2,170.63									
01 2120 237 001	ADD'L RETIREMENT CONTRIBUTION	3,500.00	49.51	49.51	51.72	1,689.85	0.00	0.00	
1,689.85									
01 2120 237 003	ADD'L RETIREMENT CONTRIBUTION	2,200.00	14.01	14.01	66.01	747.71	0.00	0.00	
747.71									
01 2120 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	35,000.00	1,377.17	1,377.17	45.16	19,195.02	0.00	0.00	
19,195.02									
01 2120 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	28,000.00	656.11	656.11	65.11	9,770.09	0.00	0.00	
9,770.09									
01 2120 610 001	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2120 610 003	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2120 810 001	REG SALARIES/NON INST STAFF	0.00	0.00	0.00	0.00	(51.78)	0.00	0.00	
(51.78)									
2120 GUIDANCE SERVICES		316,400.00	12,166.48	12,166.48	61.36	122,267.08	0.00	0.00	
2130 HEALTH SERVICES									
01 2130 110 003	REGULAR SALARIES/NON INSTR	23,000.00	309.01	309.01	56.63	9,975.66	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	STAFF								
9,975.66									
01 2130 110 009	REG SALARIES/NON INSTR STAFF	25,000.00	2,944.33	2,944.33	129.55	(7,387.63)	0.00	0.00	
(7,387.63)									
01 2130 111 001	SALARIES OF TEACHERS/PROF STAFF	25,000.00	2,123.77	2,123.77	93.45	1,638.53	0.00	0.00	
1,638.53									
01 2130 111 003	SALARIES OF TEACHERS/PROF STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 2130 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2130 210 009	GROUP INS/NON INST STAFF	200.00	23.13	23.13	115.65	(31.30)	0.00	0.00	
(31.30)									
01 2130 211 001	GROUP INS FOR TEACHERS/PROF STAFF	200.00	14.40	14.40	79.20	41.60	0.00	0.00	
41.60									
01 2130 211 003	GROUP INS FOR TEACHERS/PROF STAFF	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 2130 220 003	SOCIAL SECURITY/NON INSTR STAFF	1,800.00	23.64	23.64	55.35	803.66	0.00	0.00	
803.66									
01 2130 220 009	SOCIAL SECURITY/NON INSTR STAFF	2,000.00	222.84	222.84	122.68	(453.64)	0.00	0.00	
(453.64)									
01 2130 221 001	SOCIAL SECURITY/TEACHERS PROF STAFF	3,000.00	162.14	162.14	59.53	1,214.16	0.00	0.00	
1,214.16									
01 2130 221 003	SOCIAL SECURITY/TEACHERS PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2130 230 003	RETIREMENT/NON INSTRUCTIONAL STAFF	1,500.00	22.71	22.71	63.84	542.37	0.00	0.00	
542.37									
01 2130 230 009	RETIREMENT/NON INSTR STAFF	2,000.00	216.41	216.41	108.24	(164.82)	0.00	0.00	
(164.82)									
01 2130 231 001	RETIREMENT/TEACHERS PROF STAFF	2,000.00	156.10	156.10	85.88	282.31	0.00	0.00	
282.31									
01 2130 231 003	RETIREMENT/TEACHERS PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2130 237 001	ADD'L RETIREMENT CONTRIBUTION	700.00	15.50	15.50	78.83	148.20	0.00	0.00	
148.20									
01 2130 237 003	ADD'L RETIREMENT CONTRIBUTION	500.00	2.26	2.26	64.66	176.69	0.00	0.00	
176.69									
01 2130 237 009	ADD'L RETIREMENT CONTRIBUTION	600.00	21.50	21.50	115.10	(90.57)	0.00	0.00	
(90.57)									
01 2130 280 009	HEALTH BENEFITS/NON INSTRUCTIONAL	6,500.00	1,066.47	1,066.47	164.07	(4,164.70)	0.00	0.00	
(4,164.70)									
01 2130 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	
4,000.00									
01 2130 281 003	HEALTH BENEFITS FOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	TEACHERS/PROF								
0.00									
01 2130 330 003	EMPLOYEE TRAINING/DEVELOPMENT	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 2130 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2130 610 001	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2130 610 003	GENERAL SUPPLIES	500.00	0.00	0.00	84.47	77.65	0.00	0.00	
77.65									
01 2130 610 009	GENERAL SUPPLIES	500.00	0.00	0.00	163.07	(315.36)	0.00	0.00	
(315.36)									
2130 HEALTH SERVICES		13,492.81	106,200.00	7,324.21	7,324.21	87.29	13,492.81	0.00	0.00
2141 SCHOOL PSYCHOLOGY SERVICES									
01 2141 111 000	SALARIES OF TEACHERS/PROF STAFF	110,000.00	7,482.83	7,482.83	58.46	45,688.87	0.00	0.00	
45,688.87									
01 2141 211 000	GROUP INS FOR TEACHERS/PROF STAFF	1,000.00	45.28	45.28	49.81	501.92	0.00	0.00	
501.92									
01 2141 221 000	SOCIAL SECURITY/TEACHERS PROF STAFF	10,000.00	498.08	498.08	54.79	4,521.10	0.00	0.00	
4,521.10									
01 2141 231 000	RETIREMENT/TEACHERS PROF STAFF	10,500.00	417.69	417.69	43.77	5,903.81	0.00	0.00	
5,903.81									
01 2141 237 000	ADD'L RETIREMENT CONTRIBUTION	3,500.00	41.48	41.48	42.18	2,023.62	0.00	0.00	
2,023.62									
01 2141 281 000	HEALTH BENEFITS FOR TEACHERS/PROF	20,000.00	786.60	786.60	43.26	11,347.40	0.00	0.00	
11,347.40									
01 2141 330 000	EMPLOYEE TRAINING	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2141 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	2,253.00	2,253.00	0.00	(69,106.50)	0.00	0.00	
(69,106.50)									
01 2141 610 000	GENERAL SUPPLIES	4,000.00	0.00	0.00	0.00	4,000.00	0.00	0.00	
4,000.00									
2141 SCHOOL PSYCHOLOGY SERVICES		5,380.22	159,500.00	11,524.96	11,524.96	96.63	5,380.22	0.00	0.00
2151 SA SPEECH PATHOLOGY									
01 2151 111 003	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2151 111 009	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2151 211 003	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2151 211 009	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2151 221 003	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2151 221 009	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 231 003	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 231 009	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 237 003	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 237 009	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2151 340 001	SA SPEECH PATHOLOGY	22,000.00	0.00	0.00	134.62	(7,615.60)	0.00	0.00	0.00
(7,615.60)									
01 2151 340 003	SA SPEECH PATHOLOGY	22,000.00	0.00	0.00	166.11	(14,543.90)	0.00	0.00	0.00
(14,543.90)									
01 2151 340 009	OTHER PROFESSIONAL SERVICES/SLP	100,000.00	0.00	0.00	114.88	(14,880.25)	0.00	0.00	0.00
(14,880.25)									
01 2151 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	500.00	0.00	0.00	5,106.10	(25,030.48)	0.00	0.00	0.00
(25,030.48)									
01 2151 610 009	GENERAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00
1,000.00									
2151 (61,070.23)	SA SPEECH PATHOLOGY	145,500.00	0.00	0.00	141.97	(61,070.23)	0.00	0.00	0.00
2152	PK 3-5 SPEECH PATHOLOGY								
01 2152 340 010	3-5 SPEECH PATHOLOGY SERVICES	50,000.00	668.25	668.25	54.47	22,763.75	0.00	0.00	0.00
22,763.75									
2152 22,763.75	PK 3-5 SPEECH PATHOLOGY	50,000.00	668.25	668.25	54.47	22,763.75	0.00	0.00	0.00
2153	PK 0-3 SPEECH PATHOLOGY								
01 2153 340 010	0-2 SPEECH PATHOLOGY	15,000.00	1,782.00	1,782.00	121.99	(3,297.90)	0.00	0.00	0.00
(3,297.90)									
2153 (3,297.90)	PK 0-3 SPEECH PATHOLOGY	15,000.00	1,782.00	1,782.00	121.99	(3,297.90)	0.00	0.00	0.00
2161	SA OCCUPATIONAL THERAPY								
01 2161 340 001	OCCUPATIONAL THERAPY	5,000.00	0.00	0.00	193.12	(4,656.00)	0.00	0.00	0.00
(4,656.00)									
01 2161 340 003	OCCUPATIONAL THERAPY	3,500.00	0.00	0.00	130.66	(1,073.00)	0.00	0.00	0.00
(1,073.00)									
01 2161 340 009	OCCUPATIONAL THERAPY	30,000.00	0.00	0.00	59.27	12,218.00	0.00	0.00	0.00
12,218.00									
2161 6,489.00	SA OCCUPATIONAL THERAPY	38,500.00	0.00	0.00	83.15	6,489.00	0.00	0.00	0.00
2162	PK OCCUPATIONAL THERAPY								
01 2162 340 010	OCCUPATIONAL THERAPY	42,000.00	1,020.00	1,020.00	8.48	38,437.00	0.00	0.00	0.00
38,437.00									
2162 38,437.00	PK OCCUPATIONAL THERAPY	42,000.00	1,020.00	1,020.00	8.48	38,437.00	0.00	0.00	0.00
2163	0-2 OCCUPATIONAL THERAPY								

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2163 340 010	OCCUPATIONAL THERAPY	0.00	2,907.00	2,907.00	0.00	(28,628.00)	0.00	0.00	
2163 OCCUPATIONAL THERAPY		0.00	2,907.00	2,907.00	0.00	(28,628.00)	0.00	0.00	
2171 SA PHYSICAL THERAPY									
01 2171 340 001	PHYSICAL THERAPY SERVICES	3,500.00	0.00	0.00	82.09	627.00	0.00	0.00	
01 2171 340 003	PHYSICAL THERAPY SERVICES	1,100.00	0.00	0.00	387.91	(3,167.00)	0.00	0.00	
01 2171 340 009	PHYSICAL THERAPY SERVICES	12,000.00	0.00	0.00	82.03	2,157.00	0.00	0.00	
2171 SA PHYSICAL THERAPY		16,600.00	0.00	0.00	102.31	(383.00)	0.00	0.00	
2172 PK PHYSICAL THERAPY									
01 2172 340 010	PHYSICAL THERAPY SERVICES	20,000.00	68.00	68.00	5.10	18,980.00	0.00	0.00	
2172 PK PHYSICAL THERAPY		20,000.00	68.00	68.00	5.10	18,980.00	0.00	0.00	
2173 0-2 PHYSICAL THERAPY									
01 2173 340 010	PHYSICAL THERAPY SERVICES	0.00	2,533.00	2,533.00	0.00	(19,635.00)	0.00	0.00	
2173 0-2 PHYSICAL THERAPY		0.00	2,533.00	2,533.00	0.00	(19,635.00)	0.00	0.00	
2181 SA VISION									
01 2181 340 009	VISION SERVICES	62,000.00	0.00	0.00	108.06	(4,997.67)	0.00	0.00	
01 2181 340 010	OTHER PROFESSIONAL SERVICES	5,500.00	0.00	0.00	118.28	(1,005.36)	0.00	0.00	
2181 SA VISION		67,500.00	0.00	0.00	108.89	(6,003.03)	0.00	0.00	
2189 M.S. ATHLETICS									
01 2189 130 003	ATHLETIC PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2189 M.S. ATHLETICS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2204 CHEERLEADERS									
01 2204 408 001	CHEERLEADERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2204 CHEERLEADERS		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2212 INSTR AND CURRICULUM DEVELOPMENT									
01 2212 151 000	ADD'L COMPENSATION TO TEACHERS	15,000.00	0.00	0.00	76.60	3,510.00	0.00	0.00	
01 2212 221 000	SOCIAL SECURITY/TEACHERS	1,500.00	0.00	0.00	58.59	621.12	0.00	0.00	
01 2212 231 000	RETIREMENT/TEACHERS PROF STAFF	1,500.00	0.00	0.00	53.75	693.78	0.00	0.00	
01 2212 237 000	ADD'L RETIREMENT CONTRIBUTION	1,000.00	0.00	0.00	27.69	723.13	0.00	0.00	
01 2212 320 000	PROFESSIONAL EDUCATIONAL SERVICES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
01 2212 330 000	EMPLOYEE TRAINING	2,000.00	79.00	79.00	79.74	1,821.00	0.00	1,415.89	
01 2212 330 001	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 2212 330 003	EMPLOYEE TRAINING/DEVELOPMENT	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 2212 610 000	CURRICULUM SUPPLIES	18,000.00	5,776.12	5,776.12	144.22	(7,519.54)	0.00	439.54	
(7,959.08)									
01 2212 610 001	GENERAL SUPPLIES	7,000.00	6,236.84	6,236.84	378.68	(13,280.54)	0.00	6,226.95	
(19,507.49)									
01 2212 610 003	GENERAL SUPPLIES	5,000.00	1,921.22	1,921.22	324.66	196.86	0.00	11,429.99	
(11,233.13)									
01 2212 610 009	GENERAL SUPPLIES	20,000.00	10,277.19	10,277.19	255.95	(30,954.09)	0.00	236.00	
(31,190.09)									
01 2212 640 000	TEXTBOOKS	50,000.00	0.00	0.00	0.00	50,000.00	0.00	0.00	
50,000.00									
01 2212 640 001	TEXTBOOKS	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	
3,000.00									
01 2212 640 003	TEXTBOOKS	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 2212 640 009	TEXTBOOKS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2212 643 000	WEB BASED SOFTWARE	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2212 643 001	WEB BASED SOFTWARE	10,000.00	9,540.00	9,540.00	95.40	460.00	0.00	0.00	
460.00									
01 2212 643 003	WEB BASED SOFTWARE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2212 643 009	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
2212	[illegible] CURRICULUM	141,100.00	33,830.37	33,830.37	102.39	16,371.72	0.00	19,748.37	
(5,376.00)									
2213	INSTRUCTIONAL STAFF TRAINING								
01 2213 252 000	TUITION REIMBURSEMNT/SUPPORT STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2213 330 000	INSTRUCTIONAL STAFF TRAINING	2,000.00	0.00	0.00	26.25	1,700.00	0.00	225.00	
1,475.00									
01 2213 330 001	EMPLOYEE TRAINING/DEVELOPMENT	3,000.00	0.00	0.00	49.86	2,020.00	0.00	515.83	
1,504.17									
01 2213 330 003	EMPLOYEE TRAINING/DEVELOPMENT	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2213 330 009	EMPLOYEE TRAINING/DEVELOPMENT	1,500.00	0.00	0.00	75.27	521.00	0.00	150.00	
371.00									
2213	INSTRUCTIONAL STAFF TRAINING	7,500.00	0.00	0.00	42.00	5,241.00	0.00	890.83	
1,368.17									
2214	IMPLEMENTATION OF STANDARDS								
01 2214 320 000	PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
2214	IMPLEMENTATION OF STANDARDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2220	LIBRARY/MEDIA SERVICES								
01 2220 111 001	SALARIES OF TEACHERS/PROF STAFF	10,000.00	3,859.60	3,859.60	365.39	(26,538.58)	0.00	0.00	
(26,538.58)									
01 2220 111 003	SALARIES OF TEACHERS/PROF STAFF	35,000.00	6,183.34	6,183.34	163.42	(22,195.87)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(22,195.87)									
01 2220 111 009	SALARIES OF TEACHERS/PROF STAFF	37,000.00	2,195.09	2,195.09	65.26	12,854.01	0.00	0.00	
12,854.01									
01 2220 211 001	GROUP INS FOR TEACHERS/PROF STAFF	100.00	39.60	39.60	358.30	(258.30)	0.00	0.00	
(258.30)									
01 2220 211 003	GROUP INS FOR TEACHERS/PROF STAFF	500.00	58.41	58.41	108.06	(40.31)	0.00	0.00	
(40.31)									
01 2220 211 009	GROUP INS FOR TEACHERS/PROF STAFF	500.00	18.51	18.51	40.72	296.39	0.00	0.00	
296.39									
01 2220 221 001	SOCIAL SECURITY/TEACHERS PROF STAFF	3,200.00	291.90	291.90	86.45	433.73	0.00	0.00	
433.73									
01 2220 221 003	SOCIAL SECURITY/TEACHERS PROF STAFF	3,500.00	472.23	472.23	124.80	(868.16)	0.00	0.00	
(868.16)									
01 2220 221 009	SOCIAL SECURITY/TEACHERS PROF STAFF	3,500.00	197.31	197.31	62.01	1,329.59	0.00	0.00	
1,329.59									
01 2220 231 001	RETIREMENT/TEACHERS PROF STAFF	1,000.00	283.67	283.67	268.65	(1,686.46)	0.00	0.00	
(1,686.46)									
01 2220 231 003	RETIREMENT/TEACHERS PROF STAFF	4,500.00	454.47	454.47	93.45	294.66	0.00	0.00	
294.66									
01 2220 231 009	RETIREMENT/TEACHERS PROF STAFF	2,600.00	161.34	161.34	68.28	824.66	0.00	0.00	
824.66									
01 2220 237 001	ADD'L RETIREMENT CONTRIBUTION	500.00	28.18	28.18	170.66	(353.28)	0.00	0.00	
(353.28)									
01 2220 237 003	ADD'L RETIREMENT CONTRIBUTION	1,000.00	45.14	45.14	133.32	(333.22)	0.00	0.00	
(333.22)									
01 2220 237 009	ADD'L RETIREMENT CONTRIBUTION	1,500.00	16.03	16.03	38.02	929.67	0.00	0.00	
929.67									
01 2220 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	2,000.00	1,592.77	1,592.77	674.00	(11,479.99)	0.00	0.00	
(11,479.99)									
01 2220 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	14,000.00	2,337.23	2,337.23	154.78	(7,669.56)	0.00	0.00	
(7,669.56)									
01 2220 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	14,000.00	393.30	393.30	30.90	9,673.70	0.00	0.00	
9,673.70									
01 2220 610 001	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2220 610 003	GENERAL SUPPLIES	2,700.00	420.87	420.87	115.19	(410.15)	0.00	0.00	
(410.15)									
01 2220 610 009	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2220 640 001	TEXTBOOKS/LIBRARY BOOKS	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2220 640 003	TEXTBOOKS/LIBRARY BOOKS	3,200.00	48.40	48.40	103.18	(101.77)	0.00	0.00	
(101.77)									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2220 640 009	TEXTBOOKS/LIBRARY BOOKS	4,000.00		0.00	0.00	50.00	4,000.00	0.00	2,000.00
2,000.00									
2220 (LIBRARY/MEDIA SERVICES		146,300.00		19,097.39	19,097.39	128.23	(39,299.24)	0.00	2,000.00
2230	INSTRUCTION RELATED TECHNOLOGY								
01 2230 116 000	SALARIES/NON CERTIFIED PROFESSIONALS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 216 000	GROUP INS/NON CERT PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 237 000	ADD'L RETIREMENT CONTRIBUTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 286 000	HEALTH BENEFITS/PROF NON CERT STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2230 330 000	EMPLOYEE TRAINING/DEVELOPMENT	500.00		25.00	25.00	5.00	475.00	0.00	0.00
475.00									
01 2230 350 000	TECHNICAL SERVICES	2,000.00		0.00	0.00	2.89	1,942.25	0.00	0.00
1,942.25									
01 2230 350 003	TECHNICAL SERVICES	2,000.00		0.00	0.00	0.00	2,000.00	0.00	0.00
2,000.00									
01 2230 432 000	TECHNOLOGY REPAIRS AND MNTCE	500.00		0.00	0.00	0.00	500.00	0.00	0.00
500.00									
01 2230 610 000	GENERAL SUPPIES	1,000.00		0.00	0.00	(1.15)	1,011.50	0.00	0.00
1,011.50									
2230 INSTRUCTION RELATED TECHNOLOGY		6,000.00		25.00	25.00	1.19	5,928.75	0.00	0.00
2310	BOARD OF EDUCATION								
01 2310 221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2310 291 000	OTHER EMPLOYEE BENEFITS/PROF STAFF	13,000.00		0.00	0.00	104.46	(579.50)	0.00	0.00
(579.50)									
01 2310 310 000	ADMINISTRATIVE SERV ICES	10,000.00		0.00	0.00	0.00	10,000.00	0.00	0.00
10,000.00									
01 2310 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS	2,000.00		0.00	0.00	0.00	2,000.00	0.00	0.00
2,000.00									
01 2310 520 000	INSURANCE	303,000.00		0.00	0.00	97.94	6,229.00	0.00	0.00
6,229.00									
01 2310 540 000	ADVERTISING	15,000.00		441.31	441.31	51.26	7,393.21	0.00	81.65
7,311.56									
01 2310 610 000	GENERAL SUPPLIES	2,093.00		0.00	0.00	401.11	(6,254.03)	0.00	48.20
(6,302.23)									
01 2310 610 000 0014	GENERAL SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2310 643 000	WEB BASED SOFTWARE	23,000.00		0.00	0.00	96.20	873.66	0.00	0.00
873.66									
01 2310 810 000	DUES AND FEES	56,000.00		850.00	850.00	90.95	5,068.51	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
5,068.51									
2310 BOARD OF EDUCATION		24,860.00	424,093.00	1,291.31	1,291.31	94.20	24,730.85	0.00	129.85
2320 EXECUTIVE ADMIN. SERVICES									
01 2320 105 000	SALARIES PAID TO SUPERINTENDENT		165,000.00	13,887.79	13,887.79	90.13	16,279.29	0.00	0.00
16,279.29									
01 2320 215 000	GROUP INS/SUPERINTENDENTS		2,000.00	133.93	133.93	73.10	537.92	0.00	0.00
537.92									
01 2320 225 000	SOCIAL SECURITY/SUPERINTENDENT		12,000.00	1,119.33	1,119.33	85.64	1,723.15	0.00	0.00
1,723.15									
01 2320 235 000	RETIREMENT/SUPERINTENDENTS		14,000.00	1,020.76	1,020.76	78.11	3,065.24	0.00	0.00
3,065.24									
01 2320 237 000	ADD'L RETIREMENT CONTRIBUTION		5,000.00	101.38	101.38	70.12	1,494.12	0.00	0.00
1,494.12									
01 2320 285 000	HEALTH BENEFITS/SUPERINTENDENT		11,000.00	722.36	722.36	73.41	2,924.82	0.00	0.00
2,924.82									
01 2320 320 000	PROF EDUCATIONAL SERVICES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2320 330 000	EMPLOYEE TRAINING/DEVELOPMENT		1,000.00	0.00	0.00	73.89	561.14	0.00	300.00
261.14									
01 2320 382 000	DISTANCE ED/TELECOMMUNICATIONS		1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00
1,500.00									
01 2320 580 000	TRAVEL EXPENDITURES		2,000.00	0.00	0.00	41.38	1,722.20	0.00	549.79
1,172.41									
01 2320 610 000	GENERAL SUPPLIES		3,000.00	854.75	854.75	93.57	853.45	0.00	660.69
192.76									
01 2320 810 000	DUES AND FEES/ENTRY FEES		2,000.00	0.00	0.00	57.25	855.00	0.00	0.00
855.00									
2320 EXECUTIVE ADMIN. SERVICES		26,000.00	218,500.00	17,840.30	17,840.30	86.27	31,516.33	0.00	1,510.48
2330 DISTRICT LEGAL SERVICES									
01 2330 317 000	CONTRACTED LEGAL SERVICES		14,000.00	0.00	0.00	70.58	4,119.37	0.00	0.00
4,119.37									
2330 DISTRICT LEGAL SERVICES		4,119.37	14,000.00	0.00	0.00	70.58	4,119.37	0.00	0.00
2410 OFFICE OF THE PRINCIPAL SERV.									
01 2410 110 001	REG SALARIES/NON INST STAFF		80,000.00	6,322.41	6,322.41	77.37	18,102.39	0.00	0.00
18,102.39									
01 2410 110 003	REG SALARIES/NON INST STAFF		64,000.00	7,249.91	7,249.91	90.34	6,183.38	0.00	0.00
6,183.38									
01 2410 110 003 0014	REGULAR SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2410 110 009	REG SALARIES/NON INSTR STAFF		70,000.00	5,993.14	5,993.14	102.21	(1,545.32)	0.00	0.00
(1,545.32)									
01 2410 110 009 0014	REGULAR SALARIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 2410 111 000	SALARIES OF TEACHERS/PROF STAFF		120,000.00	14,065.63	14,065.63	89.42	12,699.81	0.00	0.00
12,699.81									
01 2410 111 001	SALARIES OF TEACHERS/PROF STAFF		371,000.00	34,308.74	34,308.74	92.31	28,535.10	0.00	0.00
28,535.10									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2410 111 003	SALARIES OF TEACHERS/PROF STAFF	235,000.00	18,559.17	18,559.17	84.57	36,254.35	0.00	0.00	
36,254.35									
01 2410 111 009	SALARIES OF TEACHERS/PROF STAFF	185,000.00	15,666.66	15,666.66	93.46	12,101.34	0.00	0.00	
12,101.34									
01 2410 210 001	GROUP INS/NON INSTR STAFF	100.00	1.36	1.36	14.96	85.04	0.00	0.00	
85.04									
01 2410 210 003	GROU INS/NON INSTR STAFF	100.00	21.78	21.78	262.93	(162.93)	0.00	0.00	
(162.93)									
01 2410 210 009	GROUP INS/NON INST STAFF	100.00	1.94	1.94	21.34	78.66	0.00	0.00	
78.66									
01 2410 211 000	GROUP INS FOR TEACHERS/PROF STAFF	1,500.00	72.60	72.60	53.70	694.50	0.00	0.00	
694.50									
01 2410 211 001	GROUP INS FOR TEACHERS/PROF STAFF	3,500.00	228.01	228.01	89.41	370.57	0.00	0.00	
370.57									
01 2410 211 003	GROUP INS FOR TEACHERS/PROF STAFF	2,000.00	154.71	154.71	85.09	298.19	0.00	0.00	
298.19									
01 2410 211 009	GROUP INS FOR TEACHERS/PROF STAFF	2,000.00	133.33	133.33	80.40	392.07	0.00	0.00	
392.07									
01 2410 220 001	SOCIAL SECURITY/NON INST STAFF	8,000.00	509.67	509.67	62.62	2,990.26	0.00	0.00	
2,990.26									
01 2410 220 003	SOCIAL SECURITY/NON INST STAFF	5,500.00	563.70	563.70	82.42	967.08	0.00	0.00	
967.08									
01 2410 220 009	SOCIAL SECURITY/NON INST STAFF	6,000.00	473.77	473.77	94.03	358.34	0.00	0.00	
358.34									
01 2410 221 000	SOCIAL SECURITY/TEACHERS/PROF STAFF	11,000.00	1,079.85	1,079.85	75.56	2,688.91	0.00	0.00	
2,688.91									
01 2410 221 001	SOCIAL SECURITY/TEACHERS PROF STAFF	30,000.00	2,620.67	2,620.67	87.08	3,875.27	0.00	0.00	
3,875.27									
01 2410 221 003	SOCIAL SECURITY/TEACHERS PROF STAFF	20,000.00	1,467.11	1,467.11	78.61	4,278.86	0.00	0.00	
4,278.86									
01 2410 221 009	SOCIAL SECURITY/TEACHERS/PROF STAFF	15,000.00	1,198.68	1,198.68	88.19	1,771.33	0.00	0.00	
1,771.33									
01 2410 230 001	RETIREMENT/NON INST STAFF	7,000.00	464.70	464.70	65.01	2,448.96	0.00	0.00	
2,448.96									
01 2410 230 003	RETIREMENT/NON INST STAFF	6,000.00	534.37	534.37	71.15	1,730.90	0.00	0.00	
1,730.90									
01 2410 230 009	RETIREMENT/NON INST STAFF	6,000.00	440.48	440.48	81.07	1,135.78	0.00	0.00	
1,135.78									
01 2410 231 000	RETIREMENT/TEACHERS PROF STAFF	9,000.00	655.99	655.99	83.46	1,488.62	0.00	0.00	
1,488.62									
01 2410 231 001	RETIREMENT/TEACHERS PROF STAFF	28,000.00	2,167.96	2,167.96	87.63	3,463.45	0.00	0.00	
3,463.45									
01 2410 231 003	RETIREMENT/TEACHERS PROF STAFF	17,000.00	1,364.10	1,364.10	85.96	2,387.10	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2,387.10									
01 2410 231 009	RETIREMENT/TEACHERS PROF STAFF	15,000.00	1,151.49	1,151.49	82.85	2,572.22	0.00	0.00	
2,572.22									
01 2410 237 000	ADD'L RETIREMENT CONTRIBUTION	10,000.00	65.15	65.15	24.19	7,580.75	0.00	0.00	
7,580.75									
01 2410 237 001	ADD'L RETIREMENT CONTRIBUTION	12,000.00	261.47	261.47	77.88	2,653.84	0.00	0.00	
2,653.84									
01 2410 237 003	ADD'L RETIREMENT CONTRIBUTION	8,000.00	188.54	188.54	75.26	1,979.20	0.00	0.00	
1,979.20									
01 2410 237 009	ADD'L RETIREMENT CONTRIBUTION	6,600.00	158.11	158.11	84.08	1,050.43	0.00	0.00	
1,050.43									
01 2410 280 001	HEALTH BENEFITS/NON INSTRUCTIONAL	4,200.00	340.00	340.00	85.48	610.00	0.00	0.00	
610.00									
01 2410 280 003	HEALTH BENEFITS/NON INSTRUCTIONAL	3,400.00	698.82	698.82	248.11	(5,035.77)	0.00	0.00	
(5,035.77)									
01 2410 280 009	HEALTH BENEFITS/NON INSTRUCTIONAL	3,000.00	200.00	200.00	73.33	800.00	0.00	0.00	
800.00									
01 2410 281 000	HEALTH BENEFITS FOR TEACHERS/PROF	11,000.00	2,103.51	2,103.51	88.53	1,261.69	0.00	0.00	
1,261.69									
01 2410 281 001	HEALTH BENEFITS FOR TEACHERS/PROF	103,000.00	7,614.09	7,614.09	92.44	7,782.60	0.00	0.00	
7,782.60									
01 2410 281 003	HEALTH BENEFITS FOR TEACHERS/PROF	40,000.00	3,153.96	3,153.96	86.74	5,305.37	0.00	0.00	
5,305.37									
01 2410 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	60,000.00	2,337.23	2,337.23	81.80	10,917.10	0.00	0.00	
10,917.10									
01 2410 291 000	ADMINISTRATIVE MILEAGE	1,500.00	50.00	50.00	63.33	550.00	0.00	0.00	
550.00									
01 2410 291 001	ADMINISTRATIVE MILEAGE	1,500.00	0.00	0.00	30.00	1,050.00	0.00	0.00	
1,050.00									
01 2410 291 003	ADMINSTRATIVE MILEAGE	1,000.00	50.00	50.00	50.00	500.00	0.00	0.00	
500.00									
01 2410 291 009	ADMINISTRATIVE MILEAGE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2410 810 000	DUES AND FEES/ENTRY FEES	4,600.00	0.00	0.00	62.61	2,590.00	0.00	870.00	
1,720.00									
01 2410 810 001	DUES AND FEES/ENTRY FEES	2,600.00	0.00	0.00	0.00	2,600.00	0.00	0.00	
2,600.00									
01 2410 810 003	DUES AND FEES/ENTRY FEES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2410 810 009	DUES AND FEES	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
2410	OFFICE OF THE PRINCIPAL SERV.	1,593,700.00	134,692.81	134,692.81	88.01	191,939.44	0.00	870.00	
2510	GENERAL BUSINESS SUPPORT								
01 2510 110 000	REG SALARIES/NON INST STAFF	105,000.00	13,374.18	13,374.18	133.67	(35,355.20)	0.00	0.00	
(35,355.20)									
01 2510 116 000	SALARIES/NON CERTIFIED	65,000.00	0.00	0.00	0.00	65,000.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	PROFESSIONALS								
65,000.00									
01 2510 210 000	GROUP INS/NON INST STAFF	150.00	48.70	48.70	357.13	(385.70)	0.00	0.00	
(385.70)									
01 2510 216 000	GROUP INS/NON CERT PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2510 220 000	SOCIAL SECURITY/NON INST STAFF	9,000.00	1,007.38	1,007.38	117.38	(1,564.24)	0.00	0.00	
(1,564.24)									
01 2510 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 2510 230 000	RETIREMENT/NON INST STAFF	10,000.00	983.00	983.00	103.20	(319.57)	0.00	0.00	
(319.57)									
01 2510 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00	
8,000.00									
01 2510 237 000	ADD'L RETIREMENT CONTRIBUTION	4,000.00	97.63	97.63	82.60	696.02	0.00	0.00	
696.02									
01 2510 260 000	UNEMPLOYMENT/NON INSTRUCTIONAL	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
01 2510 262 000	UNEMPLOYMENT/INSTRUC AIDES	0.00	0.00	0.00	0.00	(3,804.24)	0.00	0.00	
(3,804.24)									
01 2510 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	3,500.00	643.58	643.58	202.27	(3,579.38)	0.00	0.00	
(3,579.38)									
01 2510 286 000	HEALTH BENEFITS/PROF NON CERT STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2510 315 000	ACCOUNTING AND AUDITING SE	40,000.00	0.00	0.00	73.42	10,633.24	0.00	0.00	
10,633.24									
01 2510 330 000	EMPLOYEE TRAINING/DEVELOPMENT	1,000.00	0.00	0.00	36.93	630.70	0.00	0.00	
630.70									
01 2510 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS	615.00	0.00	0.00	1,209.76	(6,825.00)	0.00	0.00	
(6,825.00)									
01 2510 443 000	RENTAL OF TECH EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2510 520 000	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2510 531 000	POSTAGE	3,240.00	536.88	536.88	140.78	(1,310.70)	0.00	10.68	
(1,321.38)									
01 2510 610 000	GENERAL SUPPLIES	4,000.00	30.16	30.16	58.79	2,048.49	0.00	400.00	
1,648.49									
01 2510 643 000	WEB BASED SOFTWARE	4,700.00	331.00	331.00	77.47	1,059.00	0.00	0.00	
1,059.00									
01 2510 650 000	TECHNOLOGY SOFTWARE	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	
20,000.00									
01 2510 810 000	DUES AND FEES/ENTRY FEES	2,200.00	892.50	892.50	90.31	213.14	0.00	0.00	
213.14									
01 2510 835 000	INTEREST ON SHORT TERM DEBT	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
2510	GENERAL BUSINESS SUPPORT	292,455.00	17,945.01	17,945.01	77.17	67,186.56	0.00	410.68	
66,775.88									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2530	DUPLICATNG SERVICES								
01 2530 440 000	COPIER LEASES/MAINTENANCE	85,000.00	4,025.19	4,025.19	107.69	(6,106.41)	0.00	434.03	(6,540.44)
01 2530 440 003	COPIER LEASES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
01 2530 440 009	RENTALS/LEASES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 2530 610 000	COPIER SUPPLIES	15,000.00	0.00	0.00	120.96	(3,144.57)	0.00	0.00	(3,144.57)
2530	DUPLICATNG SERVICES	101,500.00	4,025.19	4,025.19	108.06	(7,750.98)	0.00	434.03	(10,186.01)
2540	EVALUATION SERVICES								
01 2540 810 000	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2540	EVALUATION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2580	ADMIN TECHNOLOGY SERVICES								
01 2580 110 000	REGULAR SALARIES	40,000.00	3,890.99	3,890.99	69.50	12,199.93	0.00	0.00	12,199.93
01 2580 116 000	SALARIES/NON CERTIFIED PROFESSIONALS	65,000.00	5,335.75	5,335.75	87.91	7,861.26	0.00	0.00	7,861.26
01 2580 210 000	REGULAR SALARIES INS	0.00	1.94	1.94	0.00	(8.73)	0.00	0.00	(8.73)
01 2580 216 000	GROUP INS/NON CERT PROF STAFF	100.00	1.94	1.94	21.34	78.66	0.00	0.00	78.66
01 2580 220 000	RETIREMENT/NON TEACHING STAFF	4,200.00	366.52	366.52	52.28	2,004.39	0.00	0.00	2,004.39
01 2580 226 000	SS/MEDICARE/NON CERTIFIED PROFESSIONALS	6,000.00	408.19	408.19	72.85	1,628.91	0.00	0.00	1,628.91
01 2580 230 000	RETIREMENT/NON INSTRUCTIONAL STAFF	3,000.00	285.98	285.98	68.13	956.02	0.00	0.00	956.02
01 2580 236 000	RETIREMENT CONTRIBUTION/PROF NON CERT	4,500.00	392.18	392.18	93.36	298.82	0.00	0.00	298.82
01 2580 237 000	ADD'L RETIREMENT CONTRIBUTION	2,500.00	67.35	67.35	79.16	520.92	0.00	0.00	520.92
01 2580 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	3,000.00	900.00	900.00	30.00	2,100.00	0.00	0.00	2,100.00
01 2580 286 000	HEALTH BENEFITS/PROF NON CERT STAFF	30,000.00	2,337.23	2,337.23	85.70	4,290.47	0.00	0.00	4,290.47
01 2580 350 000	TECHNICAL SERVICES	5,000.00	0.00	0.00	226.99	4,510.43	0.00	10,859.81	(6,349.38)
01 2580 382 000	DISTANCE LRNG AND TELECOMMUNICATIONS	66,000.00	7,020.15	7,020.15	165.64	(42,704.04)	0.00	616.32	(43,320.36)
01 2580 432 000	TECHNOLOGY REPAIRS AND MNTCE	25,000.00	2,411.00	2,411.00	103.71	(401.16)	0.00	525.19	(926.35)
01 2580 432 001	TECHNOLOGY REPAIRS AND MNTCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 2580 432 003	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 2580 432 009 50.00	TECHNOLOGY REPAIRS AND MNTCE	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
01 2580 610 000 82,810.67	TECHNOLOGY SUPPLIES	160,000.00	1,490.00	1,490.00	48.24	146,847.28	0.00	64,036.61	
01 2580 610 001 1,582.26	GENERAL SUPPLIES/BROADCASTING	4,000.00	0.00	0.00	60.44	1,592.21	0.00	9.95	
01 2580 643 000 51,280.60	WEB BASED SOFTWARE	75,000.00	3,110.40	3,110.40	31.63	57,645.60	0.00	6,365.00	
01 2580 650 000 2,000.00	TECHNLOGY SOFTWARE/UNDER $5k	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
01 2580 734 000 (181,513.05)	TECHNOLOGY RELATED HARDWARE	20,000.00	9,325.00	9,325.00	1,007.57	(140,715.78)	0.00	40,797.27	
01 2580 810 000 100.00	DUES AND FEES/ENTRY FEES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
01 2580 810 001 1,000.00	DUES AND FEES/ENTRY FEES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
2580 (61,354.67)	ADMIN TECHNOLOGY SERVICES	516,450.00	37,344.62	37,344.62	111.88	61,855.19	0.00	123,210.15	
2610	OPERATION OF PLANT								
01 2610 110 001 (9,970.47)	REG SALARIES/NON INSTR STAFF	125,000.00	13,979.91	13,979.91	107.98	(9,970.47)	0.00	0.00	
01 2610 110 003 14,189.95	REG SALARIES/NON INSTR STAFF	120,000.00	14,344.03	14,344.03	88.18	14,189.95	0.00	0.00	
01 2610 110 009 8,983.02	REG SALARIES/NON INSTR STAFF	65,000.00	4,199.55	4,199.55	86.18	8,983.02	0.00	0.00	
01 2610 210 001 85.98	GROUP INS/NON INSTR STAFF	150.00	5.82	5.82	42.68	85.98	0.00	0.00	
01 2610 210 003 97.51	GROUP INS/NON INSTR STAFF	150.00	6.80	6.80	34.99	97.51	0.00	0.00	
01 2610 210 009 3,466.05	GROUP INS/NON INSTR STAFF	3,500.00	1.94	1.94	0.97	3,466.05	0.00	0.00	
01 2610 220 001 39.42	SOCIAL SECURITY/NON INST STAFF	10,000.00	1,036.30	1,036.30	99.61	39.42	0.00	0.00	
01 2610 220 003 1,408.37	SOCIAL SECUIRTY/NON INSTR STAFF	10,000.00	1,158.52	1,158.52	85.92	1,408.37	0.00	0.00	
01 2610 220 009 462.29	SOCIAL SECURITY/NON INSTR STAFF	5,000.00	335.17	335.17	90.75	462.29	0.00	0.00	
01 2610 230 001 76.42	RETIREMENT/NON INSTR STAFF	10,000.00	1,027.51	1,027.51	99.24	76.42	0.00	0.00	
01 2610 230 003 2,220.41	RETIREMENT/NON INSTR STAFF	10,000.00	1,054.29	1,054.29	77.80	2,220.41	0.00	0.00	
01 2610 230 009 896.95	RETIREMENT/NON INSTR STAFF	5,000.00	308.67	308.67	82.06	896.95	0.00	0.00	
01 2610 237 001 (57.03)	ADD'L RETIREMENT CONTRIBUTION	3,100.00	102.05	102.05	101.84	(57.03)	0.00	0.00	
01 2610 237 003 685.86	ADD'L RETIREMENT CONTRIBUTION	3,100.00	104.71	104.71	77.88	685.86	0.00	0.00	
01 2610 237 009 166.32	ADD'L RETIREMENT CONTRIBUTION	1,500.00	30.65	30.65	88.91	166.32	0.00	0.00	
01 2610 280 001	HEALTH BENEFITS/NON	20,000.00	1,272.24	1,272.24	69.97	6,005.36	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	INSTRUCTIONAL								
6,005.36									
01 2610 280 003	HEALTH BENEFITS/NON INSTRUCTIONAL	15,000.00	800.00	800.00	37.01	9,448.45	0.00	0.00	
9,448.45									
01 2610 280 009	HEALTH BENEFITS/NON INSTRUCTIONAL	9,000.00	200.00	200.00	38.89	5,500.00	0.00	0.00	
5,500.00									
01 2610 410 001	WATER AND SEWER	13,000.00	1,694.20	1,694.20	126.10	(3,393.49)	0.00	0.00	
(3,393.49)									
01 2610 410 003	WATER AND SEWER	9,700.00	1,098.85	1,098.85	91.76	798.99	0.00	0.00	
798.99									
01 2610 410 009	WATER AND SEWER	3,500.00	175.59	175.59	82.04	628.57	0.00	0.00	
628.57									
01 2610 431 000	REPAIRS AND MAINTENANCE	55,000.00	2,518.62	2,518.62	4.58	52,481.38	0.00	0.00	
52,481.38									
01 2610 431 001	REPAIRS/MAINTENANCE NON TECH	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 2610 431 003	REPAIRS/MAINTENANCE NON TECH	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2610 431 009	REPAIRS/MAINTENANCE NON TECH	20,000.00	0.00	0.00	0.00	20,000.00	0.00	0.00	
20,000.00									
01 2610 610 000	GENERAL CUSTODIAL SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 2610 610 000 0014	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2610 610 001	CUSTODIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	
3,000.00									
01 2610 610 003	CUSTODIAL SUPPLIES	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	
3,000.00									
01 2610 621 001	UTILITY ENERGY SERVICES	220,000.00	10,302.44	10,302.44	74.14	58,483.96	0.00	1,589.13	
56,894.83									
01 2610 621 003	UTILITY ENERGY SERVICES	163,000.00	0.00	0.00	83.79	37,243.06	0.00	10,819.78	
26,423.28									
01 2610 810 000	DUES AND FEES/ENTRY FEES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
2610	OPERATION OF PLANT	917,200.00	55,757.86	55,757.86	76.55	227,447.33	0.00	12,408.91	
2620	MAINTENANCE OF PLANT								
01 2620 110 000	REGULAR SALARIES/NON INSTR STAFF	135,000.00	11,813.32	11,813.32	93.71	8,493.59	0.00	0.00	
8,493.59									
01 2620 110 001	REGULAR SALARIES	40,000.00	4,004.75	4,004.75	107.21	(2,885.53)	0.00	0.00	
(2,885.53)									
01 2620 110 003	REGULAR SALARIES	50,000.00	4,280.00	4,280.00	91.67	4,166.36	0.00	0.00	
4,166.36									
01 2620 210 000	GROUP INS/NON INSTRUCTIONAL STAFF	100.00	3.88	3.88	42.68	57.32	0.00	0.00	
57.32									
01 2620 210 001	GROUP INS/NON INSTRUCTIONAL	50.00	1.94	1.94	42.68	28.66	0.00	0.00	
28.66									
01 2620 210 003	GROUP INS/NON INSTRUCTIONAL	50.00	1.94	1.94	42.68	28.66	0.00	0.00	
28.66									
01 2620 220 000	SOCIAL SECURITY/NON INSTRC STAFF	10,500.00	932.14	932.14	95.14	509.90	0.00	0.00	
509.90									
01 2620 220 001	SOCIAL SECURITY/NON INSTRU	3,100.00	321.66	321.66	111.26	(349.06)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(349.06)									
01 2620 220 003	SOCIAL SECURITY/NON INSTRU	4,000.00	342.72	342.72	91.87	325.28	0.00	0.00	
325.28									
01 2620 230 000	RETIREMENT/NON INSTR STAFF	10,000.00	868.28	868.28	93.01	698.52	0.00	0.00	
698.52									
01 2620 230 001	RETIREMENT/NON INSTRUC STAFF	3,000.00	294.35	294.35	105.11	(153.15)	0.00	0.00	
(153.15)									
01 2620 230 003	RETIREMENT/NON INSTR STAFF	3,700.00	314.58	314.58	91.08	330.02	0.00	0.00	
330.02									
01 2620 237 000	ADD'L RETIREMENT CONTRIBUTION	3,300.00	86.24	86.24	90.37	317.76	0.00	0.00	
317.76									
01 2620 237 001	ADD'L RETIREMENT CONTRIBUTION	1,200.00	29.23	29.23	84.24	189.07	0.00	0.00	
189.07									
01 2620 237 003	ADD'L RETIREMENT CONTRIBUTION	1,200.00	31.24	31.24	90.04	119.56	0.00	0.00	
119.56									
01 2620 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	12,000.00	1,048.32	1,048.32	96.10	468.48	0.00	0.00	
468.48									
01 2620 280 001	HEALTH BENEFITS/NON INSTRUCTIONAL	2,500.00	200.00	200.00	88.00	300.00	0.00	0.00	
300.00									
01 2620 280 003	HEALTH BENEFITS/NON INSTRUCTIONAL	2,500.00	200.00	200.00	88.00	300.00	0.00	0.00	
300.00									
01 2620 290 000	PHONE STIPEND/NON INSTRUCTIONAL	2,200.00	180.00	180.00	90.00	220.00	0.00	0.00	
220.00									
01 2620 291 000	PHONE STIPEND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2620 291 001	PHONE STIPEND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2620 291 003	PHONE STIPEND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2620 420 000	TRASH SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2620 420 001	TRASH SERVICE	19,352.00	1,538.61	1,538.61	87.47	4,065.05	0.00	1,639.67	
2,425.38									
01 2620 420 003	TRASH SERVICE	18,000.00	1,288.14	1,288.14	98.86	931.27	0.00	725.55	
205.72									
01 2620 431 000	REPAIRS/MAINTENANCE NON TECH	50,000.00	2,871.39	2,871.39	237.54	(58,889.91)	0.00	9,880.00	
(68,769.91)									
01 2620 431 001	REPAIRS/MAINTENANCE NON TECH	35,000.00	770.00	770.00	379.35	(97,773.97)	0.00	0.00	
(97,773.97)									
01 2620 431 003	REPAIRS/MAINTENANCE NON TECH	25,000.00	0.00	0.00	197.58	(23,504.46)	0.00	890.00	
(24,394.46)									
01 2620 431 009	REPAIRS/MAINTENANCE NON TECH	35,000.00	719.00	719.00	146.73	(34,605.05)	0.00	(18,250.00)	
(16,355.05)									
01 2620 442 000	LEASES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2620 610 000	GENERAL SUPPLIES	200,000.00	24,927.64	24,927.64	99.56	27,703.16	0.00	26,831.58	
871.58									
01 2620 610 001	GENERAL SUPPLIES	9,000.00	0.00	0.00	94.46	498.56	0.00	0.00	
498.56									
01 2620 610 003	GENERAL SUPPLIES	6,500.00	0.00	0.00	68.67	2,036.55	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2,036.55									
01 2620 610 009	GENERAL SUPPLIES	2,100.00	0.00	0.00	102.13	(44.70)	0.00	0.00	
(44.70)									
01 2620 626 000	GASOLINE	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
2,000.00									
01 2620 731 000	MACHINERY	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2620 810 000	DUES AND FEES/ENTRY FEES	1,000.00	0.00	0.00	42.00	580.00	0.00	0.00	
580.00									
2620 (184,554.80)	MAINTENANCE OF PLANT	688,352.00	57,069.37	57,069.37	126.81	(162,838.06)	0.00	21,716.80	
2630	UPKEEP OF GROUNDS								
01 2630 431 000	REPAIRS/MAINTENANCE NON TECH	20,000.00	345.00	345.00	26.86	14,627.40	0.00	0.00	
14,627.40									
01 2630 440 000	RENTALS/LEASES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 2630 442 000	RENTALS/LEASES	4,000.00	0.00	0.00	75.00	1,000.00	0.00	0.00	
1,000.00									
01 2630 731 000	MACHINERY	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
2630 16,627.40	UPKEEP OF GROUNDS	25,000.00	345.00	345.00	33.49	16,627.40	0.00	0.00	
2650	VEHICLE OPERATION/MAINTENANCE								
01 2650 431 000	REPAIRS AND MAINTENANCE	10,000.00	0.00	0.00	18.78	8,122.50	0.00	0.00	
8,122.50									
01 2650 442 000	LEASE PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 2650 610 000	GENERAL SUPPLIES	600.00	0.00	0.00	33.33	400.00	0.00	0.00	
400.00									
01 2650 626 000	GASOLINE	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 2650 732 000	VEHICLE ACQUISITION	0.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
2650 9,572.50	VEHICLE OPERATION/MAINTENANCE	11,600.00	0.00	0.00	17.48	9,572.50	0.00	0.00	
2660	SECURITY SERVICES								
01 2660 590 000	SECURITY EXPENSES	92,000.00	20,728.95	20,728.95	79.74	18,638.40	0.00	0.00	
18,638.40									
2660 18,638.40	SECURITY SERVICES	92,000.00	20,728.95	20,728.95	79.74	18,638.40	0.00	0.00	
2670	SAFETY SERVICES								
01 2670 350 000	TECHNICAL SERVICES	7,000.00	577.00	577.00	122.12	(1,548.50)	0.00	0.00	
(1,548.50)									
01 2670 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
2670 (1,548.50)	SAFETY SERVICES	7,000.00	577.00	577.00	122.12	(1,548.50)	0.00	0.00	
2710	REGULAR STUDENT TRANSPORTATION								
01 2710 330 000	EMPLOYEE TRAINING/DEVELOPMENT	7,000.00	0.00	0.00	18.79	5,785.00	0.00	100.00	
5,685.00									
01 2710 519 000	STUDENT TRANSPORTATION	420,000.00	28,281.38	28,281.38	99.23	3,703.53	0.00	487.10	
3,216.43									
01 2710 519 001	STUDENT TRANSPORTATION/HIGH SCH	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
2710 9,588.53	REGULAR STUDENT TRANSPORTATION	427,100.00	28,281.38	28,281.38	97.89	9,588.53	0.00	587.10	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
2712	SA SPED VEHICLE OPERATION								
01 2712 330 000	EMPLOYEE TRAINING/DEVELOPMENT	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
01 2712 332 000	MILEAGE TO PARENTS	41,000.00	0.00	0.00	87.35	5,187.45	0.00	0.00	0.00
01 2712 340 000	OTHER PROFESSIONAL SERVICES	1,000.00	270.00	270.00	79.50	205.00	0.00	0.00	0.00
01 2712 382 000	DISTANCE ED/TELECOMMUNICATIONS	2,000.00	120.03	120.03	72.27	554.67	0.00	0.00	0.00
01 2712 519 000	STUDENT TRANSPORTATION	185,000.00	20,883.76	20,883.76	178.33	(144,913.46)	0.00	0.00	0.00
01 2712 520 000	INSURANCE	500.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
01 2712 610 000	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
01 2712 626 000	GASOLINE	500.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00
2712	SA SPED VEHICLE OPERATION	(137,466.34)	231,000.00	21,273.79	21,273.79	159.51	(137,466.34)	0.00	0.00
2713	PK VEHICLE OPERATION								
01 2713 519 010	PK TRANSPORTATION	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00
2713	PK VEHICLE OPERATION	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00
3300	COMMUNITY SERVICE OPERATIONS								
01 3300 111 001	REG SALARIES/TEACHERS/FITNESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 151 003 0013	ADD'L COMP TO PROF STAFF/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 221 001	SOCIAL SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 221 003 0013	FICA/PROF STAFF/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 231 001	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 231 003 0013	RETIREMENT/TEACHERS PROF STAFF/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 237 003 0013	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 320 003 0013	PROFESSIONAL EDUCATIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 330 003 0013	EMPLOYEE TRAINING/DEVELOPMENT/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 340 003 0013	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3300 382 003 0013	DISTANCE ED/TELECOMMUNICATIONS	0.00	53.71	53.71	0.00	(590.79)	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 3300 490 001	OTHER PROPERTY SERVICES	15,000.00	426.50	426.50	53.13	7,807.11	0.00	776.38	
7,030.73									
01 3300 490 010	OTHER PROPERTY SERVICES/PECC	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
01 3300 530 003 0013	COMMUNICATIONS/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3300 580 003 0013	TRAVEL EXPENDITURES/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3300 610 001	GENERAL SUPPLIES/FITNESS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3300 610 003 0013	GENERAL SUPPLIES/BDA	0.00	0.00	0.00	0.00	72.93	0.00	0.00	
72.93									
01 3300 610 010	PECC SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 3300 810 003 0013	DUES AND FEES/ENTRY FEES/BDA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
3300	COMMUNITY SERVICE OPERATIONS	17,000.00	480.21	480.21	49.92	9,289.25	0.00	776.38	
8,511.78									
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST								
01 3400 123 001	SUBSTITUTE TEACHER SALARIES/ED QUEST	600.00	0.00	0.00	0.00	600.00	0.00	0.00	
600.00									
01 3400 151 001	ADD'L COMP/TEACHERS/ED QUEST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3400 221 001	FICA/TEACHERS/ED QUEST	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 3400 223 001	SS/MEDICARE FOR SUBS/ED QUEST	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
01 3400 231 001	RETIREMENT/TEACHERS/ED QUEST	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
01 3400 233 001	RETIREMENT CONTRIB/FAC SUBS	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
01 3400 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3400 330 010 0010	ASD MINI GRANT EMPLOYEE TRNGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3400 340 000 0011	COF PURCHASED SERVICES	600.00	0.00	0.00	0.00	600.00	0.00	0.00	
600.00									
01 3400 580 001	TRAVEL EXPENDITURES/ED QUEST	3,000.00	0.00	0.00	17.09	2,487.28	0.00	0.00	
2,487.28									
01 3400 580 003	TRAVEL EXPENDITURES	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
01 3400 610 000 0011	CIRCLE OF FRIENDS SUPPLIES	1,200.00	0.00	0.00	11.92	1,056.91	0.00	0.00	
1,056.91									
01 3400 610 001	GENERAL SUPPLIES/EDUCATION QUEST	5,000.00	1,603.00	1,603.00	133.90	(1,333.27)	0.00	361.49	
(1,694.76)									
01 3400 810 001	DUES AND FEES/ENTRY FEES/ED QUEST	0.00	0.00	0.00	0.00	(1,860.00)	0.00	0.00	
(1,860.00)									
3400	GRANTS FR PRIVATE	12,250.00	1,603.00	1,603.00	75.19	3,400.92	0.00	361.49	
8,488.43									
3500	STATE CATEGORICAL PROGRAMS/RULE 82								
01 3500 151 000	ADD'L COMP TO PROF STAFF/RULE 82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
		0.00							
01 3500 221 000	FICA/CERTIFIED STAFF/RULE 82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 3500 231 000	RETIREMENT/PROF STAFF/RULE 82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 3500 382 000	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
01 3500 810 000	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		0.00							
3500	STATE CATEGORICAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3535	HIGH ABILITY LEARNERS								
01 3535 519 000	STUDENT TRANSPORTATION PURCHASED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
		(250.00)							
01 3535 580 000	TRAVEL EXPENDITURES	1,500.00	385.73	385.73	26.27	1,105.88	0.00	0.00	
		1,105.88							
01 3535 610 000	GENERAL SUPPLIES	4,500.00	1,601.93	1,601.93	141.40	(186.79)	0.00	1,676.26	
		(1,863.05)							
01 3535 650 000	TECHNOLOGY SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
		1,000.00							
01 3535 810 000	DUES AND FEES/ENTRY FEES	5,000.00	1,736.00	1,736.00	91.19	500.63	0.00	60.00	
		440.63							
3535	HIGH ABILITY LEARNERS	12,000.00	3,723.66	3,723.66	96.39	2,419.72	0.00	1,986.26	
3540	STATE EARLY CHILDHOOD GRANT								
01 3540 111 010	SALARIES OF TEACHERS/PROF STAFF	60,000.00	0.00	0.00	8.61	54,836.92	0.00	0.00	
		54,836.92							
01 3540 112 010	REG SALARIES/INSTRUCTIONAL AIDES	45,000.00	1,491.50	1,491.50	139.22	(17,648.18)	0.00	0.00	
		(17,648.18)							
01 3540 123 010	SUBSTITUTE TEACHER SALARIES	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
		1,500.00							
01 3540 151 010	ADD'L COMP TO TEACHERS/PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
		1,000.00							
01 3540 211 010	GROUP INS FOR TEACHERS/PROF STAFF	5,000.00	0.00	0.00	1.04	4,948.12	0.00	0.00	
		4,948.12							
01 3540 221 010	SOC SECURITY/PROF STAFF	4,500.00	0.00	0.00	8.35	4,124.43	0.00	0.00	
		4,124.43							
01 3540 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES	3,500.00	114.10	114.10	136.93	(1,292.60)	0.00	0.00	
		(1,292.60)							
01 3540 223 010	SS/MEDICARE FOR SUBSTITUTE TEACHERS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
		500.00							
01 3540 231 010	RETIREMENT/TEACHERS PROF STAFF	4,000.00	0.00	0.00	9.49	3,620.36	0.00	0.00	
		3,620.36							
01 3540 232 010	RETIREMENT/INSTRUCTIONAL AIDES	3,000.00	109.63	109.63	153.55	(1,606.37)	0.00	0.00	
		(1,606.37)							
01 3540 233 010	RETIREMENT CONTRIB/FAC SUBS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
		500.00							
01 3540 237 010	ADD'L RETIREMENT	3,000.00	10.89	10.89	56.18	1,314.56	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	CONTRIBUTION								
1,314.56									
01 3540 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	25,000.00	0.00	0.00	8.56	22,860.31	0.00	0.00	
22,860.31									
01 3540 330 010	EMPLOYEE TRAINING/DEVELOPMENT	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	
2,500.00									
01 3540 382 010	DISTANCE ED/TELECOMMUNICATIONS	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
01 3540 580 010	TRAVEL EXPENSE AND MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3540 610 010	SUPPLIES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 3540 630 010	DUES AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3540 733 010	FURNITURE AND FIXTURES	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
300.00									
3540	STATE EARLY CHILDHOOD GRANT	83,957.55	165,800.00	1,726.12	1,726.12	49.36	83,957.55	0.00	0.00
3541	BIRTH TO 3 ENDOWMENT								
01 3541 111 010	SALARIES OF TEACHERS/PROF STAFF	10,000.00	1,023.17	1,023.17	105.79	(579.09)	0.00	0.00	
(579.09)									
01 3541 116 010	SALARIES/NON CERTIFIED PROFESSIONALS	45,000.00	849.48	849.48	69.76	13,606.95	0.00	0.00	
13,606.95									
01 3541 123 010	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 3541 211 010	GROUP INS FOR TEACHERS/PROF STAFF	100.00	8.53	8.53	93.83	6.17	0.00	0.00	
6.17									
01 3541 216 010	GROUP INS/NON CERT PROF STAFF	100.00	6.66	6.66	73.26	26.74	0.00	0.00	
26.74									
01 3541 221 010	SOCIAL SECURITY/PROF STAFF	1,000.00	80.67	80.67	83.58	164.22	0.00	0.00	
164.22									
01 3541 226 010	SS/MEDICARE/NON CERTIFIED PROFESSIONALS	3,100.00	60.19	60.19	72.64	848.16	0.00	0.00	
848.16									
01 3541 231 010	RETIREMENT/TEACHERS PROF STAFF	1,000.00	75.20	75.20	77.78	222.22	0.00	0.00	
222.22									
01 3541 236 010	RETIREMENT CONTRIBUTION/PROF NON CERT	3,200.00	62.44	62.44	66.77	1,063.39	0.00	0.00	
1,063.39									
01 3541 237 010	ADD'L RETIREMENT CONTRIBUTION	1,500.00	13.65	13.65	64.49	532.72	0.00	0.00	
532.72									
01 3541 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	3,000.00	199.66	199.66	73.21	803.74	0.00	0.00	
803.74									
01 3541 286 010	HEALTH BENEFITS/PROF NON CERT STAFF	7,000.00	145.74	145.74	59.92	2,805.26	0.00	0.00	
2,805.26									
01 3541 330 010	EMPLOYEE TRAINING	3,500.00	0.00	0.00	45.93	2,342.28	0.00	450.00	
1,892.28									
01 3541 340 010	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
		1,000.00							
01 3541 382 010	DISTANCE ED/TELECOMMUNICATIONS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
		500.00							
01 3541 530 000	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3541 530 010	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3541 540 000	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3541 540 010	ADVERTISING	50.00	0.00	0.00	0.00	50.00	0.00	0.00	
		50.00							
01 3541 580 010	TRAVEL EXPENSES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
		100.00							
01 3541 610 010	GENERAL SUPPLIES	1,100.00	0.00	0.00	1,016.45	(9,713.97)	0.00	366.98	
		(10,080.95)							
01 3541 890 000	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
3541	BIE/STATE ENDOWMENT	12,961.81	81,250.00	2,525.39	2,525.39	84.05	13,778.79	0.00	816.98
3550	OTHER STATE CATEGORICAL/RULE 4								
01 3550 610 000	GENERAL SUPPLIES	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00	
		2,500.00							
01 3550 640 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
3550	OTHER STATE CATEGORICAL/RULE 4	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00	0.00
3551	CAREER EDUCATION								
01 3551 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3551 221 001	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3551 231 001	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3551 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3551 330 001	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	(4,287.28)	0.00	0.00	
		(4,287.28)							
01 3551 610 001	GENERAL SUPPLIES	5,000.00	0.00	0.00	74.68	2,087.10	0.00	821.00	
		1,266.10							
3551	CAREER EDUCATION	(3,921.18)	5,000.00	0.00	0.00	160.42	(2,200.18)	0.00	821.00
3575	NEBR INNOVATION GRANT PROGRAM								
01 3575 130 000	EXTRA STIPENDS/CURRICULUM WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3575 151 001	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3575 221 001	SOCIAL SECURITY/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							
01 3575 231 001	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		0.00							

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 3575 251 001	TUITION REIMBURSEMENT/TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3575 330 001	IN-SERVICE TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3575 340 001	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3575 610 001	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3575	NEBR INNOVATION GRANT PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3599	OTHER STATE CATEGORICAL PROGRAMS								
01 3599 382 000	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3599 610 000	GENERAL SUPPLIES/RULE 82/RULE 4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 3599 640 000	TEXTBOOKS/RULE 4	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00
01 3599 810 000	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3599	OTHER STATE CATEGORICAL	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00
4998	DUPONT PIONEER GIVING PROGRAM								
01 4998 410 000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4998	DUPONT PIONEER GIVING PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES								
01 5000 832 000	INTEREST ON LONG TERM DEBT	175,000.00	0.00	0.00	43.33	99,173.33	0.00	0.00	0.00
01 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS	0.00	0.00	0.00	0.00	(4,983,910.00)	0.00	0.00	0.00
5000	DEBT SERVICES	175,000.00	0.00	0.00	2,891.28	(4,884,736.67)	0.00	0.00	0.00
6200	TITLE I PART A								
01 6200 111 009	SALARIES OF TEACHERS/PROF STAFF	125,000.00	13,184.42	13,184.42	115.54	(19,428.39)	0.00	0.00	0.00
01 6200 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	10,000.00	3,300.00	3,300.00	37.73	6,227.50	0.00	0.00	0.00
01 6200 211 009	GROUP INS FOR TEACHERS/PROF STAFF	1,500.00	111.37	111.37	81.67	274.93	0.00	0.00	0.00
01 6200 221 009	SOCIAL SECURITY/PROF STAFF	12,000.00	1,260.78	1,260.78	94.45	665.44	0.00	0.00	0.00
01 6200 231 009	RETIREMENT/TEACHERS PROF STAFF	10,000.00	1,211.61	1,211.61	108.96	(896.45)	0.00	0.00	0.00
01 6200 237 009	ADD'L RETIREMENT CONTRIBUTION	3,200.00	120.36	120.36	107.69	(246.17)	0.00	0.00	0.00
01 6200 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	27,000.00	3,823.30	3,823.30	155.76	(15,056.30)	0.00	0.00	0.00
01 6200 320 009	PROFESSIONAL EDUCATIONAL	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	SERVICES								
1,000.00									
01 6200 330 009	EMPLOYEE TRAINING	3,000.00	1,590.00	1,590.00	211.67	(2,010.00)	0.00		1,340.00
(3,350.00)									
01 6200 610 009	GENERAL SUPPLIES	15,000.00	15,208.53	15,208.53	182.12	(426.25)	0.00		11,892.04
(12,318.29)									
6200 (41127178)	TITLE I PART A	207,700.00	39,810.37	39,810.37	120.76	(29,895.69)	0.00		13,232.04
6210	TITLE I PART A ACCOUNTABILITY								
01 6210 330 009	EMPLOYEE TRAINING	1,000.00	0.00	0.00	0.00	1,000.00	0.00		0.00
1,000.00									
01 6210 610 009	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00									
6210 (41127178)	TITLE I PART A ACCOUNTABILITY	1,000.00	0.00	0.00	0.00	1,000.00	0.00		0.00
6310	TITLE II PART A								
01 6310 111 009	SALARIES OF TEACHERS/PROF STAFF	20,000.00	3,144.22	3,144.22	167.95	(13,590.70)	0.00		0.00
(13,590.70)									
01 6310 151 000	ADD'L COMP TO TEACHERS/PROF STAFF	11,000.00	1,065.00	1,065.00	184.91	(9,340.00)	0.00		0.00
(9,340.00)									
01 6310 211 009	GROUP INS FOR TEACHERS/PROF STAFF	200.00	32.33	32.33	173.34	(146.68)	0.00		0.00
(146.68)									
01 6310 221 000	SOCIAL SECURITY/TEACHERS	700.00	81.47	81.47	222.28	(855.99)	0.00		0.00
(855.99)									
01 6310 221 009	SOCIAL SECURITY/TEACHERS	1,500.00	238.92	238.92	170.13	(1,051.90)	0.00		0.00
(1,051.90)									
01 6310 231 000	RETIREMENT/TEACHERS PROF STAFF	700.00	78.29	78.29	210.50	(773.52)	0.00		0.00
(773.52)									
01 6310 231 009	RETIREMENT/TEACHERS PROF STAFF	1,500.00	231.10	231.10	164.65	(969.78)	0.00		0.00
(969.78)									
01 6310 237 000	ADD'L RETIREMENT CONTRIBUTION	200.00	7.77	7.77	243.44	(286.87)	0.00		0.00
(286.87)									
01 6310 237 009	ADD'L RETIREMENT CONTRIBUTION	500.00	22.95	22.95	158.34	(291.71)	0.00		0.00
(291.71)									
01 6310 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	5,000.00	1,423.10	1,423.10	307.99	(10,399.61)	0.00		0.00
(10,399.61)									
01 6310 330 000	EMPLOYEE TRAINING	6,000.00	0.00	0.00	35.93	4,037.16	0.00		192.97
3,844.19									
01 6310 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	1,000.00	0.00	0.00	0.00	1,000.00	0.00		0.00
1,000.00									
01 6310 540 000	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00									
01 6310 610 000	GENERAL SUPPLIES	500.00	0.00	0.00	0.00	500.00	0.00		0.00
500.00									
01 6310 643 000	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.00									
6310 (41186217)	TITLE II PART A	48,800.00	6,325.15	6,325.15	166.32	(32,169.60)	0.00		192.97
6404	IDEA PART B (611) BASE								
01 6404 410 010	SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00		0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
6404	IDEA PART B (611) BASE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6406	IDEA PRESCHOOL (619) BASE								
01 6406 111 010	SALARIES OF TEACHERS/PROF STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6406 123 010	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6406 211 010	GROUP INS FOR TEACHERS/PROF STAFF	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 6406 221 010	SOCIAL SECURITY/TEACHERS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6406 231 010	RETIREMENT/TEACHERS PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6406 237 010	ADD'L RETIREMENT CONTRIBUTION	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 6406 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
2,000.00									
01 6406 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	10,000.00	0.00	0.00	130.63	(3,063.00)	0.00	0.00	
(3,063.00)									
6406	IDEA PRESCHOOL (619) BASE	18,300.00	0.00	0.00	71.38	5,237.00	0.00	0.00	
6408	IDEA BASE/EP								
01 6408 111 010	SALARIES OF TEACHERS/PROF STAFF	230,000.00	17,929.60	17,929.60	89.45	24,259.33	0.00	0.00	
24,259.33									
01 6408 123 010	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6408 211 010	GROUP INS FOR TEACHERS/PROF STAFF	5,000.00	182.22	182.22	40.09	2,995.58	0.00	0.00	
2,995.58									
01 6408 221 010	SOCIAL SECURITY/TEACHERS	19,000.00	1,357.02	1,357.02	81.99	3,421.22	0.00	0.00	
3,421.22									
01 6408 223 010	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6408 231 010	RETIREMENT/TEACHERS PROF STAFF	16,500.00	1,317.83	1,317.83	91.41	1,417.11	0.00	0.00	
1,417.11									
01 6408 233 010	RETIREMENT CONTRIB/FAC SUBS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6408 237 010	ADD'L RETIREMENT CONTRIBUTION	6,000.00	130.88	130.88	80.96	1,142.14	0.00	0.00	
1,142.14									
01 6408 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	90,000.00	7,271.09	7,271.09	88.87	10,016.94	0.00	0.00	
10,016.94									
01 6408 340 001	OTHER PROFESSIONAL SERVICES & OFFICIALS	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	
10,000.00									
01 6408 340 003	OTHER PROFESSIONAL SERVICES & OFFICIALS	10,000.00	0.00	0.00	104.28	(427.60)	0.00	0.00	
(427.60)									
01 6408 340 009	OTHER PROFESSIONAL SERVICES	30,000.00	0.00	0.00	65.38	10,385.85	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	& OFFICIALS								
10,385.85									
01 6408 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	35,000.00	0.00	0.00	79.90	7,034.75	0.00	0.00	
7,034.75									
6408 IDEA BASIC		451,500.00	28,188.64	28,188.64	84.44	70,245.32	0.00	0.00	
6412 IDEA PART B PROPORTIONATE SHARE									
01 6412 111 009	SALARIES OF TEACHERS/PROF STAFF	13,000.00	1,814.81	1,814.81	153.56	(6,962.91)	0.00	0.00	
(6,962.91)									
01 6412 211 009	GROUP INS FOR TEACHERS/PROF STAFF	500.00	15.26	15.26	33.57	332.14	0.00	0.00	
332.14									
01 6412 221 009	SOCIAL SECURITY/TEACHERS	1,000.00	139.95	139.95	154.64	(546.37)	0.00	0.00	
(546.37)									
01 6412 231 009	RETIREMENT/TEACHERS PROF STAFF	1,000.00	133.39	133.39	146.78	(467.79)	0.00	0.00	
(467.79)									
01 6412 237 009	ADD'L RETIREMENT CONTRIBUTION	500.00	13.24	13.24	94.31	28.46	0.00	0.00	
28.46									
01 6412 281 009	HEALTH BENEFITS FOR TEACHERS/PROF	4,000.00	374.49	374.49	102.98	(119.39)	0.00	0.00	
(119.39)									
01 6412 340 009	OTHER PROFESSIONAL SERVICES & OFFICIALS	15,000.00	364.50	364.50	187.53	(13,128.75)	0.00	0.00	
(13,128.75)									
6412 IDEA PART B PROPORTIONATE		35,000.00	2,855.64	2,855.64	159.61	(20,864.61)	0.00	0.00	
6421 IDEA 611 ARP									
01 6421 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
6421 IDEA 611 ARP		5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
6422 IDEA NON PUBLIC ARP									
01 6422 340 009	OTHER PROFESSIONAL SERVICES & OFFICIALS	12,000.00	1,213.52	1,213.52	101.13	(135.20)	0.00	0.00	
(135.20)									
6422 IDEA NON PUBLIC ARP		12,000.00	1,213.52	1,213.52	101.13	(135.20)	0.00	0.00	
6423 IDEA 619 ARP									
01 6423 340 010	OTHER PROFESSIONAL SERVICES & OFFICIALS	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	
3,000.00									
6423 IDEA 619 ARP		3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	
6690 OTHER NON CATEGORICAL EXP/MEDICAID									
01 6690 340 000	OTHER PROFESSIONAL SERVICES/MIPS	200.00	0.00	0.00	115.00	(30.00)	0.00	0.00	
(30.00)									
6690 OTHER NON CATEGORICAL		200.00	0.00	0.00	115.00	(30.00)	0.00	0.00	
6700 PERKINS REVISION GRANT									
01 6700 151 000	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6700 220 001	RETIREMENT	0.00	0.00	0.00	0.00	(50.48)	0.00	0.00	
(50.48)									
01 6700 221 000	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 6700 230 001	RETIREMENT/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	(48.52)	0.00	0.00	
(48.52)									
01 6700 231 000	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6700 237 000	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6700 237 001	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	(16.67)	0.00	0.00	
(16.67)									
01 6700 330 001	EMPLOYEE TRAINING/DEVELOPMENT	0.00	647.78	647.78	0.00	(8,748.68)	0.00	2,832.37	
(11,581.05)									
01 6700 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6700 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6700 610 001	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	(3,982.99)	0.00	1,277.97	
(5,260.96)									
6700 (PERKINS REVISION GRANT		0.00	647.78	647.78	0.00	(12,847.34)	0.00	4,110.34	
6925 TITLE III									
01 6925 151 009	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	(180.00)	0.00	0.00	
(180.00)									
01 6925 221 009	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	(13.77)	0.00	0.00	
(13.77)									
01 6925 231 009	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	(13.23)	0.00	0.00	
(13.23)									
01 6925 237 009	ADD RETIREMENT	0.00	0.00	0.00	0.00	(4.55)	0.00	0.00	
(4.55)									
6925 TITLE III		0.00	0.00	0.00	0.00	(211.55)	0.00	0.00	
6940 HEAD START									
01 6940 110 010 0003	REGULAR SALARIES	125,000.00	5,230.75	5,230.75	71.89	35,143.65	0.00	0.00	
35,143.65									
01 6940 110 010 0004	REGULAR SALARIES	5,000.00	7,620.96	7,620.96	1,678.80	(78,940.07)	0.00	0.00	
(78,940.07)									
01 6940 110 010 0007	REGULAR SALARIES	0.00	495.43	495.43	0.00	(6,656.99)	0.00	0.00	
(6,656.99)									
01 6940 110 010 0008	REGULAR SALARIES	2,000.00	0.00	0.00	0.00	2,000.00	0.00	0.00	
2,000.00									
01 6940 110 010 0009	REGULAR SALARIES	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00	
8,000.00									
01 6940 111 010	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 111 010 0003	SALARIES OF TEACHERS/PROF STAFF	300,000.00	26,210.48	26,210.48	89.03	32,912.21	0.00	0.00	
32,912.21									
01 6940 111 010 0004	SALARIES OF TEACHERS/PROF STAFF	1,000.00	4,993.77	4,993.77	5,025.87	(49,258.74)	0.00	0.00	
(49,258.74)									
01 6940 111 010 0006	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 6940 111 010 0007	SALARIES OF TEACHERS/PROF STAFF	55,000.00	17,036.48	17,036.48	316.39	(119,012.27)	0.00	0.00	
(119,012.27)									
01 6940 111 010 0008	SALARIES OF TEACHERS/PROF STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6940 111 010 0009	SALARIES OF TEACHERS/PROF STAFF	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6940 112 010	REG SALARIES/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 112 010 0003	REG SALARIES/INSTRUCTIONAL AIDES	270,000.00	13,924.32	13,924.32	106.26	(16,898.39)	0.00	0.00	
(16,898.39)									
01 6940 112 010 0004	REG SALARIES/INSTRUCTIONAL AIDES	5,000.00	1,454.45	1,454.45	939.54	(41,976.99)	0.00	0.00	
(41,976.99)									
01 6940 112 010 0006	REG SALARIES/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 112 010 0007	REG SALARIES/INSTRUCTIONAL AIDES	3,900.00	0.00	0.00	63.52	1,422.62	0.00	0.00	
1,422.62									
01 6940 112 010 0900	REG SALARIES/INSTRUCTIONAL AIDES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 123 010	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 123 010 0003	SUBSTITUTE TEACHER SALARIES	15,000.00	0.00	0.00	203.28	(15,491.27)	0.00	0.00	
(15,491.27)									
01 6940 123 010 0004	SUBSTITUTE TEACHER SALARIES	1,000.00	0.00	0.00	2,013.39	(19,133.88)	0.00	0.00	
(19,133.88)									
01 6940 151 010	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 151 010 0003	ADD'L COMP TO TEACHERS/PROF STAFF	1,500.00	49.46	49.46	36.27	955.94	0.00	0.00	
955.94									
01 6940 151 010 0004	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 151 010 0900	ADD'L COMP TO TEACHERS/PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 152 010 0003	ADD'L COMPENSATION/INSTRUC AIDES	1,000.00	0.00	0.00	111.30	(113.00)	0.00	0.00	
(113.00)									
01 6940 152 010 0004	ADD'L COMPENSATION/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 210 010	SOCIAL SECURITY	500.00	4.74	4.74	10.03	449.83	0.00	0.00	
449.83									
01 6940 210 010 0003	SOCIAL SECURITY	500.00	17.29	17.29	50.38	248.09	0.00	0.00	
248.09									
01 6940 210 010 0004	SOCIAL SECURITY	50.00	41.53	41.53	833.08	(366.54)	0.00	0.00	
(366.54)									
01 6940 210 010 0007	SOCIAL SECURITY	0.00	0.00	0.00	0.00	(1.40)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(1.40)									
01 6940 211 010	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 211 010 0003	GROUP INS FOR TEACHERS/PROF STAFF	3,000.00	235.47	235.47	84.54	463.91	0.00	0.00	
463.91									
01 6940 211 010 0004	GROUP INS FOR TEACHERS/PROF STAFF	500.00	48.67	48.67	97.34	13.28	0.00	0.00	
13.28									
01 6940 211 010 0006	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 211 010 0007	GROUP INS FOR TEACHERS/PROF STAFF	500.00	154.59	154.59	312.79	(1,063.96)	0.00	0.00	
(1,063.96)									
01 6940 211 010 0008	GROUP INS FOR TEACHERS/PROF STAFF	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
300.00									
01 6940 211 010 0009	GROUP INS FOR TEACHERS/PROF STAFF	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 6940 212 010	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 212 010 0003	GROUP INSURANCE/INSTRUC AIDES	200.00	3.90	3.90	29.57	140.87	0.00	0.00	
140.87									
01 6940 212 010 0004	GROUP INSURANCE/INSTRUC AIDES	150.00	0.00	0.00	0.00	150.00	0.00	0.00	
150.00									
01 6940 212 010 0006	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 212 010 0007	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 220 010	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 220 010 0003	RETIREMENT	9,000.00	387.73	387.73	73.93	2,346.43	0.00	0.00	
2,346.43									
01 6940 220 010 0004	RETIREMENT	1,000.00	584.19	584.19	609.88	(5,098.75)	0.00	0.00	
(5,098.75)									
01 6940 220 010 0007	RETIREMENT	0.00	37.90	37.90	0.00	(496.87)	0.00	0.00	
(496.87)									
01 6940 220 010 0008	RETIREMENT	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 6940 220 010 0009	RETIREMENT	600.00	0.00	0.00	0.00	600.00	0.00	0.00	
600.00									
01 6940 221 010	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 221 010 0003	SOC SECURITY/PROF STAFF	22,000.00	2,006.15	2,006.15	92.98	1,543.79	0.00	0.00	
1,543.79									
01 6940 221 010 0004	SOC SECURITY/PROF STAFF	5,000.00	369.33	369.33	74.38	1,280.87	0.00	0.00	
1,280.87									
01 6940 221 010 0006	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 221 010 0007	SOC SECURITY/PROF STAFF	5,000.00	1,317.85	1,317.85	269.15	(8,457.25)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(8,457.25)									
01 6940 221 010 0008	SOC SECURITY/PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 221 010 0009	SOC SECURITY/PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 221 010 0900	SOC SECURITY/PROF STAFF	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 6940 222 010	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 222 010 0003	SS/MEDICARE TO INSTRUCTIONAL AIDES	21,000.00	1,124.99	1,124.99	107.99	(1,678.79)	0.00	0.00	
(1,678.79)									
01 6940 222 010 0004	SS/MEDICARE TO INSTRUCTIONAL AIDES	5,000.00	111.25	111.25	71.87	1,406.30	0.00	0.00	
1,406.30									
01 6940 222 010 0006	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 222 010 0007	SS/MEDICARE TO INSTRUCTIONAL AIDES	300.00	0.00	0.00	59.60	121.20	0.00	0.00	
121.20									
01 6940 222 010 0900	SS/MEDICARE TO INSTRUCTIONAL AIDES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 6940 223 010 0003	SS/MEDICARE FOR SUBSTITUTE TEACHERS	1,100.00	0.00	0.00	212.05	(1,232.60)	0.00	0.00	
(1,232.60)									
01 6940 223 010 0004	SS/MEDICARE FOR SUBSTITUTE TEACHERS	500.00	0.00	0.00	308.04	(1,040.19)	0.00	0.00	
(1,040.19)									
01 6940 230 010	RETIREMENT/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 230 010 0003	RETIREMENT/NON INSTRUCTIONAL STAFF	9,000.00	384.45	384.45	69.80	2,718.20	0.00	0.00	
2,718.20									
01 6940 230 010 0004	RETIREMENT/NON INSTRUCTIONAL STAFF	1,000.00	560.12	560.12	601.54	(5,015.35)	0.00	0.00	
(5,015.35)									
01 6940 230 010 0007	RETIREMENT/NON INSTRUCTIONAL STAFF	0.00	36.43	36.43	0.00	(489.52)	0.00	0.00	
(489.52)									
01 6940 230 010 0008	RETIREMENT/NON INSTRUCTIONAL STAFF	300.00	0.00	0.00	0.00	300.00	0.00	0.00	
300.00									
01 6940 230 010 0009	RETIREMENT/NON INSTRUCTIONAL STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 231 010	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 231 010 0003	RETIREMENT/TEACHERS PROF STAFF	22,000.00	1,930.11	1,930.11	88.98	2,424.61	0.00	0.00	
2,424.61									
01 6940 231 010 0004	RETIREMENT/TEACHERS PROF STAFF	5,000.00	367.03	367.03	73.35	1,332.60	0.00	0.00	
1,332.60									
01 6940 231 010 0006	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
01 6940 231 010 0007	RETIREMENT/TEACHERS PROF STAFF	4,000.00	1,252.19	1,252.19	319.86	(8,794.23)	0.00	0.00	
(8,794.23)									
01 6940 231 010 0008	RETIREMENT/TEACHERS PROF STAFF	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	
1,500.00									
01 6940 231 010 0009	RETIREMENT/TEACHERS PROF STAFF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 231 010 0900	RETIREMENT/TEACHERS PROF STAFF	200.00	0.00	0.00	0.00	200.00	0.00	0.00	
200.00									
01 6940 232 010	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 232 010 0003	RETIREMENT/INSTRUCTIONAL AIDES	20,000.00	1,023.45	1,023.45	105.81	(1,162.97)	0.00	0.00	
(1,162.97)									
01 6940 232 010 0004	RETIREMENT/INSTRUCTIONAL AIDES	500.00	106.90	106.90	690.82	(2,954.10)	0.00	0.00	
(2,954.10)									
01 6940 232 010 0006	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 232 010 0007	RETIREMENT/INSTRUCTIONAL AIDES	300.00	0.00	0.00	54.36	136.91	0.00	0.00	
136.91									
01 6940 232 010 0900	RETIREMENT/INSTRUCTIONAL AIDES	150.00	0.00	0.00	0.00	150.00	0.00	0.00	
150.00									
01 6940 233 010 0003	RETIREMENT CONTRIB/FAC SUBS	1,000.00	0.00	0.00	171.83	(718.30)	0.00	0.00	
(718.30)									
01 6940 233 010 0004	RETIREMENT CONTRIB/FAC SUBS	0.00	0.00	0.00	0.00	(1,152.12)	0.00	0.00	
(1,152.12)									
01 6940 237 010 0003	ADD'L RETIREMENT CONTRIBUTION	20,000.00	331.54	331.54	79.61	4,077.47	0.00	0.00	
4,077.47									
01 6940 237 010 0004	ADD'L RETIREMENT CONTRIBUTION	500.00	102.71	102.71	930.90	(4,154.52)	0.00	0.00	
(4,154.52)									
01 6940 237 010 0006	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 237 010 0007	ADD'L RETIREMENT CONTRIBUTION	1,500.00	128.01	128.01	286.88	(2,803.23)	0.00	0.00	
(2,803.23)									
01 6940 237 010 0008	ADD'L RETIREMENT CONTRIBUTION	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 237 010 0009	ADD'L RETIREMENT CONTRIBUTION	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 237 010 0900	ADD'L RETIREMENT CONTRIBUTION	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 6940 261 010 0003	UNEMPLOYMENT/TEACHERS/PROF STAFF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 261 010 0004	UNEMPLOYMENT/TEACHERS/PROF	500.00	0.00	0.00	0.00	500.00	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	STAFF								
500.00									
01 6940 262 010 0003	UNEMPLOYMENT/INSTRUC AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 262 010 0004	UNEMPLOYMENT/INSTRUC AIDES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 280 010	HEALTH BENEFITS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 280 010 0003	HEALTH BENEFITS/NON INSTRUCTIONAL	7,000.00	378.92	378.92	118.80	(1,316.20)	0.00	0.00	
(1,316.20)									
01 6940 280 010 0004	HEALTH BENEFITS/NON INSTRUCTIONAL	1,000.00	528.08	528.08	524.81	(4,248.14)	0.00	0.00	
(4,248.14)									
01 6940 280 010 0007	HEALTH BENEFITS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	(442.68)	0.00	0.00	
(442.68)									
01 6940 281 010	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 281 010 0003	HEALTH BENEFITS FOR TEACHERS/PROF	115,000.00	8,550.12	8,550.12	80.08	22,905.75	0.00	0.00	
22,905.75									
01 6940 281 010 0004	HEALTH BENEFITS FOR TEACHERS/PROF	5,000.00	1,784.43	1,784.43	359.59	(12,979.35)	0.00	0.00	
(12,979.35)									
01 6940 281 010 0006	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 281 010 0007	HEALTH BENEFITS FOR TEACHERS/PROF	12,000.00	5,008.33	5,008.33	421.19	(38,542.29)	0.00	0.00	
(38,542.29)									
01 6940 281 010 0008	HEALTH BENEFITS FOR TEACHERS/PROF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 281 010 0009	HEALTH BENEFITS FOR TEACHERS/PROF	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 282 010	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 282 010 0003	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	12,000.00	802.00	802.00	76.48	2,822.72	0.00	0.00	
2,822.72									
01 6940 282 010 0004	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6940 282 010 0006	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 282 010 0007	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	500.00	0.00	0.00	57.58	212.10	0.00	0.00	
212.10									
01 6940 291 010	CERTIFIED RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 291 010 0008	CERTIFIED RETIREMENT BENEFITS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 6940 291 010 0009	CERTIFIED RETIREMENT BENEFITS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 6940 330 010	EMPLOYEE TRAINING/DEVELOPMENT	0.00	400.00	400.00	0.00	(800.00)	0.00	0.00	(800.00)
01 6940 330 010 0003	EMPLOYEE TRAINING/DEVELOPMENT	3,000.00	2,112.39	2,112.39	237.16	(3,889.92)	0.00	225.00	(4,114.92)
01 6940 330 010 0004	EMPLOYEE TRAINING/DEVELOPMENT	3,000.00	0.00	0.00	75.30	740.96	0.00	0.00	740.96
01 6940 330 010 0006	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	(10.00)	0.00	0.00	(10.00)
01 6940 330 010 0007	EMPLOYEE TRAINING/DEVELOPMENT	500.00	0.00	0.00	150.00	(250.00)	0.00	0.00	(250.00)
01 6940 340 010	OTHER PROFESSIONAL SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	(2,529.60)	0.00	0.00	(2,529.60)
01 6940 340 010 0003	OTHER PROFESSIONAL SERVICES/OFFICIALS	1,500.00	0.00	0.00	0.00	1,500.00	0.00	0.00	1,500.00
01 6940 340 010 0004	OTHER PROFESSIONAL SERVICES/OFFICIALS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 6940 340 010 0006	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 382 010	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 382 010 0003	DISTANCE ED/TELECOMMUNICATIONS	2,000.00	82.95	82.95	45.61	1,087.80	0.00	0.00	1,087.80
01 6940 382 010 0004	DISTANCE ED/TELECOMMUNICATIONS	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
01 6940 382 010 0006	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 382 010 0007	DISTANCE ED/TELECOMMUNICATIONS	1,100.00	40.01	40.01	40.01	659.89	0.00	0.00	659.89
01 6940 382 010 0008	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 382 010 0009	DISTANCE ED/TELECOMMUNICATIONS	500.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
01 6940 410 010	WATER AND SEWER	0.00	0.00	0.00	0.00	(655.34)	0.00	0.00	(655.34)
01 6940 420 010	TRASH SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6940 431 010 0003	REPAIRS/MAINTENANCE NON TECH	1,000.00	3,939.38	3,939.38	643.82	(5,438.18)	0.00	0.00	(5,438.18)
01 6940 440 010	RENTALS/LEASES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00
01 6940 440 010 0003	RENTALS/LEASES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
1,000.00									
01 6940 440 010 0004	RENTALS/LEASES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 490 010	NATURAL GAS	4,000.00	160.70	160.70	151.90	(1,784.64)	0.00	291.22	
(2,075.86)									
01 6940 490 010 0003	OTHER PROPERTY SERVICES	10,000.00	2,021.47	2,021.47	161.84	(1,941.91)	0.00	4,242.15	
(6,184.06)									
01 6940 490 010 0004	OTHER PROPERTY SERVICES	10,000.00	0.00	0.00	111.10	1,389.85	0.00	2,500.00	
(1,110.15)									
01 6940 490 010 0008	OTHER PROPERTY SERVICES	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 490 010 0009	WATER AND SEWER	500.00	0.00	0.00	0.00	500.00	0.00	0.00	
500.00									
01 6940 530 010	ADVERTISING	0.00	0.00	0.00	0.00	(65.00)	0.00	78.00	
(143.00)									
01 6940 530 010 0004	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 530 010 0006	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 530 010 0007	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 530 010 0008	ADVERTISING	0.00	0.00	0.00	0.00	(311.30)	0.00	0.00	
(311.30)									
01 6940 530 010 0009	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 580 010	TRAVEL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 580 010 0003	TRAVEL EXPENDITURES	60,000.00	6,244.85	6,244.85	104.08	(2,448.50)	0.00	0.00	
(2,448.50)									
01 6940 580 010 0004	TRAVEL EXPENDITURES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6940 580 010 0006	TRAVEL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 580 010 0007	TRAVEL EXPENDITURES	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
100.00									
01 6940 610 010	GENERAL SUPPLIES	0.00	300.43	300.43	0.00	(300.43)	0.00	0.00	
(300.43)									
01 6940 610 010 0003	GENERAL SUPPLIES	65,000.00	7,011.28	7,011.28	45.03	44,232.69	0.00	8,499.82	
35,732.87									
01 6940 610 010 0004	GENERAL SUPPLIES	25,000.00	0.00	0.00	192.37	(22,700.32)	0.00	393.14	
(23,093.46)									
01 6940 610 010 0006	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	(826.13)	0.00	0.00	
(826.13)									
01 6940 610 010 0007	GENERAL SUPPLIES	50,000.00	0.00	0.00	1.55	49,931.77	0.00	705.50	
49,226.27									
01 6940 610 010 0900	GENERAL SUPPLIES	45,000.00	0.00	0.00	0.00	45,000.00	0.00	0.00	
45,000.00									
01 6940 650 010 0007	BUILDING CONSTRUCTION	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									
01 6940 650 010 0900	BUILDING CONSTRUCTION	5,000.00	0.00	0.00	0.00	5,000.00	0.00	0.00	
5,000.00									
01 6940 810 010	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6940 810 010 0003	DUES AND FEES/ENTRY FEES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
1,000.00									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 6940 810 010 0007	DUES AND FEES/ENTRY FEES	1,000.00		0.00	0.00	0.00	1,000.00	0.00	0.00
1,000.00									
6940 (1HEAD STAR)		1,435,550.00		129,049.96	129,049.96	113.54	(177,419.91)	0.00	16,934.83
6968 TITLE IV PART B 21ST CENTURY									
01 6968 112 003	REG SALARIES/INSTRUCTIONAL AIDES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 151 003	ADD'L COMP TO TEACHERS/PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 221 003	SOCIAL SECUIRTY/TEACHERS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 222 003	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 231 003	RETIREMENT/TEACHERS PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 232 003	RETIREMENT/INSTRUCTIONAL AIDES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 237 003	ADD'L RETIREMENT CONTRIBUTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 282 003	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6968 340 003	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
6968 TITLE IV PART B 21ST CENTURY		0.00		0.00	0.00	0.00	0.00	0.00	0.00
6969 TITLE IVA STU SUPPORT & ACADEMIC ENRICH									
01 6969 610 000	GENERAL SUPPLIES	25,000.00		0.00	0.00	36.01	19,556.10	0.00	3,559.50
15,996.60									
6969 TITLE IVA STU SUPPORT &		25,000.00		0.00	0.00	36.01	19,556.10	0.00	3,559.50
6980 ADULT BASIC EDUCATION									
01 6980 111 000	SALARIES OF TEACHERS/PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 123 000	SUBSTITUTE TEACHER SALARIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 221 000	SOCIAL SECURITY/TEACHERS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 223 000	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 231 000	RETIREMENT/TEACHERS PROF STAFF	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 233 000	RETIREMENT CONTRIB/FAC SUBS	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 237 000	ADD'L RETIREMENT CONTRIBUTION	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6980 610 000	GENERAL SUPPLIES	0.00		0.00	0.00	0.00	0.00	0.00	0.00
0.00									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6980	ADULT BASIC EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6990	OTHER FED CATEGORICAL SOURCES								
01 6990 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6990 650 000	TECHNOLOGY /USAC	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
6990	OTHER FED CATEGORICAL SOURCES	10,000.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00
6993	AMERICAN RESCUE PLAN HOMELESS HCY								
01 6993 519 000	STUDENT TRANSPORTATION	0.00	0.00	0.00	0.00	(1,000.00)	0.00	0.00	0.00
01 6993 810 000	DUES AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6993	AMERICAN RESCUE PLAN HOMELESS	0.00	0.00	0.00	0.00	(1,000.00)	0.00	0.00	0.00
6994	AMERICAN RESCUE PLAN HOMELESS HCYII								
01 6994 519 000	STUDENT TRANSPORTATION	0.00	0.00	0.00	0.00	(6,073.00)	0.00	0.00	0.00
6994	AMERICAN RESCUE PLAN HOMELESS	0.00	0.00	0.00	0.00	(6,073.00)	0.00	0.00	0.00
6996	ESSERS (EMERGENCY RELIEF)								
01 6996 330 003	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 330 009	EMPLOYEE TRAINING/DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 382 000	DISTANCE ED/TELECOMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 519 000	STUDENT TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 003	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 009	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 610 010	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 000	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 643 003	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 733 001	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 733 003	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6996 733 009	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6996	ESSERS (EMERGENCY RELIEF)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6997	ESSERS II								
01 6997 110 000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01 6997 123 009	SUBSTITUTE TEACHER SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01 6997 220 000	Medicare/Social Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 223 000	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 223 009	SS/MEDICARE FOR SUBSTITUTE TEACHERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 230 000	RETIREMENT/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 237 000	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 643 000	WEB BASED SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6997 731 000	MACHINERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
6997 ESSERS II		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998 ESSERS III									
01 6998 110 000	REGULAR SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 111 000	SALARIES OF TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 112 000	REG SALARIES/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 210 000	GROUP INSUR/NON INSTRUCT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 211 000	GROUP INS FOR TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 212 000	GROUP INSURANCE/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 220 000	SS/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 221 000	SOC SECURITY/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 222 000	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 230 000	RETIREMENT/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 231 000	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
01 6998 232 000	RETIREMENT/INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
	AIDES								
0.00									
01 6998 237 000	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 281 000	HEALTH BENEFITS FOR TEACHERS/PROF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 282 000	HEALTH BENEFITS/INSTR AIDES AND ASS'TS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 291 000	OTHER EMPLOYEE BENEFITS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 340 000	OTHER PROFESSIONAL SERVICES & OFFICIALS	0.00	0.00	0.00	0.00	(19,988.25)	0.00	0.00	
(19,988.25)									
01 6998 610 000	GENERAL SUPPLIES	20,000.00	0.00	0.00	5.07	18,985.70	0.00	0.00	
18,985.70									
01 6998 610 001	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 610 003	GENERAL SUPPLIES	75,000.00	0.00	0.00	52.28	35,789.88	0.00	0.00	
35,789.88									
01 6998 610 009	GENERAL SUPPLIES	1,500.00	0.00	0.00	87.47	187.92	0.00	0.00	
187.92									
01 6998 731 001	MACHINERY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 731 003	MACHINERY	0.00	0.00	0.00	0.00	(20,740.05)	0.00	0.00	
(20,740.05)									
01 6998 732 000	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
01 6998 810 000	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	50.00	0.00	0.00	
50.00									
6998 ESSERS III		96,500.00	0.00	0.00	85.20	14,285.20	0.00	0.00	
14,285.20									
8000	TRANSFERS								
01 8000 913 000	TRANSFERS TO ACTIVITY FUND/ROTC SUP	21,630.00	0.00	0.00	0.00	21,630.00	0.00	0.00	
21,630.00									
01 8000 913 010	TRANSFERS TO HEAD START	5,150.00	0.00	0.00	0.00	5,150.00	0.00	0.00	
5,150.00									
8000 TRANSFERS		26,780.00	0.00	0.00	0.00	26,780.00	0.00	0.00	
9000	NON PROGRAM EXPENDITURES								
01 9000 890 000	MISCELLANEOUS EXPENDITURES	3,322,571.00	0.06	0.06	0.04	3,321,140.18	0.00	0.00	
3,321,140.18									
9000 NON PROGRAM EXPENDITURES		3,322,571.00	0.06	0.06	0.04	3,321,140.18	0.00	0.00	
01 GENERAL		25,932,144.00	1,576,074.69	1,576,074.69	96.66	1,188,446.70	0.00	0.00	323,538.80
864,908.60									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
02	DEPRECIATION FUND								
2900	OTHER SUPPORT SERVICES								
02 2900 340 000	OTHER PROFESSIONAL SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 2900 610 001	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 2900 733 000	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02 2900 890 001	MISC EXPENSES	0.00	144,923.00	144,923.00	0.00	(144,923.00)	0.00	0.00	(144,923.00)
2900	OTHER SUPPORT SERVICES	0.00	144,923.00	144,923.00	0.00	(144,923.00)	0.00	0.00	(144,923.00)
8000	TRANSFERS								
02 8000 911 000	TRANSFERS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	DEPRECIATION FUND	0.00	144,923.00	144,923.00	0.00	(144,923.00)	0.00	0.00	(144,923.00)

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
03	EMPLOYEE BENEFITS FUND								
2900	OTHER SUPPORT SERVICES								
03 2900 890 000	MISCELLANEOUS EXPENDITURES	0.00	2,036.27	2,036.27	0.00	(57,280.93)	0.00	0.00	(57,280.93)
2900	OTHER SUPPORT SERVICES	0.00	2,036.27	2,036.27	0.00	(57,280.93)	0.00	0.00	(57,280.93)
8000	TRANSFERS								
03 8000 911 000	TRANSFERS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
03	EMPLOYEE BENEFITS FUND	0.00	2,036.27	2,036.27	0.00	(57,280.93)	0.00	0.00	(57,280.93)

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05	ACTIVITY FUND								
2190	OTHER PUPIL SUPPORT SERVICES								
05 2190 610 001 8363	SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2190 610 010 8030	HEAD START BOOK FAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190	OTHER PUPIL SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES								
05 2900 810 000 8211	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 001 8335	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 001 8386	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 001 8391	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 009 8101	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 009 8102	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 2900 810 009 8103	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3200	ENTERPRISE OPERATIONS/ACTIVITIES								
05 3200 150 001 8332	EXTRA STIPENDS/NON INSTRUCTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 151 001 8335	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	(933.33)	0.00	0.00	(933.33)
05 3200 151 001 8391	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 151 003 8202	ADD'L COMP TO TEACHERS/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 220 001 8332	FICA/NON INSTRUCTIONAL STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 221 001 8335	FICA/PROF STAFF	0.00	0.00	0.00	0.00	(71.40)	0.00	0.00	(71.40)
05 3200 221 001 8391	FICA/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 221 003 8202	FICA/PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 230 001 8332	RETIREMENT/NON INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 231 001 8335	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 231 001 8391	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 231 003 8202	RETIREMENT/TEACHERS PROF STAFF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05 3200 237 003 8202	ADD'L RETIREMENT CONTRIBUTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 352 001 8391	OTHER TECHNICAL SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 352 003 8202	OTHER PROF SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 565 001 8335	POST SECONDARY TUITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 580 009 8113	TRAVEL EXPENDITURES	0.00	1,240.30	1,240.30	0.00	(4,662.11)	0.00	350.00	(5,012.11)
05 3200 610 000 8004	VANDALISM REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 000 8005	TEAMMATES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 000 8008	ADM MISC	0.00	0.00	0.00	0.00	(2,500.00)	0.00	0.00	(2,500.00)
05 3200 610 000 8010	ACCUMULATED INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 000 8011	MISC RETIREE INS	0.00	0.00	0.00	0.00	(1,436.56)	0.00	0.00	(1,436.56)
05 3200 610 000 8014	SCHOOL NURSE	0.00	0.00	0.00	0.00	(269.61)	0.00	0.00	(269.61)
05 3200 610 000 8107	SOCIAL WORK FAMILY RESOURCE ACCT	0.00	0.00	0.00	0.00	(501.49)	0.00	0.00	(501.49)
05 3200 610 000 8206	UNIFIED SPORTS GENERAL SUPPLIES	0.00	0.00	0.00	0.00	(51.97)	0.00	0.00	(51.97)
05 3200 610 000 8211	DI ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8302	CAREER ACADEMIES	0.00	3,214.44	3,214.44	0.00	(30,739.80)	0.00	218.60	(30,958.40)
05 3200 610 001 8304	HS ART CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8310	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8312	HS BAND	0.00	0.00	0.00	0.00	(6,661.75)	0.00	1,504.20	(8,165.95)
05 3200 610 001 8314	HS CHEER TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8315	HS DANCE TEAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8316	SPIRIT SQUAD	0.00	3,694.50	3,694.50	0.00	(45,833.69)	0.00	0.00	(45,833.69)
05 3200 610 001 8318	HS SHOW CHOIR/CHORUS	0.00	0.00	0.00	0.00	(3,707.20)	0.00	6,575.66	(10,282.86)
05 3200 610 001 8320	AUTO/SHOP	0.00	608.57	608.57	0.00	(2,821.65)	0.00	0.00	(2,821.65)
05 3200 610 001 8321	STUDENT TRAVEL ABROAD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8322	CLASS OF 2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8323	CLASS OF 2026	0.00	0.00	0.00	0.00	(6,196.36)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
						(6,196.36)			
05 3200 610 001 8324	CLASS OF 2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8326	CLASS OF 2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8328	CLASS OF 2027	0.00	4,000.00	4,000.00	0.00	(4,000.00)	0.00	0.00	(4,000.00)
05 3200 610 001 8329	CLASS OF 2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8332	HS CONCESSIONS	0.00	0.00	0.00	0.00	(15,880.35)	0.00	1,013.51	(16,893.86)
05 3200 610 001 8333	BLUE DEVIL CATERING	0.00	0.00	0.00	0.00	(2,592.82)	0.00	0.00	(2,592.82)
05 3200 610 001 8334	DECA	0.00	0.00	0.00	0.00	(30,526.40)	0.00	4,197.71	(34,724.11)
05 3200 610 001 8335	DUAL ENROLLMENT	0.00	2,900.00	2,900.00	0.00	(4,950.00)	0.00	0.00	(4,950.00)
05 3200 610 001 8336	MANUFACTURING	0.00	0.00	0.00	0.00	(1,612.10)	0.00	758.30	(2,370.40)
05 3200 610 001 8337	FITNESS CENTER	0.00	0.00	0.00	0.00	(91.18)	0.00	0.00	(91.18)
05 3200 610 001 8339	EDUCATORS RISING/FEA	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8342	FCCLA	0.00	0.00	0.00	0.00	(4,981.90)	0.00	30.00	(5,011.90)
05 3200 610 001 8344	FOOTBALL FUNDRAISER	0.00	2,074.40	2,074.40	0.00	(13,218.28)	0.00	2,343.00	(15,561.28)
05 3200 610 001 8345	HALL OF FAME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8346	HOSA	0.00	0.00	0.00	0.00	(742.00)	0.00	0.00	(742.00)
05 3200 610 001 8347	F.F.A.	0.00	0.00	0.00	0.00	0.00	0.00	753.50	(753.50)
05 3200 610 001 8348	BOYS BASKETBALL FR	0.00	0.00	0.00	0.00	(23,621.89)	0.00	558.32	(24,180.21)
05 3200 610 001 8349	GIRLS BASKETBALL FR	0.00	0.00	0.00	0.00	(12,177.34)	0.00	0.00	(12,177.34)
05 3200 610 001 8352	JAG	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8353	ROTC ACTIVITIES	0.00	0.00	0.00	0.00	(5,123.85)	0.00	0.00	(5,123.85)
05 3200 610 001 8354	HONOR SOCIETY	0.00	0.00	0.00	0.00	(150.00)	0.00	0.00	(150.00)
05 3200 610 001 8355	ROTC MILITARY ACCOUNT	0.00	0.00	0.00	0.00	(1,010.50)	0.00	0.00	(1,010.50)
05 3200 610 001 8356	GUIDANCE ACTIVITIES	0.00	6,597.97	6,597.97	0.00	(9,949.46)	0.00	1,405.98	(11,355.44)
05 3200 610 001 8360	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8363	SPEECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8371	HS SOCIAL COMMITTEE	0.00	0.00	0.00	0.00	(3,545.54)	0.00	217.79	(3,763.33)
05 3200 610 001 8374	HS STUDENT COUNCIL	0.00	0.00	0.00	0.00	(6,451.95)	0.00	0.00	(6,451.95)

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05 3200 610 001 8378	HS SCIENCE CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8380	JUNIOR OPTIMIST INTERNATIONAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 001 8381	HS TRACK FUNDRAISER	0.00	0.00	0.00	0.00	(1,605.50)	0.00	125.00	(1,730.50)
05 3200 610 001 8382	GIRLS SOCCER FR	0.00	588.80	588.80	0.00	(4,643.75)	0.00	0.00	(4,643.75)
05 3200 610 001 8384	HS VOLLEYBALL FR	0.00	980.00	980.00	0.00	(8,045.00)	0.00	0.00	(8,045.00)
05 3200 610 001 8386	SKILLS USA	0.00	0.00	0.00	0.00	(4,907.40)	0.00	0.00	(4,907.40)
05 3200 610 001 8387	GOLF FUNDRAISER	0.00	0.00	0.00	0.00	(1,053.99)	0.00	0.00	(1,053.99)
05 3200 610 001 8388	HS WRESTLING FR	0.00	0.00	0.00	0.00	(6,666.39)	0.00	330.00	(6,996.39)
05 3200 610 001 8389	HS YEARBOOK	0.00	0.00	0.00	0.00	(3,170.23)	0.00	0.00	(3,170.23)
05 3200 610 001 8390	HS BASEBALL FR	0.00	0.00	0.00	0.00	(8,320.42)	0.00	0.00	(8,320.42)
05 3200 610 001 8391	HS ACTIVITIES/MISC	0.00	4,014.95	4,014.95	0.00	(155,508.57)	0.00	13,539.22	(169,047.79)
05 3200 610 001 8401	BOYS SOCCER FR	0.00	0.00	0.00	0.00	(5,334.25)	0.00	0.00	(5,334.25)
05 3200 610 001 8404	CROSS COUNTRY FR	0.00	0.00	0.00	0.00	(3,679.96)	0.00	0.00	(3,679.96)
05 3200 610 001 8405	SOFTBALL FR	0.00	20.95	20.95	0.00	(617.43)	0.00	0.00	(617.43)
05 3200 610 001 8408	HS DRAMA	0.00	113.35	113.35	0.00	(113.35)	0.00	218.26	(331.61)
05 3200 610 001 8409	HS COLOR GUARD	0.00	1,926.88	1,926.88	0.00	(1,926.88)	0.00	1,187.00	(3,113.88)
05 3200 610 003 8202	MS ATHLETICS	0.00	125.00	125.00	0.00	(17,106.18)	0.00	0.00	(17,106.18)
05 3200 610 003 8203	MS SOCIAL COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 003 8204	MS BAND/VOCAL MUSIC	0.00	398.74	398.74	0.00	(4,650.72)	0.00	88.28	(4,739.00)
05 3200 610 003 8207	REFERRAL FREE ACTIVITIES	0.00	0.00	0.00	0.00	(8,596.94)	0.00	0.00	(8,596.94)
05 3200 610 003 8208	MS FCS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 003 8209	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 003 8210	MS VENDING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 003 8213	MS LIBRARY	0.00	1,817.99	1,817.99	0.00	(1,817.99)	0.00	0.00	(1,817.99)
05 3200 610 003 8215	MS SCIENCE FAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 003 8216	MS STUDENT COUNCIL	0.00	0.00	0.00	0.00	(1,433.39)	0.00	2,115.17	(3,548.56)
05 3200 610 003 8221	MS WRESTLING CLUB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05 3200 610 003 8226	MS YEARBOOK	0.00	0.00	0.00	0.00	(2,472.00)	0.00	0.00	(2,472.00)
05 3200 610 003 8228	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	(21,776.00)	0.00	0.00	(21,776.00)
05 3200 610 003 8232	MS STUDENT TRAVEL	0.00	0.00	0.00	0.00	(313.81)	0.00	0.00	(313.81)
05 3200 610 009 8101	ELEM STUDENT COUNCIL	0.00	0.00	0.00	0.00	(2,392.36)	0.00	0.00	(2,392.36)
05 3200 610 009 8102	ELEM TEACHERS/POP	0.00	0.00	0.00	0.00	(1,216.33)	0.00	0.00	(1,216.33)
05 3200 610 009 8103	ELEM MISC ACTIVITIES	0.00	0.00	0.00	0.00	(8,205.84)	0.00	0.00	(8,205.84)
05 3200 610 009 8104	ELEM LIBRARY	0.00	55.93	55.93	0.00	(1,913.31)	0.00	0.00	(1,913.31)
05 3200 610 009 8106	ELEM LIFE SKILLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 009 8111	ELEM SOCIAL COMMITTEE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 610 010 8022	HD ST MISC ACTIVITIES	0.00	0.00	0.00	0.00	(1,998.42)	0.00	0.00	(1,998.42)
05 3200 610 010 8023	HD ST PARENT GROUP	0.00	0.00	0.00	0.00	(405.93)	0.00	0.00	(405.93)
05 3200 610 010 8030	HD ST BOOK FAIR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 000 8000	ADMINISTRATIVE EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 000 8012	SALES TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 000 8019	WILES SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 000 8021	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	(143.48)	0.00	0.00	(143.48)
05 3200 890 000 8211	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 000 8302	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	(2,750.00)	0.00	0.00	(2,750.00)
05 3200 890 001 8001	DUDA SCHOLARSHIPS	0.00	10,000.00	10,000.00	0.00	(17,500.00)	0.00	5,000.00	(22,500.00)
05 3200 890 001 8003	WILEY SCHOLARSHIPS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 001 8008	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 001 8010	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 001 8020	SITZMAN SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 001 8356	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 003 8209	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 003 8221	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 003 8226	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
05 3200 890 009 8102	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
0.00									
3200 (58,827.35)	ENTERPRISE		0.00	44,372.77	44,372.77	0.00	(547,298.30)	0.00	42,529.50
8000	TRANSFERS								
05 8000 911 000 8000	TRANSFERS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8000 TRANSFERS 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8009	PIONEER GRANT MATCH								
05 8009 000 000	PIONEER GRANT MATCH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 8009 000 001	KIEWIT GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 8009 130 000	EXTRA STIPENDS/CURRICULUM WORK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 8009 210 000	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 8009 220 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
05 8009 221 000	RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8009 PIONEER GRANT MATCH 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8015	SPECIAL EDUCATION								
05 8015 000 000	SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8015 SPECIAL EDUCATION 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8017	CONESTOGA PARENT GROUP								
05 8017 000 000	CONESTOGA PARENT GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8017 CONESTOGA PARENT GROUP 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8026	WEEPING WATER PARENT GROUP								
05 8026 000 000	WEEPING WATER PARENT GROUP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8026 WEEPING WATER PARENT GROUP 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8027	HEAD START POLICY COUNCIL								
05 8027 000 000	HEAD START POLICY COUNCIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8027 HEAD START POLICY COUNCIL 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8028	HD START POP FUND								
05 8028 000 000	HEAD START POP FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8028 HD START POP FUND 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8220	8TH GRADE ACTIVITIES								
05 8220 000 003	8TH GRADE ACTIVITIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8220 8TH GRADE ACTIVITIES 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8310	BAKE SHOPPE								
05 8310 000 001	BAKE SHOPPE - CLOSED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.00									
8310 BAKE SHOPPE 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8332	CONCESSIONS								

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
05 8332 210 001 0.00	SOCIAL SECURITY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8332 CONCESSIONS 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8340 FBLA									
05 8340 000 001 0.00	HS SCHOOL STORE		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8340 FBLA 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8360 LIBRARY									
05 8360 000 001 0.00	LIBRARY		0.00	0.00	0.00	0.00	0.00	0.00	0.00
8360 LIBRARY 0.00			0.00	0.00	0.00	0.00	0.00	0.00	0.00
8366 PHYSICAL EDUCATION									
05 8366 610 001 8366 (50.00)	STRENGTH & CONDITIONING		0.00	50.00	50.00	0.00	(50.00)	0.00	0.00
8366 PHYSICAL EDUCATION (50.00)			0.00	50.00	50.00	0.00	(50.00)	0.00	0.00
05 (589,877.30) ACTIVITY FUND			0.00	44,422.77	44,422.77	0.00	(547,348.30)	0.00	42,529.50

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	CAFETERIA								
3100	FOOD SERVICE OPERATIONS								
06 3100 110 000	NON INSTRUCTIONAL REG EMPLOYEE	300,000.00	16,714.54	16,714.54	112.47	(37,397.79)	0.00	0.00	(37,397.79)
06 3100 210 000	GROUP INS/NON INSTRUCTIONAL	1,000.00	37.68	37.68	37.87	621.26	0.00	0.00	621.26
06 3100 220 000	SOCIAL SECURITY/NON INSTRUCTIONAL	25,000.00	1,222.52	1,222.52	100.73	(182.43)	0.00	0.00	(182.43)
06 3100 230 000	RETIREMENT/NON INSTRUCTIONAL	25,000.00	1,228.54	1,228.54	99.20	200.42	0.00	0.00	200.42
06 3100 237 000	ADD'L RETIREMENT CONTRIBUTION	10,000.00	122.03	122.03	82.17	1,783.36	0.00	0.00	1,783.36
06 3100 280 000	HEALTH BENEFITS/NON INSTRUCTIONAL	5,000.00	456.74	456.74	100.48	(24.14)	0.00	0.00	(24.14)
06 3100 340 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 431 000	REPAIRS/MAINTENANCE NON TECH	25,000.00	0.00	0.00	89.20	2,700.19	0.00	0.00	2,700.19
06 3100 431 003	REPAIRS AND MAINTENANCE	50,000.00	31,958.00	31,958.00	116.55	(8,195.00)	0.00	80.00	(8,275.00)
06 3100 431 010	REPAIRS/MAINTENANCE NON TECH/PECC	5,000.00	0.00	0.00	63.03	1,848.42	0.00	0.00	1,848.42
06 3100 570 000	FOOD SERVICE MANAGEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 570 010	FOOD SERVICE MANAGEMENT/CACFP	100,000.00	0.00	0.00	128.64	(28,637.64)	0.00	0.00	(28,637.64)
06 3100 610 000	GENERAL SUPPLIES	100,000.00	0.00	0.00	10.65	89,346.88	0.00	0.00	89,346.88
06 3100 610 010	GENERAL SUPPLIES/CACFP	20,000.00	0.00	0.00	3.12	19,376.25	0.00	0.00	19,376.25
06 3100 626 000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 630 000	FOOD EXPENSES	350,000.00	6,502.25	6,502.25	117.60	(56,945.98)	0.00	4,648.15	(61,594.13)
06 3100 630 010	FOOD EXPENDITURES	75,000.00	1,273.82	1,273.82	79.78	14,800.17	0.00	(361.37)	15,161.54
06 3100 650 000	TECHNLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 650 010	TECHNLOGY SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 000	MISC EXPENSES/REFUNDS	1,000.00	0.00	0.00	110.72	(107.23)	0.00	0.00	(107.23)
3100	FOOD SERVICE OPERATIONS	1,092,000.00	59,516.12	59,516.12	100.47	(813.26)	0.00	4,366.78	(6,088.04)
6500	CAFETERIA								
06 6500 401 000	DAIRY PRODUCTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 6500 690 000	MISCELLANEOUS ITEMS	0.00	0.00	0.00	0.00	51.76	0.00	0.00	51.76
6500	CAFETERIA	0.00	0.00	0.00	0.00	51.76	0.00	0.00	51.76

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06 (5,128,268)	CAFETERIA		1,092,000.00	59,516.12	59,516.12	100.47	(761.50)	0.00	4,366.78

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
07	BOND FUND								
5000	DEBT SERVICES								
07 5000 830 000	DEBT RELATED EXPENSES	1,000.00	0.00	0.00	80.00	200.00	0.00	0.00	
200.00									
07 5000 831 000	PRINCIPAL PAYMENTS ON BONDS	680,000.00	0.00	0.00	100.00	0.00	0.00	0.00	
0.00									
07 5000 832 000	INTEREST PAYMENTS	287,000.00	0.00	0.00	99.13	2,483.74	0.00	0.00	
2,483.74									
07 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
0.00									
5000	DEBT SERVICES	968,000.00	0.00	0.00	99.72	2,683.74	0.00	0.00	
2,683.74									
07	BOND FUND	968,000.00	0.00	0.00	99.72	2,683.74	0.00	0.00	
2,683.74									

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
08	SPECIAL BLDG FUND								
2610	OPERATION OF PLANT								
08 2610 340 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 431 000	NON TECH REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 441 000	RENTALS OF LAND & BUILDINGS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 450 000	CONSTRUCTION MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 530 000	COMMUNICATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 710 000	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2610 890 000	MISCELLANEOUS ITEMS	0.00	0.00	0.00	0.00	(68,502.88)	0.00	0.00	(68,502.88)
2610	OPERATION OF PLANT	0.00	0.00	0.00	0.00	(68,502.88)	0.00	0.00	(68,502.88)
2660	SECURITY SERVICES								
08 2660 430 000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 450 000	CONSTRUCTION MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 710 000	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 730 000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 733 000	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2660 890 000	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2660	SECURITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2670	SAFETY SERVICES								
08 2670 450 000	CONSTRUCTION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2670 610 000	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2670 733 000	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2670 734 000	TECHNOLOGY HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 2670 735 000	SOFTWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2670	SAFETY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100	BOND RELATED EXPENDITURES								
08 4100 890 000	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4100	BOND RELATED EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING								

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
08 4300 340 000	ARCHITECTURAL AND ENGINEERING SE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4300 340 001	ARCHITECTURAL AND ENGINEERING SE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4300 340 003	ARCHITECTURAL AND ENGINEERING SE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4300 350 000	TECHNICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4300	FACILITY ACQ/ARCHITEC AND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500	BUILDING CONSTRUCTION								
08 4500 720 001	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4500 720 003	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4500 720 009	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4500 720 010	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4500	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS								
08 4700 340 000	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 350 000	TECHNICAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 720 001	BUILDING CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 733 000	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 733 001	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 733 003	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 733 009	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 733 010	FURNITURE AND FIXTURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 734 000	TECHNOLOGY HARDWARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08 4700 890 001	MISCELLANEOUS EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	BUILDING IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES								
08 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
08	SPECIAL BLDG FUND	(68,502.88)	0.00	0.00	0.00	(68,502.88)	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU								
2515	CENTRAL SERVICES/BLDGS AND SITES								
09 2515 430 000	REPAIRS AND MAINTENANCE SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 2515 430 001	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 2515 430 003	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 2515 430 009	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
09 2515 710 000	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2515	CENTRAL SERVICES/BLDGS AND	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF PLANT								
09 2610 431 000	REPAIRS/MAINTENANCE NON TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2610	OPERATION OF PLANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES								
09 5000 830 000	DEBT RELATED EXPENSES	600.00	0.00	0.00	66.67	200.00	0.00	0.00	200.00
09 5000 831 000	REDEMPTION OF PRINCIPAL	295,000.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00
09 5000 832 000	INTEREST ON LONG TERM DEBT	21,000.00	0.00	0.00	97.56	512.50	0.00	0.00	512.50
09 5000 833 000	BOND ISSUANCE/DEBT RELATED COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5000	DEBT SERVICES	316,600.00	0.00	0.00	99.77	712.50	0.00	0.00	712.50
09	QUALIFIED CAPITAL PURPOSE	316,600.00	0.00	0.00	99.77	712.50	0.00	0.00	712.50

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
10	HEADSTART 20								
6940	HEAD START								
10 6940 610 010 0004 0.00	GENERAL SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
10 6940 621 010 0004 0.00	NATURAL GAS		0.00	0.00	0.00	0.00	0.00	0.00	0.00
6940	HEAD START		0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	HEADSTART 20		0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
12	STUDENT FEES								
2190	OTHER PUPIL SUPPORT SERVICES								
12 2190 151 001 1696	ADD'L COMP TO TEACHERS/PROF STAFF	7,000.00	0.00	0.00	100.00	0.00	0.00	0.00	
	0.00								
12 2190 151 003 1697	ADD'L COMP TO TEACHERS/PROF STAFF	3,000.00	0.00	0.00	55.33	1,340.00	0.00	0.00	
	1,340.00								
12 2190 152 001 1696	ADD'L COMPENSATION/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 152 003 1697	ADD'L COMPENSATION/INSTRUC AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 221 001 1696	SOCIAL SECURITY	550.00	0.00	0.00	97.36	14.54	0.00	0.00	
	14.54								
12 2190 221 003 1697	SOCIAL SECURITY	200.00	0.00	0.00	63.50	73.00	0.00	0.00	
	73.00								
12 2190 222 001 1696	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 222 003 1697	SS/MEDICARE TO INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 231 001 1696	RETIREMENT/TEACHERS PROF STAFF	550.00	0.00	0.00	93.58	35.29	0.00	0.00	
	35.29								
12 2190 231 003 1697	RETIREMENT/TEACHERS PROF STAFF	200.00	0.00	0.00	61.02	77.97	0.00	0.00	
	77.97								
12 2190 232 001 1696	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 232 003 1697	RETIREMENT/INSTRUCTIONAL AIDES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 237 001 1696	ADD'L RETIREMENT CONTRIBUTION	200.00	0.00	0.00	88.36	23.28	0.00	0.00	
	23.28								
12 2190 237 003 1697	ADD'L RETIREMENT CONTRIBUTION	100.00	0.00	0.00	41.94	58.06	0.00	0.00	
	58.06								
12 2190 340 001 1696	OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 352 001 1696	OTHER TECHNICAL SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 352 003 1697	OTHER TECHNICAL SERVICES/OFFICIALS	0.00	0.00	0.00	0.00	115.00	0.00	0.00	
	115.00								
12 2190 610 001 1696	GENERAL SUPPLIES/ HS FEES	0.00	0.00	0.00	0.00	280.00	0.00	0.00	
	280.00								
12 2190 610 001 1698	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 610 001 1707	CULINARY/NUTRITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 610 001 1710	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	0.00								
12 2190 610 001 1719	WOODS	0.00	0.00	0.00	0.00	(299.90)	0.00	0.00	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
(299.90)									
12 2190 610 001 1721 100.00	MANUFACTURING	100.00	0.00	0.00	0.00	100.00	0.00	0.00	
12 2190 610 001 1722 0.00	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 610 003 1697 0.00	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 610 003 1706 0.00	GENERAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 610 003 1708 1,000.00	GENERAL SUPPLIES	1,000.00	0.00	0.00	0.00	1,000.00	0.00	0.00	
12 2190 734 001 1723 20,603.80	TECHNOLOGY HARDWARE	25,000.00	0.00	0.00	17.58	25,000.00	0.00	4,396.20	
12 2190 810 001 1696 0.00	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 810 001 1698 4,856.59	HS BAND RENTALS	7,000.00	657.73	657.73	30.62	5,599.27	0.00	742.68	
12 2190 810 001 1701 (800.00)	DUES AND FEES/ENTRY FEES	0.00	0.00	0.00	0.00	(800.00)	0.00	0.00	
12 2190 810 001 1710 (3,873.94)	HS ART FEES	0.00	0.00	0.00	0.00	(295.86)	0.00	3,578.08	
12 2190 810 001 1718 0.00	DRIVERS ED	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 810 001 1722 0.00	DUES AND FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 810 003 1697 4,812.00	MS PARTICIPATION FEES	5,000.00	0.00	0.00	3.76	4,812.00	0.00	0.00	
12 2190 810 003 1706 515.12	MS BAND RENTALS	3,000.00	0.00	0.00	82.83	1,005.50	0.00	490.38	
12 2190 810 003 1708 0.00	FCS FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
12 2190 890 000 1790 (400.06)	MISC EXPENDITURES	0.00	0.00	0.00	0.00	(400.06)	0.00	0.00	
2190 OTHER PUPIL SUPPORT SERVICES 28,530.75		52,900.00	657.73	657.73	46.07	37,738.09	0.00	9,207.34	
12 STUDENT FEES 28,530.75		52,900.00	657.73	657.73	46.07	37,738.09	0.00	9,207.34	

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
95	HEADSTART '17								
3630	EARLY HEAD START								
95 3630 410 010 0.00	SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
3630	EARLY HEAD START	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3930	PLATTSMOUTH HDSTART PA-22								
95 3930 410 010 0.00	SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
3930	PLATTSMOUTH HDSTART PA-22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
95	HEADSTART '17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
96	HEADSTART NUTRITION								
5843	NUTRITION								
96 5843 411 010	FOOD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5843	NUTRITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
96	HEADSTART NUTRITION	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Account Number	Account Description	Revised Budget	Expended During Month	Activity	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:		31,122.00	28,361,644.00	1,827,630.58	1,827,630.58	99.89	410,764.42	0.00	379,642.42

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
01	**GENERAL**						
1100	REGULAR INSTRUCTIONAL PROGRAMS	$7,878,243.00	$549,059.49	$6,570,950.21	84.38	$1,307,292.79	$1,230,665.93
1106	SIXTH GRADE	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
1125	SA FLEX FUNDING	$211,300.00	$9,217.75	$165,425.36	78.29	$45,874.64	$45,874.64
1150	LIMITED ENGLISH PROFICIENCY	$90,100.00	$5,372.78	$92,666.43	102.87	($2,566.43)	($2,581.38)
1160	POVERTY PROGRAMS	$1,003,050.00	$96,860.84	$925,062.41	92.23	$77,987.59	$77,927.59
1190	EARLY CHILDHOOD EDUC PROGRAMS	$1,550.00	$0.00	$0.00	0.00	$1,550.00	$1,550.00
1193	MUSIC/FINE ARTS	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
1195	BAF FLEX FUNDING	$38,600.00	$2,918.44	$35,816.36	92.79	$2,783.64	$2,783.64
1200	SPECIAL EDUCATION PROGRAMS	$3,291,800.00	$164,906.32	$2,678,933.85	81.86	$612,866.15	$597,036.18
1291	SPED INSTRUCTIONAL PROGRAMS 3-5	$341,550.00	$6,769.63	$105,517.69	32.15	$236,032.31	$231,734.28
1292	SPED BIRTH TO 2	$1,300.00	$363.80	$1,040.42	80.03	$259.58	$259.58
1300	SUMMER SCHOOL	$56,900.00	$32,336.89	$35,192.80	61.85	$21,707.20	$21,707.20
2110	SOCIAL WORK SERVICES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
2120	GUIDANCE SERVICES	$316,400.00	$12,166.48	$194,132.92	61.36	$122,267.08	$122,267.08
2130	HEALTH SERVICES	$106,200.00	$7,324.21	$92,707.19	87.29	$13,492.81	$13,492.81
2141	SCHOOL PSYCHOLOGY SERVICES	$159,500.00	$11,524.96	$154,119.78	96.63	$5,380.22	$5,380.22
2151	SA SPEECH PATHOLOGY	$145,500.00	$0.00	$206,570.23	141.97	($61,070.23)	($61,070.23)
2152	PK 3-5 SPEECH PATHOLOGY	$50,000.00	$668.25	$27,236.25	54.47	$22,763.75	$22,763.75
2153	PK 0-3 SPEECH PATHOLOGY	$15,000.00	$1,782.00	$18,297.90	121.99	($3,297.90)	($3,297.90)
2161	SA OCCUPATIONAL THERAPY	$38,500.00	$0.00	$32,011.00	83.15	$6,489.00	$6,489.00
2162	PK OCCUPATIONAL THERAPY	$42,000.00	$1,020.00	$3,563.00	8.48	$38,437.00	$38,437.00
2163	0-2 OCCUPATIONAL THERAPY	$0.00	$2,907.00	$28,628.00	0.00	($28,628.00)	($28,628.00)
2171	SA PHYSICAL THERAPY	$16,600.00	$0.00	$16,983.00	102.31	($383.00)	($383.00)
2172	PK PHYSICAL THERAPY	$20,000.00	$68.00	$1,020.00	5.10	$18,980.00	$18,980.00

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
2173	0-2 PHYSICAL THERAPY	$0.00	$2,533.00	$19,635.00	0.00	($19,635.00)	($19,635.00)
2181	SA VISION	$67,500.00	$0.00	$73,503.03	108.89	($6,003.03)	($6,003.03)
2212	INSTR AND CURRICULUM DEVELOPMENT	$141,100.00	$33,830.37	$124,728.28	102.39	$16,371.72	($3,376.65)
2213	INSTRUCTIONAL STAFF TRAINING	$7,500.00	$0.00	$2,259.00	42.00	$5,241.00	$4,350.17
2214	IMPLEMENTATION OF STANDARDS	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
2220	LIBRARY/MEDIA SERVICES	$146,300.00	$19,097.39	$185,599.24	128.23	($39,299.24)	($41,299.24)
2230	INSTRUCTION RELATED TECHNOLOGY	$6,000.00	$25.00	$71.25	1.19	$5,928.75	$5,928.75
2310	BOARD OF EDUCATION	$424,093.00	$1,291.31	$399,362.15	94.20	$24,730.85	$24,601.00
2320	EXECUTIVE ADMIN. SERVICES	$218,500.00	$17,840.30	$186,983.67	86.27	$31,516.33	$30,005.85
2330	DISTRICT LEGAL SERVICES	$14,000.00	$0.00	$9,880.63	70.58	$4,119.37	$4,119.37
2410	OFFICE OF THE PRINCIPAL SERV.	$1,593,700.00	$134,692.81	$1,401,760.56	88.01	$191,939.44	$191,069.44
2510	GENERAL BUSINESS SUPPORT	$292,455.00	$17,945.01	$225,268.44	77.17	$67,186.56	$66,775.88
2530	DUPLICATNG SERVICES	$101,500.00	$4,025.19	$109,250.98	108.06	($7,750.98)	($8,185.01)
2540	EVALUATION SERVICES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
2580	ADMIN TECHNOLOGY SERVICES	$516,450.00	$37,344.62	$454,594.81	111.88	$61,855.19	($61,354.96)
2610	OPERATION OF PLANT	$917,200.00	$55,757.86	$689,752.67	76.55	$227,447.33	$215,038.42
2620	MAINTENANCE OF PLANT	$688,352.00	$57,069.37	$851,190.06	126.81	($162,838.06)	($184,554.86)
2630	UPKEEP OF GROUNDS	$25,000.00	$345.00	$8,372.60	33.49	$16,627.40	$16,627.40
2650	VEHICLE OPERATION/MAINTENANCE	$11,600.00	$0.00	$2,027.50	17.48	$9,572.50	$9,572.50
2660	SECURITY SERVICES	$92,000.00	$20,728.95	$73,361.60	79.74	$18,638.40	$18,638.40
2670	SAFETY SERVICES	$7,000.00	$577.00	$8,548.50	122.12	($1,548.50)	($1,548.50)
2710	REGULAR STUDENT TRANSPORTATION	$427,100.00	$28,281.38	$417,511.47	97.89	$9,588.53	$9,001.43
2712	SA SPED VEHICLE OPERATION	$231,000.00	$21,273.79	$368,466.34	159.51	($137,466.34)	($137,466.34)
2713	PK VEHICLE OPERATION	$5,000.00	$0.00	$0.00	0.00	$5,000.00	$5,000.00
3300	COMMUNITY SERVICE OPERATIONS	$17,000.00	$480.21	$7,710.75	49.92	$9,289.25	$8,512.87

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
3400	GRANTS FR PRIVATE INTERESTS/EDQUEST	$12,250.00	$1,603.00	$8,849.08	75.19	$3,400.92	$3,039.43
3500	STATE CATEGORICAL PROGRAMS/RULE 82	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
3535	HIGH ABILITY LEARNERS	$12,000.00	$3,723.66	$9,580.28	96.39	$2,419.72	$433.46
3540	STATE EARLY CHILDHOOD GRANT	$165,800.00	$1,726.12	$81,842.45	49.36	$83,957.55	$83,957.55
3541	BIRTH TO 3 ENDOWMENT	$81,250.00	$2,525.39	$67,471.21	84.05	$13,778.79	$12,961.81
3550	OTHER STATE CATEGORICAL/RULE 4	$2,500.00	$0.00	$0.00	0.00	$2,500.00	$2,500.00
3551	CAREER EDUCATION	$5,000.00	$0.00	$7,200.18	160.42	($2,200.18)	($3,021.18)
3575	NEBR INNOVATION GRANT PROGRAM	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
3599	OTHER STATE CATEGORICAL PROGRAMS	$5,000.00	$0.00	$0.00	0.00	$5,000.00	$5,000.00
5000	DEBT SERVICES	$175,000.00	$0.00	$5,059,736.67	2,891.28	($4,884,736.67)	($4,884,736.67)
6200	TITLE I PART A	$207,700.00	$39,810.37	$237,595.69	120.76	($29,895.69)	($43,127.73)
6210	TITLE I PART A ACCOUNTABILITY	$1,000.00	$0.00	$0.00	0.00	$1,000.00	$1,000.00
6310	TITLE II PART A	$48,800.00	$6,325.15	$80,969.60	166.32	($32,169.60)	($32,362.57)
6406	IDEA PRESCHOOL (619) BASE	$18,300.00	$0.00	$13,063.00	71.38	$5,237.00	$5,237.00
6408	IDEA BASE/EP	$451,500.00	$28,188.64	$381,254.68	84.44	$70,245.32	$70,245.32
6412	IDEA PART B PROPORTIONATE SHARE	$35,000.00	$2,855.64	$55,864.61	159.61	($20,864.61)	($20,864.61)
6421	IDEA 611 ARP	$5,000.00	$0.00	$0.00	0.00	$5,000.00	$5,000.00
6422	IDEA NON PUBLIC ARP	$12,000.00	$1,213.52	$12,135.20	101.13	($135.20)	($135.20)
6423	IDEA 619 ARP	$3,000.00	$0.00	$0.00	0.00	$3,000.00	$3,000.00
6690	OTHER NON CATEGORICAL EXP/MEDICAID	$200.00	$0.00	$230.00	115.00	($30.00)	($30.00)
6700	PERKINS REVISION GRANT	$0.00	$647.78	$12,847.34	0.00	($12,847.34)	($16,957.68)
6925	TITLE III	$0.00	$0.00	$211.55	0.00	($211.55)	($211.55)
6940	HEAD START	$1,435,550.00	$129,049.96	$1,612,969.91	113.54	($177,419.91)	($194,354.74)
6968	TITLE IV PART B 21ST CENTURY	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
6969	TITLE IVA STU SUPPORT & ACADEMIC ENRICH	$25,000.00	$0.00	$5,443.90	36.01	$19,556.10	$15,996.60

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
6980	ADULT BASIC EDUCATION	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
6990	OTHER FED CATEGORICAL SOURCES	$10,000.00	$0.00	$0.00	0.00	$10,000.00	$10,000.00
6993	AMERICAN RESCUE PLAN HOMELESS HCY	$0.00	$0.00	$1,000.00	0.00	($1,000.00)	($1,000.00)
6994	AMERICAN RESCUE PLAN HOMELESS HCYII	$0.00	$0.00	$6,073.00	0.00	($6,073.00)	($6,073.00)
6996	ESSERS (EMERGENCY RELIEF)	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
6997	ESSERS II	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
6998	ESSERS III	$96,500.00	$0.00	$82,214.80	85.20	$14,285.20	$14,285.20
8000	TRANSFERS	$26,780.00	$0.00	$0.00	0.00	$26,780.00	$26,780.00
9000	NON PROGRAM EXPENDITURES	$3,322,571.00	$0.06	$1,430.82	0.04	$3,321,140.18	$3,321,140.18
01	GENERAL	$25,932,144.00	$1,576,074.69	$24,743,697.30	96.66	$1,188,446.70	$864,907.90

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
02	**DEPRECIATION FUND**						
2900	OTHER SUPPORT SERVICES	$0.00	$144,923.00	$144,923.00	0.00	($144,923.00)	($144,923.00)
02	DEPRECIATION FUND	$0.00	$144,923.00	$144,923.00	0.00	($144,923.00)	($144,923.00)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
03	**EMPLOYEE BENEFITS FUND**						
2900	OTHER SUPPORT SERVICES	$0.00	$2,036.27	$57,280.93	0.00	($57,280.93)	($57,280.93)
03	EMPLOYEE BENEFITS FUND	$0.00	$2,036.27	$57,280.93	0.00	($57,280.93)	($57,280.93)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
05	**ACTIVITY FUND**						
3200	ENTERPRISE OPERATIONS/ACTIVITIES	$0.00	$44,372.77	$547,298.30	0.00	($547,298.30)	($589,827.80)
8366	PHYSICAL EDUCATION	$0.00	$50.00	$50.00	0.00	($50.00)	($50.00)
05	ACTIVITY FUND	$0.00	$44,422.77	$547,348.30	0.00	($547,348.30)	($589,877.80)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
06	**CAFETERIA**						
3100	FOOD SERVICE OPERATIONS	$1,092,000.00	$59,516.12	$1,092,813.26	100.47	($813.26)	($5,180.04)
06	CAFETERIA	$1,092,000.00	$59,516.12	$1,092,813.26	100.47	($813.26)	($5,180.04)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
07	**BOND FUND**						
5000	DEBT SERVICES	$968,000.00	$0.00	$965,316.26	99.72	$2,683.74	$2,683.74
07	BOND FUND	$968,000.00	$0.00	$965,316.26	99.72	$2,683.74	$2,683.74

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
08	**SPECIAL BLDG FUND**						
2610	OPERATION OF PLANT	$0.00	$0.00	$68,502.88	0.00	($68,502.88)	($68,502.88)
2660	SECURITY SERVICES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
2670	SAFETY SERVICES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
4100	BOND RELATED EXPENDITURES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
4300	FACILITY ACQ/ARCHITEC AND ENGINEERING	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
4500	BUILDING CONSTRUCTION	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
4700	BUILDING IMPROVEMENTS	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
5000	DEBT SERVICES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
08	SPECIAL BLDG FUND	$0.00	$0.00	$68,502.88	0.00	($68,502.88)	($68,502.88)

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
09	**QUALIFIED CAPITAL PURPOSE UNDERTAKING FU**						
2515	CENTRAL SERVICES/BLDGS AND SITES	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
2610	OPERATION OF PLANT	$0.00	$0.00	$0.00	0.00	$0.00	$0.00
5000	DEBT SERVICES	$316,600.00	$0.00	$315,887.50	99.77	$712.50	$712.50
09	QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	$316,600.00	$0.00	$315,887.50	99.77	$712.50	$712.50

Account Number	Account Description	Revised Budget	During Month	To Date	% of Budget	Balance at EOM	Unencumbered Balance
12	**STUDENT FEES**						
2190	OTHER PUPIL SUPPORT SERVICES	$52,900.00	$657.73	$15,161.91	46.07	$37,738.09	$28,530.75
12	STUDENT FEES	$52,900.00	$657.73	$15,161.91	46.07	$37,738.09	$28,530.75

Jul-25

MONTHLY FINANCIAL REPORT TO THE BOARD

Reconciled Cash Balances (Month)		
FUND	**2023-2024**	**2024-2025**
General	$5,091,643.44	$7,115,843.52
Depreciation	$25,938.38	$26,019.49
Employee Benefit	$28,762.95	$29,657.67
Activity	$93,515.90	$50,063.36
Nutrition	$383,017.96	$21,505.33
Bond	$589,818.62	$1,061,373.81
Building	$768,601.73	$570,001.46
QCPUF	$610,320.63	$755,423.38
FUNDS TOTAL	$7,591,619.61	$9,629,888.02

GENERAL FUND			
Three Year Comparison			
REVENUE			
MONTH	**2022-23**	**2023-24**	**2024-25**
September	3,538,820.52	4,038,795.67	7,500,418.71
October	1,057,449.66	798,573.07	1,205,223.21
November	572,691.81	996,084.56	759,235.45
December	1,529,546.25	1,425,036.89	1,847,877.48
January	2,464,783.34	1,883,699.38	1,777,666.45
February	6,480,208.88	2,480,106.04	3,101,524.34
March	1,254,125.37	1,465,137.99	1,731,822.76
April	1,777,352.51	2,252,704.55	1,898,043.90
May	4,717,335.06	5,266,932.70	5,426,466.94
June	1,576,849.16	1,842,903.97	2,132,018.56
July	307,885.86	480,575.38	432,630.64
August	2,000,853.25	340,034.59	
Running Total	**27,277,901.67**	**23,270,584.79**	**27,812,928.44**
Three Year Comparison			
EXPENSES			
MONTH	**2022-23**	**2023-24**	**2024-2025**
September	2,034,704.06	2,206,082.22	6,958,265.52
October	1,667,343.27	1,715,759.99	1,828,824.68
November	1,920,705.79	1,871,352.19	1,974,225.13
December	1,789,255.75	1,691,257.18	1,814,129.34
January	1,703,496.78	1,747,902.62	1,836,351.79
February	1,742,726.76	1,746,307.77	1,672,322.27
March	1,689,617.26	1,827,748.03	1,741,063.79
April	1,655,439.74	1,612,897.69	1,623,248.56
May	1,631,025.49	1,772,775.62	1,726,329.30
June	2,133,461.20	1,770,875.42	1,995,039.75
July	1,565,207.52	1,799,489.95	1,576,074.69
August	1,493,518.63	1,517,003.37	
Running Total	**$21,026,502.25**	**$21,279,452.05**	**$24,745,874.82**
Annual budget	**$21,143,910.00**	**$25,230,000.00**	**$30,799,016.00**
Percent Spent	**99.44%**	**84.34%**	**80.35%**

*State Board approved Budget amendment from $25,816,106.00 to 30,799,016.00 due to TANS exclusion

Cash Flow Report

Fund	Cash Flow Beginning Cash	Cash Flow Revenue During Month	Cash Flow Expenses During Month	Cash Flow Ending Cash
01 GENERAL	8,259,820.07	432,630.64	(1,576,074.69)	7,115,843.52
02 DEPRECIATION FUND	25,989.00	144,953.49	(144,923.00)	26,019.49
03 EMPLOYEE BENEFITS FUND	26,666.75	5,027.19	(2,036.27)	29,657.67
05 ACTIVITY FUND	53,140.66	41,345.47	(44,422.77)	50,063.36
06 CAFETERIA	68,941.82	12,079.63	(59,516.12)	21,505.33
07 BOND FUND	1,034,654.49	26,719.32	0.00	1,061,373.81
08 SPECIAL BLDG FUND	713,842.08	(143,840.62)	0.00	570,001.46
09 QUALIFIED CAPITAL PURPOSE UNDERTAKING FU	748,865.09	6,558.29	0.00	755,423.38
Grand Total:	10,931,919.96	525,473.41	(1,826,972.85)	9,629,888.02

General Fund	JULY EOM
Petty Cash	$ 464.07
Accounts Payable	$ 1,068,402.65
Payroll	$ 400,424.45
Total of bank accounts balances	$ 1,469,291.17
Plus	
Head Start bank balance	$ 6,929.23
NLAF	$ 5,656,276.81
PENDING TRSF FR SF TO AP	$ 2,970.18
PENDING TRSF FR ACT TO AP	$ 1,881.46
Total	$ 7,137,348.85
Less	
Cafeteria Fund	$ 21,505.33
PENDING PAYROLL ADJUSTMENT	
End of Month Fund Total	$ 7,115,843.52



PCS SUPERINTENDENT REPORT

August 2025

Dr. Richard E. Hasty



School starts the week of Aug. 11 at our elementary school, middle school, and high school! Let's make it a great month of August and a great 2025-2026 school year!



SAVE THE DATES - Please see the information below.

TUE., AUG. 12

ELEMENTARY

-3:00 PM-5:00 PM - OPEN HOUSE

-FIRST DAY OF SCHOOL IS WED., AUG. 13

-KINDERGARTEN - 12:00 P.M. - 3:20 PM ON AUG. 13

-KINDERGARTEN - 8:00 A.M. - 12:00 P.M. ON THU., AUG. 14- LUNCH WILL BE SERVED/NO RECESS

MIDDLE SCHOOL

-4:30 PM-6:30 PM - OPEN HOUSE

-4:30 PM-6:30 PM - INSTRUMENTAL DISPLAY IN THE BAND ROOM

-5:30 PM - ACTIVITIES MEETING IN THE GYM

-FIRST DAY OF SCHOOL IS WED., AUG. 13

HIGH SCHOOL

-5:30 PM-7:00 PM - OPEN HOUSE

-7:00 PM - ACTIVITIES MEETING IN THE AUDITORIUM

-FIRST DAY OF SCHOOL FOR FRESHMAN ONLY IS WED., AUG. 13

-FIRST DAY OF SCHOOL FOR GRADES 10-12 IS THU., AUG. 14

MON., AUG. 18

EARLY CHILDHOOD/HEAD START

-4:00 PM TO 6:00 PM - OPEN HOUSE

-FIRST DAY OF SCHOOL IS TUE., AUG. 19

We hope to see you all during these times at our buildings.



Our **district calendars** are included below. Click the school year to view a PDF of that calendar.

2025-2026

2026-2027



Photo credit: Plattsmouth High School Facebook page

Congratulations to our PHS student, Kaitlynn Moss, who earned a silver medal in Career Investigation at the Family, Career, and Community Leaders of America (FCCLA) Nationals in July 2025.



Congratulations to our PHS vocal music director, Chris Work, who earned the 2025 Nebraska American Legion High School Teacher of the Year.



We have many successes to recognize for our students. Click HERE and select the PCS Board of Education agenda for July 14, 2025. Way to represent Blue Devil Nation!



I am pleased to inform you that PCS has earned the **Diamond** level badge for school safety from the Nebraska Department of Education. This is the highest level of recognition through this program. Thank you to our PCS Safety Team, which supports our faculty and staff members who helped us earn this recognition!

The "Place School Safety First" badge recognition from the Nebraska Department of Education identifies Nebraska schools that are meeting the highest standards of safety and security. Schools can earn Diamond, Gold, or Silver badges, highlighting their commitment to ensuring the safety and security of students, staff, and visitors. Effective learning can only take place

in a safe environment, and this recognition reassures communities that their schools are actively fulfilling the four pillars of safety: prevention, preparedness, response, and recovery. By earning this badge, schools demonstrate their dedication to "Place School Safety First!"

2025-2026 PCS SUPERINTENDENT CUSTOMER SERVICE AWARDS

In the 2025-2026 school year, we plan to provide our employees with the opportunity to earn a PCS Superintendent's Customer Service Award. The Superintendent's Customer Service Awards are presented to certified employees, non-certified employees, and transportation employees who display exceptional customer service in their actions and behavior to continue the district's tradition of excellence. Employees could be nominated by anyone (students, staff members, community members, etc.) for exceptional customer service related to one of our PCS Customer Service Top 5 listed below.

PCS CUSTOMER SERVICE TOP 5

1. **Listen** (with an open mind).

2. **Recover well when mistakes are made.** Acknowledge (the mistake). Apologize (immediately). Affirm (that there will be an effort to prevent the mistake in the future).

3. **Respond in a timely manner** (one business day)**.**

4. **Own the problem and attempt to resolve it.**

5. **Use eye contact and a friendly greeting (**i.e.: Hello. How are you? Can I help you?)

Thank you to Scooter's Coffee - Plattsmouth, NE, for sponsoring our 2025-2026 PCS Superintendent's Customer Service Awards!



PCS has been using the Say Something - Anonymous Reporting System since 2018. It has provided us with valuable information to enhance the safety of students, staff, and our community. Thank you.

What Should You Report?

You can help save lives by reporting observed threats, behaviors, actions, and harassment. Here are examples of some of the most common behaviors and incidents to report:

- Acts of violence, with or without weapons
- Verbal or physical abuse, assault or harassment
- Sexual abuse, assault or harassment
- Threats seen on social media
- Bullying, fighting, harassment or intimidating behaviors
- Bragging about weapons or a planned attack
- Depression, anxiety or loss of self-control
- Hopelessness, excessive guilt or worthlessness
- Reckless behavior, theft and petty crimes
- Social isolation or withdrawal
- Substance or alcohol abuse
- Suicide threats, cutting or other self-harm
- Any other troubling situation or behavior

Are you aware of any potential violence? Then, say something. Use one of the methods below to submit a tip for PCS.

If you have to think about whether or not to submit a tip, then you should submit the tip and allow others to investigate the situation. Do not hesitate. Help someone and help yourself. We are here for you.

<u>How To Submit An Anonymous Tip</u>

1. **Submit a tip through our** secure website
2. **Call our 24/7 crisis hotline counselors at** 1-844-5-SayNow
3. **Download our mobile app at** Google Play or Apple Store
4. **Scan the QR Code**



Minutes from our Board of Education meetings are available at the link below. Draft minutes from the meeting on July 14, 2025, are also available below.

Board Meeting Minutes

DRAFT MEETING MINUTES FROM JULY 14, 2025



Our PCS Board of Education is shown above. Please take a moment to thank ALL of our Board of Education members for their service to our students, families, staff members, and our community! They spend many hours volunteering their time to improve opportunities for our students.



We have birth-to-age-three openings at our early childhood center. Check out the graphic above and scan the QR code for more information.

Wellness

On June 12, 2023, our Board of Education approved Policy 5417 School Wellness Policy and AR 5417 School Wellness Policy Administrative Regulation. We welcome your feedback relative to the policy and administrative regulation. Feedback can be submitted using the link provided below.

Go to the Board of Education's policy page at Board Policies. Select *5000 Students,* and scroll down to 5417 and AR 5417.

School Wellness Policy Feedback

Triennial Assessment Results - Click HERE to see numerous documents related to the results of our PCS Triennial Assessment of our wellness policy.

If you or someone you know are receiving Medicaid benefits or would like more information about it, please read some communication below from the Nebraska Department of Health and Human Services. There are also several links to related documents in English and Spanish.

*We want to remind parents to update their family's information with Medicaid so their children can keep their Medicaid coverage.

*Even if the parent is no longer eligible, their child may still qualify for coverage.

*Our goal is to ensure that every student continues to receive the necessary support to access healthcare.

Medicaid Public Health Emergency Flyer - English

Medicaid Public Health Emergency Flyer - Spanish

Medicaid Public Health Emergency Fact Sheet - English

Medicaid Public Health Emergency Fact Sheet - Spanish

Medicaid No Longer Qualify Your Child May - English

Medicaid No Longer Qualify Your Child May - Spanish

Use the links below to quickly access our middle school activities and our high school activities. You can also go to individual building pages (early childhood, elementary school, middle school, and high school) for additional information relative to individual items that are on those calendars.

Activities



Food Bank for the Heartland Flyer

This flyer includes information about food resources. A website and QR code are available to find food using an interactive map that shows partner food providers and mobile pantries.

[Food Bank for the Heartland Website]

[Food Bank for the Heartland Flyer]

SNAP Next Step Employment and Training Program

Follow the link below for information about the SNAP Next Step Employment and Training Program from the Nebraska Department of Labor and the Department of Health and Human Services.

SNAP Next Step Employment and Training Flyer

Community Resources

Many community resources are identified in the document available below. PCS is providing these resources via SENCA for informational purposes.

Cass County SENCA Resources

CTE Building

Have you seen the inside of our career and technical education (CTE) building? Go to our career academies website and scroll down the page to view a one-minute video tour from inside the CTE building.

PHS Career Academies

ESSER III

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act of 2021. The ARP Act includes nearly $122 billion for the Elementary and Secondary School Emergency Relief (ESSER) III Fund that allows state and local education agencies (LEAs) to take additional steps for continued safe in-person instruction and to address unfinished teaching and learning to mitigate the pandemic. The ESSER III funding enables Nebraska school districts to promote safe school operations and equity-driven, sustainable, evidence-based programs to serve students – especially those who are the furthest from opportunity – and to continue to strengthen teaching and learning. PCS was eligible for $1,505,865 of ESSER III funds.

In order to be eligible for ESSER III funding, Nebraska school districts had to submit an amendment to our ARP application by Sept. 15, 2021. Prior to submitting the application, we requested your input relative to the potential uses of the funds.

Thank you to everyone who provided input regarding the potential uses of ESSER III funds at PCS. I am pleased to inform you that we were able to incorporate many of the items in our amendment including updated curriculum materials, professional development for staff members, Clifton Strengths training and support for staff members, bleachers on the east side of the high school stadium, new activity buses and sport utility vehicles, staff dependent care, staff COVID-19 emergency leave (many districts no longer offer this to employees), renovation of the

outdoor middle school concession stand to include restrooms, personal protective equipment, interactive technological devices, furniture and equipment, music risers, and musical instruments. If you do not see a specific item, it might be included in one of these broad categories or it might be obtained through other available funding sources.

Business manager Chris Hudson and I will continue meeting with the Board of Education's Finance Committee to develop a plan and timeline for spending the funds. Unfortunately, we must pay for the items and wait for reimbursement to arrive later. With other ARP funds, it has taken up to eight months for NDE to process the reimbursement request and transfer funding to our district.

Our plan for the expenditure of ESSER III funds is available at the link below. There were other requests submitted for ESSER III that are not included here, but many of them are being addressed with other funding sources available in the district. Thank you, again, for providing your input for our amendment.

Esser III Amendment August 26, 2022

Thank You for Your Input

Thank you to everyone who provided input relative to our COVID-19 protocols and items for consideration in the development of our PCS Plan for Safe Return to School which is available by clicking the link below. As part of our ESSER funding, we are required to post and periodically review our plan. Our plan is included below.

PCS Plan for Safe Return to School

Our safety team includes certified and non-certified staff members from our early childhood center, elementary school, middle school, and high school, including administrators, nurses, school social workers/licensed mental health practitioners, school psychologists, Plattsmouth Education Association representatives, before and after school program directors, our nutrition services director, our transportation location manager, maintenance, and our school resource officer(s).

At this time, our safety team holds quarterly meetings during the school year.

Click the link below to provide feedback relative to our PCS Plan for Safe Return to School. Thank you for your support of the Plattsmouth Community Schools!

2024-2025 Plan for Safe Return to School



Thank you for your support of the Plattsmouth Community Schools.

#PLATTSMOUTHSTRONG

Best regards,

Superintendent Dr. Richard E. Hasty

PLATTSMOUTH HIGH SCHOOL
BOARD OF EDUCATION REPORT

July 2025

Tina Harvey, Principal

PHS Student Enrollment 2025-2026:

	May 2025	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.
9th	**114**	**105**										
10th	**105**	**112**										
11th	**125**	**107**										
12th	**126**	**135**										
TOTAL	**470**	**459**										

General Updates
We are welcoming 2 teachers who are new to PHS this year - Blake (Joseph) Adelman, Social Studies and Head Boys Basketball, and Kevin Hanlin, Social Studies. They have been involved in training and onboarding at the district and building level and we look forward to all that they will bring to PHS!

Enrollment and registration for the new school year is well underway. At this time we have 21 students who are new to the district registered to begin at PHS this fall.

Back to School Night will take place on August 12 with meetings for New and Returning Families taking place that evening. All Activities Meeting will be held the same night followed by individual team meetings with coaches.

Career Academies Report
The Academy Core Leaders are preparing for Freshman Day on August 13th. Academy Kick Off Day is being planned for August 14th and will include activities with Team Concepts completing Year 4 of the "Be Kind 4 Life" sequence.

Activities Report
Fall practices begin on Monday, August 11th. We will be adding One Act Play back this year. They will compete at the Trailblazer Conference and the NSAA District Contest.

School Counselors Report
Counselors are in the midst of schedule changes and schedule finalization with students and parents. We are also preparing for MAP Testing, career speakers in October, and 10th grade Pre-ACT testing, 11th grade Practice ACT testing, and 9th/12th grade Career Field Trips for October 29th. Plenty of college visits will be scheduled for semester 1 as well.

Focus Points for 2025-2026

The 2025-2026 school year will focus on the following points:

1. Creating a positive and supportive school culture grounded in respect, inclusion, encouragement, and the celebration of both students and staff.
2. Enhancing communication about PHS initiatives with the appropriate students, staff, families, and community members.
3. Continuing the growth of our Career Academies and expanding Work-Based Learning opportunities.
4. Encouraging responsible citizenship and community engagement.

As we look ahead, Plattsmouth High School is positioned for a year of growth and achievement. Our highly-qualified staff, engaged community, and diverse opportunities in academics, career pathways, and student activities create a strong foundation for success. With a focus on data-informed decisions, we will continue to support every student in reaching their full potential—both now and in the future.

Middle School Board Report
John Campin-Principal
August 7, 2025
Current Enrollment Numbers for 2025-26

5th-110
6th-104
7th-92
8th-112
Total-418

I want to recognize Sherri Johnson. Mrs. Johnson is our Student Support/Data Coordinator. Mrs. Johnson will take the time to help any student, parent or staff member with their needs. Developing the schedule and making sure it is correct in Infinite Campus is a difficult task. Making sure every student is scheduled correctly is an even bigger task. New students come and go in the summe time, but this year we have currently have 38 new students and only 8 that have left our building. We appreciate the time she puts in to make the schedule work and everyone feel welcome!

I also want to recognize our summer maintenance and custodial crews. WOW! They got a lot done this year. Besides the normal deep cleaning, the floors look wonderfu and many extra jobs were put on their plate to get done! We appreciate all the effort they put in this summer to get our building ready for August 13th! Thank you!!

Check out our school Facebook page. You will see our weekly newsletter where we share students of the week in each grade and extra curricular updates.

Plattsmouth Elementary
Shannon Honold, Principal

Celebrations: All of the maintenance and house keeping crews have worked hard to ensure that the building is ready for the start of school! They have also put in a lot of time to help the Blue Pod get their classrooms up and running!

Enrollment Data:

	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
Kindergarten	92											
1st Grade	91											
2nd Grade	105											
3rd Grade	84											
4th Grade	101											
Total:	473											

Blue Pod: Blue Pod has been revived and revamped! The teachers have invested a great deal of time unpacking, organizing, and preparing their classrooms for students after last year's fire. It has been amazing to see the collaboration that has occurred with a variety of entities to make this happen.

Staff: The staff's first day back was Thursday, August 7th. It was great to see them preparing their rooms, chatting, and collaborating with their colleagues! I am looking forward to a great year with them all.

Upcoming Events:
8/11 - All District Breakfast & Welcome Back
8/11 - First Staff Meeting
8/12 - Jo On the Go sponsored by PTO
8/12 - Open House (3-5pm)
8/13 - First Day of School; Kindergarteners come at 12:00pm
8/14 - Kindergarteners come at 8:10am
8/15 - First Full Day of Kindergarten
8/19 - Testing Begins

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

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

Head Start Treasurer's Report
July 2025

Continuation Grant from 1/1/2025 to 12/31/2025 (with NFS)		**$ 1,694,018**
Total Head Start Grant Funds from 1/1/2025 to 12/31/20245 (without NFS)		$ 1,170,975
Total Early Head Start Grant Funds from 1/1/2025 to 12/31/2025 (without NFS)		$ 184,231
Head Start Expenditures for the Month of: July 2025		$ 104,674
Early Head Start Expenditures for the Month of: July 2025		$ 25,011
Total Grant Period Expenditures 1/1/2025 to 12/31/2025		
Head Start		$814,207
Early Head Start		$179,714
Percent of Budget 1/1/2025 to 12/31/2025		
Head Start		70%
Early Head Start		97%
In-Kind for the Month of: July 2025		$ 19,083
In-Kind Credited to Date:		
Head Start	1/1/2025 to 12/31/2025	$61,805
Early Head Start	1/1/2025 to 12/31/2025	$14,469
Total	1/1/2025 to 12/31/2025	$76,274
Percent of Required In-Kind For Fiscal Year 2025		
Head Start ($292,766 total required)		21%
Early Head ($46,046 total required)		31 %
Total Required ($338,812)		23 %
Head Start Nutrition Expenditures for the Month of: July 2025		$1,274

OneCard Charges (Credit Card) - July 2025: $2,360.63

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

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

Head Start Director's Report
August 2025

Early Childhood Numbers as of: 07/30/2025
Enrollment:
Accepted for Tuition/Head Start for 2025-2026:

Total for Head Start	**61 out of 80**
Tuition at PECC	32
Total Enrollment for PECC	*93*
Birth to Three Program Enrollment Report:	
Sixpence	10
Birth to 5 Special Education Home/Community Based/Speech	50
Early Head Start	**10 out of 10**

Head Start Grant Information:
The Fiscal Year (FY) 2026 is a continuation grant application and is due on Oct. 1st, 2025. This is the new funding guidance for the FY 2026. Until further information from Head Start.

Funding Type	Projected Funding	Funded Federal Enrollment
Head Start Program Operations & Training and Technical Assistance	$1,155,911	80
Early Head Start program Operations & Trainings and Technical Assistance	$180,913	10
Total Grand Funding	**$1,355,206**	**90**
In-Kind (non-federal share) for HS & EHS	$338,812	
Total Grant Amount	**$1,694,018**	

Office of Head Start Communications:

- **Trainings: ACF-OHS-PI-25-02:** One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families
- FY26 Monitoring Information Memorandum - awaiting more information for the new FA1 and FA2 review process.
    -

Trainings:

- The Teaching Pyramid integration will be implemented throughout the following year with a review of tier 1 and a focus on tier 2 interventions and supports.
- 2 times a month, the ESU#3 will provide coaching and support for fidelity of the program.

Personnel:

- We are waiting for background checks on one paraeducator and an administrative assistant. Welcome Ashley Luna to the paraeducation team!

Policy Council:

- There are no meetings scheduled for the summer and will reconvene in Aug. to review the new Head Start and Early Head Start grant.
- Leadership reports: Disabilities, Family Supports, Health and Safety, Mental Health

Respectfully submitted,
Mrs. Juli Beck, Cass County Head Start Director

2024-2025 HEAD START PROGRAM INFORMATION REPORT
07CH012443-000 Plattsmouth Community School District

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	07CH012443
Program Number	000
Program Type	Head Start
Program Name	Plattsmouth Community School District
Program Address	902 Main St.
Program City, State, Zip Code (5+4)	Plattsmouth, NE, 68048
Program Phone Number	(402) 296 5250 - 2603
Head Start or Early Head Start Director Name	Ms. Juliana Beck
Head Start or Early Head Start Director Email	jbeck@pcsd.org
Agency Email	jbeck@pcsd.org
Agency Web Site Address	www.pcsd.org
Name and Title of Approving Official	Mr. Brian Harvey, President, Board of Education
Unique Entity Identifier (UEI)	F4UCHHKBMBA4
Agency Type	School System
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children
A.1 Funded Enrollment:	80
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	80
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	80
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	0
A.4 Family child care option	0
A.5 Locally designed option	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	80
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	7
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children
A.10 Children by age:	
a. Under 1 year	0
b. 1 year old	0
c. 2 years old	0
d. 3 years old	39
e. 4 years old	57
f. 5 years and older	0
g. Total cumulative enrollment of children	96

Total cumulative enrollment

	# of children
A.12 Total cumulative enrollment	96

Primary type of documentation used for determining eligibility

	# of children
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	29
b. Public assistance*	33
1. TANF documentation	4
2. SSI documentation	1
3. SNAP documentation	28
c. Foster care	6
d. Homeless	1
e. Eligibility based on other type of need, but not counted in A.13.a through d	10

	# of children
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	17

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all children in their area that would be eligible under A.13.a to A.13.d are being served.
Recruitment plans were followed to find the neediest children for our program.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	38
b. Three or more years	0

Transition and turnover

	# of children
A.16 Total number of preschool children who left the program any time after classes or home visits began and did not re-enroll	11
a. Of the preschool children who left the program during the program year, the number of preschool children who were enrolled less than 45 days	1

	# of preschool children
A.17 Of the number of preschool children enrolled in Head Start at the end of the current enrollment year, the number projected to be entering kindergarten in the following school year	51

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	96
a. Of these children, the number of children that were chronically absent	36
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	29

A.23 Comments on children that were chronically absent:
Staff worked with families to put a plan in place to help eliminate barriers to attend school. Some students were absent for a number of health issues that inclue the flu, RSV and COVID 19.

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

# of children	
(1) Hispanic or Latino origin	*(2) Non-Hispanic or Non-Latino origin*

A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	2
c. Black or African American	0	1
d. Native Hawaiian or other Pacific Islander	0	0
e. White	11	75
f. Bi-racial/Multi-racial	3	4
g. Other	0	0

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	87
1. Of these, the number of children acquiring/learning another language in addition to English	4
b. Spanish	9
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	13

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	12

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
Name/title
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	37	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	16	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	243
a. Of these, the number who are current or former Head Start or Early Head Start parents	161

EDUCATION AND CHILD DEVELOPMENT STAFF

Preschool classroom and assistant teachers (HS and Migrant programs)

	(1) # of classroom teachers	(2) # of assistant teachers
B.3 Total number of preschool education and child development staff by position	7	18

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
a. An advanced degree in:		
1. Early childhood education 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children	3	1

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
b. A baccalaureate degree in one of the following:		
1. Early childhood education 2. Any field and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children or 3. Any field and is part of the Teach for America program and passed a rigorous early childhood content exam	3	0

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
c. An associate degree in:		
1. Early childhood education 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching preschool-age children	1	1

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0	5
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0	5

	(1) # of classroom teachers	(2) # of assistant teachers
Of the number of preschool education and child development staff by position, the number with the following:		
e. None of the qualifications listed in B.3.a through B.3.d	0	11

Preschool classroom teachers program enrollment

	# of classroom teachers
B.4 Total number of preschool classroom teachers that do not meet qualifications listed in B.3.a or B.3.b	1
a. Of these preschool classroom teachers, the number enrolled in a degree program that would meet the qualifications described in B.3.a or B.3.b	1

Preschool classroom assistant teachers program enrollment

	# of assistant teachers
B.5 Total number of preschool assistant teachers that do not have any qualifications listed in B.3.a through B.3.d	11
a. Of these preschool assistant teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.3.a through B.3.d.	11

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	0
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	0
1. Of these, the number of home visitors that hold a baccalaureate or advanced degree	0
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
1. Of these, the number of family child care providers that hold a baccalaureate or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	24
f. Biracial/Multi-racial	0	0
g. Other	0	0

	# of non-supervisory education and child development staff
h. Unspecified ethnicity or race	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0
l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	1	0
a. Of these, the number who were replaced	1	0

Education and child development staff turnover

	# of staff
B.17 The number of classroom teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	1

	# of staff
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were classroom teachers who left the program	1

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	1
1. Specify: Change in job field	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	84	93
a. Of these, the number enrolled in Medicaid and/or CHIP	65	73
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	19	20
C.2 Number of children with no health insurance	12	3

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	95	94
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	35	84

	# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	17
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	17

b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	*# of children*
a. Autism spectrum disorder (ASD)	2
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	4
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	1
f. Hearing Problems	0
g. Vision Problems	12
h. Blood lead level test with elevated lead levels >5 g/dL	1
i. Diabetes	0

Body Mass Index (BMI) – children (HS and Migrant programs)

	# of children at enrollment
C.10 Number of children who are in the following weight categories according to the 2022 CDC BMI-for-age growth charts	
a. Underweight (BMI less than 5th percentile for child's age and sex)	6
b. Healthy weight (at or above 5th percentile and below 85th percentile for child's age and sex)	55
c. Overweight (BMI at or above 85th percentile and below 95th percentile for child's age and sex)	21
d. Obese (BMI at or above 95th percentile for child's age and sex)	14

Immunization services - children

	(1) # of children at enrollment	*(2) # of children at end of enrollment*
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	91	91
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	0	0
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	0	0

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	*(2) # of children at end of enrollment*
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	80	90

	# of children
C.19 Number of children who received oral health preventive care during the program year	85
C.20 Number of all children who have completed a professional oral examination during the program year	85
a. Of these, the number of children diagnosed as needing oral treatment during the program year	9
1. Of these, the number of children who received oral treatment during the program year	9
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	0
8. Appointment is scheduled for future date	0
9. No transportation	0
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	7
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	7

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	7
a. Of these, the number who received an evaluation to determine IDEA eligibility	7
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	7
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Preschool disabilities services (HS and Migrant programs)

	# of children
C.24 Number of children enrolled in the program who had an Individualized Education Program (IEP), at any time during the program year, indicating they were determined eligible by the LEA to receive special education and related services under the IDEA	31
a. Of these, the number who were determined eligible to receive special education and related services:	# of children
1. Prior to this program year	26
2. During this program year	5
b. Of these, the number who have not received special education and related services	0

Preschool primary disabilities (HS and Migrant programs)

	(1) # of children determined to have this disability	(2) # of children receiving special services
C.26 Diagnosed primary disability:		
a. Health impairment (i.e., meeting IDEA definition of "other health impairment")	1	1
b. Emotional disturbance	0	0
c. Speech or language impairments	6	6
d. Intellectual disabilities	0	0
e. Hearing impairment, including deafness	0	0
f. Orthopedic impairment	0	0
g. Visual impairment, including blindness	0	0
h. Specific learning disability	0	0
i. Autism	1	1
j. Traumatic brain injury	0	0
k. Non-categorical/developmental delay	23	23
l. Multiple disabilities (excluding deaf-blind)	0	0
m. Deaf-blind	0	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	57
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	55
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.29 The instrument(s) used by the program for developmental screening
Name/title
ASQ- 3 (Ages & Stages Questionnaire)
ASQ-SE (Ages & Stages Questionnaire Social-Emotional)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Name/title
Teaching Strategies GOLD Online

Curriculum

C.31 Curriculum used by the program:
a. For center-based services
Name/title
Creative Curriculum (PreSchool)
Really Great Reading
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
Name/title
Love and Logic

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
a. Center-based settings
Name/title
Classroom Assessment Scoring System (CLASS: Infant, Toddler, or Pre-K)
Creative Curriculum Fidelity

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	84
a. Of these, the number of two-parent families	49
b. Of these, the number of single-parent families	35
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	79
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	31
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	3
b. Grandparents	3
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	2
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	12
b. An associate degree, vocational school, or some college	12
c. A high school graduate or GED	55
d. Less than high school graduate	4

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	69
1. Of these families, the number in which one or more parent/guardian is employed	68
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	25
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	1
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	15

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	72
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	65
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	7
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	12
1. Of these families, the number of families that were also counted in C.37.a	4
2. Of these families, the number of families that were also counted in C.37.b	8

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	2

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	3	3
C.41 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	25	24
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	25	25

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	58
b. Housing assistance (e.g., subsidies, utilities, repairs)	3
c. Asset building services (e.g., financial education, debt counseling)	12
d. Mental health services	24
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	8
h. Assistance in enrolling into an education or job training program	4
i. Research-based parenting curriculum	6
j. Involvement in discussing their child's screening and assessment results and their child's progress	84
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	56
l. Education on preventive medical and oral health	84
m. Education on health and developmental consequences of tobacco product use	0
n. Education on nutrition	84
o. Education on postpartum care (e.g., breastfeeding support)	0
p. Education on relationship/marriage	0
q. Assistance to families of incarcerated individuals	2
C.45 Of these, the number of families who were counted in at least one of the services listed above	84

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	24
b. Family goal setting	24
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	23
d. Head Start program governance, such as participation in the Policy Council or policy committees	2

	# of father/ father figures
e. Parenting education workshops	10

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	3

	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	4

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	3

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	3
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

D. GRANT LEVEL QUESTIONS

INTENSIVE COACHING

	# of education and child development staff
D.1 The number of education and child development staff (i.e., teachers, preschool assistant teachers, home visitors, family child care providers) that received intensive coaching	1

	# of coaches
D.2 The number of individuals that provided intensive coaching, whether by staff, consultants, or through partnership	1

MANAGEMENT STAFF SALARIES

	(3) Number of Management Staff in this Position
D.3 Management staff:	
a. Executive Director	1
b. Head Start and/or Early Head Start Director	1
c. Education Manager/Coordinator	1
d. Health Services Manager/Coordinator	1
e. Family & Community Partnerships Manager/Coordinator	1
f. Disability Services Manager/Coordinator	0
g. Fiscal Officer	1

FAMILY SERVICES STAFF QUALIFICATIONS

	# of family services staff
D.5 Total number of family services staff:	4
a. Of these, the number that have a credential, certification, associate, baccalaureate, or advanced degree in social work, human services, family services, counseling, or a related field	3
b. Of these, the number that do not meet one of the qualifications described in D.5.a	1
1. Of the family services staff in D.5.b, the number enrolled in a degree or credential program that would meet a qualification described in D.5.a.	0
2. Of the family services staff in D.5.b, the number hired before November 7, 2016	1

FORMAL AGREEMENTS FOR COLLABORATION

	# of partners or agencies
D.6 Total number of child care partners in which a formal agreement was in effect	0
D.7 Total number of LEAs in the service area	8
a. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate services for children with disabilities	8
b. Of these, the total number of LEAs in which a formal agreement was in effect to coordinate transition services	8
D.8 Total number of Part C agencies in the service area	8
a. Of these, the total number of Part C agencies in which a formal agreement was in effect to coordinate services for children with disabilities	8

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	25071665304
Last Update Date	07/16/2025

ADMINISTRATION FOR CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 28, 2025

Grant No. 07CH012443

Dear Head Start Grant Recipient:

Your funding application for the upcoming budget period must be submitted by October 1, 2025. The following table reflects the annual funding and enrollment levels available to apply for:

Period of Funding: 01/01/2026 - 12/31/2026

Annual Funding	Head Start	Early Head Start
Program Operations	$1,155,911	$180,913
Training and Technical Assistance	$15,064	$3,318
Total Funding		**$1,355,206**

Enrollment Levels	Head Start	Early Head Start
Federal Funded Enrollment	80	10

Application Submission Requirements

The application must be prepared and submitted in accordance with the Head Start Grant Application Instructions with Guidance, Version 4.0 (Application Instructions) for a continuation application. It must be submitted on behalf of the Authorizing Official registered in HSES. Incomplete applications will not be processed.

Application Instructions are available on the homepage and in the 'Resources' section of HSES. Please review the instructions carefully prior to preparing the application.

Funding is contingent upon the availability of federal funds and satisfactory performance under the terms and conditions of the Head Start award. Annual funding levels are subject to change because of Congressional action or program performance and may result in additional funding guidance from the Office of Head Start.

One-time Program Improvement or Health and Safety Requests

Grant recipients encountering program improvement needs that cannot be supported by the agency budgets or other resources are invited to apply for one-time funding. This funding must be applied for separately through the Supplement or Supplement-Facilities 1303 amendment

type in HSES. Please select the appropriate amendment based on the description.

Requests generally include but are not limited to:

- Facility projects (construction, purchase, or major renovations requiring 1303 applications)
- Minor repairs and enhancements
- Playground installations or upgrades
- Funding to support transportation needs with investments in buses or other vehicles necessary to operate the program
- Security and surveillance investments to assure maximum safety of children

Requests are prioritized and funded based on funding availability and may require additional time before a final decision.

For questions regarding application instructions or program improvement needs and requests, please use HSES Correspondence. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

Thank you for your cooperation and timely submission of the grant application.

Sincerely,

Office of Head Start

ADMINISTRATION FOR CHILDREN & FAMILIES
Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | headstart.gov

July 18, 2025

Plattsmouth Community Schools

Dear Grant Recipient,

While the Office of Head Start (OHS) awaits publication of the FY26 Monitoring Information Memorandum (IM), we are sharing critical information now to support your program's planning and preparation. This letter confirms that your agency will receive a monitoring review in Fiscal Year 2026 (FY26).

The forthcoming IM will outline a new monitoring framework that replaces the previous Focus Area 1 and Focus Area 2 reviews. These updates are designed to align with administration priorities, streamline tools, reduce burden on grant recipients, and ensure a balanced focus across key areas of program performance.

Your program will receive the Comprehensive Transitional Review (CTR) in FY26. To minimize burden on programs that already received a Focus Area 1 (FA1) review, OHS has developed a Comprehensive Transitional Review for FY26. This transitional review serves as a bridge between the previous and new monitoring structures, building on information gathered during the FA1 review while incorporating essential elements of the updated FY26 monitoring approach. This review will be conducted through a hybrid combination of virtual and onsite activities and fulfills the OHS monitoring requirements as mandated under the Head Start Act §641A(c).

In addition, your program will receive a Classroom Assessment Scoring System (CLASS®) Review in FY26. The Classroom Assessment Scoring System (CLASS®) Review continues in FY26, with updated delivery options.

You will receive additional information regarding your reviews, including the assigned Review Lead and review dates, approximately 45 days prior to each event.

Please note: OHS is strictly regulating scheduled reviews and will not approve changes to review dates.

Monitoring Reviews for FY26

07CH012443	**Comprehensive Transitional Review (CTR)**
07CH012443	**Classroom Assessment Scoring System (CLASS®)**

For FY26, CLASS® monitoring reviews will default to the Video Review approach, where grant recipients self-record and submit their own videos for observation. Programs may request approval for an On-site Review, conducted by a certified CLASS® observer, if specific circumstances make video submission unfeasible. For more information, OHS will provide an overview of the FY26 AIAN CLASS® Monitoring Review on **Monday, August 4, 2025.** Register using the link below.

FY26 CLASS® Information Webinar –1:30 PM ET Registration Link:
https://events.zoom.us/ev/AheuucXWvtqrgGg1Kgriw27PWJekfhVsDYEw-YNjX7nrGSmps5sI~AiB0JmP898j9p1zDLwH9Q6jrr8PZU1f66dO-JDV4uN8Evu2L7Dl5WqiR3A

For additional resources regarding OHS FY26 Monitoring, please see below:

- FY26 Monitoring Information Memorandum (once published) can be found here: https://headstart.gov/policy/im
- Head Start Monitoring at https://headstart.gov/federal-monitoring
- Aligned Monitoring System Virtual Expo at https://onlinexperiences.com/Launch/Event.htm?ShowKey=177031

Please contact the OHS Monitoring Team with any questions.

Sincerely,

OHS Monitoring Team
ohsmonitoring@dlhcorp.com
1-800-518-1932 (option 2)

2024-2025 EARLY HEAD START PROGRAM INFORMATION REPORT
07CH012443-200 Plattsmouth Community School District

A. PROGRAM INFORMATION

GENERAL INFORMATION

Grant Number	07CH012443
Program Number	200
Program Type	Early Head Start
Program Name	Plattsmouth Community School District
Program Address	902 Main St.
Program City, State, Zip Code (5+4)	Plattsmouth, NE, 68048
Program Phone Number	(402) 296 5250 - 2603
Head Start or Early Head Start Director Name	Ms. Juliana Beck
Head Start or Early Head Start Director Email	jbeck@pcsd.org
Agency Email	jbeck@pcsd.org
Agency Web Site Address	www.pcsd.org
Name and Title of Approving Official	Mr. Brian Harvey, President, Board of Education
Unique Entity Identifier (UEI)	F4UCHHKBMBA4
Agency Type	School System
Agency Description	Grantee that directly operates program(s) and has no delegates

FUNDED ENROLLMENT

Funded enrollment by funding source

	# of children / pregnant women
A.1 Funded Enrollment:	10
a. Head Start/Early Head Start Funded Enrollment, as identified on the NOA that captures the greatest part of the program year	10
b. Funded Enrollment from non-federal sources, i.e., state, local, private	0
c. Funded Enrollment from the MIECHV Grant Program using the Early Head Start home visiting model	0

Funded enrollment by program option

	# of slots
A.2 Center-based option	
a. Number of slots equal to or greater than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for the full-working-day	0
2. Of these, the number that are available for the full-calendar-year	0
3. Of these, the number that are available for the full-working-day and full-calendar-year	0
b. Number of slots with fewer than 1,020 annual hours for Head Start preschool children or 1,380 annual hours for Early Head Start infants and toddlers	0
1. Of these, the number that are available for 3.5 hours per day for 128 days	0
2. Of these, the number that are available for a full working day	0
A.3 Home-based option	10
A.4 Family child care option	0
A.5 Locally designed option	0

	# of pregnant women slots
A.6 Pregnant women slots	0

Funded slots at child care partner

	# of slots
A.7 Total number of slots in the center-based or locally designed option	0
a. Of these, the total number of slots at a child care partner	0
A.8 Total funded enrollment at child care partners (includes center-based, locally designed, and family child care program options)	0

CLASSES IN CENTER-BASED

	# of classes
A.9 Total number of center-based classes operated	0
a. Of these, the number of double session classes	0

CUMULATIVE ENROLLMENT

Children by age

	# of children
A.10 Children by age:	
a. Under 1 year	5
b. 1 year old	2
c. 2 years old	4
d. 3 years old	0
g. Total cumulative enrollment of children	11

Pregnant women (EHS programs)

	# of pregnant women
A.11 Cumulative enrollment of pregnant women	3

Total cumulative enrollment

	# of children / pregnant women
A.12 Total cumulative enrollment	14

Primary type of documentation used for determining eligibility

	# of children / pregnant women
A.13 Report each enrollee only once by primary type of eligibility:	
a. Income at or below 100% of federal poverty line	2
b. Public assistance*	9
1. TANF documentation	1
2. SSI documentation	0
3. SNAP documentation	8
c. Foster care	0
d. Homeless	0

	# of children / pregnant women
e. Eligibility based on other type of need, but not counted in A.13.a through d	2

	# of children / pregnant women
f. Incomes between 100% and 130% of the federal poverty line, but not counted in A.13.a through e	1

A.14 If the program serves enrollees under A.13.f, specify how the program has demonstrated that all children in their area that would be eligible under A.13.a to A.13.d are being served.
Recruitment plans were followed to find the neediest children for our program.

Prior enrollment

	# of children
A.15 Enrolled in Head Start or Early Head Start for:	
a. The second year	4
b. Three or more years	2

Transition and turnover

	# of children
A.18 Total number of infants and toddlers who left the program any time after classes or home visits began and did not re-enroll	2
a. Of the infants and toddlers who left the program above, the number of infants and toddlers who were enrolled less than 45 days	0
b. Of the infants and toddlers who left the program during the program year, the number who aged out of Early Head Start	0
1. Of the infants and toddlers who aged out of Early Head Start, the number who entered a Head Start program	0
2. Of the infants and toddlers who aged out of Early Head Start, the number who entered another early childhood program	0
3. Of the infants and toddlers who aged out of Early Head Start, the number who did not enter another early childhood program	0

	# of pregnant women
A.19 Total number of pregnant women who left the program after receiving Early Head Start services but before the birth of their infant, and did not re-enroll	0
A.20 Number of pregnant women receiving Early Head Start services at the time their infant was born	1
a. Of the pregnant women enrolled when their infant was born, the number whose infant was subsequently enrolled in the program	1
b. Of the pregnant women enrolled when their infant was born, the number whose infant was not subsequently enrolled in the program	0

Attendance

	# of children
A.22 The total number of children cumulatively enrolled in the center-based or family child care program option	0
a. Of these children, the number of children that were chronically absent	0
1. Of the children chronically absent, the number that stayed enrolled until the end of enrollment	0

Child care subsidy

	# of children
A.24 The number of enrolled children for whom the program and/or its partners received a child care subsidy during the program year	0

Ethnicity and race

	# of children / pregnant women	
	(1) Hispanic or Latino origin	*(2) Non-Hispanic or Non-Latino origin*
A.25 Race and ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	1	12
f. Bi-racial/Multi-racial	1	0
g. Other	0	0

	# of children / pregnant women
h. Unspecified ethnicity or race	0

Primary language of family at home

	# of children
A.26 Primary language of family at home:	
a. English	14
1. Of these, the number of children acquiring/learning another language in addition to English	0
b. Spanish	0
c. Native Central American, South American & Mexican Languages (e.g., Mixteco, Quichean.)	0
d. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
e. Middle Eastern & South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
f. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
g. Native North American/Alaska Native Languages	0
h. Pacific Island Languages (e.g., Palauan, Fijian)	0
i. European & Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
j. African Languages (e.g., Swahili, Wolof)	0
k. American Sign Language	0
l. Other (e.g., American Sign Language)	0
m. Unspecified (language is not known or parents declined identifying the home language)	0

Dual language learners

	# of children
A.27 Total number of Dual Language Learners	0

Transportation

	# of children
A.28 Number of children for whom transportation is provided to and from classes	0

RECORD KEEPING

Management Information Systems

A.29 List the management information system(s) your program uses to support tracking, maintaining, and using data on enrollees, program services, families, and program staff.
Name/title
ChildPlus

B. PROGRAM STAFF & QUALIFICATIONS

TOTAL STAFF

Staff by type

	(1) # of Head Start or Early Head Start staff	(2) # of contracted staff
B.1 Total number of staff members, regardless of the funding source for their salary or number of hours worked	4	0
a. Of these, the number who are current or former Head Start or Early Head Start parents	1	0

TOTAL VOLUNTEERS

Volunteers by type

	# of volunteers
B.2 Number of persons providing any volunteer services to the program during the program year	30
a. Of these, the number who are current or former Head Start or Early Head Start parents	25

EDUCATION AND CHILD DEVELOPMENT STAFF

Infant and toddler classroom teachers (EHS and Migrant programs)

	# of classroom teachers
B.6 Total number of infant and toddler classroom teachers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
a. An advanced degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
b. A baccalaureate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. Any field and coursework equivalent to a major relating to early childhood education, with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
c. An associate degree in:	
1. Early childhood education with a focus on infant and toddler development or 2. A field related to early childhood education and coursework equivalent to a major relating to early childhood education with experience teaching infants and/or toddlers	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
d. A Child Development Associate (CDA) credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements	0
1. Of these, a CDA credential or state-awarded certification, credential, or licensure that meets or exceeds CDA requirements and that is appropriate to the option in which they are working	0

	# of classroom teachers
Of the number of infant and toddler classroom teachers, the number with the following:	
e. None of the qualifications listed in B.6.a through B.6.d	0

	# of classroom teachers
B.7 Total number of infant and toddler classroom teachers that do not have any qualifications listed in B.6.a through B.6.d	0
a. Of these infant and toddler classroom teachers, the number enrolled in a degree, certification, credential, or licensure program that would meet one of the qualifications listed in B.6.a through B.6.d.	0

Home visitors and family child care provider staff qualifications

	# of home visitors
B.8 Total number of home visitors	2
a. Of these, the number of home visitors that have a home-based CDA credential or comparable credential, or equivalent coursework as part of an associate's, baccalaureate, or advanced degree	2
1. Of these, the number of home visitors that hold a baccalaureate or advanced degree	2
b. Of these, the number of home visitors that do not meet one of the qualifications described in B.8.a.	0
1. Of the home visitors in B.8.b, the number enrolled in a degree or credential program that would meet a qualification described in B.8.a.	0

	# of family child care providers
B.9 Total number of family child care providers	0
a. Of these, the number of family child care providers that have a Family Child Care CDA credential or state equivalent, or an associate, baccalaureate, or advanced degree in child development or early childhood education	0
1. Of these, the number of family child care providers that hold a baccalaureate or advanced degree in child development or early childhood education	0
b. Of these, the number of family child care providers that do not meet one of the qualifications described in B.9.a.	0
1. Of the family child care providers in B.9.b, the number enrolled in a degree or credential program that would meet a qualification described in B.9.a.	0

	# of child development specialists
B.10 Total number of child development specialists that support family child care providers	0
a. Of these, the number of child development specialists that have a baccalaureate degree in child development, early childhood education, or a related field	0
b. Of these, the number of child development specialists that do not meet one of the qualifications described in B.10.a.	0

	# of child development specialists
1. Of the child development specialists in B.10.b, the number enrolled in a degree or credential program that would meet a qualification described in B.10.a.	0

Ethnicity and race

	# of non-supervisory education and child development staff	
	(1) Hispanic or Latino origin	(2) Non-Hispanic or Non-Latino origin
B.13 Race and Ethnicity		
a. American Indian or Alaska Native	0	0
b. Asian	0	0
c. Black or African American	0	0
d. Native Hawaiian or other Pacific Islander	0	0
e. White	0	2
f. Biracial/Multi-racial	0	0
g. Other	0	0

	# of non-supervisory education and child development staff
h. Unspecified ethnicity or race	0

Language

	# of non-supervisory education and child development staff
B.14 The number who are proficient in a language(s) other than English.	0
a. Of these, the number who are proficient in more than one language other than English	0

B.15 Language groups in which staff are proficient:	# of non-supervisory education and child development staff
a. Spanish	0
b. Native Central American, South American, and Mexican Languages (e.g., Mixteco, Quichean.)	0
c. Caribbean Languages (e.g., Haitian-Creole, Patois)	0
d. Middle Eastern and South Asian Languages (e.g., Arabic, Hebrew, Hindi, Urdu, Bengali)	0
e. East Asian Languages (e.g., Chinese, Vietnamese, Tagalog)	0
f. Native North American/Alaska Native Languages	0
g. Pacific Island Languages (e.g., Palauan, Fijian)	0
h. European and Slavic Languages (e.g., German, French, Italian, Croatian, Yiddish, Portuguese, Russian)	0
i. African Languages (e.g., Swahili, Wolof)	0
j. American Sign Language	0
k. Other	0

l. Unspecified (language is not known or staff declined identifying the language)	0

STAFF TURNOVER

All staff turnover

	(1) # of Head Start or Early Head Start staff	*(2) # of contracted staff*
B.16 Total number of staff who left during the program year (including turnover that occurred while the program was not in session, e.g., summer months)	1	0
a. Of these, the number who were replaced	1	0

Education and child development staff turnover

	# of staff
B.17 The number of classroom teachers, preschool assistant teachers, family child care providers, and home visitors who left during the program year (including turnover that occurred while classes and home visits were not in session, e.g., during summer months)	1
a. Of these, the number who were replaced	1
b. Of these, the number who left while classes and home visits were in session	1
c. Of these, the number that were classroom teachers who left the program	0

	# of staff
B.18 Of the number of education and child development staff that left, the number that left for the following primary reason:	
a. Higher compensation	0
1. Of these, the number that moved to state pre-k or other early childhood program	0
b. Retirement or relocation	0
c. Involuntary separation	0
d. Other (e.g., change in job field, reason not provided)	1
1. Specify: Change in job field	
B.19 Number of vacancies during the program year that remained unfilled for a period of 3 months or longer	0

C. CHILD AND HEALTH SERVICES

HEALTH SERVICES

Health insurance – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.1 Number of all children with health insurance	10	11
a. Of these, the number enrolled in Medicaid and/or CHIP	9	10
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	1	1
C.2 Number of children with no health insurance	1	0

Health insurance - pregnant women (EHS programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.3 Number of pregnant women with at least one type of health insurance	3	3
a. Of these, the number enrolled in Medicaid	3	2
b. Of these, the number enrolled in state-only funded insurance (e.g., medically indigent insurance), private insurance, or other health insurance	0	1
C.4 Number of pregnant women with no health insurance	0	0

Accessible health care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.5 Number of children with an ongoing source of continuous, accessible health care provided by a health care professional that maintains the child's ongoing health record and is not primarily a source of emergency or urgent care	11	11
a. Of these, the number of children that have accessible health care through a federally qualified Health Center, Indian Health Service, Tribal and/or Urban Indian Health Program facility	0	0

Accessible health care - pregnant women (EHS Programs)

	(1) # of pregnant women at enrollment	(2) # of pregnant women at end of enrollment
C.6 Number of pregnant women with an ongoing source of continuous, accessible health care provided by a health care professional that maintains their ongoing health record and is not primarily a source of emergency or urgent care	2	2

Medical services – children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.7 Number of children who are up-to-date on a schedule of age-appropriate preventive and primary health care, according to the relevant state's EPSDT schedule for well child care	3	6

	# of children
C.8. Number of children diagnosed with any chronic condition by a health care professional, regardless of when the condition was first diagnosed	0
a. Of these, the number who received medical treatment for their diagnosed chronic health condition	0

b. Specify the primary reason that children with any chronic condition diagnosed by a health care professional did not receive medical treatment:	# of children
1. No medical treatment needed	0
2. No health insurance	0
3. Parents did not keep/make appointment	0
4. Children left the program before their appointment date	0
5. Appointment is scheduled for future date	0
6. Other	0

C.9 Number of children diagnosed by a health care professional with the following chronic condition, regardless of when the condition was first diagnosed:	# of children
a. Autism spectrum disorder (ASD)	0
b. Attention deficit hyperactivity disorder (ADHD)	0
c. Asthma	0
d. Seizures	0
e. Life-threatening allergies (e.g., food allergies, bee stings, and medication allergies that may result in systemic anaphylaxis)	0
f. Hearing Problems	0
g. Vision Problems	0
h. Blood lead level test with elevated lead levels >5 g/dL	0
i. Diabetes	0

Immunization services - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.11 Number of children who have been determined by a health care professional to be up-to-date on all immunizations appropriate for their age	9	9
C.12 Number of children who have been determined by a health care professional to have received all immunizations possible at this time but who have not received all immunizations appropriate for their age	1	1
C.13 Number of children who meet their state's guidelines for an exemption from immunizations	1	1

Medical and wellbeing services – pregnant women (EHS programs)

	# of pregnant women
C.14 Indicate the number of pregnant women who received the following services while enrolled in EHS:	
a. Prenatal health care	3
b. Postpartum health care	2
c. Scheduled a newborn visit within two weeks after the infant's birth	2
d. A professional oral health assessment, examination, and/or treatment	2
e. Mental health interventions and follow up	1
f. Education on fetal development	3
g. Education on the benefits of breastfeeding	3
h. Education on the importance of nutrition	3
i. Education on infant care and safe sleep practices	3
j. Education on the risks of alcohol, drugs, and/or smoking	3
k. Facilitating access to substance abuse treatment (i.e., alcohol, drugs, and/or smoking)	0

Prenatal health – pregnant women (EHS programs)

	# of pregnant women
C.15 Trimester of pregnancy in which the pregnant women served were enrolled:	
a. 1st trimester (0-3 months)	0
b. 2nd trimester (3-6 months)	2
c. 3rd trimester (6-9 months)	1
C.16 Of the total served, the number whose pregnancies were identified as medically high risk by a physician or health care provider	0

Newborn visit - pregnant women(EHS programs)

	# of pregnant women
C.17 Indicate the number of pregnant women that received a newborn visit	
a. Within two weeks after the infant's birth	2
b. Between two to six weeks after the infant's birth	0
c. After six weeks following the infant's birth	0

ORAL HEALTH

Accessible dental care - children

	(1) # of children at enrollment	(2) # of children at end of enrollment
C.18 Number of children with continuous, accessible oral care provided by an oral health care professional which includes access to oral health preventive care and oral treatment	7	6

	# of children
C.19 Number of children who received oral health preventive care during the program year	10
C.20 Number of all children who have completed a professional oral examination during the program year	10
a. Of these, the number of children diagnosed as needing oral treatment during the program year	0
1. Of these, the number of children who received oral treatment during the program year	0
b. Specify the primary reason that children who needed dental treatment did not receive it:	# of children
1. Health insurance doesn't cover oral treatment	0
2. No oral care available in local area	0
3. Medicaid not accepted by dentist	0
4. Dentists in the area do not treat 3- to 5-year-old children	0
5. Dentists in the area do not treat children below age 3	0
6. Parents did not keep/make appointment	0
7. Children left the program before their appointment date	0
8. Appointment is scheduled for future date	0
9. No transportation	0
10. Other	0

Mental health consultation

	# of staff
C.21 Total number of classroom teachers, home visitors, and family child care providers	2
a. Indicate the number of classroom teachers, home visitors, and family child care providers who received assistance from a mental health consultant through observation and consultation	2

DISABILITIES SERVICES

IDEA eligibility determination

	# of children
C.22 The total number of children referred for an evaluation to determine eligibility under the Individuals with Disabilities Education Act (IDEA) during the program year	2
a. Of these, the number who received an evaluation to determine IDEA eligibility	2
1. Of the children that received an evaluation, the number that were diagnosed with a disability under IDEA	2
2. Of the children that received an evaluation, the number that were not diagnosed with a disability under IDEA	0
1. Of these children, the number for which the program is still providing or facilitating individualized services and supports such as an individual learning plan or supports described under Section 504 of the Rehabilitation Act.	0
b. Of these, the number who did not receive an evaluation to determine IDEA eligibility	0

	# of children
C.23 Specify the primary reason that children referred for an evaluation to determine IDEA eligibility did not receive it:	
a. The responsible agency assigned child to Response to Intervention (RTI)	0
b. Parent(s) refused evaluation	0
c. Evaluation is pending and not yet completed by responsible agency	0
d. Other	0

Infant and toddler Part C early intervention services (EHS and Migrant programs)

	# of children
C.25 Number of children enrolled in the program who had an Individualized Family Service Plan (IFSP), at any time during the program year, indicating they were determined eligible by the Part C Agency to receive early intervention services under the IDEA	5
a. Of these, the number who were determined eligible to receive early intervention services:	# of children
1. Prior to this program year	3
2. During this enrollment year	2
b. Of these, the number who have not received early intervention services under IDEA	0

EDUCATION AND DEVELOPMENT TOOLS/APPROACHES

Screening

	# of children
C.27 Number of all newly enrolled children since last year's PIR was reported	5
C.28 Number of all newly enrolled children who completed required screenings within 45 days for developmental, sensory, and behavioral concerns since last year's PIR was reported	3
a. Of these, the number identified as needing follow-up assessment or formal evaluation to determine if the child has a disability	0

C.29 The instrument(s) used by the program for developmental screening
Name/title
ASQ- 3 (Ages & Stages Questionnaire)
ASQ-SE (Ages & Stages Questionnaire Social-Emotional)

Assessment

C.30 Approach or tool(s) used by the program to support ongoing child assessment
Name/title
Teaching Strategies GOLD Online

Curriculum

C.31 Curriculum used by the program:
c. For home-based services
Name/title
Growing Great Kids
d. For pregnant women services
Name/title
Growing Great Kids
e. For building on the parents' knowledge and skill (i.e., parenting curriculum)
Name/title
Love and Logic

Classroom and home visit observation tools

	Yes (Y) / No (N)
C.32 Does the program routinely use classroom or home visit observation tools to assess quality?	Yes

C.33 If yes, classroom and home visit observation tool(s) used by the program:
b. Home-based settings
Name/title
Growing Great Kids Curriculum Fidelity

FAMILY AND COMMUNITY PARTNERSHIPS

Number of families

	# of families at enrollment
C.34 Total number of families:	11
a. Of these, the number of two-parent families	7
b. Of these, the number of single-parent families	4
C.35 Of the total number of families, the number in which the parent/guardian figures are best described as:	
a. Parent(s) (e.g., biological, adoptive, stepparents)	11
1. Of these, the number of families with a mother only (biological, adoptive, stepmother)	4
2. Of these, the number of families with a father only (biological, adoptive, stepfather)	0
b. Grandparents	0
c. Relative(s) other than grandparents	0
d. Foster parent(s) not including relatives	0
e. Other	0

Parent/guardian education

	# of families at enrollment
C.36 Of the total number of families, the highest level of education obtained by the child's parent(s) / guardian(s):	
a. An advanced degree or baccalaureate degree	1
b. An associate degree, vocational school, or some college	2
c. A high school graduate or GED	8
d. Less than high school graduate	0

Employment, Job Training, and School

	# of families at enrollment
C.37 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at enrollment	9
1. Of these families, the number in which one or more parent/guardian is employed	9
2. Of these families, the number in which one or more parent/guardian is in job training (e.g., job training program, professional certificate, apprenticeship, or occupational license)	2
3. Of these families, the number in which one or more parent/guardian is in school (e.g., GED, associate degree, baccalaureate, or advanced degree)	0
b. Neither/No parent/guardian is employed, in job training, or in school at enrollment (e.g., unemployed, retired, or disabled)	2

	# of families at end of enrollment
C.38 Total number of families in which:	
a. At least one parent/guardian is employed, in job training, or in school at end of enrollment	10
1. Of these families, the number of families that were also counted in C.37.a (as having been employed, in job training, or in school at enrollment)	9
2. Of these families, the number of families that were also counted in C.37.b (as having not been employed, in job training, or in school at enrollment)	1
b. Neither/No parent/guardian is employed, in job training, or in school at end of enrollment (e.g., unemployed, retired, or disabled)	1
1. Of these families, the number of families that were also counted in C.37.a	0
2. Of these families, the number of families that were also counted in C.37.b	1

	# of families at enrollment
C.39 Total number of families in which:	
a. At least one parent/guardian is a member of the United States military on active duty	0
b. At least one parent/guardian is a veteran of the United States military	0

Federal or other assistance

	# of families at enrollment	# of families at end of enrollment
C.40 Total number of families receiving any cash benefits or other services under the Federal Temporary Assistance to Needy Families (TANF) Program	1	1
C.41 Total number of families receiving Supplemental Security Income (SSI)	1	1
C.42 Total number of families receiving services under the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	5	7
C.43 Total number of families receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), formerly referred to as Food Stamps	5	6

Family services

	# of families
C.44 The number of families that received the following program service to promote family outcomes:	
a. Emergency/crisis intervention (e.g., meeting immediate needs for food, clothing, or shelter)	8
b. Housing assistance (e.g., subsidies, utilities, repairs)	1
c. Asset building services (e.g., financial education, debt counseling)	1
d. Mental health services	4
e. Substance misuse prevention	0
f. Substance misuse treatment	0
g. English as a Second Language (ESL) training	0
h. Assistance in enrolling into an education or job training program	2
i. Research-based parenting curriculum	6
j. Involvement in discussing their child's screening and assessment results and their child's progress	11
k. Supporting transitions between programs (i.e., EHS to HS, HS to kindergarten)	3
l. Education on preventive medical and oral health	9
m. Education on health and developmental consequences of tobacco product use	4
n. Education on nutrition	11
o. Education on postpartum care (e.g., breastfeeding support)	2
p. Education on relationship/marriage	1
q. Assistance to families of incarcerated individuals	0
C.45 Of these, the number of families who were counted in at least one of the services listed above	11

Father engagement

	# of father/ father figures
C.46 Number of fathers/father figures who were engaged in the following activities during this program year:	
a. Family assessment	1
b. Family goal setting	2
c. Involvement in child's Head Start child development experiences (e.g., home visits, parent-teacher conferences, etc.)	5
d. Head Start program governance, such as participation in the Policy Council or policy committees	0
e. Parenting education workshops	0

Homelessness services

	# of families
C.47 Total number of families experiencing homelessness that were served during the enrollment year	0

	# of children
C.48 Total number of children experiencing homelessness that were served during the enrollment year	0

	# of families
C.49 Total number of families experiencing homelessness that acquired housing during the enrollment year	0

Foster care and child welfare

	# of children
C.50 Total number of enrolled children who were in foster care at any point during the program year	0
C.51 Total number of enrolled children who were referred to Head Start/Early Head Start services by a child welfare agency	0

REPORTING INFORMATION

PIR Report Status	Completed
Confirmation Number	25071665303
Last Update Date	07/16/2025

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U.S. Department of Health & Human Services & Administration for Children & Families

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-PI-25-02	2. Issuance Date: 07/29/2025
	3. Originating Office: Office of Head Start	
	4. Key Words: Nutrition; Healthy Eating	

PROGRAM INSTRUCTION

TO: All Head Start Recipients

SUBJECT: One-time Supplemental Funds for Nutrition and Healthy Eating for Head Start Children and Families

INSTRUCTION:
This Program Instruction (PI) outlines the process for Head Start grant recipients to request supplemental funds to promote nutrition services and healthy eating for enrolled children and families. The PI is also intended to assist programs in determining allowable uses of funds to meet program needs.

As affirmed in **ACF-OHS-IM-25-03**, Head Start programs play a critical role in ensuring children and families have access to comprehensive nutrition services and a variety of nutrient-dense food, including whole grains, fresh fruits, and vegetables, while reducing intake of ultra-processed foods and added sugars. Access to healthy foods and other nutrition services help children grow, develop, and learn. Healthy nutrition is essential for brain development and provides children with the energy needed to stay active and focused throughout the program day. A balanced diet and physical activity help strengthen a child's immune system, reducing the risk of infections and illnesses. They also prevent childhood obesity, which can lead to chronic diseases such as heart disease and diabetes.

Some Head Start programs have shared that a lack of funding can be a barrier to improving or expanding their nutrition services and support for healthy eating. In response to this feedback, the Office of Head Start (OHS) is making available this opportunity for one-time supplemental funding. The scope and size of the improvements that programs may want to make to their nutrition services will vary and OHS recognizes it cannot anticipate all circumstances in which these supplemental funds may be needed. Based on recipient feedback on both promising

practices for and common barriers to implementing robust nutrition and health services for children and families, this PI provides a non-exhaustive list of allowable uses of funds for programs' consideration.

Examples of Allowable Uses of Supplemental Funds

Head Start programs have many options for integrating creative approaches to nutrition services. The activities outlined below meet the programmatic purposes and goals of the Head Start mission and are allowable under the relevant statutory and regulatory requirements. The following is not a list of required activities, but rather a list of allowable activities that program administrators may consider in addressing the unique circumstances in their communities related to promoting nutrition services and healthy eating. Head Start funds must be used in ways that comply with the Head Start Program Performance Standards (Performance Standards). These Performance Standards emphasize the importance of providing materials, activities, and environments that meet the safety guidelines for young children and consider the age and developmental stage of children. Please note, a multi-disciplinary approach to nutrition and healthy eating may include multiple activities, and the examples of allowable activities listed below are intended to be reflective of non-recurring expenses that would be appropriate uses of one-time supplemental funds. OHS expects that programs leverage multiple sources of funding to support the ongoing provision of comprehensive nutrition services. Under **45 CFR §1302.44(b)**, a program must use funds from U.S. Department of Agriculture (USDA) Food, Nutrition, and Consumer Services Child Nutrition programs as the primary source of payment for meal services. Head Start funds may be used to cover those allowable costs not covered by the USDA. Applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant (**National School Lunch Program Equipment Assistance Grants**) or the **Patrick Leahy Farm to School program**. Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Applications should be specifically tied to nutrition and health outcomes for children and families, including enhancing healthy nutrition practices for participating families and children.

- **Food Service Upgrades**
  - Modernization of kitchen facilities and related upgrades to ensure safe food preparation and storage, and opportunities to prepare fresh, whole foods on-site.
  - Procurement of fresh, locally sourced, and nutritious food items, which may include transportation costs for delivering fresh ingredients to centers.
  - Designated breastfeeding spaces, such as lactation rooms and breast milk storage at center-based programs to provide private and sanitary spaces for breastfeeding mothers.
  - Programs receiving funding for facility renovations must follow all requirements for recording notices of federal interest as outlined in **45 CFR §1303.46**.

- **Materials, Supplies, and Equipment**
  - Materials and equipment for center-based, home-based, or family child care activities focused on healthy eating, such as cooking demonstration kits or supplies to create community or family gardens, greenhouses, and Indigenous seed hubs.
  - Commercial-grade appliances (refrigerators and freezers for safe food storage; ovens, stoves, and microwaves for on-site meal preparation; dishwashers for sanitizing utensils and dishes).

- Food preparation tools, cookware and bakeware, and storage containers.
- Sanitation equipment and protective kitchen gear to ensure the safety of staff, children, and families during food preparation and cooking activities.
- Breastfeeding supplies for use in Head Start facilities, such as breast pumps, nursing pads, storage containers, or comfortable nursing chairs for designated breastfeeding spaces specifically designed to encourage breast feeding.
- Gardens or gardening supplies designed to foster farm-to-table strategies and ensure children are exposed to range of healthy food options through educational experiences.

- **Nutrition Education Resources**
  - Development of nutrition and breastfeeding education programming and curricula for children, families, and staff.
  - Training for staff on nutrition and breastfeeding best practices and dietary guidelines, aligned with USDA requirements and targeting improved outcomes for children and families.
  - Workshops, seminars, and community events for families on nutrition, breastfeeding, health, and wellness topics.
  - Healthy food during programming, including meals and snacks for children and families during parent and family engagement activities.
  - Building or enhancing partnerships around health and nutrition with local child care providers or other local resources families use for parenting supports.

- **Non-recurring Personnel Costs**
  - Consultations with specialized staff (such as registered dieticians or nutritionists) to develop and oversee meal plans that meet USDA guidelines and address the specific needs of children, such as special dietary needs, or provide nutrition counseling to families and staff.
  - Staff training and professional development, which may include nutrition education workshops to train staff on the importance of balanced diets and portion control, physical activity, and food safety, and how to prepare healthy meals and snacks efficiently. Staff training could also include sessions with mental health professionals to address emotional and behavioral challenges related to food insecurity or unhealthy eating habits, and provide counseling to children and families on stress management and its impact on nutrition.
  - Consultations with individuals who can promote physical activity and healthy lifestyle choices among children and staff, such as with **I Am Moving, I Am Learning**, or develop programming that integrate nutrition and wellness into daily routines.
  - Community outreach coordinators to help programs set up partnerships with local farms, food banks, and health organizations to enhance nutrition services and organize events such as cooking classes and nutrition fairs for families.

Funding Requests

Grant recipients should engage in an assessment of programmatic and community nutrition and health needs that considers the immediate, interim, and long-term impacts and associated costs, understanding that one-time funds should be used for non-recurring expenses. If grant recipients pursue one-time supplemental funds to support

personnel, for purposes such as those outlined above, we encourage consideration for whether these positions are short-term or if ongoing expenses can be built into program budgets moving forward. Application narratives must clearly delineate which of the following categories of funding are included in the request:

- Food Service Upgrades
- Materials, Supplies, and Equipment
- Nutrition Education Resources
- Non-Recurring Personnel Fees

Each proposed grant activity should have clear timelines for execution and completion. Project completion timelines, including major activities within each phase, need to be clearly stated in the application. For categories 2–4 above, applicants must limit proposed expenses to evidence-based interventions or training. As part of their applications, grant recipients should provide the research and evaluations for the interventions they intend to use and describe how they will maintain fidelity to the model described in the research. Additionally, as mentioned in the section above, applicants for proposed funding must demonstrate that they have not received duplicative funding for proposed expenses from another federal funding source, including USDA grant programs such as the School Equipment Grant (**National School Lunch Program Equipment Assistance Grants**) or the **Patrick Leahy Farm to School program**. Additionally, applicants must demonstrate that proposed expenses are not duplicative of funds received through the USDA's Special Supplemental Nutrition Program for Women, Infants, and Children (WIC).

Application Instructions

OHS is making funds available for nutrition and health supplements. **We encourage applications to be submitted as soon as possible, but no later than Friday, August 22 for the priority deadline. Applications will be reviewed on a rolling basis.** Applications may continue to be considered on a rolling basis after the priority deadline of Friday, August 22, if funds are available.

To be considered, grant recipients must apply for supplemental funds through an application in the Head Start Enterprise System (HSES). Applications should be submitted using the "Supplement – Nutrition" application amendment. Applications submitted for nutrition purposes using a different application type will not be considered for this opportunity. Supplemental applications should include the following:

- SF-424
- SF-424A
- Program Narrative
- Budget Narrative
- Governing Body and Policy Council Approvals (if not possible to include with the application submission, these may be submitted prior to awards being made)

None of the nutrition and health supplemental funds awarded to grant recipients will be included in the calculation of the grant recipient's base grant in subsequent fiscal years. Nutrition and health supplemental funds are not subject to the allocation requirement of **Sec. 640(a)** of the Head Start Act.

In addition to all the information included in this PI, grant recipients must also comply with all award terms and conditions.

Funding Considerations

OHS's priority is to promote high-quality nutrition services and healthy eating for enrolled children and families in Head Start programs. Awards will be based on how effectively the proposed model design fits the needs of the community to be served. ACF reserves the right to deny funding to any applicant that is presently designated as "high risk," probationary, or not in good standing, or has been debarred or defunded by any state or federal agency.

Through this funding opportunity, OHS is interested in reaching areas of greatest nutritional needs to facilitate the enhancement of services for families who would most benefit from services. ACF reserves the right to prioritize organizations based on their ability to demonstrate their community's need and provide sustainable approaches toward the ongoing provision of comprehensive nutrition services.

For questions regarding nutrition and healthy eating needs, please contact **ohs_policy@acf.hhs.gov**. For assistance submitting the application in HSES, contact help@hsesinfo.org or 1-866-771-4737.

We are committed to supporting your program as we work together to promote nutrition and healthy eating for Head Start children and families.

Thank you for your work on behalf of children and families.

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

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Plattsmouth Community Schools

Board of Education Report

Amanda Wright

Special Education Director

August 11, 2025

Special Education Student Numbers

Elementary: 108 in May of 2025
Middle School: 67 in May of 2025
High School: 70 in May of 2025
Non-Public: 11 in May of 2025
Total K-12: 256 in May of 2025

IDEA Application

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

School Age Flex Funding Application

The application for school age flexible funding has been approved.

MOE Eligibility

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

MTSS Professional Development

As we continue to grow and strengthen our Multi-Tiered System of Supports (MTSS) framework, we are partnering with ESU #3 and NeMTSS to guide and support us through this process. Over the next three years, they will provide ongoing professional development and coaching to help us build a strong and sustainable MTSS foundation.

Our District MTSS Team—which includes teachers and staff from the elementary, middle, and high schools, along with building and district administrators—kicked off this work with the first day of training on August 7. An additional three days of training are scheduled throughout the 2025–2026 school year.

Plattsmouth Community Schools District
PCSD Board of Education Report
Dr. Amber Johnson
Director of Instructional Services
August 11, 2025

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1. 2025-2026 Districtwide Priorities and Professional Development

For the 2025–2026 school year, the Plattsmouth Community School District has identified several key initiatives as district-wide priorities. Each school building will develop specific goals aligned with these focus areas to ensure a unified approach across all grade/content levels.

These priorities include:

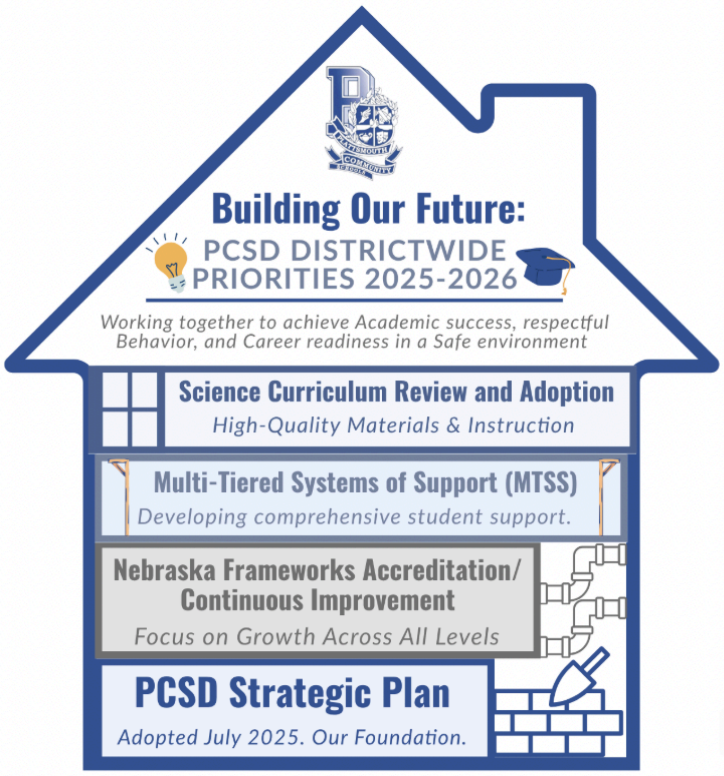
A The newly adopted PCSD Strategic Plan (July 2025), which will serve as the foundation for guiding decisions and collective efforts;

B. A continued emphasis on meeting Nebraska Frameworks Accreditation and Continuous Improvement standards;

C. Further development and implementation of Multi-Tiered Systems of Support (MTSS) to address students' academic, behavioral, and social-emotional needs;

D. And a comprehensive review and adoption of a new K–12 science curriculum aligned with Nebraska state standards.

Together, these initiatives are designed to promote high-quality teaching and learning, support student success, and strengthen a cohesive and collaborative district culture.



2. New Teacher Orientation Update

The 2025 New Teacher Orientation was a great success as we proudly welcomed 12 new certificated staff members to the Plattsmouth Community School District. This important event provided a valuable opportunity for new educators to gain insight into the district's mission, philosophies, and strategic initiatives. Throughout the day, staff were introduced to key areas including professional development expectations, the teacher evaluation process, and the district's mentor/mentee program. The orientation also highlighted the importance of collaboration and support within our school community. We are excited to have these talented individuals join the PCSD team and look forward to the positive impact they will have on our students and schools.

3. 2025 Fall Assessment Administration

Fall 2025 Assessment officially begins with the testing window set for August 18 through September 3, 2025. During this time, students across the district will participate in a variety of assessments designed to provide valuable data to support instruction and goal-setting.

Kindergarten, 1st, and 2nd grade students will take the FastBridge in both Reading and Math. Students in grades 3rd through 10th will take the NWEA MAP Reading and Math assessments. Additionally, 5th and 8th grade students will also be assessed in NWEA MAP Science.

The results of these assessments will guide each building in setting specific goals aligned to our district-wide Improvement Goal: grade-level groups of students will meet or exceed the norm group average growth target on the fall assessments administered.

These goals will be officially determined on Friday, September 5, 2025 during Professional Development. A review of each building's goals will be shared with our PCSD Board of Education in the October 2025 DIS report.

Community Relations

1300 Fundraising Activities

Any fundraising campaigns (online crowdfunding/donation-only platforms such as GoFundMe, Crowdfunder, Kickstarter, Fundly, etc.~~fundraising such as crowd funding campaigns~~ are not allowed) must have prior approval from the supervising administrator and the Superintendent before taking any actions when using the employee's position to raise funds. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district must also begin the process by seeking prior approval from the supervising administrator and the Superintendent. All money raised through an approved fundraising campaign is subject to normal accounting procedures of the district and any additional procedures that may be required in the approval process. Any information or materials placed on fundraising websites are subject to the same district policies covering publication of materials on the district website.

Approval of requests shall depend on factors including, but not limited to:

Compatibility with the district's educational program, mission, vision, core values, beliefs, and student achievement goals;

The district's instructional priorities;

The manner in which donations are collected and distributed by the fundraising process;

Equity in funding; and

Other factors deemed relevant or appropriate by the district.

If approved, the employee shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the status of the campaign. The employee must account for any money raised through the approved fundraising effort and shall provide evidence to the Superintendent or Superintendent's designee as to how the money was spent. The employee shall not violate any district policy or guideline and must protect the confidentiality of all student information.

The employee is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

Date of Adoption: January 9, 2006
Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009, Mar. 8, 2010, Mar. 14, 2011, Dec. 12, 2011, Jan. 14, 2013, Jan. 13, 2014
Revised: Mar.10, 2014
Reviewed: Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017
Revised: Dec. 11, 2017
Reviewed: Jan 15, 2018, Jan. 14, 2019
Revised: Feb. 11, 2019, Feb. 10, 2020
Reviewed: Feb. 8, 2021, Feb. 14, 2022, Feb. 13, 2023, Feb. 12, 2024, Feb. 12, 2024, Feb. 10, 2025
Revised: Sept. 8, 2025

Community Relations

Gifts to the School District

The Board of Education welcomes monetary and material contributions or other types of citizen contributions to the general school program. All donations become the property of the School District and will be used in the interest of all of the children of the School District.

The Plattsmouth Education Foundation and the Plattsmouth Elementary Parent-Teacher Organization (PTO) are recognized as appropriate tax-exempt charitable organizations for receipt and management of such gifts.

Gifts to School Employees

Gifts to employees from parents or students, with a monetary value in excess of $100.00, are to be referred to the Plattsmouth Education Foundation or Plattsmouth Elementary PTO for disbursement.

Students and patrons shall not in any way be encouraged to give personal gifts to school personnel. If gifts are offered, school personnel should minimize such acts and not give publicity or public recognition to such gifts or publicly praise the donor.

Gifts by School Employees

Gifts to students by their teachers or other employees who serve the student as part of their employment are not to be made. Exceptions may be allowed with prior administrative approval.

Fundraisers

Fundraisers conducted by student organizations for direct payment to specific employees, community members, or non-profit groups supporting individuals experiencing significant costs related to unique hardships (i.e. catastrophic events such the loss of a home due to a fire, extreme health concerns, Make-A-Wish Foundation, etc.) should be facilitated by the Plattsmouth Education Foundation.

Date of Adoption: January 9, 2006
Reviewed: Mar. 12, 2007, Mar. 10, 2008, Mar. 9, 2009, Mar. 8, 2010, Mar. 14, 2011, Dec. 12, 2011, Jan. 14, 2013, Jan. 13, 2014, Jan. 12, 2015, Jan. 11, 2016, Jan. 9, 2017
Revised: Sept. 11, 2017
Reviewed: Jan. 15, 2018, Feb. 11, 2019, Feb. 10, 2020, Feb. 8, 2021, Feb. 14, 2022, Feb. 13, 2023, Feb. 12, 2024, Feb. 10, 2025
Revised: Aug. 11, 2025

Longevity Incentive Program

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT
LONGEVITY INCENTIVE PROGRAM

The Plattsmouth School Board recognizes the importance of retaining quality employees, in an effort to effectively and efficiently provide an optimal learning environment for students. The intent of this program is to recognize employees for their ongoing dedication to support the educational program for students in the Plattsmouth Community Schools.

PROGRAM GUIDELINES

Effective beginning with the 2022-2023 school year, and in subsequent years, PCS employees who reach the 10-year milestone or any larger five-year increment in our district at the end of a school year shall receive $500 compensation for each five-year increment. Partial years are not counted in the calculation. Years of service must be consecutive but need not be in the same position. Beginning with the 2025-2026 school year, employees must be hired on or before Aug. 31 for that school year to count toward the longevity incentive. Time spent in substitute positions does not count towards years of service. Examples are included below.

Milestone	Compensation
10 years	$1,000
15 years	$1,500
20 years	$2,000
25 years	$2,500
30 years	$3,000
35 years	$3,500
40 years	$4,000
45 years	$4,500
50 years	$5,000

The amount payable pursuant to the foregoing shall be computed as soon as is reasonably possible following the end of the school year and shall be payable via electronic payroll to the employee no later than the regular payroll date next following the date on which such amounts are determined.

Adopted: March 14, 2022
Reviewed: Mar. 13, 2023
Revised: Aug. 14, 2023
Reviewed: Mar. 18, 2024

Revised: Aug. 12, 2024
Reviewed: Mar 17, 2025
Revised: Aug. 11, 2025

Students

Dress Code and Grooming Policy

I. PURPOSE:

Plattsmouth Community Schools is dedicated to celebrating the diverse racial and religious backgrounds of our students. The school district champions students' rights to express themselves through their attire practically when associated with race, religion, sex, disability, or national origin, including tribal regalia, natural and protective hairstyles, or adornments. The purpose of this policy is to facilitate and encourage an inclusive and positive learning environment while complying with any applicable health and safety law, rule, regulations or ordinance.

II. GENERAL PRINCIPLES/STANDARDS:

1. **Non-Discrimination:** Plattsmouth Community Schools dress code and grooming policy prohibits discrimination against students based on race, religion, sex, disability, or national origin.
2. **Respect for Individuality:** Students are allowed to wear religious attire, adornments, and other attire associated with race, national origin or religion, or tribal regalia. Additionally, students' hair should not be permanently or temporarily altered by school personnel. Altering a student's appearance or removing or altering a student's attire without consent from their parent/guardian/caregiver is not allowed. Additionally, students are permitted to wear natural and protective hairstyles including but are not limited to braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.
3. **Cultural and Religious Attire:** Students are allowed to wear religious attire and tribal regalia in accordance with their race, national origin, or religion.
4. **Bullying Policy Alignment:** The school bullying policy remains in effect and should be consulted where clothing or attire may be an issue.
5. **Prohibited Attire:** Attire should not promote violence, drugs, alcohol, profanity, or hate speech. Plattsmouth Community Schools reserves the right to request immediate attire changes from students.

III. HEALTH AND SAFETY CONSIDERATIONS:

In school environments where the use of certain chemicals or equipment poses a direct safety hazard, students may be required to wear protective gear, such as lab coats and safety goggles, which could cover clothing and hairstyles. Similarly, in physical education classes or during sports activities, students may need to modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. Such accommodations must be applied equally and adopted for nondiscriminatory reasons.

1. **Proven Need:** Any health and safety standard based on characteristics associated with race, religion, sex, disability, or national origin must demonstrate that without implementation of such standard, it is reasonably certain that the health and safety of the student or another individual will be impaired.

2. **Least Restrictive Means:** health and safety standards should use the least restrictive means necessary to address the identified health and safety concern. Alternative measures that do not discriminate based on these characteristics associated with race, religion, sex, disability, or national origin should be explored and implemented.

IV. ENFORCEMENT:

Enforcement of violations of this dress code and grooming policy should be consistent with our district's overall discipline plan and applied in a consistent manner. Enforcement of this dress code and grooming policy should not target, disproportionately impact, discriminate, or be applied in a discriminatory manner against any students on the basis of race, religion, sex, disability, or national origin.

V. TRAINING AND AWARENESS:

The district will communicate the guidelines and expectations in this dress code and grooming policy with students and families in their preferred language(s). While adopting and/or adapting this dress code and grooming policy, school districts should consult a variety of stakeholders, including a diverse group of parents, guardians, and caregivers. School staff may receive training and guidance on this policy to ensure that they are aware of their responsibilities in accommodating students and communicating effectively with parents, guardians, or caregivers.

VI. CONFIDENTIALITY:

The school will handle all information related to students' race, sex, disability, national origin, or religious characteristics in accordance with the Family Educational Rights and Privacy Act (FERPA). Parental consent must be obtained before sharing any information related to the student's appearance or attire with school staff or outside parties involved in an accommodation process related to this policy.

VII. PARENT CONSENT:

Plattsmouth Community Schools is required to make a good faith effort to obtain informed consent from a student's parents, guardians, and/or caregivers in their preferred language, in the case a health and safety standard accommodation is needed. To respect individual identity and parental authority, our process includes the following steps:

1. **Initiate Contact:** Make a good faith effort to contact the parent/guardian/caregiver using their preferred communication method (phone, email, or in person), explaining clearly and consistently why adjustments to the student's attire and/or grooming may be necessary to meet health and safety standards.
2. **Collaborative Solutions:** Work collaboratively with the student and parent/guardian/caregiver to find accommodation options in accordance with the student's race, religion, sex, disability, or national origin while adhering to health and safety standards. Discuss the potential impact of each accommodation option on the student's well-being and educational experience.
3. **Parental Consideration:** Allow the parent/guardian/caregiver time to privately discuss the situation with their student and/or family members and make an informed decision.
4. **Obtain Consent:** Once an accommodation is agreed upon, obtain written consent through a signed document or email exchange, clearly stating the accommodation and

health and safety standard that required the accommodation. A copy of this written consent should be provided to the parent/guardian/caregiver.

5. **Documentation & Follow-up:** Keep written records of all communication and decisions made with the parent/guardian/caregiver for transparency and accountability. This record should be treated in accordance with the Family Educational Rights and Privacy Act (FERPA) and added to the student's confidential records for future reference. After implementation, follow up with the parent/guardian/caregiver within 1-2 weeks to ensure the accommodation was implemented in a satisfactory manner.

VIII. RECORD KEEPING:

Plattsmouth Community Schools establishes a clear and organized process to record efforts made to reasonably accommodate a student's appearance, attire, hairstyle, adornment, or other characteristics associated with race, religion, sex, disability, or national origin. Each record must include:

1. the student's name,
2. federally identified demographic characteristics,
3. date of the occurrence,
4. the health and safety standard relating to the accommodation,
5. nature of the accommodation requested,
6. staff involved,
7. communication with parents/guardians/caregivers, and
8. the outcome of the effort.

Our district regularly reviews the accumulated records to analyze trends, patterns, and the effectiveness of the accommodation process to identify any areas that may require improvement or adjustments to policies.

Definitions:

Grooming: the care of a body and its physical appearance, such as the personal hygiene routine of brushing one's teeth or combing one's hair.

National origin: includes characteristics associated with actual or perceived place of birth, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, headdress, tribal regalia, and attire.

Natural and protective hairstyles: include, but are not limited to, braids, locks, twists, tight coils or curls, cornrows, Bantu knots, afros, weaves, wigs, or head wraps.

Race: includes characteristics associated with actual or perceived race, ancestry, or ethnicity including, but not limited to, skin color, natural and protective hairstyles, tribal regalia, and attire.

Religious attire and characteristics associated with religion: includes, but is not limited to, natural and protective hairstyles, tribal regalia, burkas, hijabs, head wraps, yamaka, cross or other headdress, adornments, and clothing garments used to express or observe one's religious beliefs.

Tribal regalia: includes natural and protective hairstyles and traditional garments, jewelry, or other adornments or similar objects of cultural significance worn by members of an indigenous tribe of the United States or another country. Tribal regalia does not include any dangerous weapon or, except in compliance with an appropriate federal permit, any object that is otherwise prohibited by federal law.

Adopted: Aug. 11, 2025

PCS LB 243 RESOLUTION

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

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

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

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

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

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

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

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

The foregoing Resolution having been read in its entirety, Member _____ moved for their passage and adoption. Member _____ seconded same. After discussion and on roll call vote the following members voted in favor of passage and adoption of the above Resolution:-
_____
_____
_____.
The following members voted against the same: _____
_____
.
The following members were absent or not voting: _____.

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

DATED this 11th day of August 2025.

PLATTSMOUTH COMMUNITY SCHOOLS

BY: _____
President

ATTEST:

_____
Secretary

Plattsmouth Community School District Central Office
1912 Old Highway 34
Plattsmouth, NE 68048
Dr. Richard E. Hasty, Superintendent
Dr. Cherie Larson, Director of Instructional Services
Mrs. Amanda Wright, Special Education Administrator
Phone: (402) 296-3361 Fax: (402) 296-2667
www.pcsd.org

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

Curriculum Disposal Request

Name: Shannon Honold
Grade level: Plattsmouth Elementary
Date: 7/17/2025

---

1. Zaner Bloser Handwriting (2 boxes)
2. Know It Show It (1 box)
3. Daily Oral Language (1 box)
4. National Geographic - Map Essentials (2 boxes)
5. Math Standards Review (1 box)
6. Second Step (11 kits)

Plattsmouth Community School District

Building –Level
Materials Storage/Disposal Form

*Working in partnership to ensure **A**cademic achievement, responsible **B**ehavior and **C**ivic engagement.*

Name: John Campin
Grade level: ELL Materials
Date: 7-17-25

Type: ___ Professional literature
___ Student literature
_x__ Manipulatives/kits
___ Reference materials
___ Other (Please explain)

** All old textbooks should go through the district office and be labeled with the "Used Textbook" form.*

Request:
___ Store for closed classroom
___ Store for future use
___ Sell
___ Donate
__x_ Other (Please explain)-We have 8 boxes of ELL manipulatives and books that have been stored for approximately 15 years that are out of date. We would like to dispose of them.

Condition:
_____ Great/Good
__x__ Poor
__x__ Very old copyright

Quantity: ___8 boxes_____

Plattsmouth Community School District

Building –Level
Materials Storage/Disposal Form

*Working in partnership to ensure **A**cademic achievement, responsible **B**ehavior and **C**ivic engagement.*

Name: Christina Harvey
Grade level: PHS
Date: 8-4-25

---

69 broken / damaged folding chairs

Plattsmouth Community School District

Building –Level
Materials Storage/Disposal Form

*Working in partnership to ensure **A**cademic achievement, responsible **B**ehavior and **C**ivic engagement.*

Name: Juli Beck
Grade level: Head Start
Date: 7-30-25

Disposal List

	Head Start #	PCS #	Reason
Magazine Rack	561	96449	Not in use
Wood Chair		20001	Repaired a lot, not in use
Couch		20007	Repaired a lot, not in use
File Cabinet		41276	Water damage
Filing Cabinet		18516	broken
Filing Cabinet		11823	Doesn't Lock

Plattsmouth Community School District

Building –Level
Materials Storage/Disposal Form

*Working in partnership to ensure **A**cademic achievement, responsible **B**ehavior and **C**ivic engagement.*

Name: Juli Beck
Grade level: Preschool
Date: 8/8/2025

Type: ___ Professional literature
___ Student literature
___ Manipulatives/kits
___ Reference materials
X_ Other (Please explain) - Furniture

** All old textbooks should go through the district office and be labeled with the "Used Textbook" form.*

Request:
___ Store for closed classroom
___ Store for future use
___ Sell
___ Donate
X _ Other (Please explain) throw away

Condition:
____ Great/Good
_X_ Poor (broken, unsafe)
____ Very old copyright

Quantity: _3 filing cabinets, 3 furniture total: 6 items_____

Plattsmouth High School

STAFF HANDBOOK

2025 - 2026

Plattsmouth High School Staff

2025 - 2026

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

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

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

Custodian / Maintenance
Jason Babcock*
James Balderson*
Kenny Dasher*
Lori Huebner*
Mark Schuette*

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

Family & Consumer Science
Carmen Hall**
Brynn Jobman**

Fine Arts
Jaden Estes Carlson*
Hunter Holoubek**
Chris Work**

Industrial Technology
Ethan Scholting*
Randy Schroeder*
Max Yarnell *

Food Service
Jeri Boyd**
Jodi Derby**
Angelique Maris**
James Shaw**
Amanda Sherer**

JAG
Doug White**
Sarah Wilcox***

Library/Media
Ardena Mrasek*

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

Nurse
Katie Graves***

Para Professionals
Holly Foote*
Kristen Johnson*
Sheila Nelson**
Deanna Rader*

Physical Education
Jill Eggert**
Nick Stein***
Chris Wiseman* (PE/Arts Chair)

School Counselors
Jolene Boesch ***
Jeremy Woodworth*

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

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

Social Worker
Katie Lorenzen**

Special Education
Curtis Larsen (SpEd Chair)*
Sara Baio*
David Dukes*
Missy Haswell**
Tim Winters*

Technology
Jacob Graff***

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

Academy Assignments
*ATEAM
**BEACH
***STEAM

Our PHS Culture Code

At PHS, our values aren't just words on a wall — they're the heart of how we work together, support students, and shape a positive school culture. PRIDE represents the mindset and behaviors we strive to model every day:

P – Positive

We lead with encouragement, kindness, and an optimistic spirit. Whether we're mentoring a student or collaborating with a colleague, we build each other up.

R – Respectful

We show value for ourselves, one another, and our school community by treating everyone with dignity and care.

I – Intentional

Our words and actions matter. We're thoughtful in how we teach, support, and interact, always striving to make a meaningful impact.

D – Determined

Challenges don't stop us—they grow us. We push forward with resilience and support each other to succeed, no matter the obstacles.

E – Engaged

We're all in. We show up, participate, and connect—contributing to a strong, united school community where everyone feels included and empowered.

Living Our Culture:

What We Ask of Every Staff Member

✔️ Help Create a Positive Culture

- Celebrate each other's wins - big or small
- Take ownership of student growth as a shared goal
- Extend patience and grace to students and peers
- Build our reputation — let PHS be known for warmth, care, and professionalism

✔️ Provide Great Service

- Listen with your full attention
- Own mistakes and bounce back with humility
- Respond within one school day
- Keep private matters private — honor confidentiality and build trust

✔️ Avoid a Negative Culture

- Replace "That's the way we've always done it" with curiosity and flexibility
- Avoid blaming others — including parents, students, or fellow staff
- Focus on solutions, not shame
- Steer clear of gossip — talk to people, not about them

Let's show our PRIDE and make PHS a place where students and staff grow, belong, and thrive — together.

Professional Expectations

At PHS, professionalism is reflected in how we show up—for our students, our colleagues, and our community. We hold ourselves and each other to high standards that support learning, respect, and responsibility.

Be Present and Prepared

- Arrive on time, ready to lead and support learning.
- Come prepared with all necessary materials and equipment.
- Maximize instructional time — stay engaged, focused, and teach bell to bell.
- Refrain from using personal cell phones during instructional time.

Execute the Core Responsibilities of Teaching

- Clearly post and reference daily learning targets.
- Provide direct instruction, effective modeling, guided practice, and meaningful assessment.
- Ensure students have adequate time and support to master the content.

Model Respect and Responsibility

- Use professional and respectful language in all interactions.
- Treat students, colleagues, and school property with care.
- Maintain a clean, orderly, and respectful learning environment.

Respond with Professionalism

- Follow staff directives respectfully and promptly.
- Approach all feedback, expectations, and responsibilities with a solution-focused mindset and a commitment to growth.

Professional Behavior Policy 4190

Physical or sexual abuse of students, including inappropriate and intentional sexual behavior, by employees will not be tolerated. The definition of employees for the purpose of this policy includes not only those who work for pay but also those who are volunteers of the school district under the direction and control of the school district. Employees found in violation of this policy will be subject to disciplinary action up to and including discharge.

The school district will respond promptly to allegations of abuse of students by school district employees by investigating or arranging for the investigation of an allegation. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Employees are required to assist in the investigation when requested to provide information and to maintain the confidentiality of the reporting and investigation process. The superintendent is responsible for drafting administrative regulations to implement this policy.

Leaving the Regularly Assigned Classroom
For safety and security reasons, any time that a teacher holds class outside or in a classroom other than their regularly assigned classroom, the teacher must contact an administrator for approval. This will enable the administrative office to locate and/or contact all students and staff members in the event of an emergency, etc.

IEP Conferences
Individual Education Plan (IEP) conferences are usually organized and scheduled to discuss difficulties an individual student is experiencing at school in an attempt to find solutions so the student can experience success. **ALL** meetings require the presence of a regular education teacher, counselor, administrator, usually a school psychologist, teachers who work with the student and parents. Other school, agency and family representatives may be invited to participate.

Staff Identification Cards
All staff are required to wear their school issued ID cards at all times during the school day.

Employee Conduct and Appearance Policy 4020
Employees are role models for the students who come in contact with them before, during and after school hours. Appearance can influence the way in which students, visitors, and other staff members interact with PHS employees and perceive their abilities to perform their jobs. Therefore, it is the responsibility of the employees to dress, groom, and conduct themselves in a manner appropriate to the educational environment.

All certificated employees will dress in a manner and have an appearance that is appropriate and professional in light of their job duties and work environment. Any appearance that is prohibited for students to wear is also prohibited for staff.

The employee's direct supervising administrator will handle exceptions to the dress code on an individual basis relative to the position or a special event. If an employee is unsure about the appropriateness of a certain type of appearance, he/she should consult with the building principal. However, for health, safety, and professional reasons, flip-flops are not acceptable attire.

Support staff should maintain the same standard of dress expected of certified employees. Certified employees of the school district shall also follow the code of ethics for their professions. **Conferences and Open House are times where PHS staff need to put their best foot forward. All staff are required to dress up professionally for these events unless other attire has been specified for the event.**

Both classified and certified staff will **only be allowed to wear jeans on specified days if they are in good condition.** Jeans may be worn during a designated "jeans week" in which money is being raised for a "worthy cause."

Teacher Workday Policy 4004
The normal teacher workday will be between the hours of 7:30am and 3:45pm**.** On days when school is dismissed because of inclement weather or other emergencies, or on the days immediately preceding a scheduled holiday, the instructional staff member's day may end ten minutes after the end of the students' school day. **Instructional staff are expected to be in their rooms by 7:30am. Supervision begins at 7:35am.**

Personal Leave
Personal leave may not be granted during August 13- August 27 and May 11-22. Exceptions may be made for once-in-a-lifetime events (i.e. son or daughter's wedding or graduation). These types of events will be pre approved by the building principal. Emergency Personal Leave for an event, which is beyond the control of the employee, may be used during these periods when personal leave is not allowed.

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

Attending School Activities
Teachers are encouraged to attend school-sponsored activities. Attendance demonstrates interest in students and is greatly appreciated by students and parents. Your ID badge will serve as your pass into regularly scheduled PHS home games and activities. We have many talented students. Please support them!

Classroom Attendance
Attendance should be taken and recorded every class period**,** including advisory. A tardy is any late arrival to any class period. A student will be considered tardy up to the first ten (10) minutes at the start of the day. After ten (10) minutes a student will be counted absent. A student will be considered tardy up to the first six (6) minutes at the start of each subsequent period of the school day. After six (6) minutes a student will be counted absent.

If a student arrives at school after 8:15 AM, they must be buzzed into the building, sign into the main office with the attendance secretary and receive an E-Hallpass before proceeding to class.

Lesson Plans
Lesson plans specifying learning targets, activities, and materials to be used are to be organized on a daily, unit, and semester basis. **Probationary teachers will need to have lesson plans available for administration to view on Google Docs no later than 8:00am on Monday for the week. All other teachers should have lesson plans available for administration to see upon request.**

Quality lesson plans contain the following information:

- Learning target for the day
- Opening activity
- Presentation of content
- Student engaged activities
- Closure/assessment strategies for student learning
- Materials and equipment
- State Standard addressed

Lesson expectations - each classroom/lesson will have the following:

- Clearly stated and posted learning target - student will be able to…..
- Learning chunked, utilizing modeling and working with exemplars
- Time for rehearsal of knowledge and skills
- Formative assessment

ONE SCHOOL, THREE ACADEMIES

Career Academies
PLATTSMOUTH HIGH SCHOOL

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

ATEAM

Dedicated and Prepared

ATEAM ACADEMY

- Architecture, Construction
- Transportation/logistics
- Environment & Agriculture
- Art
- Manufacturing

Student Organizations: Skills USA, FFA

BEACH

Learning through Serving

BEACH ACADEMY

- Business, Marketing & Management
- Education
- Arts (Performing)
- Communications, A/V Technology
- Human Services & Hospitality

Student Organizations: Educators Rising, FCCLA, DECA

STEAM

Creative, Ethical, Scientific Minds

STEAM ACADEMY

- Science
- Technology
- Engineering
- Aeronautics
- Mathematics

Student Organizations: FFA, HOSA, Skills USA

CONTINUUM OF EXPERIENCES

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

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

ONE SCHOOL,
THREE ACADEMIES

Career Academies
PLATTSMOUTH HIGH SCHOOL

Contact Information:
402-296-3322
thalvorsen@pcsd.org
charvey@pcsd.org
1916 Old Highway 34
Plattsmouth, NE 68048

Every PHS Graduate Will Be:

College Ready

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

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

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class

Career Ready

Every student will be prepared to bring value to their workplace.

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

community and business partners

Community and World Ready

Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

college courses offered from four institutions

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

Professional Learning Communities (PLC)
All staff will be involved in a PLC at the designated time. Each PLC meeting will be facilitated by the Department Chair, have an agenda, and will be centered around student achievement, student data, and instruction.

Academy PLC Schedule
Academy PLC meetings allow each Academy to meet for the purposes of collaborating about Academy initiatives, discussing student concerns and reviewing National Standards of Practice. When Academy meetings are held the Academy Leader will lead the Academy meetings. Academy meetings will be centered on student achievement, academy growth and promotion, and career readiness skills that pertain to the academy.

Staff Meetings
All teachers are required to attend staff meetings. Prompt attendance is required. Whenever possible, information will be shared with teachers through email. All absences from the faculty meeting must be cleared with the building principal prior to the meeting. A plan will be developed to share information with staff who were absent.

Supervising Students
Teachers should be in their classrooms or in an area where they will be available for students by 7:30am, unless attending a building/district level meeting. All teachers should be in the hallway outside their door during student passing time. All staff members are expected to assist in the supervision of the hallways and restrooms during school, before school, passing periods, and after school. **The best method to prevent inappropriate behavior is to be highly visible in all portions of the building**. **Students should not be left unsupervised in classrooms.**

Doors
All doors will be locked at all times. This is a safety precaution and it will be followed at all times. Outside doors should never be propped open unless maintenance has a temporary reason for it. Teachers should not give students staff keys to unlock areas/doors.

Classroom Door Windows
The windows on the classroom doors will be uncovered at all times.

Leaving the Building Policy 4006
When leaving the building, it is the responsibility of the teacher to stop at the office to sign out. Staff should come back to the office to sign back in upon return to the building. For all other leaves, refer to the 2025 - 2026 Negotiated Agreement.

Parent-Teacher Conferences
All teachers are expected to attend Parent-Teacher Conferences. In order to be absent from Parent-Teacher Conferences, you must have prior approval from the building principal. Your Parent-Teacher Conferences need to be completed prior to your absence, or you must have a schedule of times prepared in advance to meet with parents.

Assemblies
During every school assembly, all teachers will be responsible for their respective students and must sit with them during the assembly program. **Teachers who do not have a regularly scheduled class will be expected to attend and be disbursed about the facility to supervise.**

Substitute Teacher Folders
A substitute folder should be completed by the end of the second week of school. It should contain the class schedule, duty assignments, lunch schedule, duties to be performed by students, classroom guidelines, attendance procedures, advisory activities, teachers to ask for assistance, and some emergency activities that the substitute can use for instruction with the students.

STUDENT RECORDS

The teacher is to keep an accurate and up-to-date record on Infinite Campus. This should include, but not be limited to homework, formative assessments, summative assessments, and any special projects and reports. This allows a student's grade to be followed by office staff and parents. **All grades need to be updated weekly and posted by 4:00 PM each Friday.**

Remember that a student should not be failed at the end of a quarter or semester, if the student and parent/guardian have not received warning during the quarter or semester. If you have a student that is going to be failing, that student's parent/guardian should be notified via email or phone call.

- Reports should be accurately and conscientiously made because they represent a serious estimate of each student's degree of success.
- The teacher should be adequately prepared to defend all decisions as given on the report of success.
- The office will notify teachers when grades are due in the computer.

Student cumulative records folders are maintained in the school counselors' office. These records include all student grades, standardized test scores, teacher comments, important correspondence, health notes, accident reports, records from other schools, notes, reports on student achievement, behavioral problems, student test scores, and records of parent conferences.

Parents/guardians and eligible students (those who are 18 or are attending any school after graduation from high school) have certain rights regarding educational records.

Progress Reports
To increase communication, and more closely monitor student progress, parents will be informed of definite times to check their child's grades on Infinite Campus. Emails should be sent out to parents approximately every two weeks. Do not limit emails to failing students only; a positive email is always welcome. Emails for failing students should be sent out and copied to the building principal by 4:00pm on the following Fridays:

September 12	November 21	February 13
September 26	December 5	February 27
October 24	January 16	April 10
November 7	January 30	April 24
		May 8

What I Need (WIN) Time

What I Need (WIN) Time will be distributed by Monday morning or the first day of the week. Advisory teachers need to share with their students that they have WIN time and where to go. WIN time is 12:02-12:32 p.m. each day. Students can also be called in during Advisory to get additional academic support.

WIN List Procedures
When students are placed on the WIN (What I Need) list, they are required to work on the class they are currently failing. This work may take place either in the class they are failing or in their Advisory class during WIN time.

The teacher overseeing the student's work on the failing class—regardless of location—is responsible for recording the student's attendance on the WIN list.

Timely and accurate entry of this information is essential to prevent confusion and avoid loss of instructional time.

WHAT I NEED (WIN) TIME LEVELS OF ACADEMIC ACHIEVEMENT

Level 1
All students are Level 1.

Level 2
The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in one or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 4:00pm. Students will have a 4 week grace period at the beginning of each semester.

Students that are placed at Level 2 for academics will be required to attend What I Need (WIN) Time for twenty (20) school days from 12:02-12:32 pm, or until they are passing all classes. The Level 2 Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in WIN. If after twenty (20) school days a student is still failing a class, they could be moved to Level 3 of the WIN Process.

Level 3
At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially replace an elective and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

Level 4
At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

Advisor/Advisee

All students will be assigned to a teacher from their Career Academy known as an Advisor and will remain with the same teacher for the four years of high school. Teachers are expected to act as advocates for their students

and visit with his/her students about career options, preparation for post secondary education, grades on progress reports and report cards, character education traits, and so forth. Assigned activities for the advisor/advisee program will be utilized.

Advisory Supervision

1. Advisory is designed for students and teachers to make connections. Be as responsible for your advisory assignment as you are to your academic classes. This includes starting the advisory on time, and requiring the students to be there on time.
2. Advisors are expected to follow the developed curriculum and activities for Advisory.
3. On Mondays students are expected to be in their assigned advisory and should not be pulled to other advisories. **They are not to leave to visit other rooms. Tuesday through Thursday students can be requested by other teachers for academic support. Club meetings can take place on Thursdays and Fridays.**
4. Advisory should be a productive time. Students should be engaged in the advisory curriculum or studying. Advisory Study Hall Rules are linked here.

INSTRUCTIONAL PROCEDURES

Community Resources

The supervising administrator will approve all outside guests utilized as resource people in the classroom. Teachers are encouraged to involve community resource people to complement the instructional program.

Course Descriptions and Student Expectations

All teachers are required to turn into their supervising administrator a syllabus for each course they are teaching. This syllabus should include at minimum a course description, unit calendar, grade and evaluation criteria, attendance and tardy expectations, and behavior expectations. This syllabus should be distributed to all students in the class and turned in to the supervising administrator by the first day of school. Please use the PHS Core Education Common Syllabus Template for all of your classes. It can be found online at *https://docs.google.com/document/d/1sxvm0ggaGIcH0TdR41zCWVjS2uKDQm8sqkIfAd1nGO0/edit?usp=sharing* or ask your building principal.

Academy Leaders

Academy leaders assist the administration and disseminate information that relates to their assigned academy tasks and responsibilities: Some of these duties include:

- Assist with academy projects, teacher collaborations, etc.
- Serve as liaisons between teachers and administration
- Work with student leaders to plan events and projects within the academy
- Encourage teamwork, collaboration, curricular integration, projects and student empowerment
- Facilitate academy meetings

Department Leadership Assignments

The department chairs will serve as the leaders in their particular field. They will be knowledgeable and up-to-date in their subject area, constantly studying the curriculum. It is his/her duty to research and know the new trends and means of learning in their field. It is their responsibility to encourage the teachers of the department to use these methods to meet the needs of the students and provide better educational opportunities.

The department chairs will serve as the representatives of the school at various curriculum meetings. One important factor that should be noted: At no time is the chairperson to supplant either the work of the principal, director of instructional services or superintendent. Rather, they are given the responsibility to work in cooperation with the administration. He/She will serve as the liaison between the staff and administration.

Department chairs are responsible for collecting information and supplies for the budget. They must review the items desired and present a rationale for purchasing to the administration. Any purchase over $400 requires the district's purchase order form be completed. Department chairs are responsible for having available current inventories of equipment and books specific to their department.

Condition of Classrooms and Offices Policy 6111
Teachers are responsible for the condition of the classroom and the equipment at all times. Students should not sit on student desks or tables, they should sit on the seat. If the classroom is not to be occupied the next period, teachers will turn out all the lights, close and lock all doors. Supplies should be stored in an appropriate manner and floors should be kept free of obstacles.

Teacher Assistants

1. Teachers who request a Teacher Assistant will need to meet with the principal to share the performance expectations of the Teacher Assistant and how they will be utilized. **Teacher Assistants will be under the direct supervision of the teacher at all times**. **They should not be sent from school to run errands for teachers or office personnel.**
2. Under no circumstances are they allowed to leave the classroom without wearing their PHS Teacher Assistant badge.
3. They are to remain in the classroom even when you do not have work for them to do. They should not be sitting in the hallway.
4. Remember that teacher assistants do not perform teaching duties, or manipulate confidential material and data. Students do not carry grade reports to the School Counselors' Office or to any other location.
5. Staff should not give students staff keys to unlock areas/doors.

DISCIPLINE - STUDENT BEHAVIOR Policy 5101

Every teacher should have classroom expectations and procedures, which are consistent with school expectations and district policy. Classroom expectations should be fair, clearly communicated to all students, visibly posted, reviewed frequently, and consistently enforced. Additionally, classroom expectations should be posted on the class syllabus that is distributed to all students.

Staff members should be familiar with all school rules and enforce them consistently. School rules can be found in the 2025-2026 PHS Student/Parent Handbook. You can pick up a copy in the office or it can be found online at Board of Education Policies

Student Personal Electronic Devices **Policy 5106**

PHS Staff will:

a. Model appropriate technology using utmost professional discretion on educational and personal matters.
    - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication or family emergency.
b. Enforce the PHS Personal Electronic Device Expectations in all spaces throughout the school day.
c. Enforce the expectations as written in a fair and equitable manner.
d. Avoid power struggles by maintaining composure in potentially difficult situations.

Leadership Team will:

a. Model appropriate technology using utmost professional discretion on personal matters as well as professional matters pertaining to student safety.
    - Staff may be on their PEDs during the school day for safety concerns, staff communication, parent communication, or family emergency.
b. Enforce the PHS Personal Electronic Device Expectations in the office and hallways during the school day.
c. Enforce the policy as written in a fair and equitable manner.
d. Avoid power struggles by maintaining composure in potentially difficult situations.
e. Maintain practices consistent with other building administrators.
f. Maintain consistent habits of modeling appropriate technology use.
g. Document instances of personal technology violations in Infinite Campus.

Student Behavior Policy 5101

Good discipline is evident when there is a positive learning climate in the classroom. Therefore, it is the teacher who must assume primary responsibility for discipline in the classroom. Students who do not conform to standards which are necessary to allow the establishment of a positive learning environment, should be dealt with firmly and promptly.

Teachers may assign before or after school detention as a disciplinary measure; however, **they must schedule it when they will be in their classroom to supervise and should contact the student's parent/guardian to notify them.**

If the detention is not served on schedule, the student should be referred to the administration who will take proper disciplinary action with the student. Teachers should shape student behavior. Students who continue to cause disruption to the learning environment should be sent to an administrator. **Every time that a student is sent to the office by a staff member, an email or phone call should be sent to the office within a few minutes**.

Teachers should address every behavior concern as promptly as possible. Private conferences with students, as well as direct communication with parents is encouraged. If necessary, joint conferences with student, teacher, counselor, administrator and parents may be called.

Teachers need to remember that when they send a student to the office with behavior problems, they have turned the problem over to the administration. They must accept the consequence that is given. If they have concerns with the consequence, they need to discuss it with the administration.

Only the principal may remove a student permanently from a class. Hallways are not to be used for punishment of students.

When a student should be referred for behavior to an administrator:
A referral for behavior to an administrator should be a teacher's last resort. The following are examples of times a student should be referred to an administrator:

- **Safety/Security Threat** - If a student or students pose a significant threat to safety of others or themselves, they should be referred to an administrator immediately. Examples of a safety/security threat include physical contact with other students or staff, vulgar/obscene language that may escalate to physical contact, bullying/harassment, etc.
- **Repeated Violation of Rules** - If a student is consistently not meeting the teacher's behavior expectations and has gone through the PRIDE Form process, contacted the parents and assigned classroom consequences; then the student should be referred to an administrator.

STUDENT EXPECTATIONS:

1. Arrive to class on time prepared for learning
   - Arrive before tardy bell with materials/supplies
   - Use work time appropriately - on task, engaged and doing what is asked
2. Respond appropriately to staff directives
   - Follow directions
   - Accept feedback from staff in a respectful manner
   - Own your behavior
   - Accept "No" as an answer
3. Demonstrate respect for people and property
   - Use appropriate language
   - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third PRIDE problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher.

Consequence for not meeting expectations:
Minimum sanction - Detention with teacher, mandatory study hall, or short- term suspension
Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

Student Appearance
The school staff has the responsibility to help students develop an understanding of appropriate attire and good taste in matters of dress and appearance. Teachers have the right to require appropriate dress under the conditions of safety or school representation and the responsibility to assist in the enforcement of the above policy. Read the Student Parent Handbook for the dress code at PHS.

BUSINESS PROCEDURES

District Funds and Purchase Orders Policy 3130

Any items requested during the school year must be put on an online purchase order by the building principal or principal designee. **Ordering by staff will not be allowed without first securing that approval from the building principal for non-NSAA activity purchases and the athletics/activities director for all NSAA** activity purchases. The following procedures need to be followed:

- Find the item you wish to purchase and the vendor (must have a W-9 on file)
- Give information to the administrator and the administrator will enter the data from the proper account (anything over $400 will require a separate form for superintendent approval)
- Once all necessary information is entered and the requisition has been approved, you will be given the requisition number to place the order

If anything is purchased without a proper school issued requisition order, it will be the responsibility of the individual purchasing it. This applies both to ordering items from an outside vendor and to requesting reimbursement for items purchased by a staff member.

Plattsmouth High School uses credit cards for purchasing. You will need to check out a card from Mrs. Quinn and provide an estimated amount for the purchase. A requisition order will then be created. When you purchase, use the tax exempt form in the sleeve with the card. After purchasing, return card, form and receipt to Mrs. Quinn. ALL PURCHASES MUST BE COMMUNICATED WITH THE SUPERVISOR PRIOR TO THE PURCHASE.

If you choose an out-of-town vendor, you must submit the Form 3180 which can be found online, showing the cost savings from an out-of-town vendor versus a local vendor.

Activity Accounts Policy 6281
At the high school level, the office manager is in charge of receiving and depositing activities money into the district's activity fund account on a timely basis. As a backup, office personnel from the building may be required to also count money turned in each day. A spreadsheet is forwarded to the business manager at the end of each month for entry into the accounting system and reconciliation of deposits. A detailed description of each deposit shall be provided on the spreadsheet (e.g., shirts sold, fundraising sales, etc.).

Depositing shall be made at least weekly and more frequently if large sums of money are collected. Staff members in each building are required to turn in money collected from students and patrons for fundraising and other activities to the school office daily. **Money is not to be taken home or away from school premises for any reason. There are no exceptions. Money collected is also not to be kept overnight in a classroom, but is to be turned in to the office each day.**

If the building administrator finds that faculty members are holding money longer than one day in their classroom or any other location, especially away from school premises, the building administrator must address the situation with the faculty member and advise the superintendent.

Any event or activity that is associated with Plattsmouth High School, or sponsored by an organization within Plattsmouth High School, must process all receipts through the activity account. A monthly report is available on all financial activity in your organization's account. Any discrepancy with your records should be noted and brought to the principal or principal's designee's attention immediately.

All requests for money disbursed through the activity account must be accompanied by a purchase order. The purchase request should be legibly written with proper spelling. The principal or principal's designee must

approve before you purchase items or services for which you will expect the school to pay. **Sponsors and coaches are financially responsible for their organization's funds.**

Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

Procedure for Purchasing with Activity Funds

1. Obtain activity purchase order number from the building principal or designee.
2. Place your order. Remember to use the tax exempt number when appropriate.
3. Turn in the copies of invoices and receipts to the office. NO ONE ELSE WILL PLACE THIS ORDER.
4. If you are picking up the order yourself and need the purchase order returned, please note this on the purchase order.
5. All activities money should be turned in to the office immediately upon receiving them.

Sales Tax

We must pay sales tax on all things the school purchases if the school is not the ultimate consumer of the goods. The only exception to this are food items sold in connection with school activities on the school premises. In other words, we must pay sales tax on uniforms, t-shirts, books, magazines, lumber, metal, fabric, car parts, etc.that are used in projects which are taken home. The sales tax collected should be equal to the prevailing rates. Be sure to add enough to the cost of products to cover sales tax and transportation.

Fundraising Policy 1300

All fundraising activities must be scheduled and approved in advance with the high school principal utilizing the proper Plattsmouth Community Schools Request For Fundraising or Camp Activity form. Only one fundraiser per organization may be approved for each semester.

Adherence to the following procedures when conducting fundraising activities may be useful to you:

1. All students must be made to follow definite deadlines in the deposit of money or return of unsold items. Establish the expectation that all students will meet the deadline and follow up immediately with the parents of any students who do not meet the deadline.
2. Students must be made to understand that any products they are given must be accounted for when the fundraiser ends. Any unsold merchandise must be returned, if applicable, and if the items are lost or stolen, the student is responsible for replacement of the missing items.
3. All money must be turned into the office in a timely manner. Receipts will be issued for all deposits. Keep those receipts in order to check on any errors that may occur.
4. Profits from the fundraisers may not be spent until all bills have been paid. Activity accounts will not be allowed to have a negative balance. Purchases made with the profits from the fundraiser may be expended only with the authorization of the principal, assistant principal, or activities director.
5. The only fundraisers that will be authorized are those that benefit the school or the involved organization as a whole. No fundraisers will be authorized which result in only personal gain for the individual student.

Solicitations

Participation in any fund or charity drive by either students or employees shall be entirely voluntary so far as each individual is concerned. There shall be no cause for embarrassment for those who do not or cannot participate or contribute.

Organization Dues, Material Costs, Fines

When it comes to organization dues, material costs, fines, etc., the following procedure should be followed:

1. Students should turn in all money for fines directly to the office.
2. All money for materials, such as shop, clothing, and art materials should be turned into the teacher. The teacher should issue the student a receipt. The teacher then turns in the money to the office with the envelope clearly marked.
3. Any dues turned in by activity sponsors must be counted by the sponsor, placed in the appropriate type of envelope with completed documentation.
4. Students enrolled in courses requiring payment of a fee must be continually reminded of their need to pay their fees. If the student has not paid the fee within two weeks of the beginning of the course, contact the administration. Also check with the principal to see if the student is "WAIVED" from paying for consumable items. **Always refer to the state law about student fees**. **Remember that students cannot be required to pay for any projects, or to furnish paper, pencils, etc.** The State Student Fee policy is in the Appendix.
5. Discretion must be used in allowing students to accumulate materials bills beyond a minimal level. Parents should be contacted and written verification of parental approval should be obtained before students begin a project. Timely payment must be made by students to keep their bill to a minimal level. Unless payment in full has been received for a project, the project should be held and not released to the student.
6. If assistance is needed in the collection of an account, please contact the administration as soon as the problem arises.
7. Sponsors of fundraisers must establish methods to collect all money and/or sale items from students. Students must not be allowed to hold money for an extended period of time. Accountability for all money must be expected. Sponsors are responsible for ensuring that all of the money is accounted for. Once the sponsor has received money, turn it into the office immediately after counting it.

Money Collection
Money collected should be turned into the office on a daily basis. The school is not responsible for thefts or loss of money. Teachers who collect money must turn the money into the office at the end of the school day. School district money (which includes activity money) is not to be taken off school premises at all. Any violation of the procedures in this handbook regarding money and the collection of money can result in a written reprimand and any other additional disciplinary action that may be necessary.

COMMUNITY BASED LEARNING EXPERIENCES (CBLE) Policy 6270

Approval of the parent or guardian is always required for participation of pupils in Community Based Learning Experiences. Verification of permission is available through Infinite Campus. It is the responsibility of the teacher / sponsor to check on the status of each student participating.

- Appropriate instruction will precede and follow each CBLE activity.
- CBLE activities will be considered as instruction and planned as such with definite objectives determined in advance.
- All CBLE will begin and end at the school, unless prior arrangements with individual parents have been made.
- CBLE activities requiring school bus transportation will not interfere with the regularly scheduled transportation of students to and from school.
- Subject to the approval of the transportation supervisor and the superintendent, bus transportation will be provided for bands, or other groups of students to participate in activities in communities outside the

school district. The principal will approve or disapprove the request and notify the teacher. The activities director will arrange school bus service in advance for the date of the trip.

- The bus driver will see that all rules and regulations are enforced in the use of school buses for CBLE. Certified personnel must assist him/her in doing so.
- When a CBLE is made to a place of business or industry, the teacher will arrange to have an employee of the host company serve as conductor.
- Teachers will accompany students on all CBLE and will assume responsibility for their proper conduct.
- Appropriate educational experience and proper supervision will be supplied for students whose parents do not wish them to participate in a community activity or CBLE.
- Teachers are to ensure that students pick up any trash from the bus or vehicle before departing.
- **YOU CANNOT CHARGE FOR ANY CBLE RELATED TO YOUR CURRICULUM.**
- It is important that students are in attendance in all of their classes as semester finals approach; therefore, all field trips during the school day must be completed four weeks before finals.
- Students are not allowed to drive on CBLE. This pertains to all school sponsored trips and is done primarily for insurance and reasons of liability. Any special circumstances should be discussed and cleared through the principal's office.

PLATTSMOUTH HIGH SCHOOL STAFF EVALUATIONS Policy 4150 and 4150A

Tina Harvey
Blake Adelman P-1
Sara Baio P-3
Katie Bashus
Jolene Boesch P-2
Jaden Estes Carlson P-2
Luke Chadwell
Ashley Classen
Carmen Hall
Kevin Hanlin P-1
Missy Haswell P-3
Hunter Holoubek-P-2
Thomas Howard
Brynn Jobman
Curtis Larsen
Liz LaSure P-2
Austin Lenhoff
Katie Lorenzen
Dan Oatman P-1
Jim Olsen
Ethan Scholting
Randy Schroeder P-3
Jana Shuey
Kevin Tilson P-2
Jeremy Woodworth P-2
Chris Work
Max Yarnell P-2

Kevin Tilson
Micah Dority P-3
Trey Cossel
Ernie DeSimone
David Dukes
Jill Eggert P-1
Kyle Graves
Ardena Mrasek
Cheyenne McClain
Monica Olsen
Laura Phillips
Bruce Price
Matt Rathman-P-3
Stephanie Reynolds
Eilene Rodriguez
Jenna Schambach P-2
Janel Schweitzer
Nicole Springer
Nick Stein P-2
Teri Wehrbein
Tim Winters P-3
Chris Wiseman

*P = Probationary

ADVISORY ASSIGNMENT

Freshman	
Rathman	ATEAM
Schroeder	ATEAM
Adelman	ATEAM
Hall	BEACH
Hanlin	BEACH
Cossel	BEACH
Howard	STEAM

Sophomore	
Estes Carlson	ATEAM
J. Olsen	ATEAM
Scholting	ATEAM
M. Olsen	BEACH
Wehrbein	BEACH
Work	BEACH
Bashus	STEAM
Phillips	STEAM

Junior	
Wiseman	ATEAM
Yarnell	ATEAM
Haswell	BEACH
Jobman	BEACH
Schambach	BEACH
McClain	STEAM
Schweitzer	STEAM

Senior	
Dukes	ATEAM
Larsen	ATEAM
Mrasek	ATEAM
Classen	BEACH
Holoubek	BEACH
LaSure	BEACH
Lenhoff	BEACH
Dority	STEAM

StuCo 9-12
Shuey

ACL / SALT 9-12
Oatman

EL Advisory:
Rodriguez

ROTC
DeSimone 12
Price 9, 10 & 11

Library Duty - Even Days -
Kyle Graves

Lunch Duty - 1st: Stein
Lunch Duty - 2nd: Eggert
Lunch Duty - 1st: White
Lunch Duty - 2nd: Wilcox

Lunch Detention - 1st: Boesch
Lunch Detention - 2nd: Woodworth

Math Intervention:
Reynolds
Springer

LUNCH TIMES

1. The lunch schedule operates in two shifts. It is important that you maintain the schedule in order to achieve a balance in the lunchroom. These times are subject to change dependent on enrollments.
2. Lunch times are 10:59-11:29 and 11:29 -11:59. First lunch is BEACH. Second lunch is ATEAM and STEAM.

Please do not release your students ahead of time. Students should remain in the rooms, not in hallways or stairwells.

3. On special occasions such as field trips, speakers, major test days, or others, you may adjust your assigned lunch schedule provided that you request permission from the principal ahead of time. Do not adjust your lunch schedule without discussing your schedule with the principal and notifying the cafeteria personnel.

COMMONS GREETER -7:35 & 3:30 in Commons

Week of:

August 13	Springer	October 27	McClain	February 2	Reynolds
August 18	LaSure	November 3	M. Olsen	February 9	Schweitzer
August 25	White	November 10	Stein	February 17	J. Olsen
		November 17	Estes Carlson	February 23	Howard
September 2	Shuey	November 24	Phillips	March 2	Schambach
September 8	Wehrbein	December 2	Schroeder	March 9	Scholting
September 15	Lenhoff	December 8	Bashus	March 16	Spring Break
September 22	Work	December 15	Springer	March 23	Adelman
September 29	Lorenzen	January 6	Dority	March 30	DeSimone
October 6	Rodriguez	January 12	Dukes	April 7	Classen
October 14	Rathman	January 20	Mrasek	April 13	Holoubek
October 29	Hall	January 26	Cossel	April 20	Price
				April 27	Wilcox
				May 4	Jobman
				May 11	Eggert
				May 18	Staff

SOUTH LOT GREETER
7:35 & 3:35

Week of:

August 13	Wiseman	October 27	Jobman	February 2	Rathman
August 18	Price	November 3	Hall	February 9	Dority
August 25	DeSimone	November 10	Shuey	February 17	Cossel
		November 17	LaSure	February 23	Rodriguez
September 2	Dukes	November 24	Reynolds	March 2	M. Olsen
September 8	White	December 2	Schroeder	March 9	Schweitzer
September 15	Stein	December 8	McClain	March 16	Spring Break
September 22	Eggert	December 15	Scholting	March 23	Schambach
September 29	Lenhoff	January 6	J. Olsen	March 30	Phillips
October 6	Work	January 12	Howard	April 7	Mrasek
October 14	Estes Carlson	January 20	Classen	April 13	Hanlin
October 20	Holoubek	January 26	Bashus	April 20	Wehrbein
				April 27	Wilcox
				May 4	Adelman
				May 11	Lorenzen
				May 28	Staff

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE
The school building is open from 7:30am until 3:45pm.

Plattsmouth High School Building Hours and Bell Schedule

BUILDING SECURITY

The following guidelines should be utilized to maintain the security of the high school:

1. No student should be in the building before 7:30am and after 3:45pm unless they are under staff supervision.
2. No students should be in the building beyond the regular school day unless they are under staff supervision.
3. For security reasons, it is imperative that students not be permitted to have access to school keys.

EMERGENCY AND MEDICAL PROCEDURES Policy 6114 and Policy 6115

Accident Procedure
If an employee is involved in an accident while in the line of duty, it is necessary to file an accident report within twenty-four (24) hours with the school nurse.

Classroom Emergency Procedure
If a classroom emergency such as a medical situation should occur, notify the office. While awaiting assistance from the office, administer first aid if necessary. If the situation involves an injury or accident, a written report on the circumstances must be given to the principal who in turn will notify the superintendent. Forms for writing these reports are available from the nurses' office.

Emergency Procedure
In the event of an emergency such as a fire, the person making the discovery should immediately pull the fire alarm and notify the office. It is the responsibility of the office personnel to notify the appropriate authorities. It is also the responsibility of office personnel to meet the authorities outside the building and tell them the location of the emergency.

Severe Weather Emergency Procedure
In coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in the early spring of each year. In case of severe weather, follow the procedures outlined in the PCS Emergency Operations Plan.

HEALTH POLICIES
Accidents
1. In case of suspected severe injury, an emergency unit will be called immediately at the discretion of the administration or designee.
2. Personnel are urged to stay with an injured student to prevent them from being moved until a certified person can render first aid.
3. Parents should always be notified of an injury by phone call or email.
4. When parents are notified, they are to be told what has happened, what has been done, and then ask what they want the school to do.

5. In the event a parent cannot be reached, the emergency person will be called and if this person cannot be contacted, school personnel will make a decision in the best interest of student health and safety.
6. Accident reports are filled out on all major accidents and reports are kept on file in the office of the principal or school nurse.
7. In the event of a serious accident or injury, the student will not be left unattended.

Illness

1. Prescription medication must be brought into school by a parent/guardian. The only person authorized to give medication is the school nurse or those who are trained in medication administration.
2. NO MEDICATION can be furnished by the school.

DISASTER PLAN PHILOSOPHY AND INTRODUCTION

This plan is developed to be used in case of fire, blizzard, tornado, or bomb threat. All members of the faculty and other employees should:

- Familiarize themselves with this plan
- Be prepared to activate it immediately
- Perform any duties to which they are assigned to make its activation effective

The primary consideration in the event of any type of emergency should be the safety of the personnel in the building. Secondary considerations are the protection of school property and the continued orderly operation of the school.

Any type of emergency procedure is considered to be of a very serious nature and it will be standard procedure to turn individuals falsely initiating such procedures over to the proper authorities for prosecution according to the law.

Please study the instructions carefully so you will know exactly what to do and you will be able to avoid panic.

Notification of Fire

In the event that a fire is discovered in the building, the person discovering it should immediately activate the fire alarm and report to the office to inform office personnel of the fire.

It is the responsibility of office personnel to notify the fire department. It is also the responsibility of office personnel to meet the fire truck outside the building and tell them the location of the fire.

Fire Drills

Fire drills will be conducted monthly. The signal for a fire drill is a continuous pulsing tone. When this tone sounds, all personnel must leave the building. Be sure that all doors are locked before you leave your room.

Fire and Emergency Evacuation Plan

Fire and emergency escape routes are to be posted in every room where people may be located. Check your classroom immediately to make sure the escape route is posted. Teachers and/or staff will move students to the classroom's designated fire exit.

Teacher Responsibilities During Fire Evacuation

1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.

3. The teacher should exit the building following the last student. Once outside, the teachers are responsible for student control, ensuring that the students are 100 feet from the building and free of fire lanes and should have their class roster with them to take roll and determine the safety of all students under their control.
4. Ensure you have your green and red cards to communicate with administrators or assistants your student attendance at the fire exit location.
5. Keep students quiet at all times to listen for any emergency instructions.

Tornado Disaster Plan
In coordination with the Civil Defense and the Cass County Sheriff's Department, we will conduct a tornado drill in the spring of each year. Teachers and/or staff will move students to the classroom's designated tornado shelter.

Teacher Responsibilities During Tornado Evacuation
1. Remain with your students at all times.
2. Lock your classroom door once everybody has exited.
3. Have students 2-3 deep next to the wall in the hallways.
4. Keep students quiet at all times to listen for any emergency instructions.
5. Leave an open aisle down the middle of the hallways.
6. Keep students away from all glass areas including the trophy cases and doorways.
7. Do not congregate students near the fire doors so that if the doors need to be opened for some reason, students will not be behind the doors.
8. Have students cover their heads with their hands and arms.

SOCIAL MEDIA USAGE

Professional responsibility occurs when there is the presentation of oneself as a representative of the District or employee thereof, whose activities are job related and is subject to the District's policies, rules, procedures, and guidelines.
Personal Responsibility – the presentation of oneself in a manner that is outside professional responsibility in all comments, posting, etc. Personal responsibility encompasses that which is not job related.
*Each staff member who creates a web page or any part of a web page or supervises the creation of a web page or uses an approved social media site or any part of an approved social media site or supervises the creation of an approved social media site is responsible for the content and must inform the Principal/designee of the existence and the intent/purpose of the page prior to such web site or approved social media site being accessible on the Internet. This includes student-produced web pages and social media content.

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

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.

3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).

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

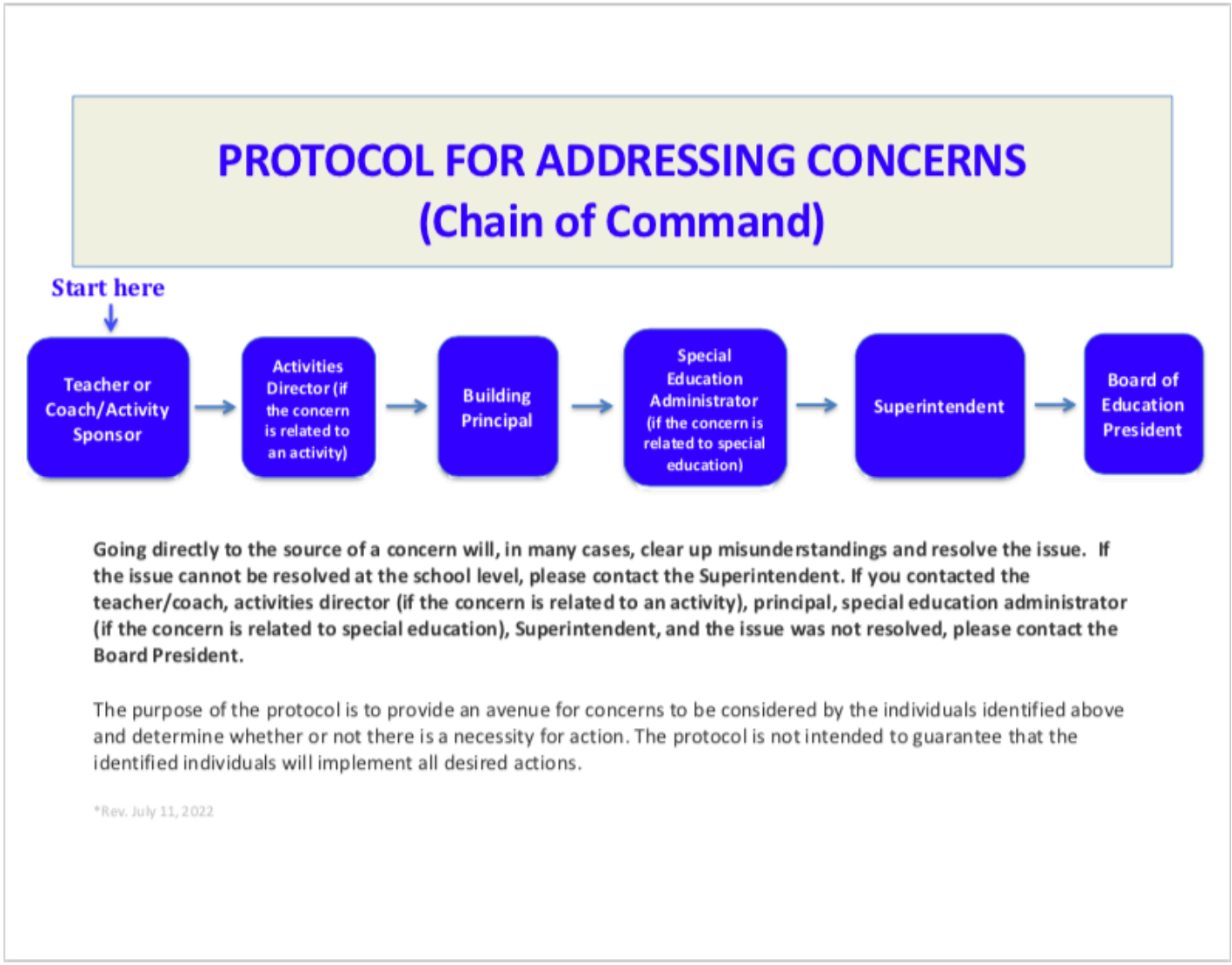
1. For certificated staff, the District's Code of Ethics and the State Standards of Professional Practice are applicable.

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

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

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

CHAIN OF COMMAND



ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

Acceptable Use of Computers and Networks
Administrators, Faculty and Staff Agreement

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

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

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

Employee's Name_____

Employee's Signature_____

Date_____

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

RECEIPT OF 2025-2026 STAFF HANDBOOK

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

This signed receipt acknowledges receipt of the 2025-2026 Staff Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: _____

_____

Teacher's Signature

Plattsmouth High School PRIDE Form

Student Name :_____ Grade: 9 10 11 12

Teacher/Class:_____

POSITIVE **R**ESPECTFUL **I**NTENTIONAL **D**ETERMINED **E**NGAGED

Complete both sides of this form for each Problem Solving Meeting

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #1: _____

To avoid the problem in the future I will:

___ Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___ Ignore my classmates or ask them to stop their distracting behavior
___ Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #2: _____

To avoid the problem in the future I will:

___ Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___ Ignore my classmates or ask them to stop their distracting behavior
___ Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #3: _____

To avoid the problem in the future I will:

___Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___Ignore my classmates or ask them to stop their distracting behavior
___Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Student Signature:_____

Plattsmouth High School PRIDE Form - Page 2

Problem Solving #1:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Problem Solving #2:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Problem Solving #3:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Student Signature:_____

IN AN EMERGENCY
TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual



SECURE!
Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

ADULTS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

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

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

K12 2021
STANDARD RESPONSE PROTOCOL

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Plattsmouth
High School

PARENT / STUDENT HANDBOOK

2025 - 2026

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Welcome to Plattsmouth High School

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

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

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

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

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

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

Our PHS Core Values

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

P – Positive

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

R – Respectful

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

I – Intentional

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

D – Determined

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

E – Engaged

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

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

Nebraska Frameworks Accreditation

Plattsmouth High School is accredited through the Nebraska Frameworks.

INTENT OF HANDBOOK

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

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

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

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

PLATTSMOUTH COMMUNITY SCHOOLS BOARD OF EDUCATION

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

PLATTSMOUTH COMMUNITY SCHOOL DISTRICT ADMINISTRATORS

Dr. Richard E. Hasty, Superintendent of Schools
Dr. Amber Johnson, Director of Instructional Services
Amanda Wright, Director of Special Education
Chris Hudson , Business Manager
Emily Morlan , Data Manager

PLATTSMOUTH HIGH SCHOOL LEADERSHIP TEAM

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

Plattsmouth High School Staff

2025 - 2026

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

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

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

Custodian / Maintenance
Jason Babcock*
James Balderson*
Kenny Dasher*
Lori Huebner*
Mark Schuette*

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

Family & Consumer Science
Carmen Hall**
Brynn Jobman**

Fine Arts
Jaden Estes Carlson*
Hunter Holoubek**
Chris Work**

Industrial Technology
Ethan Scholting*
Randy Schroeder*
Max Yarnell *

Food Service
Jeri Boyd**
Jodi Derby**
Angelique Maris**
James Shaw**
Amanda Sherer**

JAG
Doug White**
Sarah Wilcox***

Library/Media
Ardena Mrasek*

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

Nurse
Katie Graves***

Para Professionals
Holly Foote*
Kristen Johnson*
Sheila Nelson**
Deanna Rader*

Physical Education
Jill Eggert**
Nick Stein***
Chris Wiseman* (PE/Arts Chair)

School Counselors
Jolene Boesch ***
Jeremy Woodworth*

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

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

Social Worker
Katie Lorenzen**

Special Education
Curtis Larsen (SpEd Chair)*
Sara Baio*
David Dukes*

Technology
Jacob Graff***

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

Academy Assignments
*ATEAM
**BEACH
***STEAM

Career Academy Overview

ONE SCHOOL,
THREE ACADEMIES

Career Academies
PLATTSMOUTH HIGH SCHOOL

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

ATEAM

Dedicated and Prepared

ATEAM ACADEMY

- Architecture, Construction
- Transportation/logistics
- Environment & Agriculture
- Art
- Manufacturing

Student Organizations: Skills USA, FFA

BEACH

Learning through Serving

BEACH ACADEMY

- Business, Marketing & Management
- Education
- Arts (Performing)
- Communications, A/V Technology
- Human Services & Hospitality

Student Organizations: Educators Rising, FCCLA, DECA

STEAM

Creative, Ethical, Scientific Minds

STEAM ACADEMY

- Science
- Technology
- Engineering
- Aeronautics
- Mathematics

Student Organizations: FFA, HOSA, Skills USA

CONTINUUM OF EXPERIENCES

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

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

ONE SCHOOL,
THREE ACADEMIES

Career Academies
PLATTSMOUTH HIGH SCHOOL

Contact Information:
402-296-3322
thalvorsen@pcsd.org
charvey@pcsd.org
1916 Old Highway 34
Plattsmouth, NE 68048

Every PHS Graduate Will Be:

College Ready

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

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

- ACT of 20 or higher
- ASVAB of 31 or higher
- Earn at least 3 college credits
- Pass the Capstone Class

Career Ready

Every student will be prepared to bring value to their workplace.

All students will complete the Continuum of Experiences AND at least one of the following:

- Earn a career field certification
- Complete an internship
- Successfully complete a Capstone project

100+

community and business partners

Community and World Ready

Every student will be prepared to bring value to their community through their performance, skill, diligence, ethics, and responsible behavior.

All students will:

- Work with a Career Mentor
- Participate in at least one extra- or co-curricular activity
- Have an attendance rate of 95% or higher
- Gain volunteer experience in our community

20+

college courses offered from four institutions

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

PLATTSMOUTH HIGH SCHOOL BUILDING HOURS AND BELL SCHEDULE

Plattsmouth High School Building Hours and Bell Schedule - **Click Here**

PLATTSMOUTH HIGH SCHOOL GRADUATION REQUIREMENTS

Graduation Requirements
The Plattsmouth Board of Education has established the following credit requirements for graduation:
240 total credits required for graduation:

English……..……...…40 credits
Including English I, English II or Honors English II, English III or Honors English III, choice of Creative Writing, English Comp. I, English Comp. II, Holocaust Lit., Journalism, English IV

Mathematics……...…… 30 credits
Pre-determined by placement

Social Studies……...……..…….……....35 credits
Including World Geography, American History or Honors American History, Govt. & Society; History and Films, Psychology, Sociology, The U.S. Military History

Science……...…….……....30 credits
Including General Biology, Physical Science or Honors Physical Science, and choice of Biology II, Chemistry or Honors Chemistry, Earth Science, Environmental Science, Human Anatomy/Physiology, Physics

Physical Education…….…….……..20 credits
Including choice of PE/Health or ROTC I and II; and choice of any combination of Beginning Weight Training, Adv. Weight Training, Lifetime Fitness, Aerobics or ROTC III and IV, or 4 first semesters of Marching Band

Fine Arts…….…...…….....10 credits
Choice of Intro to Drama, any Art class or any Music class

CareerExploration/Principles of Computing…...…..……..…10 credits

College/Career ……..…….....10 credits
Personal Finance and Capstone

Electives…….……...……..…….55 credits

Total Credit Hours…...……..……240 credits

***All students are required to complete a portfolio in order to graduate from PHS.**

Grade Level Classification

Students at Plattsmouth High School are classified by grade level according to the number of years in high school. Students should have the number of credits shown below for graduation.

End of 9th grade year	60-80 credits
End of 10th grade year	120-160 credits
End of 11th grade year	180-240 credits
End of 12th grade year	240-320 credits

GRADING SCALE AND SYMBOL DEFINITIONS

In order to calculate grades, the following scale is used to assign grades. In turn, the letter symbols give a description of the student's academic achievement.

Classes Other Than Advanced Placement, Honors, and Dual Credit

GRADE	PERCENTILE RANGE	GPA
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

Advanced Placement, Honors, and Dual Credit Courses

GRADE	PERCENTILE RANGE	GPA
A+	97-100	4.00
A	90-96	4.00
A-	87-89	3.67
B+	83-86	3.33
B	80-82	3.00
B-	77-79	2.67
C+	73-76	2.33
C	70-72	2.00
C-	67-69	1.67
D+	63-66	1.33
D	60-62	1.00
F	0-59	0.00

GRADE POINT SCALES AND CALCULATIONS

A. Grade Point Average (GPA) is based on grades earned in the following grade level group:

Grades 9-12

a. All courses for which the student receives from an A to an F are included in the GPA.
b. Both a Term GPA and a Cumulative GPA are calculated.
c. An official transcript is maintained for grades 9-12.
d. Pass grades are not included in the GPA calculation, but do count for graduation credit.

B. Annual audits of courses offered within Plattsmouth High School and taught by qualified teachers will be conducted by examining the course rigor to determine potential grade weighting. The criteria for a grade to be weighted are that the course must be of college level rigor. Content must significantly exceed the Plattsmouth content standards

National Honor Society

The following criteria must be met for a student to become a member of the PHS National Honor Society:

1. The student shall have spent at least two semesters at PHS and shall have a scholastic average of 3.5 or better.
2. An application for membership will be given to each eligible student by the NHS sponsor prior to the selection deadline.
3. All forms that are received on time will be considered for membership.
4. Scholarship counts for a maximum of ten points.
   4.0 = 10 pts; 3.85 - 3.99 = 9 pts; 3.70 - 3.84 = 8 pts; 3.55 - 3.69 = 7 pts; 3.50 - 3.54 = 6 pts.
5. Service counts for a maximum of ten points. The student is to list all activities they have been involved in at PHS on the activity sheet. Community and church activities and any special recognitions, awards, etc. should be listed on the activity sheet. Points are awarded on the following basis: 15+ = 10 points; 13 - 14 = 9 points; 11 - 12 = 8 points; 9 - 10 = 7 points; 7 - 8 = 6 points; 5 - 6 = 5 points; 3 - 4 = 4 points; 1 - 2 = 3 points.
6. Leadership and character count for a maximum of 20 points. A faculty committee is given a list of those eligible for membership who returned their applications. The committee rates each individual on a 10-point scale, 10 being the highest. An average of the ratings is used to assign points.
7. After all the points are totaled for the student, any student receiving 30 or more points will be automatically selected. Any student not reaching 30 points will be evaluated by the faculty committee for possible selection.

Honor Roll, Merit Roll and Honorable Mention

Scholastic recognitions are published each semester to reward scholastic excellence. The Honor Roll distinction is awarded to students who earn a 4.0 GPA for the semester. The Merit Roll honors students achieving an average of 3.50 to 3.99 for the semester. Honorable Mention rewards students achieving an average of 3.00 to 3.49 for the semester.

Schedule Changes

Students are expected to carefully select their courses and to follow their selections. In special situations, individual requests for changes will be reviewed. Changes will not be made if the result causes the maximum class size to be exceeded. **Students will not be permitted to drop and add a class after the semester has begun.** Requests from students or their parents for a change in teachers cannot be allowed since such involve teaching loads and schedules. However, consideration will be given to requests from students assigned to repeat work with a teacher under whom they have previously failed. Finally, approval rests with the principal after a parent, student and principal meeting.

Dropping Classes

A student dropping a class after one week will receive a "F" for the semester, zero credits, and it will be calculated in his/her G.P.A. Any exceptions to this policy are at the discretion of the administration.

Progress Reports

Parents and students can monitor progress at all times via the internet, using the computer-based Infinite Campus Program.

Final Examinations

Time will be dedicated at the end of each semester for final exams and projects. Students are required to take these exams and complete the projects. If a student must miss a final exam, prior arrangements need to be made through the office of the principal.

Parent-Teacher Conferences

Regular Parent-Teacher Conferences will be held each semester for parents to meet with teachers to discuss their student's academic standing. If parents have a concern that arises about their child that is related to class

or other school activities, they should contact the teacher or adult sponsor closest to the situation. If additional contact is necessary, parents are encouraged to contact a building level administrator.

Grade Reporting
First and second semester grades will be posted on Infinite Campus.

What I Need (WIN) Time

Students who are failing one or more classes are required to attend WIN time from 12:02 - 12:32pm, Monday through Friday or make arrangements with their teachers to get additional academic support. WIN time is assigned to give students academic support. Students that are on the WIN list are not eligible to participate in non-graded activities or athletic competitions while they are on the WIN list. Students who have an unexcused absence from their WIN time will be assigned additional time to fulfill the WIN obligations as determined by administration.

Textbooks and Supplies
Textbooks are loaned to students by the Plattsmouth Community Schools. Students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth High School.

College Visits
To encourage post high school education, PHS will allow juniors and seniors to visit two schools of their choice on a prearranged basis. A maximum of two days per school year will be excused for such visits. The College & Career Center should be notified of the visit and students must complete a form for the visit to be excused. Parents must also notify the Attendance Office.

Scholarships
Graduating seniors are eligible for scholarships offered by universities, colleges, technical schools, and many organizations. For more information regarding scholarships, seniors should see their school counselor.

Transcripts
Upon student request and authorization, a transcript of the student's credits will be forwarded to colleges, technical schools, or other authorized institutions by the school counselor's office.

Graduation Ceremony
Participation in the graduation ceremony is a privilege granted to students who have fulfilled the graduation requirements established by the Plattsmouth Board of Education. Students will be required to follow a code of conduct and dress that will be distributed to the graduating seniors prior to the ceremony. If a student fails to comply with all standards set forth and does not finish the year in good standing with the administration, they will forfeit the privilege to walk in the graduation ceremony.

Early Completion Policy 5207
An Early Completion Plan Policy has been established for students seeking early completion. Failure to meet any of the criteria or timelines listed in the policy may cause the student to become ineligible for early completion.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - ACADEMIC ACHIEVEMENT

Level 1
All students are Level 1.

Level 2
The Level 2 Coordinator monitors all students' grades. If a student has a grade below 60% in one or more classes, the student will be moved to a Level 2 for Academic Achievement. Grades will be checked every Friday at 4:00pm. Students will have a 4 week grace period at the beginning of each semester.

Students that are placed at Level 2 for academics will be required to attend What I Need (WIN) time for twenty (20) school days from 12:02 - 12:32pm, or until they are passing all of their classes for which they were placed in WIN. The Level II Coordinator will continue to monitor the student's grades for twenty (20) school days while a student is in WIN.

If after twenty (20) school days a student is still at or below a 60% in one class, they will be moved to Level 3 of the MTSS process.

Level 3
At the Level 3 placement, a School Psychologist could be utilized and a student may be placed on a Performance Improvement Plan (PIP). They could also potentially lose an elective for the next semester and be placed in the Plattsmouth Academy for Learning (PAL) Study Hall for the next semester.

Level 4
At the Level 4 placement a student will be referred for additional testing that could result in a Special Education service.

PLATTSMOUTH HIGH SCHOOL ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE POLICY Policy 5008
Students are expected to attend school on a daily basis. The school administration and school board believe that the main responsibility for attendance lies with the student's parent/guardian. However, if that responsibility is not assumed by the parent/guardian, the school will do everything possible to enforce the attendance regulations of the school and the State of Nebraska. Cooperation between parents, students and school personnel can minimize the number of days a student misses.

Plattsmouth Community Schools District must report absences of students in accordance with Nebraska State Statute 79-209.

Once a student exceeds 20 days of absences per school year, a report may be filed with the Cass County Attorney for action under Neb. Rev. Stat. § 43-247(3)(a) and (b). As part of the report, the report will either request additional time to work with the student prior to intervention by the county attorney OR the report will demonstrate the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention.

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

Attendance Officer
The high school has designated an attendance officer. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which a student resides.

Medical, Funeral and other Waived Absences
Medical, Funeral and other Waived Absences are defined as those that have been communicated with the attendance secretary (in advance whenever possible) for the following circumstances:

- Absences when a licensed health care provider has confirmed in writing that, in his/her professional medical opinion and within his/her scope of practice, the student or a child whom the student is parenting is so physically or mentally ill that attendance of the student is impracticable or impossible.
- Doctor or dental appointment which requires a student to be absent from school - with a medical slip provided to the attendance secretary upon student's return.
- School-sponsored activities which require students to be absent from school.

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- College visits for juniors and seniors with proper documentation from the counselors (2 maximum per year).
- Students are suspended or expelled from school by the school district.
- Court appearances that are required by a court order with proper documentation.
- Absences required by law enforcement, child protective services, or a court of competent jurisdiction, confirmed in writing to the school district.
- Other absences that have received prior approval from the principal.

Unexcused Absences
Unexcused Absences include, but are not limited to, illness without doctor's note, vacations without principal approval, and medical appointments without doctor's note.

Extra Curricular Activity Attendance
On the day of a contest, performance or other activity, a student must be in attendance for the full day. A student who is not in attendance the full day is ineligible to participate in practice, competitions, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the principal or activities director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

After 20 days of Not School Excused Absences, a student may lose credit for the course/s.

ATTENDANCE PROCEDURES
Step 1: At five (5) Excused or Unexcused Absences, the following will be sent to parent/guardian by the attendance secretary:
- Five-day letter

Step 2: At ten (10) Excused or Unexcused Absences, the following will be sent to the parent/guardian by the attendance officer:
- Ten-day letter
- Form A is to be completed by the parent/s or guardian/s
  It is expected to be completed and returned to the attendance officer within five (5) days.

  If Form A is not returned, the attendance officer will call parents and complete over the phone or invite parents to come into school and complete Form A. The attendance officer will document all meetings and what was discussed during the meetings and or phone calls.

  If the parents don't complete or return calls in order to complete Form A within 5 days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 3: At fifteen (15) Excused or Unexcused Absences, the following will occur:
- Fifteen-day letter will be sent home to parents requesting a meeting.
- Form B is to be completed by the student.
  It is expected to be completed and returned to the attendance officer within five (5) days.
  If Form B is not returned, the attendance officer *may* call the student in to complete. The attendance officer will document all meetings and what was discussed during the meetings.
- A parent/guardian meeting is required. Parents/guardians will need to meet with the attendance officer and any other school staff deemed necessary. Form C will be completed during the meeting.

- If the parent refuses to have a meeting or does not contact the school about setting one up, or the student does not complete the form or return calls within five (5) days of the letter being sent, the school *may* submit a truancy filing to the county attorney's office.

Step 4: At twenty (20) Excused or Unexcused Absences, the following will occur:

- Twenty-day letter will be sent home to parents/guardians.
- A request is made that parents provide documentation within 7 days to excuse the student's absences.

Step 5: After twenty (20) Excused or Unexcused Absences, the following will occur:

- A referral letter will be sent home to inform the parents/guardians that the school will be submitting a truancy referral to the county attorney's office including all documentation on efforts to remove barriers to the student's attendance.

Plattsmouth High School Attendance Form A
Completed by Parents/Guardians

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time			
Participants			
Location	Via Mail/Email	Phone Conference	In-Person

1. What are the reasons that your child is not coming to school? What are some possible solutions for each reason?

2. Develop an attendance plan to combat this attendance problem.

3. Is there anything that the school needs to be aware of to support your student and/or family?

By signing this document, it means that you are aware of the attendance concerns and have participated in filling out this form.

Parent/Guardian Signature _____ Date _____

Plattsmouth High School Attendance Form B
Completed by Student

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Student Name	
Grade	
Academy	

1. What is going well for you at school?

2. What is causing you to miss so much school?

3. What are some possible solutions to your lack of attendance?

4. How can Plattsmouth High School help you?

By signing the document, it means that you have participated in the conference.

Student Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Form C
Completed at the Attendance Meeting

Belief Statement: All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Date/Time	
Participants	

1. Discuss current attendance concerns. The student has at least 15 absences at this time. Review answers submitted on Form B that were completed by the student.

2. How can Plattsmouth High School help you and your child?

3. Develop an attendance plan to combat this attendance problem.

By signing this document, it means that you have participated in this conference.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

School Official Signature _____ Date _____

Plattsmouth High School Attendance Policy - Tardies

Belief Statement
All students must be in attendance to receive the proper learning experience needed to be successful both academically and emotionally.

Definitions

A. Tardies

A tardy is any late arrival to any class period. This could be to the first period of the day or any class period including Advisory and Study Hall. A student will be considered tardy up to the first ten (10) minutes at the start of the day. After ten (10) minutes a student will be counted absent. A student will be considered tardy up to the first six (6) minutes at the start of each subsequent period of the school day. After six (6) minutes a student will be counted absent.

If a student arrives at school after 8:15 AM, they must be buzzed into the building, sign into the main office with the attendance secretary and receive a Securly (E-hall) Pass before proceeding to class.

B. Reporting Period A tardy report will be run every day during the school year. This report will be analyzed by the attendance secretary, and the administrators will administer tardies.

Tardy Procedures
A student must serve a thirty (30) minute lunch detention after accumulating three (3) tardies across all periods. A student will receive a (60) minute detention at six (6) tardies as well as meeting with an administrator to create a plan. At nine (9) tardies a student will receive 5 Lunch Detentions and at (12) the student will receive 5 more lunch detentions and the parent/guardian will be notified and all will have a meeting with administration. The process starts over in the 2nd semester.

Makeup Work **Policy 5208**
When a student is absent, they have two class periods to complete missed assignments. **After this period, any unfinished work *may* be marked as a zero in the grade book.** Students may need to come in before or after school to make up the work. Extra time will be granted for long-term absences.

Closed Campus
Plattsmouth High School follows a closed campus policy. Students are not allowed to leave school before the regular dismissal time unless they have permission from the principal or the principal's designee.

If students wish to leave for lunch, they must be escorted by a parent or guardian, who must meet them in the office before leaving.

Leaving During The School Day
No student may leave school before the dismissal time unless accompanied by a school employee, police officer, court official, or their parent, or unless prior permission from the parent has been obtained. If a police or court official requests a student's dismissal, the student's parents should be notified as soon as possible.

Students must obtain office permission before leaving school during school hours, which will only be granted after contacting the parents or guardians. The student must then sign out properly in the office. Failure to follow these guidelines may result in disciplinary action.

Student And Adult Visitors

Current students are not allowed to bring visitors (except for parents, guardians, or grandparents) to school during the school day, as this can detract from the learning environment and distract the host student. All guests must have prior approval from the building principal or their designee, and students must sign their guests in at the office.

Withdrawal from the High School

Students transferring out of Plattsmouth High School must be accompanied by a parent or legal guardian. Notes or phone calls from parents or legal guardians **will not** be accepted as official notification. Any student withdrawing from the high school permanently must obtain a checkout form from the school counselors' office. Each teacher involved will sign the form after all the books and materials have been returned to the teacher. It will also indicate that all fines and assessments have been paid. The checkout form must be returned to the guidance office and signed by the building principal.

Student Driving And Parking - Regulations And Responsibilities

All motorized vehicles driven by students must be parked in the south student and activities parking area. The north parking lot is for staff and visitors. Students are expected to park in designated parking stalls (between yellow lines). Parking in any other locations will make students liable for parking tickets. **All vehicles parked should have an authorized PHS Parking Permit. Once you enter the school parking lots, you are to park your vehicle.** Reckless driving, speeding, driving over non-road surfaces, illegal turns, drag racing, burnouts, or failure to observe parking regulations will result in disciplinary consequences which may include the loss of the privilege of parking and driving on campus.

Cars ARE NOT ALLOWED to be parked on or in front of either entrance without a driver in the vehicle. Loitering and/or cruising in any lot during the school day or normal drop-off or pickup times is strictly prohibited. Excessive radio or stereo noise from vehicles is prohibited**!** This distracts other drivers and may be dangerous.

Anytime a student's automobile is involved in an accident with another vehicle, pedestrian, or school property, those involved should report the incident to the School Resource Officer (SRO) no matter how minor. The office will help you contact the proper authorities and/or your parents.

Cars illegally parked may be ticketed, or towed. This may occur when a student parks in reserved parking lots, in handicap areas (indicated by blue paint), in fire lanes (indicated by red paint), on the grass, in any prohibited areas designated by yellow hash lines, or is double-parked. Payment for tickets issued during any one term is due by the end of that term. **Any vehicle left unattended for 24 hours in any school parking lot may be subject to towing at the owner's expense.** If a student or staff member needs to have their car left for more than 24 hours, they should have prior approval with the principal or the principal's designee. **Parking lots will be closed from 9:00 pm. until 5:00am. After activities students are expected to vacate the parking lot immediately and there should be no loitering in the parking lots or on school premises.**

Note: The speed limit on campus is 10 mph. **Safe driving on campus is the number one issue when it comes to driving and parking at Plattsmouth High School**. Surveillance cameras are utilized in the parking lots at PHS. Students are reminded to arrive at school early in order to secure a parking spot.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS) - BEHAVIOR EXPECTATIONS

1. Arrive to class on time prepared for learning
   - Arrive before tardy bell with materials/supplies
   - Use work time appropriately - on task, engaged and doing what is asked

2. Respond appropriately to staff directives
   - Follow directions
   - Accept feedback from staff in a respectful manner
   - Own your behavior
   - Accept "No" as an answer

3. Demonstrate respect for people and property
   - Use appropriate language
   - Respect personal space and boundaries

Any one of these items that do not meet teacher expectations will require a problem solving conference with the teacher utilizing a PRIDE Form prior to the next period that the student has with the teacher. Conferences could take place before school, after school, or at the end of the class period. After the third problem-solving meeting, the student will be issued an office referral. If a student returns to class after an office referral for having three problem-solving issues with one teacher they will automatically receive an office referral on their next problem-solving issue with that teacher. - See PRIDE Form on the next page.

Consequence for not meeting expectations:
Minimum sanction - Conference with Administrator, Detention, mandatory study hall, or short- term suspension
Maximum sanction - Long-term suspension, expulsion, legal authorities will be contacted

Inappropriate Public Displays Of Affection (IPDA) Policy 5101

Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, fondling or other displays of affection that would be considered embarrassing or a distraction to others. Students could face the following consequences for IPDA:

1. 1st Offense: Students will be confronted and directed to cease.
2. 2nd Offense: Students will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Students will be assigned to In School Suspension for a minimum of 1 day; parents and students will need to meet with administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the students could face long-term suspension or expulsion.

Plattsmouth High School PRIDE Form

Student Name :_____ Grade: 9 10 11 12

Teacher/Class:_____

POSITIVE **R**ESPECTFUL **I**NTENTIONAL **D**ETERMINED **E**NGAGED

Complete both sides of this form for each Problem Solving Meeting

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #1: _____

To avoid the problem in the future I will:

___ Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___ Ignore my classmates or ask them to stop their distracting behavior
___ Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #2: _____

To avoid the problem in the future I will:

___ Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___ Ignore my classmates or ask them to stop their distracting behavior
___ Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Choose the disruptive behavior that resulted in your need for problem solving.

___talking out of turn
___refusal to participate
___inappropriate language
___throwing items
___technology violation
___cheating
___horseplay
___ignoring teacher's directions
___harassment/insults/bullying
___refusal to stop "sleeping"
___inappropriate responses
___PDA

Date of Problem Solving #3: _____

To avoid the problem in the future I will:

___Privately tell my teacher any needs or concerns I have before my actions become a problem
___ Listen the first time my teacher asks me to change my behavior
___Ignore my classmates or ask them to stop their distracting behavior
___Keep my hands, body, and/or comments to myself
Other_____
___ I am struggling to take ownership at this time and need support.

Student Signature:_____

Plattsmouth High School PRIDE Form - Page 2

Problem Solving #1:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Problem Solving #2:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Problem Solving #3:

Student Point of View_____

_____

_____

Teacher Point of View_____

_____

_____

Student Signature:_____

Student Appearance and Attire Policy 5101
Plattsmouth High School strives to maintain a learning environment that is free from unnecessary distractions. Appropriate student attire is extremely important in maintaining a school climate which fosters academic success. These efforts also contribute to the mission of preparing students for appropriate dress in the workplace. School is a place for serious work and study. Certain types of clothing and student dress are not appropriate for school. The primary consideration for students in deciding on what to wear and how to groom should be cleanliness, neatness and appropriateness to the school.

The administration and faculty of Plattsmouth High School have the responsibility to help students develop habits that contribute to good taste in matters of dress and appearance. What is considered appropriate dress for school and all school related activities and events is at the discretion of the Plattsmouth High School administration.

For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rules relative to student appearance apply to all students on school grounds 7:30 AM - 3:45 PM. This list is not inclusive of all items that may be deemed inappropriate:

1. Students must wear:
    - Top (shirt, blouse, sweater, sweatshirt, etc.);
    - Bottom (pants, shorts, skirt, dress, etc.); and
    - Footwear
2. Students may not wear attire that shows private parts, presents or promotes a health or safety hazard, and/or would contribute to a hostile or intimidating school environment. See-through clothing or clothing revealing excessive skin is deemed inappropriate. Underclothing may not be worn as outer clothing.
3. Students may not wear attire that displays inappropriate comments/words, obscene/vulgar writing or symbols, or products that are illegal for students to use. Any clothing or slogan that may cause a disruption to the school environment is prohibited.
4. Students are prohibited from wearing scarves, hoods, bandanas, hats, caps, and/or other headgear of any type, unless part of an individual education plan or in respect to ethnic or religious cultures. All student hats, ball caps, and headgear worn to school must be kept in a locker or book bag and are not to be seen.
5. Chains (even if attached to a wallet), pliers, or other objects that could be used as a weapon are not to be worn to school or school activities.
6. Clothing that promotes guns and/or other weapons or promotes violence cannot be worn at school.
7. Sleepwear, blankets, and costumes are prohibited. Pajama pants and lounge pants will be allowed.
8. Sunglasses are not allowed to be worn in the school building, unless part of a medical plan.
9. Coaches, sponsors, or teachers may have additional requirements for students in class, performing groups, or representing the school as part of an extracurricular activity program.

Violations of the above, or dressing in a manner deemed “educationally inappropriate,” may result in asking the student to change/cover up or notifying the student’s parent/guardian. Continued infractions will be considered insubordination and may result in disciplinary action such as, but not limited to:

- Detention
- In School Suspension
- Out of School Suspension

Student Conduct at School Activities Policy 5101

Student conduct at all events, extracurricular and otherwise, is both an expression of the student as an individual and as a representative of the school and the city of Plattsmouth. Students should conduct themselves in such a way to mirror the PHS PRIDE culture. Misbehavior at school activities will be handled in accordance with regular school policy. Student standards of good conduct (positive, respectful, intentional, determined and engaged) apply on school grounds or in school-owned or utilized vehicles during any educational function on and off school grounds at a school sponsored activity or athletic event.

Participants in extracurricular activities assume a leadership role. The student body, the community and other communities judge PHS on its students’ conduct and attitudes, and how they contribute to their school spirit

and community image. The students' performance and devotion to high ideals make their school and community proud.

Extra-curricular activities have an important place in the educational program of Plattsmouth High School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to be **P**ositive, **R**espectful, **I**ntentional, **D**etermined, and **E**ngaged (**PRIDE)** as well as demonstrate cooperation, patience, pride, character, self-respect, self-discipline, teamwork, and sportsmanship. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

Student Conduct at School Dances Policy 5309
Our hope is that our school dances are very special events for our students as they interact in positive ways in a safe and supervised environment. Parents, sponsors, and chaperones have invested countless hours in ensuring that school dances are memorable events. Our students also invest time, energy, and money in preparation for the evening. Our hope is that Plattsmouth High School dances will continue to be a part of the high school experience, and that each student will have a fun and safe night.

Inappropriate dancing is prohibited at all Plattsmouth High dances. Inappropriate dancing includes: 1) touching while dancing back to front, 2) touching of breasts, buttocks, or genital areas, 3) "hiking-up" of skirts or dresses, 4) leaning against the wall while dancing, and 6) dancing that appears to be "simulating sex" or "grinding." Additionally, any student that participates in dancing that creates an unsafe environment (crowd surfing, moshing, etc.) will be asked to leave.

All other Plattsmouth High School rules and student responsibilities apply at school dances.

Homecoming Dance Eligibility Criteria Policy 5309

To ensure a safe, respectful, and academically focused environment, students must meet the following eligibility criteria to attend the Homecoming Dance:

Attendance

- Students with 5 or more absences may be ineligible to attend.
- Exceptions may be made for verified extenuating circumstances (e.g., medical or dental appointments, family emergencies).
    - All exceptions must be approved by the principal or designee prior to the event.

Tardies

- Students must have 6 or fewer tardies to be eligible.

Academics

- Students must have no more than 2 failing classes at the time of the eligibility check.

Behavior

- Students must have 3 or fewer days of In-School Suspension (ISS).
- Students with any Out-of-School Suspension (OSS) are not eligible to attend.

Non-PHS Guests

- Persons who are below 9th grade or older than 20 years of age & not attending high school are generally considered to not be appropriate guests for homecoming.
    - Guests not meeting these requirements are generally not considered appropriate and will not be approved.
- Each PHS student may bring only one guest.
- A completed Guest Form must be submitted to the office by the announced deadline.
    - Late forms will not be accepted.
- All guests must present a valid photo I.D. at the door for entry.

Administrative Discretion

- PHS Administration reserves the right to make alternate determinations regarding eligibility in accordance with Board Policy 5101.

Prom Eligibility Criteria Policy 5165

To ensure a safe, respectful, and academically focused environment, students must meet the following eligibility criteria to attend Prom:

Attendance

- Students with 15 or more absences may be ineligible to attend.
- Exceptions may be made for verified extenuating circumstances (e.g., medical or dental appointments, family emergencies).
    - All exceptions must be approved by the principal or designee prior to the event.

Tardies

- Students must have 9 or fewer tardies to be eligible.

Academics

- Students must have no more than 2 failing classes at the time of the eligibility check.

Behavior

- Students must have 6 or fewer days of In-School Suspension (ISS).
- Students with 3 or fewer days Out-of-School Suspension (OSS).

Non-PHS Guests

- Persons who are younger than 16 or older than 19 years of age & not attending high school will generally not be approved as an invited guest to prom.
    - Guests not meeting these requirements are generally not considered appropriate and will not be approved.
- Each PHS student may bring only one guest.
- A completed Guest Form must be submitted to the office by the announced deadline.
    - Late forms will not be accepted.
- All guests must present a valid photo I.D. at the door for entry.

Administrative Discretion

- PHS Administration reserves the right to make alternate determinations regarding eligibility in accordance with Board Policy 5101.

We encourage students to maintain positive attendance, academic standing, and behavior to ensure eligibility and support a successful and enjoyable event for all.

Student Personal Electronic Devices Policy 5106

Plattsmouth Community Schools
Student Personal Electronic Devices
(i.e. Cell phones, headphones, earbuds, smartwatches, etc.)

These guidelines and procedures are being implemented to help maximize instructional time, reduce the number of outside distractions for students during the school day, standardize communication, and enhance student and staff safety.

Plattsmouth Elementary School (K-4), Middle School (5-8) and High School (9-12):

The expectation is that all elementary school students and middle school students will keep personal electronic devices turned off or on silent in their lockers (MS and HS) or other designated area (ES).

- First offense: Phone (or other electronic device) is brought to the office by your teacher. You may pick it up at the end of the day.
- Second offense: Phone (or other electronic device) is brought to the office by your teacher. Your

parent/guardian will pick it up.

- Third offense: Phone (or other electronic device) is brought to the office by your teacher. Your parents/guardians will pick it up. YOU MAY NOT BRING YOUR PHONE TO SCHOOL FOR 30 DAYS or turn it into the office each day for a period of 30 days.
- High school students are allowed to use their electronic devices during lunch unless otherwise directed by administration.
- It is recommended that these devices stay at home as the school is not responsible for the loss of personal items brought to school.
- Parents or guardians who need to communicate immediate information with their student during school hours can continue to contact the school office and a message will be shared with the student as soon as possible.
- All personal electronic devices must be out of sight or placed in the designated area and completely silenced or powered off during the instructional period (unless given permission by the teacher or it is required as part of the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc. This includes all classrooms, library, gym, locker room, fitness center, auditorium, music room, etc.).
- Smartwatches may be worn, but cannot be used for communication purposes. If a violation occurs with a smartwatch, students will be asked to remove them to follow the personal electronic device procedures.
- Earbuds and headphones will not be allowed in the classroom unless it is required as part of the instructional activities and/or the student's individualized education plan (i.e. IEP, 504, MTSS plan, health plan, etc.).
- If earbuds or headphones are worn before school, after school, or during lunch, only one earbud may be worn due to safety concerns.
- Please note: If the student does not comply with this request and refuses to turn over the device, this interaction becomes a student disciplinary issue for refusal to comply and not following directions. Consequences for refusal to comply and not following directions will be administered in alignment with Policy 5101 Student Discipline.
- The teacher will contact the office and the device will be held in the main office for the remainder of the day and the incident will be logged as cell phone misuse.
- Students who need to contact parents/guardians for emergency reasons during the school day may request to use the phone in the school office.
- Parents/guardians who need to communicate immediate information with their student during school hours may contact the school office and a message will be shared with the student as soon as possible.

Adopted: July 15, 2024

When a student is referred to the office for discipline, they *will* be directed to secure their cell phone in the main office before meeting with an administrator.

Nuisance Items

Items deemed a nuisance or distraction to the learning environment including, but not limited to: skateboards/longboards, laser light pens, pagers, air horns, cameras of any kind, sunglasses, safety glasses outside the classroom, pepper spray, canned air/aerosols or other items deemed by the school administration to deter from the educational process or school mission, are strictly prohibited, will be confiscated, and may or may not be returned to a parent or guardian. Lost or stolen items of this nature will not be the responsibility of the school and is one of the reasons these types of items are discouraged to be brought to school.

STUDENT PRIVACY PROTECTION POLICY Policy 5421

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey

created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and

instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

> The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).
> Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,
> Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Email and Internet Usage Policy 6800

Network, E-Mail, Internet, and Other Computer Use Rules:

a. General Rules:
   i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
   ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
   iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
   iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
   v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
   i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
   ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).
   iii. Students shall not use or try to discover another user's account or password.
   iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
   v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
   vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
   vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
   viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

FERPA Rights For Elementary And Secondary Schools

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

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

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

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

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, S.W.
   Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Plattsmouth Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Nondiscrimination In Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a PRE-PAY system. Meals are not purchased on credit. There must be funds in your account for your child to make purchases. We can work with emergency situations if you call to make payment arrangements in a timely manner. The district reserves the right to block any account that is not prepaid.

We strive to assist parents with their efforts by providing notice of a low balance. School staff will give verbal reminders to students. Low balance notices will also be sent via email. You can monitor your account balance online at anytime *www.pcsd.org*. If a family account has a negative balance your account may be inactivated and your student will not be able to make any purchases on the family account.

Debit/credit card payments can be made at the District Central Office. We are also able to take debit/credit card payments by phone at 402-296-3361. Online Payments: *www.pcsd.org*
Cash payments can be made at your child's school and the District Central Office.
We do not accept checks.

All families who qualify for free/reduced meals must fill out a new application form each school year. Failure to fill out a new application will cause a family to pay full price until the application is received and processed. Applications for free/reduced price meals are available at all school offices. They are also available online at *www.pcsd.org*.

If you have any questions regarding your account please contact us, 402-296-3361 ext #2800.

Non-Discrimination Statement
This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at *program.intake@usda.gov*

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

USDA Nondiscrimination Statement

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW
Washington, D.C. 20250-9410

2. Fax: 202-690-7442

3. Email:: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410

2. Information Hotline: (202) 720-2791
3. Toll-free number: 1-833-ONE-USDA
4. Email:: *program.intake@usda.gov*

This institution is an equal opportunity provider.

USDA NONDISCRIMINATION STATEMENT (continued)

Joint Application Form (HHS)

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. Fax: 202-690-7442

3. Email:: *program.intake@usda.gov*

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: SNAP Hotline.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

This institution is an equal opportunity provider.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS
STUDENT'S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, Plattsmouth Community Schools asks that you as a student user sign the following statement:

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

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

Student's Name_____

Student's Signature _____ Date _____

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

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "3"

ACCEPTABLE USE OF COMPUTERS AND NETWORKS
PARENT'S AGREEMENT

In order to make sure that all members of Plattsmouth Community Schools community understand and agree to these rules of conduct, we ask that you as a parent/guardian sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by Plattsmouth Community Schools. As parent or guardian of the student named below, I grant permission for my son or daughter to access networked computer services such as electronic mail (email) and the Internet. I understand that this free access is designed for educational purposes. I also understand that individuals may be held liable for violations of those Terms and Conditions. However, I also recognize that it is impossible to restrict access to all controversial materials and I will not hold Plattsmouth Community Schools responsible for materials acquired or sent via the network.

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

Student's Name _____

Parent's Signature _____Date_____

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

Plattsmouth Community Schools
Addition to Student Code of Conduct
Appendix "4"

PARENTAL AUTHORIZATION AND RELEASE
TO DISPLAY STUDENT WORK

The undersigned(s) is/are the parent(s), guardian(s), or person(s) ("parent") in charge of _____("the student").

The School District has requested authorization from the parent of the student to display the product of the student's school-related academic, athletic, musical and/or art work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District. Upon consideration of the request of the School District:

_____I/We hereby authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work product in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District; and further I/We hereby waive any claims regarding copyright to the student's school-related academic, athletic, musical and/or art work product, and hereby release the School District and the Board of Education of the School District and all employees, agents, and representatives of the School District from any liability concerning the posting of the student's work on the School District's web page.

_____I/We DO NOT authorize the School District to display the product of the student's school-related academic, athletic, musical and/or work produce in public places, including, but not limited to, school buildings and functions, public places in the community, school, local, state and national publications, and on the web page produced and operated by the School District.

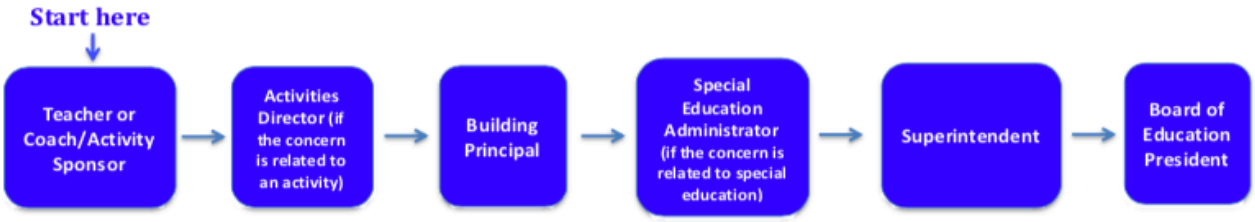
Dated this _____ day of _____, _____.

_____
Name of Student

_____
Parent/Guardian

_____
Parent/Guardian

PROTOCOL FOR ADDRESSING CONCERNS
(Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Plattsmouth Community Schools

Plattsmouth Elementary Teacher Handbook 2025-2026

Statement of Plattsmouth Elementary Staff Handbook

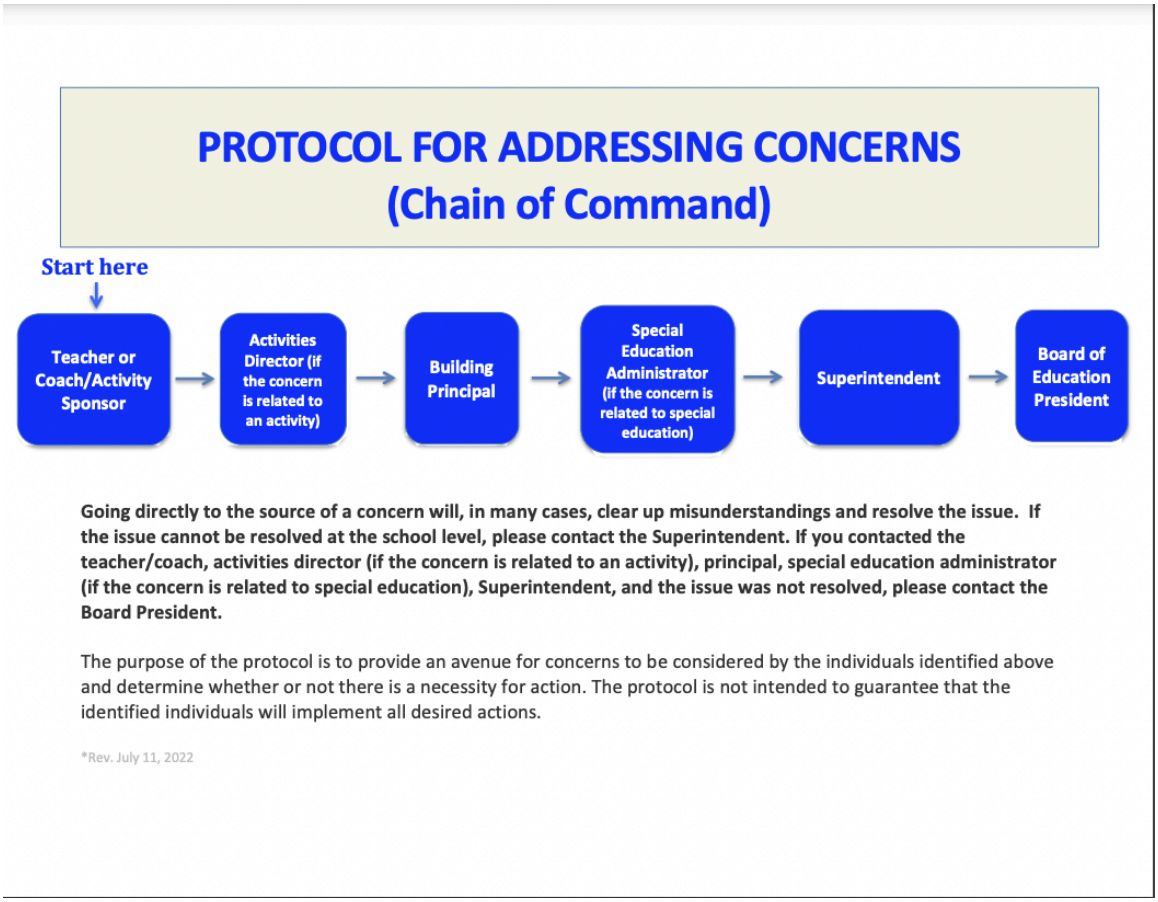
This Plattsmouth Elementary Staff Handbook shall be used for building specific procedures only. The District Teacher Handbook procedures and policies will supersede all Elementary Addendum procedures when in contradiction.

Plattsmouth Community Schools

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

Addressing Concerns:

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



ABSENCES FROM WORK

Sick and Personal Leaves

Sick Leave

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

Personal Leave

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

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

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

Aesop System

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

Substitutes

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

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

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

Substitute Teacher Folder

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

This folder needs to include:

- •list of student names
- •daily schedule including any duties, special classes
- •location of teaching materials
- •description of procedures for restroom, lunch, recess
- •alternative activities
- •responsible students
- •any special education students and their particular needs
- **•updated seating charts -- also important in case of contact tracing necessary**

Lesson plans must be available to a substitute.

DUTIES AND RESPONSIBILITIES

Hours of Work and Meetings

Daily Schedule

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

Team Leaders

Team Leaders will meet approximately once a month - First Monday

Faculty Workshops

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

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

Plattsmouth Elementary Norms:

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

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

Parent-Teacher Organization

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

Teacher Duties

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

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

Lesson Plans

Weekly lesson plans are required to ensure teachers are prepared to know what, why, and how they are teaching. The building principal may request individual/grade level lesson plans. It is your responsibility to turn in a copy of your lesson plans, either electronically or to the folder by the principal's office when requested. Your plans are indispensable to the substitute who has your class when you are absent. Plans should include:

1. Stated objectives for the lesson including the state standard for reading, writing, math, and science.
2. Materials needed, method/description of presentation
3. Evaluation
4. Time allotment
5. Possible teaching strategies (ex. -cooperative learning groups)

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

Daily Class Record Book

Infinite Campus

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

Classroom and School Procedures

Book Orders

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

Budget

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

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

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

Classroom Assignments

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

In the spring, administration, classroom teachers and resource teachers create next year's classes. Occasionally there are parent requests. Please do not promise parents that children will be placed in a specific room for the next school year. If a parent would like to request, please have them email the principal with characteristics of a teacher they feel would best match with their child. Resource students will always get first priority when classes are created, and resource and classroom teachers will work together to complete this task.

Classroom Supplies

Each teacher made his/her own coop order (School Specialty) in the spring. The office will only have a small amount of extra supplies for new staff members. Classroom

budgets can be used for supplies. Do not ask parents for money or require donations of materials or extra supplies beyond what students have brought.

Copy Machine / Copying

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

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

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

Cumulative Folders

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

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

It states in Board Policy #5202 that the district is to keep a list of all individuals that obtain access to a student's records. Student Records are in locked file cabinets in the Conference Room. Please get the key from the office and fill out the Student File Access Record form in the front of each cum folder. Please sign your name, date, and reason for looking in the cum folder on this form. (A copy of this form is in the back of this handbook.)

Directory type information such as a student's name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, dates of attendance, degrees, awards and the name of the previous educational institutions

attended by the student may be released without prior consent if it is done in a judicious manner.

Elementary Performance Goals

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

Halls/Rules

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

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

Inventory

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

Keys

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

Lounge

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

Media Center

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

Professional Development

The Media Center and Professional Development Rooms are used for meetings after school and for staff development classes in the evening. Please remember to sign up for these rooms prior to meetings taking place. Everyone needs to help clean up any food mess, trash, and sticky tables. Sometimes chairs also need to be put on the tables because vacuuming is done early in the morning.

MTSS-Multi-Tiered System of Supports

As the district focuses on "Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment"students are expected to meet

performance goals identified at the early childhood center, elementary school, middle school, and high school. Examples of performance goals at each building may include: arrive to class prepared for learning, use work time appropriately, complete assigned tasks on time, demonstrate respect for people and property, and follow staff directives. If a student does not respond appropriately to performance goal expectations, they may receive increasing levels of support at various stages of the four-level system. At the four levels, students will be monitored to determine if they respond to interventions developed by the team.

Potential team members at each level are identified as follows.
Level 1: Student, teacher(s), and parents
Level 2: Student, teacher(s), parents, interventionist, and possibly an administrator
Level 3: Student, teacher(s), parents, building administrator, and school psychologist
Level 4: Student, teacher(s), parents, building administrator, school psychologist, and District administrator.

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

Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

Music Programs/Assemblies/Speakers

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

Parking

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

Planning Period

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

Purchase Orders

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

To fill out a request for a purchase:

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

Reading Interventionist Paraprofessionals

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

Administrative Assistants

There are two administrative assistants in the office to help all of the staff, students, and parents. They have many varied duties and are busy all of the time. Please be

considerate of their working time to allow them to accomplish some paperwork. They do not have a scheduled planning time to work in a quiet environment.

Student Procedures

Arrival/Dismissal

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

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

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

Walking Club Schedule:
Monday - Kindergarten
Tuesday - 1st grade
Wednesday - 2nd grade
Thursday - 3rd grade
Friday - 4th grade

Parent/Guardian Information regarding arrival and dismissal:

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

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

For the safety of students and staff all doors are locked at 8:20 a.m. except the north door (1). If your child arrives at school later than 8:20 a.m. he/she needs to go to the front doors to get into the building. He/she should then go to the office to obtain a tardy slip before going to their classroom.

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

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

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

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

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

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

Children will not be allowed to wait on the playground after school due to safety concerns. The playground will be used by POPS Place after school. If your child must wait to be picked up, please have him/her wait in front of the building. This area is supervised until 3:35 p.m. It is important for students to be picked up by this time.

Attendance of Pupils

Attendance Procedures

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

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

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

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and

regulations. Students and parents are responsible for developing behaviors, which will result in regular and punctual student attendance.

Parent Responsibility to Report Absence

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

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

Extended Absence from School

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

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

Leaving during the School Day

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

Tardies

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

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

Absence Procedures

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

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

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

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

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

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

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

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

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

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

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

Birthdays

Parents are welcome to send treats to school to celebrate a child's birthday. The Student/Parent Handbook states that drinks or difficult snacks are not to be sent. Try to discourage children from bringing birthday invitations to school unless all of the students will be receiving one.

Books

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

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

Field Trips

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

1. It should be closely integrated with the curriculum studies of the grade/pod and not be a duplication of a previous grade level's field trip. P.T.O. will pay for field trips. P.T.O. might limit the number of field trips for grade levels.

2. It must be well planned with your team and cleared with the principal using the Field Trip Approval Form before the reservations are made for the trip and transportation. (Form is in the back of this handbook).

3. Each teacher should use the Field Trip Checklist form to make sure all procedures for a safe trip have been followed.

4. Children going on field trips must have a permission slip signed by the parents and returned to school. One sample is in the back of this handbook.

5. If a student has transportation home other than the school bus, parents need to sign The Alternate Transportation Form before the field trip occurs. A copy of this form is in the back of the handbook).

6. The class should have sufficient number of sponsors, preferably parents, to accompany the students to their destination and back. (Suggest one parent to six (6) students). Make sure that all adult volunteers for trips understand the appropriate behaviors by giving them the form, all sponsors need to fill out a Volunteer Application Form and be approved before going on any field trip. Guidelines for a Field Trip Volunteer are in the back of this handbook.

7. Busses need to be ordered using the Electronic Activity Trip Bus Request Form. The electronic form should be e-mailed to the principal. An example of the form is found in the back of the handbook. Two or three classes must be on one bus to save money.

8. Any check needed for a trip needs to be requested from the appropriate P.T.O. Officer or administrative assistant.

9. Bus guidelines should be reviewed with the students prior to the trip.

10. Local visits are highly encouraged throughout the year, when buses are available.

11. **Do not schedule field trips during the last two weeks in May** since bus use is heavy at this time of year.

12. Let Food Service know if a pod/grade/class will miss lunch several weeks ahead of the proposed date.

13. Please fill out a Bus Service Appraisal Form after every field trip.

14. Turn in completed forms to the principal.

Food/Gum

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

Hair

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

Health

Injuries/Accidents

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

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

Health **Statute 79-3-002, 3-002**

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

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

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

COVID-19 Update

In the event of COVID-19 symptoms or confirmed cases, District and local Health Department Policies will be followed. District protocols can be found here.

Health Information Release

Most parents have signed a release so the nurse may share appropriate information with teachers and/or EMS personnel. A copy of this form is in the back of this handbook.

Nursing Services

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

Lunch

Food Service Guidelines

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

Lunch Count/Lunch Cards

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

Lunchroom Procedures

Students need to use the waterless soap as they line up for lunch.

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

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

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

Lunchroom Rules (from Parent-Student Handbook)

1. Food is confined to the cafeteria area and may not be taken to other parts of the building unless requested by a staff member.

2. Students are to use proper table manners and not misuse food or beverages.

3. Trays, serving utensils, plates, and silverware must returned to the proper area.

4. Students are encouraged to drink water, juice, or milk.

5. Violation of these rules may result in disciplinary action.

Adult Lunches

Adult lunches may be purchased for approximately $3.95. Lunch accounts may be set up by calling the Food Service at the Administration Office. The phone number is ext. 2800. Teachers may buy lunch at the elementary kitchen or the middle school kitchen**. If a staff member leaves the building for lunch he/she is responsible for getting back to school on time. Please sign out before leaving and sign in when you return.**

Money

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

Office Pass

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

Parent Communication

Classroom/Pod Newsletters

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

Notes

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

Phone Calls

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

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

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

Report Cards

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

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

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

Pets

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

Picnics

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

POPS Place

This is a before/after school daycare program held in the gym and classrooms. Students may come early to school or stay late and receive excellent daycare. These students will

have a variety of activities including snacks and outdoor exercise. If you have students who are signed up for this daycare, they will stay in their classroom until a POPS Place staff member collects the students. If you need to keep a student after school or have them come to your room before school starts instead of having them go to POPS Place, previous arrangements need to be made with parents and the staff of POPS Place.

Recess

Inside Recess

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

Outside Recess

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

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

Equipment

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

Rules

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

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

Restrooms

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

Snacks

The Quick Guide to Buying and Bringing Snacks to School

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

Acceptable Snacks

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

Television/Videos

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

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

Workroom Equipment

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

Binder
A binder is located in the workroom.

Laminator

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

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

Supervision of Students

Emergencies

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

Managing School Conduct

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

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

To regain instructional control:

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

Office Referral

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

Call the office for support when:

(1) The student has engaged in a serious misbehavior or infraction of a school rule. e.g. physical or verbal aggression, weapons, possession of contraband, etc.

(2) The student has worked through the BIST continuum.

(3) **Please do not use the office or MTSS Room as a time out area or for finishing work unless prearranged with an administrator.** All staff must complete an office referral form detailing the specific behavior that resulted in a student being asked to report to the office.

REMINDER:

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

Academic Matters

Teaching to Student Understanding to Assure Learning

Homework

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

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

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

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

Measuring and Reporting Academic Achievement

Failure/Retention

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

Longitudinal studies have shown that students who have been retained have a far greater chance of dropping out of school than students who move along at the normal pace. In fact, most students who have been retained do, in fact, drop out.

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

Use of District Computer Network and Internet

Technology Repairs

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

Care of School Property

Maintenance Requests

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

Security of Desks, Lockers, Classrooms

Security/Keys/Name Tags

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

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

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

Safety

Name Tags are to be worn and visible daily.

Evacuation Drills, Disaster/Shelter, Crisis Drills

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

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

Emergency/Crisis drills will be held once each semester. This drill is in case there is an intruder and all staff and students are behind locked doors. (Details for all drills are in the back of the handbook and in the red Safety folder.) All staff needs to post maps of fire drill routes and disaster/tornado drill locations.

Supervision/Safety of Pupils

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

Social Media Usage:

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

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

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

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

1. Simultaneously identify oneself as a District employee and send, solicit, or display materials that are offensive, including sexually oriented material, graphic depictions of violence, or material that offends or harasses on the basis of race, color, religion, national origin, gender, marital status, disability, or age.

2. Unprofessional communication that could negatively impact the District's reputation or interfere with the District's core mission, or unprofessional/inappropriate communication regarding members of the District's community.

3. Acting as a representative of the District, or acting in a way that would infer that one is a District representative or acting for and on behalf of the District when not authorized to do so (e.g., contacting the media or government officials with District email, responding to complaints or questions about District business on Internet discussion groups, etc.).

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

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

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

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

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

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Employee's Name

Employee's Signature

Date:

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

RECEIPT OF 2024-2025 TEACHER HANDBOOK

OF PLATTSMOUTH COMMUNITY SCHOOL DISTRICT

This signed receipt acknowledges receipt of the 2024-2025 Teacher Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, and that I understand this handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Teacher Name: _____

Teacher Signature:_____

Date:_____

Plattsmouth Early Childhood Center/ Head Start

2025-2026

PARENT HANDBOOK

Plattsmouth Community Schools
2025-2026 Calendar

AUGUST 2025						
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						

SEPTEMBER 2025						
S	M	T	W	T	F	S
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28	29	30				

OCTOBER 2025						
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NOVEMBER 2025						
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23	24	25	26	27	28	29
30						

DECEMBER 2025						
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28	29	30	31			

August
- 4-6 PD New Teachers
- 7-12 PD All Staff/No Students
- 13 First Day of School 1st-9th; PM Kind.
- 14 First Day of School for AM Kind., 10th-12th
- 13-18 Early Childhood Home Visits
- 19 First Day for Early Childhood

September
- 1 No School - Staff & Students
- 5 No School – Teacher PD

October
- 1 P/T Conferences: HS 5 -8 PM
- 7 P/T Conferences: ES/MS 4:30 PM-7:30 PM
- 8 End of 1st Qtr.= 39 student days, 46 teacher days
- 8 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 9 No Students – Teacher Planning
- 10 No School for Staff & Students- Teacher Comp. Day
- 13 No Students – PD for All Teachers

November
- 5 & 6 P-T Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC: 8 AM-4 PM, No classes
- 26-28 No School for Staff & Students

December
- 1 No Students – Teacher Planning
- 18 End of 2nd qtr.= 44 student days, 47 teacher days
  End of 1st semester=
  83 student days, 93 teacher days=(Oct. 10 is a comp. day)
- 19 No Students – Teacher Planning
- 22-31 No School- Staff & Students

January
- 1-2 No School- Staff & Students
- 5 No Students-PD for All Teachers
- 6 First Day of Second Semester
- 19 No School for Staff & Students

February
- 13 No Students at EC
- 16 No Students- ½ PD and ½ Planning for All Teachers
- 18 EC Home Visits 4:30 PM-7:30 PM
- 19 EC Home Visits 8 AM – 7:30 PM, No classes at EC
- 20 EC Home Visits 8 AM – 4 PM, No classes at EC

March
- 11 & 12 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 12 End of 3rd Qtr.= 46 student days, 50 teacher days
- 13 No Students – ½ PD and ½ Planning for All Teachers
- 16-20 No School-Spring Break (3/20 is a Teacher Comp. Day)

April
- 3, 6 No School - Staff & Students

May
- 6 & 7 PT Conferences: EC 4:30 PM-7:30 PM
- 8 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 11 EC Comp. Day, No classes at EC
- 17 High School Graduation
- 21 End of 4th Qtr.= 42 student days, 43 teacher days
  End of 2nd Semester=88 student days, 93 teacher days (Mar. 20 is a Comp. Day)
- 22 ½ Day Teacher PD, ½ Day Teacher Planning
- 26-29 Inclement Weather Make-Up Days, if needed

JANUARY 2026						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
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FEBRUARY 2026						
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MARCH 2026						
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29	30	31				

APRIL 2026						
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26	27	28	29	30		

MAY 2026						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Parent/Teacher Conferences
	No School for Staff & Students
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)
	Teacher Planning Day – No students

The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.

If necessary, the Board will revisit the calendar.

Plattsmouth Community School District Mission Statement

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

Plattsmouth Early Childhood Program Mission

To create a foundation for success through creative, interactive, and intentional experiences that build safe and positive relationships, develop independent problem-solvers, and foster each child's learning potential while displaying empathy, tolerance, and appreciation of differences.

Plattsmouth Early Childhood Program Vision

Students who attend the Cass County/Plattsmouth Early Childhood program will have effective social skills that allow them to accept others, be cooperative, and appropriately accept individual needs and perspectives. Students will be able to self-regulate and manage emotions by using coping strategies. Our students will be able to recognize problems as well as identify and persistently work towards solutions. They will be creative, flexible, and critical thinkers who inquire about the world around them. Students will be independent and dedicated to ongoing learning and recognize the importance of doing things to the best of their ability.

Plattsmouth Early Childhood Program Beliefs

- Each child has the ability to enthusiastically learn and apply knowledge across a variety of new situations to achieve success.
- Promoting independence through developmentally appropriate, structured, safe, and nurturing environments based on children's interests is essential for learning.
- Children learn by and gain independence by exploring with hands on learning activities that inspire curiosity.
- The collaborative efforts of students home, family, school, and community are essential for success. •

Approaches to learning should include balanced comprehensive services focusing on the whole child.

- Balancing child-directed and teacher-directed instruction, that includes all domains of learning is important for student learning.
- Children have a variety of languages in which to express ideas and need open-ended materials to express their languages.
- Children are *capable* of accommodating and accepting individual needs and perspectives while using social skills to solve problems and self-regulate.
- Providing structured opportunities and environments that allow children to make discoveries, solve problems, and challenge creative thinking is essential to an effective early childhood learning experience.
- Intentional, aligned, and systematic learning opportunities provide an effective foundation for children.
- Monitoring of progress and differentiating instruction is important for developing individual students to their full potential.
- It is important for children to develop secure, safe, and trusting relationships through positive interactions.

Welcome

Welcome to our early childhood program! We hope that this handbook assists you in the policies and procedures that you need to follow in order to meet the requirements of Head Start and to provide your child with a complete early childhood experience. The PECC/Head Start education program offers many opportunities for children to develop socially, intellectually, physically and emotionally in a manner appropriate to their age and stage of development. Our program provides an organized series of experiences that are designed to meet the individual needs of the children and families that we serve.

The Head Start program is unique from any other preschool or childcare setting. Head Start is a comprehensive child development program that serves children ages 3-5 and their families. It is child-focused and family centered. Head Start also provides a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition, parent involvement, and disabilities. Head Start programs are required to follow a set of performance standards. The Head Start Performance Standards are designed ensure that the Head Start goals and objectives are implemented successfully, that the Head Start philosophy continues to thrive, and that all grantees or delegate agencies maintain the highest possible quality in the provision of Head Start Services. The Plattsmouth Community School District is our grantee agency.

Plattsmouth Board of Education Policies

Please note that the Plattsmouth Early Childhood Center and Head Start are part of the Plattsmouth Community School District (PCSD) and, therefore, subject to all Plattsmouth Community School District policies as approved by the PCSD Board of Education. These policies are available on the PCSD website at www.pcsd.org under the Board of Education link under the About PCS tab and in the Policies file on the left side of the page.

Residence and Eligibility for Early Childhood Programs

Children are eligible for the Head Start Program if their family resides in Cass County. Children who are eligible for special education services must be served by the school district in which they reside. Children with special education services may receive services outside their district **only** with the permission of their resident school district. Children in the Plattsmouth Early Childhood tuition classrooms (paying program) must be residents of the Plattsmouth School District or must be planning to option their child into the Plattsmouth School District upon kindergarten enrollment. It is the responsibility of the family to report any change of residence to the PECC office immediately.

Preschool Program Description and Contact Information

Plattsmouth Early Childhood Center (PECC)
902 Main Street, Plattsmouth, NE 68048
402-296-5250

Juli Beck, Early Childhood Director
Extension #2603

The Preschool Program will provide the children with developmentally and culturally appropriate curriculum practices and assessments in a play-oriented learning environment, which facilitates the optimal growth and development of children with opportunities for age-appropriate learning experiences through active involvement with people and materials. Family literacy is a part of the program which involves parents and children in interactive literacy activities; training for parents regarding how to be the primary teacher for their children; and parent literacy and age-appropriate educational activities to prepare the child for success in transitioning into school and life experiences.

Early Childhood Staff

All the Early Childhood teachers hold Nebraska teaching licenses (four year degree program) for Early Childhood Education and/or Early Childhood Special Education. Additional para-educators will be present in each classroom to ensure a ratio of at least one adult for every ten children with a maximum group size of 20. Other support staff may include a Family Support Advocate. Health and Nutrition services are monitored by a school nurse. Other staff members include: Speech Language Pathologist, Physical Therapist, Occupational Therapist, Vision Specialist, ELL support personnel, school Psychologist, and a Dietician for those children/families qualifying for services.

Curriculum, Daily Routine, and Assessment Section

Curriculum (Head Start Performance Standard 1302.32(a))

The Creative Curriculum® is a comprehensive curriculum for 3-to-5-year-old children which addresses the four areas of development: social/emotional, physical, cognitive and language development. It is project-based and designed to foster the development of the whole child through teacher-led small and large group activities. The curriculum provides information on child development, working with families, and organizing the classroom around 11 interest areas. Child assessments are an ongoing part of the curriculum, and an online program provides record-keeping tools to assist teachers with the maintenance and organization of child portfolios, individualized planning, and report production.

Really Great Reading® Pre-K Program

In our preschool classrooms, we use the **Really Great Reading® Pre-K program** to help children build strong early reading skills. Through fun songs, games, stories, and hands-on activities, children learn important skills like rhyming, letter sounds, and how to listen for sounds in words. This program follows the Science of Reading and prepares students for future reading success in kindergarten and beyond.

Revised 07/14/2025

Elements of the Daily Routine

Classrooms follow a predictable sequence of events known as the daily routine. This provides a structure within which children can make choices and follow their interests, as well as be introduced to both academic and social skills through direct instruction. While each classroom decides on the routine that works best for its setting, schedule, and population, the following segments are always included during the program day:

- **Small group time:** Small group time allows each teacher to meet with a small group of children working on a planned lesson. The teacher introduces the experience to extend learning, build on previously shared skills, solve problems and/or assess individuals. Although the adult chooses and introduces the materials, he or she may encourage the children to experiment with the materials in a variety of ways.
- **Large group time:** Large group time builds a sense of community. The children and adults come together for movement and music activities, storytelling, and other shared experiences. Children may have opportunities to make choices and play the role of leader or be engaged with direct instruction that is aligned with preschool targets. At large-group time, all the adults and children in the group get together to introduce academic or social skills through direct instruction. By going over the calendar or daily message, listening, telling, and re-enacting stories, singing songs, doing finger plays, dancing, playing musical instruments, exercising, playing games or re-enacting special events, each child participates in the large group, sharing ideas and learning from the ideas of others.
- **Transition times:** Transition times are orderly and predictable movement from one activity to another throughout the course of their school day. These routines provide opportunities for the child to develop self-regulation and social skills or reinforce pre-academic skills.
- **Plan time:** Children indicate what they plan (choose, want) to do during center/play/work time in a small group. Planning typically focuses on what children plan to do *first* during work time. Adults try to understand each child's plan and often try to help children extend their plans by encouraging discussion of the area in which they intend to work, the materials they plan to use, and the friends they will involve.
- **Center/play/work time:** Center/play/work time allows children to interact with materials in a variety of interest areas. Children implement their initial plans and it is common for young children to engage in many different activities over the course of one work time. Center/play/work time is the longest single time segment in the daily routine, typically lasting around 60 minutes. Adults neither lead work time activities nor sit back and watch them. Instead, they observe children to see how they perceive information, interact with peers, and solve problems – and they look for opportunities to enter into the children's activities to encourage children's thinking, extend their play, and help them wrestle with problem-solving situations. The children participate in a clean-up routine at the end of the work time.
- **Review time:** All children should be involved in the recall process, which can occur in a small group or

large group setting. Recall can also take place individually with children during work time and clean up. A variety of recall methods should be incorporated including speaking, writing, or drawing to enhance the experience. For example, children might be encouraged to talk about the children they played with, what they built or pretended to be, or the problems they encountered.

- **Meal time:** Meals and snacks allow children to enjoy eating healthy food in a supportive social setting. The main goals are to create a shared and secure sense of community within the program and enhance language development. Meal times also offer the opportunity to work on a variety of developmental skills such as taking turns, maintaining a conversation, interacting with others appropriately and using utensils.
- **Large motor time:** Children and adults are involved in vigorous and often noisy play outside including opportunities to run, climb, roll, jump, yell, and sing with energy. Teachers should provide a balance of teaching new skills and encouraging child choice from a variety of interest areas such as dramatic play, blocks, science, writing, and art activities. During extreme weather or other unsafe conditions, teachers find an alternative indoor location for large motor activities. Children develop coordination, balance, spatial awareness and strength through gross motor activities. Outside time also provides time for coordinating both hands to manipulate large objects, continuing to develop body flexibility and coordination, and learning to use indoor and outdoor gross motor equipment safely and appropriately.
- **Quiet time:** Quiet time provides an opportunity for children to take a break from the activities of the day. Quiet time usually occurs after lunch and lasts for a minimum of 30 minutes.

Assessment (Head Start Performance Standard 1302.33(a))

The Plattsmouth Early Childhood staff assesses children's development with comprehensive observations rather than narrow tests, using the Teaching Strategies GOLD assessment. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children's true capabilities than tests administered in one-time sessions. Teachers and paraeducators record daily anecdotes describing what children do and say. Three times a year, teachers review these anecdotes and rate each child at the most accurate level he or she has demonstrated on the GOLD Developmental Continuum for 38 specific goals and objectives items in nine areas of development: social/emotional, physical, language, cognitive, literacy, mathematics, science/technology, social studies, and the arts. Children's GOLD scores help teachers design individualized learning opportunities tailored to their level of development. The Continuum follows ages birth-5 so that teachers can build on the student's current stage of development throughout their time in preschool. The GOLD is also used to explain children's progress to parents during conferences.

Program quality is assessed to ensure that young children participate in a high quality preschool program that contributes to positive cognitive, social, and health outcomes. The Plattsmouth Early Childhood Program staff utilize the Classroom Assessment Scoring System (CLASS) to provide information regarding classroom and program practices and quality. The CLASS is an observation tool administered by trained and reliable observers. The measure is completed at least yearly in all classrooms and program results are posted on the PECC website and shared with the Policy Council/advisory committee and Board of Education.

School Readiness

The Plattsmouth Early Childhood Program has established school readiness goals which are the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals. The school readiness goals are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF, 2015) and the Early Learning Guidelines: Nebraska's Birth to Five Learning and Development Standards.

The school readiness committee which consists of a parent representative from Policy Council/Parent committee, members of the leadership team, and teacher representatives meets at least three times a year to review data and update goals. The school readiness data is shared with Policy Council/Parent committee and the Board of Education at least three times a year. The information is also on the PECC website and in the Annual Report which is also posted on the PECC website.

Classroom Experiences

The following are standards that occur in each preschool classroom:

- There will be established interest areas:
  - The classrooms will have clearly defined, well-equipped interest areas. Areas will be set aside for books, computer, table toys, dramatic play, block building, sensory or science, literacy building,

pre-writing, and large motor development. Shelves are labeled with a picture of the item so that students can find items and put them away independently.

- There is a daily "picture" schedule that is interactive in each classroom.
- There is a scheduled time in each day for outdoor play (when weather is appropriate) and large motor development.
- Head Start component areas of Health, Nutrition, Mental Health, Dental Health and Safety are integrated in the daily activities.
- Children participate in learning experiences that are held in both large and small groups. • Children have an individualized curriculum.
- Transitions are planned. Transition times can be used to teach new concepts, to practice skills, and to enhance creativity.
- Children will spend about one-third of their day in "free choice" or "center/play/work time." This can be provided indoors or outdoors if the weather is permitting. During this time children are given opportunities to choose activities that interest them. Children make choices and select activities on their own.
- Children are given opportunities on a daily basis for self-help skills (e.g., washing hands, feeding themselves, dressing themselves, etc.)

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Positive Behavior Interventions and Support (PBiS)

One of the most important facets in the organization and operation of a preschool classroom is classroom management. Early childhood supports social and emotional growth by encouraging development which enhances each child's strengths by: (a) building trust; (b) fostering independence; (c) encouraging self-control by setting clear, consistent limits, and having realistic expectations; (d) encouraging respect for the feelings and rights of others; and (e) supporting and respecting the home language, culture, and family composition of each child in ways that support the child's health and well-being. At the Plattsmouth Early Childhood Center (PECC), the program expectations are:

Be Safe, Be Responsible, Be Respectful

Plattsmouth Early Childhood Program Expectations/Rules Matrix

	Large Group	Center Time	Hallway	Small Group	Outdoor Playground	Outdoor Classroom	Indoor Playground	Meals	Naptime
Be Safe	Calm Body	Calm Body	Walking Feet	Stay in Your Spot	Hands & Feet to Self	Hands & Feet to Self	Hands & Feet to Self	Stay in your spot	Stay on Your Cot
		Walking Feet	Calm Body	Keep Your Body Calm & Safe	Keep Your Body Safe	Keep Your Body Safe	Keep Your Body Safe	Hands, Feet & Objects to Self	
		Hands & Feet to Self							
Be Responsible	Ears are Listening	Clean Up Our Classroom	Ears are Listening	Ears are Listening	Take Care of Our Playground	Take Care of Our Outdoor Classroom	Clean Up Our Indoor Playground	Clean Up Your Space	Clean Up Your Naptime Things
Be Respectful	Eyes Watching the Teacher	Use Kind Words	Eyes Watching the Teacher	Eyes Watching the Teacher	Use Kind Words	Use Kind Words	Use Kind Words	Follow Directions	Voices Off
	Follow Directions		Whisper Voices	Follow Directions			Inside Voices	Quiet Voices	

Suspension/Expulsion

Head Start Program Performance Standards

§ 1302.17 Suspension and expulsion
(a) *Limitations on suspension.*

(1) A program must prohibit or severely limit the use of suspension due to a child's behavior. Such suspensions may only be temporary in nature.

(2) A temporary suspension must be used only as a last resort in extraordinary circumstances where there is a serious safety threat that cannot be reduced or eliminated by the provision of reasonable modifications.

(3) Before a program determines whether a temporary suspension is necessary, a program must engage with a mental health consultant, collaborate with the parents, and utilize appropriate community resources – such as behavior coaches, psychologists, other appropriate specialists, or other resources – as needed, to determine no other reasonable option is appropriate.

(4) If a temporary suspension is deemed necessary, a program must help the child return to full participation in all program activities as quickly as possible while ensuring child safety by:

(i) Continuing to engage with the parents and a mental health consultant, and continuing to utilize appropriate community resources;

(ii) Developing a written plan to document the action and supports needed;

(iii) Providing services that include home visits; and,

(iv) Determining whether a referral to a local agency responsible for implementing IDEA is

appropriate. (b) *Prohibition on expulsion.*

(1) A program cannot expel or un-enroll a child from Head Start because of a child's behavior.

(2) When a child exhibits persistent and serious challenging behaviors, a program must explore all possible steps and document all steps taken to address such problems, and facilitate the child's safe participation in the program. Such steps must include, at a minimum, engaging a mental health consultant, considering the appropriateness of providing appropriate services and supports under section 504 of the Rehabilitation Act to ensure that the child who satisfies the definition of disability in 29 U.S.C. §705(9)(b) of the Rehabilitation Act is not excluded from the program on the basis of disability, and consulting with the parents and the child's teacher, and:

(i) If the child has an individualized family service plan (IFSP) or individualized education program (IEP), the program must consult with the agency responsible for the IFSP or IEP to ensure the child receives the needed support services; or,

(ii) If the child does not have an IFSP or IEP, the program must collaborate, with parental consent, with the local agency responsible for implementing IDEA to determine the child's eligibility for services.

(3) If, after a program has explored all possible steps and documented all steps taken as described in paragraph (b)(2) of this section, a program, in consultation with the parents, the child's teacher, the agency responsible for implementing IDEA (if applicable), and the mental health consultant, determines that the child's continued enrollment presents a continued serious safety threat to the child or other enrolled children and determines the program is not the most appropriate placement for the child, the program must work with such entities to directly facilitate the transition of the child to a more appropriate placement.

Child Find

If you have or know a young child from birth to 5 years of age and you have concerns about his/her development, please call the Plattsmouth Early Childhood Center at 402-296-5250; Ext. 2618.

Developmental concerns may include:

Low birth weight High medical needs Prematurity Multiple births Feeding concerns Difficulty speaking Hearing loss Blindness or vision impairment Physical disability Slow to walk or crawl Identified disabilities Developmental delay Behavioral or emotional problem

Early Development Network: Free early childhood intervention support is available across Nebraska. Call toll free: 1-888-806-6287.

Family Involvement Section

"A school will never be truly excellent unless it involves the parents"

All families are unique and will be treated with respect and dignity.
Strict confidentiality will be maintained to ensure the privacy of each family.

Parent Events/Involvement & Parent Committees

Parents are the most valuable members of the program! Monthly parent events/parent committees offer a great opportunity to be involved with your child's program. Attending parent events is an expectation of the Plattsmouth preschool program. Meetings are initially organized by the Family Support Advocate (FSA) with input from the parents and will be scheduled monthly. These meetings are designed to be educational as well as provide opportunities for social interaction. Parents will also be given an opportunity to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. Parents involved with the parent events/parent committee will elect a representative/liaison to the Policy Council to ensure ongoing communication between the two groups.

Family Activities

Parents/guardians and staff will plan family activity opportunities throughout the year. These activities will be fun and educational. If you are able to come and join in even once in a while, we welcome you. Always check your child's backpack for updates, newsletters and calendars for upcoming events. Plan to join us as your schedules allow.

Policy Council

Policy Council is a group of parents/guardians who are directly involved with the decision making process of the preschool program's planning and administration. Elections are held each year by secret ballot (one ballot per family) to obtain representation from each classroom. Parents who have agreed to serve as representatives submit their names to be included in this election process. Training for members is provided throughout the school year. Meetings are held once a month (August through May) at a time most convenient to the majority of the members. The Policy Council is a federal requirement for all Head Start programs and the membership must consist of 51% parents/guardians who currently have enrolled children in the Head Start program. Parents of children enrolled in the tuition program are considered community representatives on the Policy Council.

Family Support Advocates (FSAs)

The Family Support Advocate staff will provide families with opportunities for ongoing communication to and from the school. This staff can provide current available resources for referrals or needs your family may have. All families have strengths and the FSA staff will assist all families enrolled in the Head Start Program to develop family goals that capitalize on the family strengths. The FSA staff will be available to families daily at the center and on as-needed basis. Strict confidentiality is maintained with respect to family information. Please feel free to contact the center with requests or questions you may have at 402-296-5250.

Parent/Teacher Home Visits & Conferences

There are scheduled visits between parents/guardians and PECC staff each year. Two of these will be conducted in the home and two will be at the preschool center. These conferences provide an opportunity for parents and the teacher to exchange helpful information about children and their development. Parents will be notified when conferences are to be scheduled. You may contact the teacher to schedule additional conferences at any time. Your participation in conferences is strongly encouraged as these visits allow each parent or guardian to have input into their child's education!

Parents/Guardians Visiting or Volunteering in the Classroom

Your help is always welcome in the classroom. If you can spend the day in the classroom or only an hour or two, please join us! Volunteering in the classroom is not only helpful to the staff, but is greatly beneficial for your child and you. We keep a record for each family and appreciate at least eight hours of volunteering a month. For every hour you spend helping our program, Head Start receives in-kind dollars. When you plan to visit or volunteer, please contact the classroom teacher a day in advance if possible, as schedules and out-of-class opportunities may alter the day's schedule. It is helpful also to determine the breakfast and lunch count for the day. Parents/guardians are encouraged to volunteer throughout the preschool day.

Before volunteering to assist in the classroom, parents/guardians need to complete a request for background check, if you want to be able to work with other students (BOE Policy #1015). An example of this would be a person (to include parents/guardians) that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a parent/guardian is only interacting with their own child or visiting the classroom for a short period.

All volunteers and visitors must sign in at the Early Childhood Center Office and receive a volunteer/visitor badge prior to visiting/volunteering in classrooms, the building, playground, and/or field trips.

Other Visitors or Volunteers

Other family members are always welcome to visit or volunteer in your child's classroom as long as it does not cause a disruption for your child or the other children. All visitors/volunteers must have permission from the child's parents/guardians in order to visit/volunteer in the classroom. Parents/guardians are able to indicate on the emergency card that a family member or family friend is able to visit/volunteer in their child's classroom. If a family member or friend is not approved to visit/volunteer on the emergency card, parents/guardians may complete a change of status form to add them or may call the center prior to them visiting/volunteering to add them to the emergency card.

If a family member/friend arrives at the center to visit or volunteer in your child's classroom and they are not on the emergency card and you have not called to give permission, the office staff will attempt to call you to gain permission. If a parent/guardian cannot be reached, the family member/friend will not be allowed to visit/volunteer on that day.

Before volunteering to assist in the classroom, family members/friends need to complete a request for background check, if they want to be able to work with other students (BOE Policy #1015). An example of this would be a person that visits or assists at school or class functions several times per semester or provides assistance to the teacher or other staff in the presence of children. No background check is required when a family member/friend is only interacting with the one child or visiting the classroom for a short period.

All volunteers and visitors must sign in at the Early Childhood Center Office and receive a volunteer/visitor badge prior to visiting/volunteering in classrooms, the building, playground, and/or field trips.

Revised 05/19/2023

Extended Care

Before and after school care is an extended service offered by PECC or another community entity and is not part of a child's educational program. In order to generate funds to operate the program, participating families must pay to have their child(ren) participate. There is a standard hourly rate for the extended care service and no reduced rate is available. Please check with the main office for more information and specific guidelines about rates, schedules, and payment. Procare will be utilized for the tracking and payment for Extended Care.

School Social Worker/Mental Health Specialist

A school social worker/mental health specialist is available to assist parents and staff with areas of concern. No appointment is necessary and a schedule of general meeting times will be distributed to parents/caregivers in the monthly newsletters. The school social worker is also available to assist parents and staff to understand mental health and to access mental health interventions as needed. Information about local mental health resources are also available from Family Support Advocates, the school social worker, and other teaching staff.

Classroom Placement Procedures

Classroom placement decisions for the Plattsmouth Early Childhood Center (PECC) are based on a number of factors. Information such as child strengths, language development, social/emotional development, behavioral needs, special education service accessibility, gender, age, and class size are all considered when creating classroom assignments. We strive for a balance of all these factors in each classroom.

Due to the many factors that must be considered when forming child assignments for a classroom, we ask that parents not make specific teacher requests. The demands associated with balancing classroom assignments make it impossible to honor all parental requests. If a parent has a special circumstance which necessitates providing information about their child and his or her learning, they may do so. Only written input provided directly by the parent and addressed to the Early Childhood/Head Start Director will be given consideration. The written input must be received prior to July 15th prior to the start of the school year to be considered. Please note that the written input will be discarded if requests such as the following are made:

- Requesting or un-requesting a teacher by name
- Requesting that specific children be placed in the same class (parents of multiples [twins, triplets, etc.] may submit requests to have their children in the same classroom or split into different classrooms) • Requesting an experienced teacher or a first year teacher (all teachers associated with our program are highly qualified)

Parents and children will be notified about classroom assignments during registration in late July or early August. The final decision on all child classroom assignments rests with the Early Childhood/Head Start Director.

Thank you for your understanding regarding this process. If you have any questions or concerns about this process, please feel free to contact the Early Childhood/Head Start Director at the Plattsmouth Early Childhood Center.

Parent and Staff Responsibilities

The following are responsibilities for staff and parents/guardians involved in the **Plattsmouth Early Childhood** program. If you have questions regarding this information, please ask a staff member.

Parent/Guardian Responsibilities:

- bringing your child to preschool each day on time and picking up your child on time each day • participating in parent events, parent/teacher conferences, and visits in your home by the classroom teacher and staff
- participating in the family involvement/support program which requires, at least, two contacts in your home by the **Plattsmouth Early Childhood** staff and family goal setting
- ensuring that your child completes required immunizations and physical, dental, and vision examinations
- providing copies of your child's immunization records, medical examinations and birth certificate in a timely manner
- reviewing the **Plattsmouth Early Childhood** Parent Handbook

Plattsmouth Early Childhood Staff Responsibilities:

- welcoming you and your child into the **Plattsmouth Early Childhood** program • being available to parents/guardians to answer questions and to listen to concerns/comments • understanding and following policies/procedures that address non-attendance
- following policies/procedures when a child is not picked up from preschool in a timely manner • working with parents/guardians to plan developmentally appropriate activities that will interest and challenge your child
- providing parents with information regarding your child's development throughout the preschool year • encouraging parent/guardian involvement in the preschool

Verification of Information

Parents/guardians are asked to provide information about their families and their child throughout the application and enrollment process. Head Start staff members rely on this information to determine eligibility for Head Start, which is a federally sponsored program. Staff members meet with parents/guardians to verify information such as income, age of child, foster care participant, etc. Parents are required to provide accurate information and sign the application to certify that the information they have provided is true and accurate. If any provided information is found to be false, participation in Head Start's program may be terminated and the parent/guardian may be subject to legal action.

General Information Section

Appropriate Dress

Please send your child to school in comfortable, washable clothes and shoes that are appropriate for the changing weather. Due to safety concerns, all children must wear shoes with a back strap such as a strapped sandal or tennis shoe (no flip-flops). Children will go outside daily unless the "feels like" temperature is below 10 degrees, so please remember to send warm clothes on chilly days including hats, coats, and mittens/gloves. All children need to have an extra change of clothes in case an accident happens. If parents have not furnished this for the school, they may be called to bring clothes if an accident occurs.

Arrival Time/Parking

All classrooms will be open for children beginning at 8:00 AM and children will be considered tardy beginning at 8:15 AM. Please do not arrive with children before 8:00 AM as the staff needs time to prepare for the upcoming day. Consideration of this planning and communication time is appreciated.

Parents must bring children to the classroom. It is expected that a responsible adult will accompany a child to their classroom upon daily arrival at preschool. Children are NOT to be dropped off at any building door and allowed to enter the building alone.

Parent parking on or in the area of the bus ramp is not allowed. Violators will be ticketed and/or towed at the owner's expense. All children are to enter and dismiss through the front door. If handicap parking is required, please use the reserved spots in the front of the building. Safety of the children is our primary concern. If your child receives bus service, a staff member will escort your child into the classroom.

Attendance

Regular and punctual attendance is required for participation in the Plattsmouth Preschool Program. It is vital that the child attends in order to receive the most value from the program. **We ask that you or a family member call into the center to inform the staff as to any concerns that are preventing your child from attending school at 402-296-5250.**

Procedure for Absences:

1. After ten absences, the teacher or family support advocate (FSA) will discuss the situation with the parents(s). Efforts will be made to remedy the problem by determining specific conditions contributing to the attendance problem and developing a plan to address controllable conditions that may assist in alleviating the problem.
2. If absences continue after the initial meeting, the teacher and family support advocate (FSA) will set up a meeting with the parents(s) to develop an attendance contract.

A child will be considered tardy if they arrive after class begins at 8:15 AM. Any parent arriving with their child after the start of class will need to check in at the school office. It is also important that children be picked up on time at the end of the school day. If a child is consistently picked up more than 10 minutes after the class dismissal time of 2:45 PM, your child may be dropped from the program.

Leaving School:
Children who must leave preschool for any reason during the session must have their parents check them out at the office before leaving. Please notify the child's teacher in advance of the need to leave early. If your child will be returning to school that same day, they must be signed back into the office before 11:30 am. After 11:30 am, please plan to keep your child home. Extended care services are unavailable for children who have left school for the day.

Arriving at School Late:
If there is a need, parents may drop their child off at preschool anytime up to 11:30 am. After 11:30 am, if your child has not yet been to preschool, please plan to keep your child home. Extended care services are unavailable to children who have not attended preschool for the day.

Follow Up for Daily Absences:
When your child is absent, please plan to notify the main office. If we do not receive a call from you or are unable to connect per phone contact, we will call the contacts you have provided on your emergency contact sheet in order to determine the well-being of the child. Following three (3) consecutive days of absence with no notice,

our staff will initiate appropriate family support procedures to ensure the well-being of the children. This may include a home visit. The Preschool Program will strive to keep a close working relationship with families and support them during family crisis situations. Our intent is to maintain your child's enrollment in the preschool program however, if all potential options have been exhausted, it may be necessary to terminate your child's enrollment. You will always be notified of this possibility prior to release from the program. We request that you come into the Central Office to sign the appropriate Release of Records form in order to take copies of your child's file from the center.

Birth Certificate

State law requires that a certified copy of a child's birth certificate be used when enrolling a new child in school. If your child is registering with Plattsmouth Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Bus Transportation

Transportation is offered by the district through First Student for those students receiving special education services. If you have any questions about receiving transportation, please contact Diana Furcini at 402-296-5250; Ext. 2618 or at dfurcini@pcsd.org.

Celebrations

Rationale for Celebrations Policy:
Plattsmouth Early Childhood Center (PECC) staff members' honor and support classroom celebrations. We also respect the diversity of families and value inclusion. Because of this, it is our intention to plan activities for children and families in a way that allows all children and/or families to participate, without any conflict with family beliefs, traditions, financial status or values. All Head Start/PECC activities related to celebrations and holidays, whether they are at the classroom or school level, must be consistent with the policy outlined below.

Celebrations Policy: (approved by Policy Council on 05/20/2024)
Classroom Celebrations:
At PECC, we will be inclusive to families and their beliefs when planning classroom activities. We know families celebrate in different ways.

- For birthday celebrations, we will allow the child to wear a provided birthday crown, and they will get a birthday certificate and a small prize from the birthday box.
- For Halloween, we will have a dress up day to celebrate i.e., Pajama Day.
- For Dia De Los Muertos (Day of the Dead), we will talk about the holiday and why it's important in Mexican culture.
- For Thanksgiving, we will learn about the origins of the country, crafts, poems, etc. Make a class Book on "What we are thankful for."
- For Christmas, we will learn about how different countries celebrate the Christmas holiday. Celebrate/Discuss all winter holidays, Kwanzaa, Hanukkah, and Christmas.
- For Valentine's Day, we will practice writing the names of our friends by making Valentines in the classroom, wearing pink, red, or white to school, and learning how to be a kind friend.
- For St. Patty's Day - Wear Green, Clovers and Crafts that go with the day i.e., rainbows and pots of gold.
- For Easter, we will make spring crafts and activities.
- Our end of the year celebration will include graduation for those going into Kindergarten, a slide show of all the activities from the year and class awards.

Special activities for holiday celebrations will be based on cultural diversity and will have an educational component. Any celebration items will need to be provided by the school. We will also create a food experience for certain holidays for the students to learn about foods from different cultures.

Family Involvement:

- The celebration policy will be discussed with parents/guardians during registration/orientation/initial home visit. Information regarding this policy will also be provided throughout the year as needed. • Families, extended families and the community are welcome to share interests and hobbies. All sharing sessions will be organized and coordinated in partnership with the staff to ensure congruence with this policy. Any materials needed for a sharing activity will be provided by Head Start.
- We delight in the accomplishment of children completing preschool and transitioning to kindergarten. Staff may plan end of the year preschool activities to acknowledge the children moving to kindergarten. Parents are encouraged to be involved in any end of the preschool activities that may be planned (e.g., picnics, classroom celebrations, singing programs, etc.).

No food or treats may be brought in from the outside.

Children/families are asked not to hand out birthday celebration or other party invitations at school.

Revised 07/02/2024

Change of Information/Status

Change of information such as phone numbers, addresses, additions/deletions to pick up lists, emergency numbers, and transportation information should be given to the Family Support Advocate (FSA) or to the main office staff in writing. Parents must complete and sign a change of status form in order to record the change.

Child Abuse/Neglect Reporting

When any Plattsmouth Early Childhood staff member or volunteer has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child(ren) being subjected to conditions or circumstances which would result in abuse or neglect, he/she shall report such incident or cause a report to be made as soon as possible to the proper law enforcement agency or to Health and Human Services (Neb. Rev. Stat. Section 28-710; 28-711, PCSD Policy 5402). Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.

Child Abuse/Neglect Hotline phone number for a report: **1-800-652-1999**

Closings/Early Release/Inclement Weather

In the event that Plattsmouth Community School District (PCSD) is closed for the day, all Plattsmouth Early Childhood Programs (PECC) will also be closed. When the PCSD has a late start because of weather and/or other emergencies, the PECC will also have a late start and classes will begin per the time announced on the radio and television stations. On calendar days when the PCSD has an early release day, the PECC will also release early. This program will follow the PCSD calendar holiday schedule.

It is difficult to measure the severity of the weather in all sections of our school district, so the final decision rests with the parents on whether to send their child(ren) to preschool during adverse weather conditions or to keep their child at home. Please contact the PECC if you decide not to send your child(ren) to preschool when preschool is in session. In the event of severe weather at the time you are picking up your child(ren), please note that PECC staff ***will not release*** any children during severe weather warnings.

The PCSD is part of a system that sends automated messages to families within the district. This system allows the district to contact parents in the event of school closings, late starts, emergencies, etc. Emergency contact numbers listed on your child's emergency card will be in the system. Text messaging is also available.

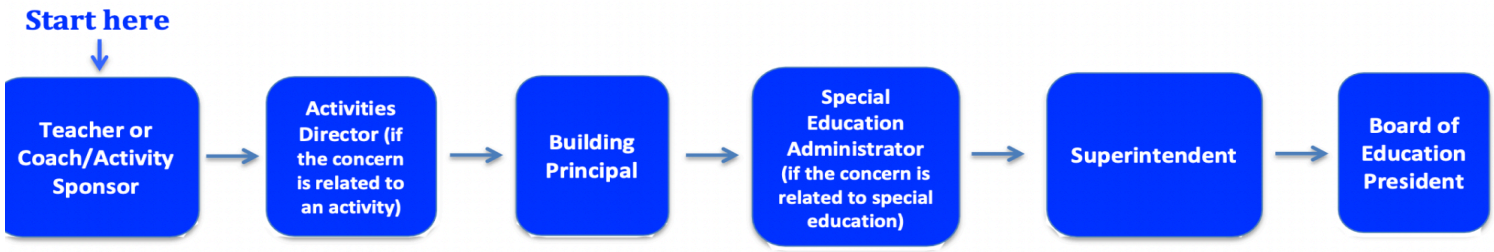
TV and radio stations will carry school closing messages as soon as any decision is made regarding school cancellation or dismissal early due to weather conditions and/or other emergencies.

Provision will be made by your school authorities to take care of the school children when storms occur during the school day that are of such intensity that it makes bus transportation hazardous. Your cooperation in helping keep telephone lines free during such emergencies will be appreciated.

The preschool office is unable to honor requests to personally call each parent when preschool is let out early. It is the parent's responsibility to make arrangements to ensure the safety of your child should school be dismissed early. If you are unavailable, then it is the parent's responsibility to make arrangements with another adult to ensure the safety of your child should school be dismissed early.

Complaint/Concern Procedure

PROTOCOL FOR ADDRESSING CONCERNS
(Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Custody Agreements/Court Orders

All preschool parents/guardians will be requested to complete required paperwork that specifically identifies who is allowed to pick up your child from preschool and visit your child at preschool. Amendments to this list can be made in written form by the primary adult during the school year. **The primary adult is not able to unilaterally exclude the other parent from picking up the child unless there is a court order in place to exclude that parent from having contact with the child.** A copy of the court order must be provided to Plattsmouth Preschool. Please visit with your Family Support Advocate (FSA) if you have specific questions or concerns.

Note: Law enforcement can only prevent a parent from removing a child if there is a court order prohibiting the parent from having contact with the child.

If one parent has been given primary legal custody, **information about the child will not be released without the primary custodial parent's permission**. If parents have a joint custody agreement, information about the child will be released to both parents.

Dismissal

Dismissal time is 2:30 PM, unless otherwise notified by your child's teacher. Parents may begin to pick up at 2:30 pm and it is expected that all children will be picked up by 2:45 pm. When picking children up at the end of the day, please enter the building and go to the child's classroom. Teachers will not allow children to leave until an authorized individual has come to the room to pick the child up. Children that receive Special Education bus service will be escorted to their appropriate buses by staff. No child will be allowed to leave the facility unattended.

Staff members are only allowed to release children to those individuals specified on the emergency contact form and others added by the parent through a change of status form. If a staff member does not recognize the person picking up the child, he or she will request a photo ID in order to confirm their identity and make sure they are listed on the child's pick up list. If a situation arises when a parent needs to have someone pick up their child who is not on the approved list, please contact the main office to give permission over the phone for that day. Please

come to the office the next day to complete the change of status form if you wish to add the person to the child's pick up list for future pick ups. If someone arrives at the center to pick up the child who is not on the approved list, staff will need to call the parent or someone on the emergency contact list to get verbal permission to release the child. If verbal permission cannot be obtained, staff will keep the child at the center and ask that someone from the approved list pick up the child. Law enforcement may be called if the child is left at the center for some time past dismissal time.

Whenever a child is not picked up by the center's closing hour (2:45 pm for the school day and 5:30 pm if enrolled in extended care or by 11:30 am for half day preschool services) and if parents and emergency contacts cannot be reached by phone, staff may call Child Protective Services or law enforcement. **Late pick ups**, including after 5:30 pm for extended care, after 2:45 pm for full day preschool services, or after 11:30 am for half day preschool services, **will result in a $5.00 late fee** and the fee increases by $5.00 for each 15 minutes the child remains in extended care or at school past the pick up time. For instance: Sign out between 2:45-3:00 pm is an additional $5.00 charge, sign out between 3:00-3:15 pm is an additional $10.00 charge. Payment must be received within a week of the occurrence for the child to continue in the preschool program. Continual late pick up or late pick up without notification may result in termination of the child from the preschool program and/or from the extended care program.

Dismissal time for the Early Childhood **classrooms** is 2:30 PM. Dismissal time for the **extended day programs** are based on family need although all children **MUST be picked up by 5:30 pm.** Parents or a responsible adult are responsible to bring their child to the child's classroom at arrival and dismissal time.

If you need to pick up your child before dismissal time, please send a note or call ahead to the Early Childhood office at **402-296-5250** so a message can be relayed to your child's teacher and please check in at the main office when you arrive to pick up your child.

If your child is riding a First Student contracted bus, please call them at 402-296-0669 in the event your child will not be riding.

Intoxicated/Under the Influence of Drugs Pick Up Procedure:

A situation may arise when a parent/guardian or other caregiver picking up a child appears intoxicated or under the influence of drugs. If a staff member questions the safety of the child's transportation home due to apparent suspected intoxication of the pick-up person, the following steps will be followed. The staff member will:

1. Talk to the pick-up person and ask how s/he got to the center. The main concern is whether the person drove and if s/he intends to drive the child home.
2. If the pick-up person has driven and intends to drive home, the staff member will tell the pick-up person that they are concerned about the safety of the caregiver and the child.
3. Make an offer to call one of the other designated pick-up persons on the child's list. If this does not work, the staff member will suggest calling a taxi or a friend or family member. If the pick up person is not the parent, the staff member will attempt to call the parent to let him/her know of the concern for the child's safety and to check if the parent is available to come and pick up the child.
4. If the pick-up person refuses or becomes confrontational, the staff member will calmly let them know that they will be calling law enforcement to report the incident. Ask if the pick-up person would stay to talk to the officer about the situation.

Early Childhood/Preschool Supplies

Early childhood/preschool parents will **not** need to provide classroom preschool supplies. A backpack is helpful for a child to carry classroom notes and classroom activities home, as well as notes from home back to the preschool.

Children are not permitted to bring any toys, food items, gum, money, books, etc. on the buses or into the center. Food items, including gum, may cause choking while in transport and might cause the child not to eat meals prepared at the center. **Children will be required to finish any food or drink item brought from outside the center prior to entering the classroom.** Toys, books, etc. might cause friction among the children and/or get lost or claimed by someone else other than the owner. If an IEP or 504 team recommends that a child needs a special toy or other item as part of their services, the recommendation will be adhered to.

Extra Set of Preschooler's Clothing

It is advisable that your preschool child brings an extra set of clothing to place in his/her cubby in case the child needs a change of clothing during the preschool day. Your preschooler's jackets, overshoes, mittens, etc., should be marked for easy identification. This helps eliminate loss and confusion. A parent can check in with staff if their child has lost an item.

Handicapped Parking

Handicapped parking is available to those with a valid handicapped permit. Those with a permit may use the handicapped parking spots located in the front of the Plattsmouth Early Childhood Center during pick up and drop off times. There are three designated handicap spots. Unauthorized parking in a designated handicapped spot may result in a fine.

Money/Tuition Payments

The ProCare payment portal will be utilized for tuition payments as well as Extended Care bills. Payments are due on the 5th of each month.

Updated 8/02/2025

Non-Discrimination on Basis of Race/Sex

It is a policy of the Plattsmouth Community Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status or national or ethnic origin in its educational programs, activities or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent of Plattsmouth Community Schools, or to the Director of the Office for Civil Rights, Department of Health, Educational Welfare, Washington, D.C.

Non-Discrimination in Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Parent Resource Library

There is a parent resource library located at PECC. Parents are able to check out resource materials and children's books and they can access pamphlets and brochures that address a number of issues such as toilet training, child discipline, etc. Check with personnel in the main office for assistance.

PARKING NOTICE
No vehicles are to be parked in the Bus Loading/Handicap Zones.
This area is used to load and unload buses and vans. Our main concern is the safety and welfare of all children. Also, please do not park in the staff parking lot located on the East side of the building.

Revised 05/19/2023

Pets

Students and/or parents should not bring animals into the school or classroom unless prior approval has been given by the classroom teacher. If approval has been given, the animal should be on a leash, in a cage, or in some kind of container. Allergies of staff and students should be considered before any visit by an animal.

Program Fees

If fees are applicable to your program option, you will be notified. No fees will be charged for the regular preschool program for families that qualify for Head Start.

Publication of Child Pictures and Products

From time to time your child may have occasion to be photographed for the newspaper, television, the PECC Facebook page, or PCSD Internet web pages. The news media will occasionally do stories on events occurring in school programs, presentations, and other newsworthy happenings. Teachers may post pictures of classroom activities and field trips on PCSD Internet web pages.

Since pictures of your child are personally identifiable information, you have the opportunity to request that you child's picture not be used for the above purposes**. If you do not wish to have your child's picture or work**

available to the media or displayed on the Internet, please contact the main office at 402-296-5250. If we do not hear from you, we will assume that you agree to have your child's picture or work available to the media, on the PECC Facebook page, or on the Internet should such an occasion arise.

Respect and Courtesy

Any employee and/or other staff at Plattsmouth Community Schools has authority and jurisdiction anytime during school or at any school function and deserves respect.

It is the goal of Cass County Head Start to maintain a safe, caring, respectful environment for children, staff, and families. Unacceptable/dangerous behaviors will not be tolerated in any classroom/center, at Family Events, or anywhere children are present. Unacceptable behavior includes, but is not limited to, the following:

- Use of abusive or offensive language, including, but not limited to harassment, threats, yelling, and profanity
- Theft or damage of property
- Physical or verbal abuse of children, staff, or other parents
- Defiance of authorities

Parents, children and staff are expected to maintain a respectful relationship with each other. Parents demonstrating any of the above unacceptable behaviors may be unable to participate in program activities. It is unacceptable for parents/family members to approach other parents/family members or children to

1010 Community Relations (Visitors)

- In addition, the administration may exercise its discretion and has the authority to direct that certain individuals who may pose a threat of harm to students or staff or who may create or have created a disruption to the educational program be prohibited from being on school grounds.

The following procedure outlines the correct way to handle a person who is inappropriately conducting themselves directly inside or outside of our classroom/center or at a Family Event.

Purpose:

To help ensure the safety of all students, teaching staff, and families while under the supervision of Head Start by outlining what to do in situations involving inappropriate adult conduct.

Procedure:

address an incident that happened at the Preschool. Parents must deal with such concerns through the Teaching Staff or Director.

- If an incident occurs, the parents/adult will be asked to leave the premises
- The parent/adult will be required to meet with the designated administrative staff person, depending on the severity of the incident, in order for the adult to participate in program activities
- If another incident occurs, the parent/adult will not be permitted in the school building and will receive a letter with the incidents.
- If any of the unacceptable behaviors continue, they will be banned from school grounds.

Revised 07/14/2025

Sex Offender Policy

As parents, you have entrusted your child to the PECC staff to keep them safe from harm – physically and emotionally. We take your trust very seriously and do all we can to keep children safe. As a safeguard, anyone (e.g., volunteers, parents, family members, community members, etc.), whom we are aware is a registered sex offender will not be allowed in the PECC building or on school grounds without prior written approval from the PSCD Superintendent of Schools. Please notify the main office if you have questions.

Siblings

During a parent or guardian's volunteer time at the Early Childhood Center, siblings or younger children who are not enrolled are not allowed on field trips or in classrooms during regular school hours.

Smoke Free Environment

All of the Plattsmouth Community School's buildings, vehicles, and grounds are tobacco free. Tobacco refers to any tobacco product (e.g., cigarettes, cigars, chewing tobacco, etc.), vapor products (e.g., e-cigarettes), alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect (BOE Policy #1120).

Student Record Data

The Plattsmouth Community Schools and the Early Childhood Programs are in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Elementary School office.

The Early Childhood Center collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance date, health and immunization records, records of achievement, family background data, assessment, educational plans, classroom observations and external agency reports. All books, papers, documents, reports, and records kept by the District may be retained as electronic records (BOE Policy #3560).

The records of each student are generally located in the building that he or she is attending. The persons responsible for maintenance of student records for each school building are the Supervising Teachers and the Health/Nutrition Manager.

The following persons, agencies and organizations may have restricted access to student records without proper written consent of the parent/guardian. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Government officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting or organizations for accrediting purposes
6. Parents of dependent children, regardless of child's age
7. In connection with an emergency

Student records are reviewed when a student moves from the Early Childhood Program to the Elementary School and/or when a student transfers out of the District.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any building Principal or Director.

Those records not of a permanent nature are destroyed upon graduation or within three years of discontinued attendance in the district. Parents of students under the age of 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The administrator of the program may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must sign a written form at the time of enrollment with the Early Childhood Program stating that the public does not have release of such information.

Telephone Calls

Parents are welcome to call the school office at any time. During class time, the office staff or a family support advocate (FSA) will be able to take a message to relay to the classroom or you can leave a voice mail for the classroom staff. If it is an emergency and you cannot get the early childhood staff, call the Plattsmouth School District Administrative Office.

Transition

The Plattsmouth Early Childhood program assists families as they transition into and out of the various programs. Activities are planned throughout the year to assist families and children with these transitions.

Revised 05/19/2023

Video Surveillance

The Plattsmouth Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, children, and visitors to District property, and to safeguard District

facilities and equipment (BOE Policy #6120). Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a child or other building user violating school policies, rules, or local, state, or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings and may be provided to law enforcement agencies.

Weapons Policy

If a weapon is brought to preschool, it will be confiscated and may not be returned to the child or parent. If appropriate, the police/sheriff department and child protective services will be notified. Weapons are defined as any object that may be used to intimidate or inflict bodily harm whether it is a real weapon or a replica of such. These shall include, but are not limited to the following items: knives, guns, lead pipes, chains, razors, ice pick, slingshot, scissors, swords, pocket knives, explosives (including fireworks), brass knuckles, etc.

Health Section

Health Examinations

The Plattsmouth Early Childhood Center Program requires annual dental and physical exams and up-to-date immunizations before school begins (BOE Policy #5001). Each child is required to have a lead and hemoglobin blood level result on file, completed on or after the age of two. Each child is also required to have a health history and nutrition assessment on file (to be completed with staff at the beginning of the school year).

Follow up is required, if deemed necessary by the physician or dentist. For example, if cavities were detected, parents will need to submit paperwork from the dentist saying that the cavities were taken care of.

Health services at the early childhood center include the monitoring of height/weight (at least three times a year), vision screen (if not completed during physical), and hearing screen (if not completed during physical).

All 50 states and the District of Columbia have immunization requirements for children entering school. In Nebraska, children can't attend classes in public or private school until the school has written proof of their immunization status. Each school in Nebraska is required to keep the immunization history of the students enrolled on file. Parents or guardians must present one of the following documents to the school to verify immunization status:

- An immunization record showing that the child is protected by age-appropriate immunizations. • A statement signed by a physician that the required immunization would be injurious to the student or members of the student's family or household.
- An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

A student can be provisionally enrolled in school if he or she has started the immunizations series and continues the necessary immunizations as rapidly as is medically possible. If the student doesn't continue with the immunization schedule, he or she will be sent home.

Emergency Cards

An emergency card must be kept on file for every child enrolled in the Early Childhood Program. Please update this card on a regular basis, including the list of family/friends who are approved to pick up your child or visit/volunteer in the classroom. Check with the office to complete a change of status card to update your information.

Emergency Disaster Plan

PECC staff have emergency safety and security plans in place for situations such as fires, tornadoes, intruders, evacuation, etc. (BOE policies #6114 and 6115). Exits are clearly visible and emergency exit routes are marked and posted in each room. Fire, tornado, and evacuation drills are conducted in accordance with BOE policy.

Parents are notified of the off-campus evacuation site at the beginning of each school year and are asked to access that site in the event of an emergency. If dismissal must take place from the evacuation site, please be sure to have your identification (e.g., driver's license) with you when you pick up your child.

In the event of a tornado warning, children will be safely evacuated to the designated area within the school building. In order to keep all children and staff safe, children will not be released from school until the tornado warning has expired. Parents will not be able to access the building during the tornado warning and no one will be available to answer the telephone since all staff members will be a safe location with the children.

Illness While At School

The following symptoms, if displayed by children during school, will require temporary exclusion from participation in the program at the discretion of the nurse:

- Temperature of 100.4 degrees or above
- Rash (if accompanied by a fever)
- Live head lice (nits do not require exclusion)
- Severe abdominal pain
- Severe or harsh cough; with thick green discharge from the nose
- Rapid breathing or severe coughing
- Two or more episodes of diarrhea
- One or more episodes of vomiting (not associated with meal time)
- Red eyes with discharge
- Yellow eyes or jaundiced skin (requires immediate care)
- Impetigo, ringworm (if not able to cover)

Health Expectations for Parents

- For families in the program, it is the parent's responsibility to pick up the child within one hour of being notified that the child is ill. Per health regulations, the child may not return to school until the child has been symptom-free, without the aid of medication, for 24 hours. If diagnosed with a contagious illness (e.g., strep throat, pink eye, etc.), the child can return to school after being on antibiotics for 24 hours.

- If a child becomes ill during school hours, appropriate staff will be called. If the decision is made to send the child home, the parent will be notified to pick up the child.

- If the child is brought to the school and staff observes symptoms of illness, appropriate staff may determine that the child cannot be accepted into the classroom.

CRITERIA FOR RETURNING TO SCHOOL AFTER ILLNESS, INJURY, OR SURGERY:

- Sutures or cast—a note from the child's physician is needed before returning to school regarding any restrictions of activities.
- A note from the child's physician should also accompany the child following surgery with any restriction of activities.
- If a child is out with chicken pox, a note is not needed from the doctor as long as all pox are dry (7-10 days.)

Revised 05/19/2023

Medication

Appropriate paperwork needs to be on file for medications to be administered during school hours. See the Health and Nutrition Manager for these forms.

- Medication must be brought in the original prescription container with date, child's name, name of medicine, amount of medicine/time to be given.
- Medication must be brought in by the parents and given to the Health and Nutrition Manager or teacher. DO NOT SEND IN CHILD'S BACKPACK.
- If your child rides the bus, medication must be given to the bus aide or driver for safe keeping while the child is transported. The bus aide will give the medication to the appropriate person upon arrival. •

Over-the-counter medications are not given at the Plattsmouth Early Childhood Center (i.e. Tylenol, Benadryl, Motrin, cough drops)

Nutritional Services

Every child in our program receives breakfast and lunch. These meals are served family style with children and staff eating together in a relaxed atmosphere. Breakfast includes milk, juice or fruit, and grain. Lunch includes milk, meat or meat alternative, fruit, vegetable, and grain. A variety of foods are provided which broaden the child's food

experience. **Food is not used as a punishment or reward and children are encouraged to eat, but never forced to eat.** Menus are created based on federal guidelines for this age group. Children are not to bring in any food from home without special permission from the center director.

Safety

PECC is committed to providing physical environments conducive to learning. Space and materials will be appropriate for the developmental needs of all children enrolled in the program. Classrooms will provide at least 35 square feet of usable space per child and the outdoor playground will provide at least 75 square feet of usable space per child. The center environment will be free from toxins such as cigarette smoke, pesticides, and other air/soil/water contaminants. Potentially hazardous items such as cleaning supplies, medications, etc. are stored in locked areas. Electrical outlets are covered with safety plugs and extension cords are not used in areas utilized by children. The outdoor space will be fenced to prevent any child from leaving the premises.

Indoor and outdoor areas are checked by staff members, prior to use, for the following: area is free from debris, litter, and any hazards; there are no missing components to any pieces of equipment or furniture items; the area is fully enclosed (outdoor play area); and the area is generally free from hazards that could potentially pose a danger to the children's' health, safety or well-being. The playground and classrooms are inspected at least monthly to ensure they meet safety standards. An annual safety inspection of the center is completed to ensure that emergency lighting, ventilation, heat, smoke detectors, fire extinguishers, sprinkler systems, and other systems are consistent with the health, safety, and developmental needs of the children.

Special Dietary Needs

A physician's statement for any child requiring a prescribed therapeutic diet or having a food allergy or intolerance must be on file. Classroom staff and nutrition services staff are notified of any special dietary need.

LOCATIONS AND TIMES OF AREA IMMUNIZATION CLINICS

SARPY/CASS COUNTY IMMUNIZATION CLINIC (P. (402) 593-3222 F. (402) 593-3034) Free clinic – Donations Accepted
Eligible* children 0-18 years of age
*An eligible child is enrolled in Medicaid, uninsured, underinsured (has health insurance, but vaccines are not covered), or an American Indian/Alaskan Native.
Request an appointment online!
Please visit: https://www.chihealth.com/en/location-search/midlands/immunization-clinic/immunization-clinic-appt.html
PAPILLION – Midlands Medical Building One Phone – (402) 593-3222
First Thursday of the month from 4:00 pm – 7:00 pm
Second and Fourth Thursdays from 9:00 am – 12:00 pm
11109 South 84th Street, 5th Floor Suite 5800
Papillion, NE 68046

AREA HEALTH CARE SERVICES:

Nebraska Department of Health and Human Services: www.accessnebraska.ne.gov Provides medical insurance benefits to residents of Cass County who are income eligible or have Medicaid

Cass Family Medicine

Provides sliding scale payment options for those uninsured or underinsured
122 S 6th Street
Plattsmouth, NE 68048
(402) 296-2345

WIC Clinic

Herold Hall (next to St. Luke's Episcopal Church) First and Third Mondays By Appointment Only 3rd Street & Avenue A (8:30 a.m. – 5:00 p.m.)
Plattsmouth, NE 68048
(402) 335-2988 or 877-691-8381

Sarpy/Cass Health Department

701 Olson Drive, Suite 101
Papillion, NE 68046
(402) 339-4334
Toll Free: 800-645-0134
Fax: (402) 339-4235
After hours health emergencies: (402) 506-1553
Sarpycasshealthdepartment.org

AREA HEALTH CARE PROVIDERS 402-502-8855

Dentistry

Louisville Family Dental
229 Main Street
Louisville, NE 68037
402-234-3000

Weeping Water Dental
105 West Eldora
Weeping Water, NE 68463
402-267-2325

McKnight Family Dental
2302 W 8th Ave Suite 2
Plattsmouth, NE 68048
402-296-2818

Capehart Family Dentistry
2110 Towne Centre Dr
Bellevue, NE 68123
402-885-8990

Main Street Family Dental and Orthodontics 619 Main St
Plattsmouth, NE 68048
402-296-2188

OneWorld Dental
*sliding scale options available
Omaha
4920 S. 30th Street, 3rd Floor
Omaha, NE 68107
402-932-7204

Bellevue
2207 Georgia Ave
Bellevue, NE 68005

Optometry - Eye Clinic

Dr. John Bateman
Dr. Andrea Carda
2380 W 8th Ave, Suite 4
Plattsmouth, NE 68048
402-296-2200

Physicians/Pediatricians

Methodist Physician's Clinic 203 Main St
Louisville, NE 68037
402-234-2500

Children's Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-955-7150

UNMC Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-296-6009

Cass Family Medicine/OneWorld Plattsmouth
122 South 6th St
Plattsmouth, NE 68048
402-296-2345

Weeping Water Medical Clinic 204 North Randolph St
Weeping Water, NE 68463 402-267-5330

Applicable Board of Education Policies/Procedures

All Board of Education policies can be accessed at the following link, https://www.pcsd.org/Page/19 , or they can be found by going to the Plattsmouth Community Schools website (www.pcsd.org) and clicking on *About PCS*, scroll down and select *Board of Education* and then *Policies*. All of the most current policy updates can be found online.

POLICIES

1000 Community Relations
- 1120 Tobacco Policy
- 1200 Anti-discrimination

2000 Administration

3000 Business Operations

4000 Personnel

5000 Students
- 5104 Drug and Substance Use and Prevention
- 5202 Student Records
- 5306 Safe Pupil Transportation
- 5401 Anti-discrimination & Harassment Policy
- 5410 Students with Disabilities
- 5417 Homeless Students Policy
- 5421 Student Privacy Protection

6000 Instruction
- 6286 Return to Learn From Cancer
- 6370 Multicultural Education
- 6500 Free and Reduced Price Meals

7000 New Construction

8000 Internal Board Policies

9000 By-laws of the Board

Plattsmouth Early Head Start/Sixpence
Birth to Three Programs

2025-2026

PARENT HANDBOOK

Plattsmouth Community Schools
2025-2026 Calendar

AUGUST 2025

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						

SEPTEMBER 2025

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28	29	30				

OCTOBER 2025

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NOVEMBER 2025

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DECEMBER 2025

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28	29	30	31			

August

4-6	PD New Teachers
7-12	PD All Staff/No Students
13	First Day of School 1st-9th; PM Kind.
14	First Day of School for AM Kind., 10th-12th
15-18	Early Childhood Home Visits
19	First Day for Early Childhood

September

1	No School – Staff & Students
5	No School – Teacher PD

October

1	P/T Conferences: HS 5 -8 PM
7	P/T Conferences: ES/MS 4:30 PM-7:30 PM
8	End of 1st Qtr.= 39 student days, 46 teacher days
8	P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
9	No Students – Teacher Planning
13	No School for Staff & Students - Teacher Comp. Day
13	No Students – PD for All Teachers

November

5 & 6	P-T Conferences: EC 4:30 PM-7:30 PM
7	P-T Conferences: EC: 8 AM-4 PM, No classes
26-28	No School for Staff & Students

December

1	No Students – Teacher Planning
18	End of 2nd qtr.= 44 student days, 47 teacher days End of 1st semester= 83 student days, 93 teacher days=(Oct. 10 is a comp. day)
19	No Students – Teacher Planning
22-31	No School- Staff & Students

January

1-2	No School- Staff & Students
5	No Students-PD for All Teachers
6	First Day of Second Semester
19	No School for Staff & Students

February

13	No Students at EC
16	No Students- ½ PD and ½ Planning for All Teachers
18	EC Home Visits 4:30 PM-7:30 PM
19	EC Home Visits 8 AM – 7:30 PM, No classes at EC
20	EC Home Visits 8 AM – 4 PM, No classes at EC

March

11 & 12	P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
12	End of 3rd Qtr.= 46 student days, 50 teacher days
13	No Students – ½ PD and ½ Planning for All Teachers
16-20	No School-Spring Break (3/20 is a Teacher Comp. Day)

April

3-6	No School - Staff & Students

May

6 & 7	PT Conferences: EC 4:30 PM-7:30 PM
8	P-T Conferences: EC 8 AM-4 PM, No classes at EC
11	EC Comp. Day, No classes at EC
17	High School Graduation
21	End of 4th Qtr.= 42 student days, 43 teacher days End of 2nd Semester=88 student days, 93 teacher days (Mar. 20 is a Comp. Day)
22	½ Day Teacher PD, ½ Day Teacher Planning
26-29	Inclement Weather Make-Up Days, if needed

JANUARY 2026

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FEBRUARY 2026

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MARCH 2026

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29	30	31				

APRIL 2026

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MAY 2026

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Professional Development (PD)- New Teachers
	Professional Development (PD)- All Teachers-No Students
	Half Day - Students
	Parent/Teacher Conferences
	No School for Staff & Students
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)
	Teacher Planning Day – No students

The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.

If necessary, the Board will revisit the calendar.

Plattsmouth Community School District Mission Statement

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

Plattsmouth Early Childhood Program Mission

To create a foundation for success through creative, interactive, and intentional experiences that build safe and positive relationships, develop independent problem-solvers, and foster each child's learning potential while displaying empathy, tolerance, and appreciation of differences.

Plattsmouth Early Childhood Program Vision

Students who attend the Cass County/Plattsmouth Early Childhood program will have effective social skills that allow them to accept others, be cooperative, and appropriately accept individual needs and perspectives. Students will be able to self-regulate and manage emotions by using coping strategies. Our students will be able to recognize problems as well as identify and persistently work towards solutions. They will be creative, flexible, and critical thinkers who inquire about the world around them. Students will be independent and dedicated to ongoing learning and recognize the importance of doing things to the best of their ability.

Plattsmouth Early Childhood Program Beliefs

- Each child has the ability to enthusiastically learn and apply knowledge across a variety of new situations to achieve success.
- Promoting independence through developmentally appropriate, structured, safe, and nurturing environments based on children's interests is essential for learning.
- Children learn by and gain independence by exploring with hands on learning activities that inspire curiosity.
- The collaborative efforts of students' home, family, school, and community are essential for success. •

Approaches to learning should include balanced comprehensive services focusing on the whole child.

- Balancing child-directed and teacher-directed instruction, that includes all domains of learning is important for student learning.
- Children have a variety of languages in which to express ideas and need open-ended materials to express their languages.
- Children are capable by accommodating and accepting individual needs and perspectives while using social skills to solve problems and self-regulate.
- Providing structured opportunities and environments that allow children to make discoveries, solve problems, and challenge creative thinking is essential to an effective early childhood learning experience.
- Intentional, aligned, and systematic learning opportunities provide an effective foundation for children. •

Monitoring of progress and differentiating instruction is important for developing individual students to their full potential.

- It is important for children to develop secure, safe, and trusting relationships through positive interactions.

Welcome

Welcome to our early childhood program! We hope that this handbook assists you in the policies and procedures that you need to follow in order to meet the requirements of Early Head Start or Sixpence and to provide your child with a complete early childhood experience. Our Birth to Three education programs offer many opportunities for children to develop socially, intellectually, physically and emotionally in a manner appropriate to their age and stage of development. Our programs provide an organized series of experiences that are designed to meet the individual needs of the children and families that we serve.

Our Birth to Three programs are unique from many other toddler or childcare settings. Early Head Start and Sixpence are comprehensive child development programs that serve children ages prenatal to three and their families. Both programs are child-focused and family centered and provide a range of individualized services in the areas of education and early childhood development, medical, dental, mental health, nutrition, parent involvement, and disabilities.

Early Head Start programs are required to follow a set of performance standards. The Head Start Performance Standards are designed to ensure that the Early Head Start goals and objectives are implemented successfully, that the Early Head Start philosophy continues to thrive, and that all grantees or delegate agencies maintain the highest possible quality in the provision of Early Head Start Services. The Plattsmouth Community School District is our grantee agency for Early Head Start which serves all of Cass County.

The Sixpence Early Learning Fund is Nebraska's signature effort to put our state's youngest and most vulnerable children on the path to success in school and life. Sixpence promotes high-quality early care and learning opportunities that help parents guide the healthy development of their infants and toddlers. As public-private collaboration at the state and local levels, Sixpence delivers efficiency, fiscal responsibility and measurable results for our investment in the next generation of Nebraska's citizens. The Plattsmouth Community School District is our grantee agency for Sixpence which serves families within the Plattsmouth school district boundaries.

Plattsmouth Board of Education Policies

Please note that the Plattsmouth Sixpence and Early Head Start programs are part of the Plattsmouth Community School District (PCSD) and, therefore, subject to all Plattsmouth Community School District policies as approved by the PCSD Board of Education. These policies are available on the PCSD website at www.pcsd.org under the Board of Education link under the About PCS tab and in the Policies files on the left side of the page.

Family Enrolment Policy

It is the intention of our programs to enroll no more than two children from each family. This policy is designed to ensure equitable access to our services while addressing the unique needs of each family.

Enrollment decisions will be made based on the specific circumstances of the family and will be determined collaboratively by the home visitor and the B-3 Facilitator.
Exceptions to this policy may be granted under certain circumstances, including but not limited to:

- Families with foster children
- Families with twins or multiple births
- Consideration of the length of time older siblings have participated in the program

These exceptions will be reviewed on a case-by-case basis to ensure that the best interests of the children and families are met.

Residence and Eligibility for Early Childhood Programs

Children/families are eligible for the Early Head Start program if their family resides in Cass County. Children who are eligible for special education services must be served by the school district in which they reside. Children with special education services may receive services outside their district **only** with the permission of their resident

school district. Children/families are eligible for the Sixpence program if they are residents of the Plattsmouth School District. It is the responsibility of the family to immediately report any change of residence to their home visitor.

Early Childhood Program Contact Information

Plattsmouth Early Childhood Center (PECC)
902 Main Street, Plattsmouth, NE 68048
402-296-5250

Juli Beck, Early Childhood Director
Extension #2619

Early Childhood Staff

All the Early Childhood Home Visitors hold either a Nebraska teaching license (four year degree program) for Early Childhood Education and/or Early Childhood Special Education or a Bachelor's degree in nursing, child development, sociology, psychology, or social work. Other support staff may include a Family Support Advocate.

Health and Nutrition services are monitored by a school nurse. Other staff members include: Speech Language Pathologist, Physical Therapist, Occupational Therapist, Vision Specialist, ELL support personnel, school Psychologist, and a Dietician for those children/families qualifying for services.

Curriculum, Home Visits, and Assessment Section

Curriculum (Head Start Performance Standard 1302.32(a))

The Plattsmouth Early Childhood Birth to Three Program has chosen Growing Great Kids™ as a curriculum framework. Growing Great Kids™ (GGK) is a comprehensive strength-based approach to growing nurturing parent-child relationships and supporting healthy childhood development. GGK incorporates features specifically targeted to parents/parenting partners of children pre-birth to 3 years of age, including:

- **Relationship-Based Orientation:** All information related to child development and parenting is presented within the context of cultivating sensitive, responsive parent-child relationships. The home visitor's relationships with parents and parenting partners are central to supporting them to grow their attachment and parenting skills, strengthen their family, and build life skills.
- **Attachment/Infant Mental Health Assimilation:** Strategies for promoting infant mental health are woven into the GGK and child development activities. These strategies are rooted in (1) the parents gaining understanding of their infant's cues, temperament, and needs while growing skills for empathic parenting;(2) fostering trust, predictability, responsiveness, and security in the parent-child relationship; and (3) reducing the child's exposure to toxic stress.
- **Comprehensive Child Development And Health Content:** GGK offers anticipatory guidance to parents pertaining to all developmental domains, health, safety, and nutrition. Child development activities are coded by targeted child development domains to assist with identifying interventions associated with developmental delays. Activities are crafted to strengthen parent-child attachments. Activity format is designed to engage fathers and mothers.
- **Protective Factors Focus:** Research shows that certain risk factors have detrimental effects on children and families, while other "protective" factors can mitigate those effects and provide benefits. GGK builds parenting and family life skills that translate into Protective Factors/Buffers for their children.
- **Strength-Based, Solution-Focused Parent Partnership Model:** The framework utilized in GGK's conversation guides with families draws the parents' attention to their strengths and motivations to grow their knowledge and skills. Parents build competencies for addressing their concerns with focused attention on building their skills and confidence.
- **Emergent Design:** Based on the family's knowledge, skills, interests and needs, the curriculum supports

home visitors to partner with parents in sequencing curriculum content and activities. The amount of time devoted to a particular curriculum component can easily be tailored to the families' interests and needs.

- **Conversation Guides**: GGK provides conversation guides that include GKI Action Tools and other strategies for staying strength-based, solution-focused and skill-driven during home visits. For every three months of a child's development, there are conversation guides addressing: (1) Basic Care; (2) Social and Emotional Development, (3) Cues and Communication; (4) Physical and Brain Development; and (5) Play and Stimulation. Prenatal manuals include conversation guides specific to pre-birth visits, building family foundations, growing life skills and reducing stress.
- **Skill Driven Emphasis:** Home visitors who use GGK coach program parents from "knowledge to practice to skill mastery." Parents become their own "child development specialist," with secure attachments at the core. Parents learn how to manage their stress in ways that help them get what they want for themselves and their children.
- **Culturally Inclusive And Competent Approach:** Specific modules are devoted to encouraging families to learn more about their cultural values and traditions, and to explore how they will use their culture to strengthen their family and their child's sense of belonging.

Growing Great Kids™ is a developmentally appropriate curriculum which aligns with the Head Start Performance Standards and other regulations including the Head Start Early Learning Outcomes Framework: Ages Birth to Five and the Early Learning Guidelines: Nebraska's Birth to Five Learning and Development Standards.

Home Visits

Home visits will follow a predictable sequence of events as outlined in the Growing Great Kids™ curriculum. This provides a structure for the visits which makes it easier for families and children to participate. Please be aware of the following expectations during a home visit:

- A home visit will occur each week for up to 1 ½ hours
- Parents/guardians are expected to actively participate during the home visit
- Parents/guardians will observe the home visitor demonstrate activities to support the child's learning while playing together
- Parents/guardians will have the opportunity to practice the new activities with the child and receive feedback from the home visitor on ways to expand the child's play
- Parents/guardians will have an opportunity to discuss any parenting concerns with the home visitor • Parents/guardians will work with the home visitor to build on the strengths of the family in providing a healthy and nurturing environment for the child and family
- Videotaping will be used on visits to help parents/guardians develop their observation skills and to provide feedback
- Each visit will include:
    - a reflection on what has happened with the family since the last visit and an agreement on the plan for the current session
    - a parent-child interaction opportunity – usually around an activity
    - a development-centered parenting discussion – time for the parent/guardian to discuss concerns/issues and time for the home visitor to provide information on various family-centered topics
    - a reflection on the visit and time to make a plan together for the next visit
- For pregnant mothers enrolled in the program, the home visitor will visit at least twice monthly to explore together how to have a healthy pregnancy and prepare for baby's arrival

Attendance

Regular attendance at home visits is required for participation in the Birth to Three program. It is vital that the parent and child(ren) attend in order to receive the most value from the program. **We ask that you call home visitor at 402-296-5250 or another phone number provided by them as soon as you know you will be unable to keep an appointment for a home visit.** If the home visitor cancels a visit for any reason, it will be made up.

Excessive (5 or more) home visit cancellations (not related to illness) will be reviewed with families and may be considered for dismissal from the program depending on the reasons for the cancellations. Considerations will be made for any participants who wish to stay in the program and have made plans to re-schedule their missed visits. The Birth to Three program year operates from August 1st to July 31st.

Procedure for Missed Home Visits:

1. After five missed home visits, the home visitor or family support advocate (FSA) will discuss the situation with the parents(s). Efforts will be made to remedy the problem by determining specific conditions contributing to the attendance problem and developing a plan to address controllable conditions that may assist in alleviating the problem.
2. If absences continue after the initial meeting, the home visitor and family support advocate (FSA) will set up a meeting with the parents(s) to develop an attendance contract.
3. Families will be considered for dismissal from the Birth to Three program if more than three absences happen after the development of the attendance contract.

Assessment (Head Start Performance Standard 1302.33(b)(c))

The Birth to Three staff assess children's development with comprehensive observations rather than narrow tests, using the Teaching Strategies GOLD assessment. Observing a broad range of behaviors over several weeks or months gives us a more accurate picture of children's true capabilities than tests administered in one-time sessions. Home visitors will record anecdotes and collect information from caregivers describing what children do and say. Three times a year, teachers review these anecdotes and rate each child at the most accurate level he or she has demonstrated on the GOLD Developmental Continuum for more than 30 specific goals and objectives items in five areas of development: social/emotional, physical, language, cognitive, and literacy. Children's GOLD scores help home visitors design individualized learning opportunities tailored to their level of development. The Continuum follows ages birth-5 so that home visitors can build on the child's current stage of development throughout their time in the program. The GOLD is also used by home visitors to explain children's progress to parents at least three times a year.

School Readiness

The Head Start/Plattsmouth Early Childhood Program has established school readiness goals which are the expectations of children's status and progress across domains of language and literacy development, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals. The school readiness goals are aligned with the Head Start Early Learning Outcomes Framework: Ages Birth to Five (HSELOF, 2015) and the Early Learning Guidelines: Nebraska's Birth to Five Learning and Development Standards.

The school readiness committee which consists of a parent representative from Policy Council/advisory committee, members of the leadership team, and teacher representatives meets at least three times a year to review data and update goals. The school readiness data is shared with Policy Council/advisory committee and the Board of Education at least three times a year. The information is also on the PECC website and in the Annual Report which is also posted on the PECC website.

Child Find

If you have or know a young child from birth to 5 years of age and you have concerns about his/her development, please call the Plattsmouth Early Childhood Center at 402-296-5250; Ext. 2618.

Developmental concerns may include:

Low birth weight High medical needs Prematurity Multiple births Feeding concerns Difficulty speaking Hearing loss Blindness or vision impairment Physical disability Slow to walk or crawl Identified disabilities Developmental delay Behavioral or emotional problem

Early Development Network: Free early childhood intervention support is available across Nebraska. Call toll free: 1-888-806-6287.

Family Involvement Section

All families are unique and will be treated with respect and dignity.
Strict confidentiality will be maintained to ensure the privacy of each family.

Parent Engagement

- Parents are given opportunities to volunteer. The options include Head Start/Early Head Start Policy Council (see below for more information) and the Sixpence Advisory Committee -- both of which allow you to have a voice in your child's education.
- Families work with the Family Support Advocate (FSA) to develop individualized Family Partnership Agreements based on each family's strengths and goals.

- Parent Groups are available that offer workshops on various topics throughout the year. Meetings are initially organized by the Home Visitor or FSA. These meetings are designed to be educational as well as provide opportunities for social interaction. Parents will also be given an opportunity to advise staff in developing and implementing local program policies, activities, and services to ensure they meet the needs of children and families. Parents involved with the parent events/parent committee will elect a representative/liaison to the Policy Council to ensure ongoing communication between the two groups.

Parent and Child Together (PACT) Socializations (Head Start Performance Standard 1302.35(e))

Participation in PACT is expected for all infants, toddlers, and their families. PACT sessions provide an opportunity for children and parents to enjoy activities in a setting other than their home. Children have the opportunity to play in small groups with other children their age. Families can meet and build friendships with other families enrolled in the Birth to Three Program.

Important Facts About PACT

- PACT sessions are offered 24 times per year.
- Healthy snacks are part of the fun.
- PACT sessions provide a setting with new learning opportunities and experiences. Children experience new sights, sounds, smells, and textures.
- PACT sessions provide access to large motor play equipment, crafts, school readiness skills, and new foods.
- PACT sessions provide infants and toddlers the chance to be with other infants and toddlers and learn new skills from their friends.
- PACT sessions help infants and toddlers develop a sense of trust and confidence as they share these new experiences their family members.
- PACT sessions offer opportunities for parents to socialize and learn new skills from one another.

Policy Council

Policy Council is a group of parents/guardians who are directly involved with the decision making process of the preschool program's planning and administration. Elections are held each year by secret ballot (one ballot per family) to obtain representation from each classroom and one from the Early Head Start program. Parents who have agreed to serve as representatives submit their names to be included in this election process. Training for members is provided throughout the school year. Meetings are held once a month (August through May) at a time most convenient to the majority of the members. The Policy Council is a federal requirement for all Head Start programs and the membership must consist of 51% parents/guardians who currently have enrolled children in the Head Start program. Parents of children enrolled in the tuition program are considered community representatives on the Policy Council.

Family Support Advocates (FSAs)

The Family Support Advocate staff will provide families with available resources for referrals or needs your family may have. All families have strengths and the FSA staff will assist all families enrolled in the Birth to Three program to develop family goals that capitalize on the family strengths. The FSA staff will be available to families on a regular basis and can also be accessed by asking the home visitor. Strict confidentiality is maintained with respect to family information. Please feel free to contact the center with requests or questions you may have at 402-296-5250.

School Social Worker

A school social worker is available to assist parents and staff with areas of concern. No appointment is necessary and a schedule will be distributed to parents/caregivers in the monthly newsletters. The school social worker is also available to assist parents and staff to understand mental health and to access mental health interventions, as needed. Information about local mental health resources are also available from Family Support Advocates, the school social worker, and home visitors.

Parent and Staff Responsibilities

The following are responsibilities for staff and parents/guardians involved in the **Plattsmouth Early Childhood Birth to Three** program. If you have questions regarding this information, please ask a staff member.

Parent/Guardian Responsibilities:

- participating in year round home visits on a weekly basis for up to 1 ½ hours
- participating in parent events such as Play'N'Learns on a regular basis
- participating in the family involvement/support program which requires contacts in your home by the FSA staff and family goal setting
- ensuring that your child completes required immunizations and physical (well child checks), dental, and vision examinations
- providing copies of your child's immunization records, medical examinations and birth certificate in a timely manner
- reviewing the **Plattsmouth Early Childhood Birth to Three** Parent Handbook

Plattsmouth Early Childhood Birth to Three Staff Responsibilities:

- welcoming you, your family, and your child into the **Plattsmouth Early Childhood Birth to Three** program
- being available to parents/guardians to answer questions and to listen to concerns/comments • understanding and following policies/procedures that address non-attendance
- working with parents/guardians to plan developmentally appropriate activities that will interest and challenge your child
- providing parents with information regarding your child's development throughout the year
- encouraging parent/guardian involvement

Verification of Information

Parents/guardians are asked to provide information about their families and their child throughout the application and enrollment process. Early Head Start/Sixpence staff members rely on this information to determine eligibility for Early Head Start, which is a federally sponsored program, and Sixpence, which is a state/private funds sponsored program. Staff members meet with parents/guardians to verify information such as income, age of child, foster care participant, etc. Parents are required to provide accurate information and sign the application to certify that the information they have provided is true and accurate. If any provided information is found to be false, participation in Early Head Start/Sixpence's programs may be terminated and the parent/guardian may be subject to legal action.

General Information Section

Birth Certificate

State law requires that a certified copy of a child's birth certificate be used when enrolling a new child in school. If your child is registering with Plattsmouth Community Schools for the first time, you may obtain this document from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Child Abuse/Neglect Reporting

When any Cass County/Plattsmouth Early Childhood staff member or volunteer has reasonable cause to believe that a child has been subjected to abuse or neglect, or observes a child(ren) being subjected to conditions or circumstances which would result in abuse or neglect, he/she shall report such incident or cause a report to be made as soon as possible to the proper law enforcement agency or to Health and Human Services (Neb. Rev. Stat. Section 28-710; 28-711, PCSD Policy 5402). Anyone participating in good faith in these procedures shall have immunity from any liability, civil or criminal. Law providing privileged communication shall not apply in cases of suspected child abuse or neglect.
Child Abuse/Neglect Hotline phone number for a report: **1-800-652-1999**

Closings/Inclement Weather

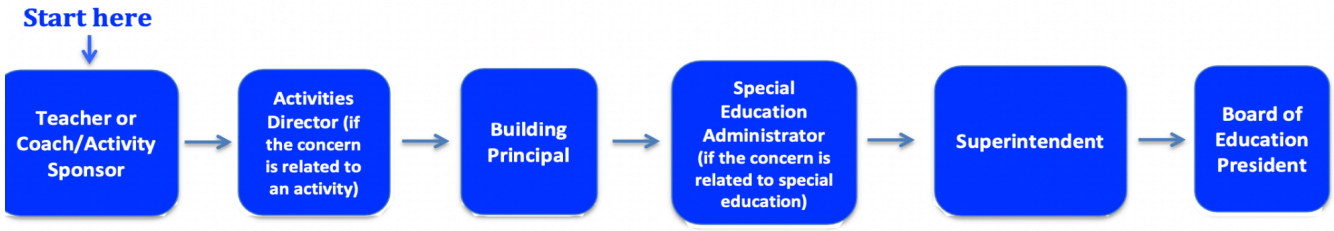
In the event that Plattsmouth Community School District (PCSD) is closed for the day, all Plattsmouth Early Childhood and Birth to Three programs will also be closed. The PCSD is part of a system that sends automated messages to families within the district. This system allows the district to contact parents in the event of school closings, late starts, emergencies, etc. Emergency contact numbers listed on your child's emergency card will be in the system. Text messaging is also available.

TV and radio stations may also carry school closing messages as soon as any decision is made regarding school cancellation or dismissal early due to weather conditions and/or other emergencies.

Please contact your home visitor or FSA with questions about your scheduled visit during inclement weather.

Complaint/Concern Procedure

PROTOCOL FOR ADDRESSING CONCERNS
(Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Custody Agreements/Court Orders

If one parent has been given primary legal custody, **information about the child will not be released without the primary custodial parent's permission**. If parents have a joint custody agreement, information about the child will be released to both parents. It is a parents responsibility to submit any legal documents regarding custody or release of information to the home visitor or FSA. Once paperwork is received, program staff will comply with the court order.

Non-Discrimination on Basis of Race/Sex

It is a policy of the Plattsmouth Community Schools not to discriminate on the basis of sex, handicap, race, color, religion, marital status or national or ethnic origin in its educational programs, activities or employment policies. Inquiries regarding compliance with this policy may be directed to the Superintendent of Plattsmouth Community Schools, or to the Director of the Office for Civil Rights, Department of Health, Educational Welfare, Washington, D.C.

Parent Resource Library

There is a parent resource library located at PECC. Parents are able to check out resource materials and children's books and they can access pamphlets and brochures that address a number of issues such as toilet training, child discipline, etc. Check with personnel in the main office for assistance.

Program Fees

If fees are applicable to your program option, you will be notified. No fees will be charged for the regular preschool program for families that qualify for Early Head Start or Sixpence.

Publication of Child Pictures and Products

From time to time your child may have occasion to be photographed for the newspaper, television, the Head Start/PECC Facebook page, or PCSD Internet web pages. The news media will occasionally do stories on events occurring in school programs, presentations, and other newsworthy happenings. Teachers/home visitors may post pictures of classroom activities and field trips on PCSD Internet web pages.

Since pictures of your child are personally identifiable information, you have the opportunity to request that you child's picture not be used for the above purposes**. If you do not wish to have your child's picture or work available to the media or displayed on the Internet, please contact the main office at 402-296-5250 or your home visitor.** If we do not hear from you, we will assume that you agree to have your child's picture or work available to the media, on the Head Start/PECC Facebook page, or on the Internet should such an occasion arise.

Sex Offender Policy

As parents, you have entrusted your child to the Head Start/PECC staff to keep them safe from harm – physically and emotionally. We take your trust very seriously and do all we can to keep children safe. As a safeguard, anyone (e.g., volunteers, parents, family members, community members, etc.), whom we are aware is a registered

sex offender will not be allowed in the PECC building, on school grounds, or to participate in a PACT without prior written approval from the PSCD Superintendent of Schools. Please notify the main office if you have questions.

Student Record Data

The Plattsmouth Community Schools and the Early Childhood Programs are in compliance with HIPPA and FERPA guidelines. The HIPPA and FERPA policies are on file in the Elementary School office.

The Early Childhood Center collects and maintains records on each student in order to facilitate the instruction, guidance and educational progress of the student. The records contain information about the student and his/her education and may include but are not limited to the following types of records: identification data, attendance date, health and immunization records, records of achievement, family background data, assessment, educational plans, classroom observations and external agency reports. All books, papers, documents, reports, and records kept by the District may be retained as electronic records (BOE Policy #3560).
The records of each student are generally located in the building that he or she is attending. The persons responsible for maintenance of student records for each school building are the Home Visitors, FSAs, and the Health/Nutrition Manager.

The following persons, agencies and organizations may have restricted access to student records without proper written consent of the parent/guardian. Any other access to student records shall be only upon written consent or upon court order or legally issued subpoena.

1. School officials and teachers with legitimate educational interest
2. Representatives of state and local government when auditing and evaluating federal educational programs
3. Government officials to whom information is to be reported under state law
4. Organizations that process and evaluate standardized tests
5. Accrediting or organizations for accrediting purposes
6. Parents of dependent children, regardless of child's age
7. In connection with an emergency

Student records are reviewed when a student moves from the Early Childhood Program to the Elementary School and/or when a student transfers out of the District.

A procedure to be followed in exercising any of the rights under school policies or rules may be obtained from any building Principal or Director.

Those records not of a permanent nature are destroyed upon graduation or within three years of discontinued attendance in the district. Parents of students under the age of 18 may exercise the opportunity to review educational records of the student; to obtain copies of the records; to write a response to material in the records; to challenge the content of the record on the grounds of inappropriateness, inaccuracy, or an invasion of privacy; and to have the records explained.

The administrator of the program may release the following types of information to the public as he/she sees fit, keeping in mind the privacy of the student and the student's family: participation in officially recognized activities, dates of attendance, and awards received.

Any parent objecting to the public release of such information must sign a written form at the time of enrollment with the Early Childhood Program stating that the public does not have release of such information.

Transition

The Plattsmouth Early Childhood Birth to Three program assists families as they transition into and out of the various programs. Activities are planned throughout the year to assist families and children with these transitions.

Health Section

Child and Family Health Monitoring

Group Health Requirements
Birth to age 3 Vision Screening – within 45 days of enrollment Hearing Screening – within 45 days of enrollment Developmental Screenings (EX: Ages & Stages & DECA, etc.) – twice a year
At 12 months of age Lead Screening Hemoglobin Screening First Dental Exam
Birth to age 3 Documentation of well child checks are required at 2 weeks, 2, 4, 6, 9, 12, 15, 18, 24, & 36 months. Documentation of immunizations at 2, 4, 6, 12, 15, 18, & 24 months.
Pregnant Women A History and Physical & Pregnancy Health Appraisal and CCEHS Health & Nutrition Questionnaire for Pregnant Women filled out by physician.

Illness Policy

In order to ensure the safety and health of your family and children and our staff, we require that the family should notify the home visitor as soon as possible to re-schedule the home visit if any family members have any of the following conditions:

- Temperature of 100.4 degrees or above
- Rash (if accompanied by a fever)
- Strep throat or the flu (unless on antibiotic for at least 24 hours)
- Live head lice (nits do not require exclusion)
- Severe or harsh cough accompanied by other symptoms such as fever, excessive fussing, and general discomfort
- Two or more episodes of diarrhea
- One or more episodes of vomiting (not associated with meal time)
- Red eyes with discharge
- Yellow eyes or jaundiced skin (requires immediate care)
- Impetigo, ringworm (if not able to cover)

Home visitors will plan to re-schedule your home visit if they are experiencing any of the above conditions in order to keep your family safe and healthy.

LOCATIONS AND TIMES OF AREA IMMUNIZATION CLINICS

SARPY/CASS COUNTY IMMUNIZATION CLINIC (P. (402) 593-3222 F. (402) 593-3034)
Free clinic – Donations Accepted
Eligible* children 0-18 years of age
*An eligible child is enrolled in Medicaid, uninsured, underinsured (has health insurance, but vaccines are not covered), or an American Indian/Alaskan Native.
Request an appointment online!
Please visit: https://www.chihealth.com/en/location-search/midlands/immunization-clinic/immunization-clinic-appt.html

PAPILLION – Midlands Medical Building One Phone – (402) 593-3222
First Thursday of the month from 4:00 pm – 7:00 pm
Second and Fourth Thursdays from 9:00 am – 12:00 pm
11109 South 84th Street, 5th Floor Suite 5800
Papillion, NE 68046

AREA HEALTH CARE SERVICES:

Nebraska Department of Health and Human Services: www.accessnebraska.ne.gov
Provides medical insurance benefits to residents of Cass County who are income eligible or have Medicaid

Cass Family Medicine
Provides sliding scale payment options for those uninsured or underinsured
122 S 6th Street
Plattsmouth, NE 68048
(402) 296-2345

WIC Clinic
Herold Hall (next to St. Luke's Episcopal Church) First and Third Mondays By Appointment Only 3rd Street & Avenue A (8:30 a.m. - 5:00 p.m)
Plattsmouth, NE 68048
(402) 335-2988 or 877-691-8381

Sarpy/Cass Health Department
701 Olson Drive, Suite 101
Papillion, NE 68046
(402) 339-4334
Toll Free: 800-645-0134

Fax: (402) 339-4235
After hours health emergencies: (402) 506-1553
Sarpycasshealthdepartment.org

AREA HEALTH CARE PROVIDERS

Dentistry

Louisville Family Dental
229 Main Street
Louisville, NE 68037
402-234-3000

Weeping Water Dental
105 West Eldora
Weeping Water, NE 68463
402-267-2325

McKnight Family Dental
2302 W 8th Ave Suite 2
Plattsmouth, NE 68048
402-296-2818

Capehart Family Dentistry
2110 Towne Centre Dr
Bellevue, NE 68123
402-885-8990

Main Street Family Dental and Orthodontics 619 Main St
Plattsmouth, NE 68048
402-296-2188

OneWorld Dental
*sliding scale options available
Omaha
4920 S. 30th Street, 3rd Floor
Omaha, NE 68107
402-932-7204

Dr. John Bateman
Dr. Andrea Carda
2380 W 8th Ave, Suite 4
Plattsmouth, NE 68048
402-296-2200

Physicians/Pediatricians

Methodist Physician's Clinic 203 Main St
Louisville, NE 68037
402-234-2500

Children's Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-955-7150

UNMC Physicians
1938 E Highway 34
Plattsmouth, NE 68048
402-296-6009

Cass Family Medicine/OneWorld Plattsmouth
122 South 6th St
Plattsmouth, NE 68048
402-296-2345

Weeping Water Medical Clinic 204 North Randolph St
Weeping Water, NE 68463 402-267-5330

Optometry - Eye Clinic

Applicable Board of Education Policies/Procedures

All Board of Education policies can be accessed at the following link, https://www.pcsd.org/Page/19 , or they can be found by going to the Plattsmouth Community Schools website (www.pcsd.org) and clicking on About PCS, scroll down and select Board of Education and then Policies. All of the most current policy updates can be found online.

POLICIES

1000 Community Relations
- 1120 Tobacco Policy
- 1200 Anti-discrimination

2000 Administration

3000 Business Operations

4000 Personnel

5000 Students
- 5104 Drug and Substance Use and Prevention
- 5202 Student Records
- 5306 Safe Pupil Transportation
- 5401 Anti-discrimination & Harassment Policy
- 5410 Students with Disabilities
- 5417 Homeless Students Policy
- 5421 Student Privacy Protection

6000 Instruction
- 6286 Return to Learn From Cancer
- 6370 Multicultural Education
- 6500 Free and Reduced Price Meals

7000 New Construction

8000 Internal Board Policies

9000 By-laws of the Board



PLATTSMOUTH COMMUNITY MIDDLE SCHOOL PARENT HANDBOOK 2025-26

PLATTSMOUTH COMMUNITY MIDDLE SCHOOL
MISSION STATEMENT

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

Preparation - Empowering students to live and learn in an ever changing and diverse world.

Cooperation - Working together with students, parents, staff, and community to create a dynamic learning environment.

Mastery - Encouraging students to be motivated to reach for their highest levels of performance.

Success - Providing students with the skills required to conquer the challenges of the future.

PLATTSMOUTH COMMUNITY MIDDLE SCHOOL
VISION STATEMENT

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

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

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

PLATTSMOUTH SCHOOL BOARD MEMBERS

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

PLATTSMOUTH SCHOOLS ADMINISTRATIVE STAFF

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

MIDDLE SCHOOL ADMINISTRATIVE STAFF

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

MIDDLE SCHOOL SUPPORT STAFF

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

PLATTSMOUTH COMMUNITY MIDDLE SCHOOL STAFF

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

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

Ms. Michelle Knight- 7th Grade World History
Mr. Joel Dix -7th Grade Language Arts
Mrs. Dee Hellbusch - 7th Grade Science
Mr. Chase Lofing- 7th Grade Math/Pre-Algebra
Ms. Pam Osthus- 7th/8th Grade Resource

Mrs. Heather Irish - 8th Grade Language Arts/Reading
Mrs. Jaima Negrete- 8th Grade American History
Miss Samantha Cook - 8th Grade Science
Mrs. Heather Bohach- 8th Grade Pre-Algebra/Algebra

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

Mrs. Mandy Creekmore – Teacher Associate
Mrs. Danielle Haberman- Teacher Associate
Mrs. Elizabeth Hadraba- Teacher Associate
Mrs. Amy Hansen- Teacher Associate
Mrs. Sherry Harrold- Teacher Associate
Mrs. Sarah Hastings- Teacher Associate
Mrs. Heather Lawson- Teacher Associate
Mrs. Shelley Quade – Teacher Associate

CLASS SCHEDULES FOR 2025-2026

Regular Schedule

8TH GRADE

8:08-9:07	Core 1
9:11-10:10	Core 2
10:14-11:13	Special 1
11:17-12:16	Special 2
12:20-12:50	Lunch
12:54-1:53	Core 3
1:57-2:56	Core 4
3:00-3:30	FLEX TIME

7TH GRADE

8:08-9:07	Core 1
9:11-10:10	Special 1
10:14-11:13	Special 2
11:17-12:16	Core 2
12:20-12:50	Lunch
12:54-1:53	Core 3
1:57-2:56	Core 4
3:00-3:30	FLEX TIME

6TH GRADE

8:08-9:07	Core 1
9:11-10:10	Core 2
10:14-11:13	Core 3
11:17-11:47	Lunch
11:51-12:50	Core 4
12:54-1:53	Special 1
1:57-2:56	Special 2
3:00-3:30	FLEX TIME

5TH GRADE

8:08-9:07	Specials
9:11-10:03	Core 1
10:06-10:58	Core 2
11:02-11:15	Recess
11:17-11:47	Lunch
11:51-12:43	Core 3
12:46-1:38	Core 4
1:42-2:02	recess
2:06-2:56	FLEX
3:00-3:30	HOMEROOM

Plattsmouth Community Schools
2025-2026 Calendar

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3				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						

SEPTEMBER 2025

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				

OCTOBER 2025

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	

NOVEMBER 2025

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						

DECEMBER 2025

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
7-12 PD All Staff/No Students
13 First Day of School 1st-9th; PM Kind.
14 First Day of School for AM Kind., 10th-12th
13-18 Early Childhood Home Visits
19 First Day for Early Childhood

September
No School - Staff & Students
5 No School – Teacher PD

October
1 P/T Conferences: HS 5 -8 PM
7 P/T Conferences: ES/MS 4:30 PM-7:30 PM
8 End of 1st Qtr.= 39 student days, 46 teacher days
8 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
9 No Students – Teacher Planning
No School for Staff & Students- Teacher Comp. Day
13 No Students – PD for All Teachers

November
5 & 6 P-T Conferences: EC 4:30 PM-7:30 PM
7 P-T Conferences: EC: 8 AM-4 PM, No classes
No School for Staff & Students

December
1 No Students – Teacher Planning
18 End of 2nd qtr.= 44 student days, 47 teacher days
End of 1st semester=
83 student days, 93 teacher days=(Oct. 10 is a comp day)
19 No Students – Teacher Planning
No School- Staff & Students

January
No School- Staff & Students
5 No Students-PD for All Teachers
6 First Day of Second Semester
No School for Staff & Students

February
13 No Students at EC
16 No Students- ½ PD and ½ Planning for All Teachers
18 EC Home Visits 4:30 PM-7:30 PM
19 EC Home Visits 8 AM – 7:30 PM, No classes at EC
20 EC Home Visits 8 AM – 4 PM, No classes at EC

March
11 & 12 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
12 End of 3rd Qtr.= 46 student days, 50 teacher days
13 No Students – ½ PD and ½ Planning for All Teachers
No School-Spring Break, 2 PM-8 Teacher Comp. Day

April
No School- Staff & Students

May
6 & 7 PT Conferences: EC 4:30 PM-7:30 PM
8 P-T Conferences: EC 8 AM-4 PM, No classes at EC
11 EC Comp. Day, No classes at EC
17 High School Graduation
21 End of 4th Qtr.= 42 student days, 43 teacher days
End of 2nd Semester=88 student days, 93 teacher days (Mar. 20 is a Comp. Day)
22 ½ Day Teacher PD, ½ Day Teacher Planning
26-29 Inclement Weather Make-Up Days, if needed

JANUARY 2026

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

FEBRUARY 2026

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

MARCH 2026

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

APRIL 2026

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

MAY 2026

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

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Parent Teacher Conferences
	No School for Staff & Students
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)
	Teacher Planning Day – No students

The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.

If necessary, the Board will revisit the calendar

GENERAL INFORMATION

Classes Begin at 8:08 a.m. **School Dismisses at 3:30 p.m.**

Access to Buildings

Students are not to arrive at school before 7:45 a.m. If students participate in the breakfast program, they may enter the building at 7:45 a.m. All students must be out of the building by 3:15 p.m. However, with specific permission from a teacher and with direct supervision, a student will be granted access for such activities as practices, tutorials, detentions, lab and media use. Upon arriving at school, students are to report to their designated grade level area, or the gym (depending on the weather conditions).

Closed Campus

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

Leaving During the School Day

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

Cafeteria Rules

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

Meal Costs

Student Breakfast- $2.40
Student Lunch- $3.25

Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to

make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us. We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email thru Infinite Campus. You can monitor your account balance online at anytime thru Infinite Campus. We encourage parents to enroll in the online payment system thru Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. We do not accept checks.

If you have any questions regarding your family meal account, please contact us.
402-296-3361 ext. #2806 – mdaisley@pcsd.org

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

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

Persons with disabilities who require alternative means of communication for program information (e.gBraille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (**1**) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights1400 Independence Avenue, SW Washington, D.C. 20250-9410(**2**)Fax: (202) 690-7442; or **(3)**Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Change of Address

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

Computer Use

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

Problem Solving

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

Student Fee Policy 5195

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

Telephone/Cell Phones/Personal Electronics

Teachers are conducting classes from 8:08 a.m. - 3:30 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, and before or after school. The school telephone is for school business. **Students may not make personal calls, unless they are urgent** and are given permission from their classroom teacher. The school will attempt to get emergency messages to students during the school day. **Try to let your children know their after-school plans before they come to school.**

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

- **First offense**: Electronic devices will be taken to the office. Students may pick up devices at the end of the day.
- **Second offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day.
- **Third offense:** Electronic devices will be taken to the office. Parents/guardians may pick up devices at the end of the day. 2 options will then follow (student choice):

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

ACADEMICS

Parent/Teacher Conferences

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

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

ATTENDANCE

Absence

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

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

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

ACTIVITIES

Student Activities

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

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

Student Council

The Student Council is an organization representative of the PCMS student body working for the benefit of the PCMS students. At the end of each year, Student Council elections are held to elect members for the upcoming school year. Grade level elections for class representations and an election by the Student Council members is held for Student Council officers.

Athletics

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

Activity and Event Regulations

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

Health

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

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

Notice of Nondiscrimination

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

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

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

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

(voice), Fax (816) 426-3686, (800) 537-7697 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Student Conduct Board Policy 5101

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

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

C. **Use of Corporal Punishment**
Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:
1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

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

the policy of the Plattsmouth Community Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

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

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

E. **Attire and Grooming (See Policy 5107).**

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

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

- Halter tops, tube tops, spaghetti strap tops, one strap, or strapless garments.
- See-through clothing, cut low, exposes midriff and/or bust line, tight-fitting, or sexually suggestive
- Sleeveless garments must fit closely under the arms
- Short shorts, short skirts, short dresses, and spandex (volleyball shorts)
- Visible undergarments
- Pants or shorts that sag below the waist when fastened
- Clothing that contains vulgar, offensive, or obscene language
- Sunglasses
- Clothing, items, or excessive writing/drawing on one's body that disrupt the learning environment
- Nighttime attire (blankets, robes, pajamas, slippers etc.)

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

- **First offense:** Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out.
- **Second offense**: Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a detention.
- **Third offense**: Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Students will also be issued a PAL placement, In-School Suspension, or Out-of-School Suspension.

- **Fourth offense**: Students will call home for proper apparel. If no home-proper apparel is available, students will be asked to change into school-provided clothes or flip clothes inside out. Parents/guardians and students will be asked to meet with the administration before returning to school from PAL, ISS, or OSS.

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

Backpack Policy

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

Student Preparedness Expectations

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

- Writing utensils specified by the teacher
- Paper
- Organizational Folder
- Other necessary items requested by the teacher
- WATER BOTTLE ONLY-NO OTHER DRINKS!

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

F. Building Entry and Movement

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

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

G. Respect for Persons and Property

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

H. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in Plattsmouth Community Schools policies. A comprehensive,

age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

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

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

Extracurricular Activity - Grounds for Suspension Policy 5103

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

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

Article 5 **STUDENTS** **Policy No. 5104**

Drug and Substance Use and Prevention

Drug-Free Schools

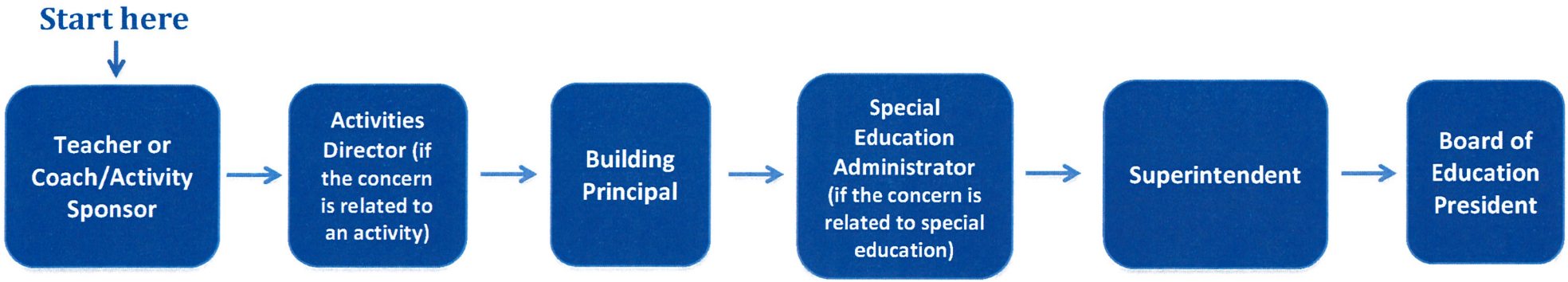
The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness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

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

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

A Parent's Guide for Solving Concerns at School

PROTOCOL FOR ADDRESSING CONCERNS
(Chain of Command)



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

STUDENT PRIVACY PROTECTION POLICY – Policy 5421

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate date from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be "sensitive" for purposes of this policy:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student's parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

FERPA Rights For Elementary And Secondary Schools

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

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

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

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

   Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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

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

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

   Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

Family Policy
Compliance Office U.S.
Department of
Education 400
Maryland Avenue,
S.W.
Washington, D.C. 20202-4605

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Plattsmouth Community Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

The District's policy is for education records to be kept confidential except as permitted by the FERPA law, and the District does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District does not either approve or disapprove such teaching practices and designates such student work as directory information and/or as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Nondiscrimination In Food Service Program

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call 800-795-3272 (voice) or 202-720-6382 (TTY). USDA is an equal opportunity provider and employer.

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a PRE-PAY system. Meals are not purchased on credit. There must be funds in your account for your child to make purchases. We can work with emergency situations if you call to make payment arrangements in a timely manner. The district reserves the right to block any account that is not prepaid.

We strive to assist parents with their efforts by providing notice of a low balance. School staff will give verbal reminders to students. Low balance notices will also be sent via email. You can monitor your account balance online at anytime *www.pcsd.org*. If a family account has a negative balance your account may be inactivated and your student will not be able to make any purchases on the family account.

Debit/credit card payments can be made at the District Central Office. We are also able to take debit/credit card payments by phone at 402-296-3361. Online Payments: *www.pcsd.org*

Cash payments can be made at your child's school and the District Central Office. We do not accept checks.

All families who qualify for free/reduced meals must fill out a new application form each school year. Failure to fill out a new application will cause a family to pay full price until the application is received and processed. Applications for free/reduced price meals are available at all school offices. They are also available online at *www.pcsd.org*.

If you have any questions regarding your account please contact us, 402-296-3361 ext #2800.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program

Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at the U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax 202-690-7442 or email at *program.intake@usda.gov*

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs. The first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.

USDA Nondiscrimination Statement

SNAP and FDPIR state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:

   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410

2. Fax: 202-690-7442

3. Email:: *program.intake@usda.gov*

This institution is an equal opportunity provider.

For all other nutrition assistance programs, state or local agencies, and their subrecipients, must post the following nondiscrimination statement:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:

   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410

2. Information Hotline: (202) 720-2791
3. Toll-free number: 1-833-ONE-USDA
4. Email:: *program.intake@usda.gov*

This institution is an equal opportunity provider.

Joint Application Form

This institution is prohibited from discriminating on the basis of race, color, national origin, disability, age, sex and in some cases religion or political beliefs.

The U.S. Department of Agriculture also prohibits discrimination based on race, color, national origin, sex, religious creed, disability, age, political beliefs or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027), found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

1. Mail:

   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410;

2. Fax: 202-690-7442

3. Email:: *program.intake@usda.gov*

For any other information dealing with Supplemental Nutrition Assistance Program (SNAP) issues, persons should either contact the USDA SNAP Hotline Number at 800-221-5689, which is also in Spanish or call the State Information/Hotline Numbers (click the link for a listing of hotline numbers by State); found online at: SNAP Hotline.

To file a complaint of discrimination regarding a program receiving Federal financial assistance through the U.S. Department of Health and Human Services (HHS), write: HHS Director, Office for Civil Rights, Room 515-F, 200 Independence Avenue, S.W., Washington, D.C. 20201 or call 202-619-0403 (voice) or 800-537-7697 (TTY).

This institution is an equal opportunity provider.

2025-2026
PLATTSMOUTH COMMUNITY SCHOOLS
CERTIFICATED STAFF HANDBOOK

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2025-2026 PLATTSMOUTH COMMUNITY SCHOOLS
CERTIFICATED STAFF HANDBOOK

FOREWORD

Section 1 Intent of Handbook
Welcome to Plattsmouth Community Schools. This handbook is intended to be used by teachers and other certificated staff covered by the negotiated agreement to provide general information about the Plattsmouth Community Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations. References in this handbook to "teachers" are intended to apply to all certificated staff covered by the negotiated agreement.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Plattsmouth Community School District and the Plattsmouth Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

This handbook does not create a "contract" of employment. Staff positions and assignments which do not legally require a certificate or are otherwise not protected by the teacher tenure laws may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school District policies, state and federal statutes and regulations, and the best interests of the District. This handbook will be in effect for the 2025-2026 and subsequent school years, unless replaced by a later edition.

Section 2 Information About Plattsmouth Community School District The first publicly funded school in Plattsmouth opened in 1857 with an enrollment of about 100 students. In 1861, the Territorial Commissioner of Education reported to the Legislature that, "Cass County has the most perfect school organization in the territory." The community has a long-standing tradition and expectation of educational excellence.

In 2025-2026, the District's PreK-12 enrollment was about 1,450 students. These students reside in a District that covers approximately 63 square miles. Students are served by an early childhood/Head Start center, K–4th grade elementary school program,

a 5th–8th grade middle school program, a 9th–12th grade high school program, Plattsmouth Universal Learning and Support (PLUS) Center, and the Plattsmouth Academic Curriculum and Equipment (PACE) Complex. The District also serves as the fiscal agent for the Cass County Head Start program, which addresses the needs of children from birth to school age.

The District employs approximately 120 teachers, eleven administrators, and approximately 100 support personnel, with a total budget of approximately 25 million dollars. The high school and elementary facilities were built in 1996 and the middle school was renovated in 1997. A career and technical education (CTE) center was added to the high school due passage of a bond issue in 2019.

Section 3 District Mission Statement

The mission of the Plattsmouth Community School District is to provide students with challenges and opportunities in a safe and caring environment, to enrich their lives, and to assist them to realize their potential and become responsible members of society. Specifically, we are **working together to achieve academic success, respectful behavor, and career readiness in a safe environment.**.

The Plattsmouth Community School District will provide its students with equitable opportunities for an essential education in an efficient manner. An essential education is one that enables students to be:

- Proficient in meeting the State's academic content standards and essential learning's as established by the Board of Education
- Successful at each educational level and in transitioning between those levels from early childhood through postsecondary education and/or career entry
- Effective in functioning in and contributing to our culturally diverse democratic society

The District seeks to provide an essential education by developing and maintaining:

- Qualified and competent administrative, teaching, paraprofessional, and operational staff
- Integrated, planned curriculum that prepares students to achieve state standards and such additional standards as are established by the Board of Education and to reach the student outcomes identified above
- Comprehensive support programs and services that meet the diverse needs of students
- Safe, clean and supportive facilities and learning environments;
- Implementation of a curriculum that:
  - Is based on state standards in reading, writing, speaking, listening, mathematics, science and social studies/history and essential learning's in visual and performing arts, world languages, technology, health and physical education, and career and technical education and such additional standards; as are established by the Board of Education

- ✓ Is appropriate for the developmental level of the students
- ✓ Addresses diverse learning needs
- ✓ Instills a passion for learning and the importance of life-long learning
- ✓ Develops problem solving and critical thinking skills, decision making skills, data gathering, and critical use of information
- ✓ Develops expected work ethics, as well as group participation and leadership skills
- ✓ Incorporates character education and multicultural education, including respect for diversity
- ✓ Provides for application of technology in all learning areas;
- ✓ Provides access to advanced courses
- ✓ Is organized in a schedule that is functional and meets student needs in all curriculum areas
- ✓ Supportive learning environment which includes:
  - ✓ A welcoming and inviting environment that is emotionally safe, nurturing, supportive, and disciplined; that promotes respect, trust, integrity, and regard for self and others; and that honors diversity
  - ✓ Learning as the central purpose with students engaged in meaningful, relevant, and productive learning experiences
  - ✓ Implementation of policies and practices that result in an orderly environment with emphasis on consistent school-wide positive behavior

Section 4 Members of the Board of Education

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

Section 5 Administrative Staff and Other Supervisors/Directors

Name	Position
Dr. Richard E. Hasty	Superintendent
Dr. Amber Johnson	Director of Instructional Services
Amber Wright	Special Education Director
Tina Harvey	High School Principal
Kevin Tilson	High School Assistant Principal
Dan Oatman	Career Academy Coordinator
Luke Chadwell	High School Activities Director
John Campin	Middle School Principal
Claude Michel	Middle School Asst. Principal/ Activities Director
Shannon Honold	Elementary Principal
Troy Niehus	Elementary Assistant Principal
Juliana Beck	Early Childhood/Head Start Director
Chris Hudson	Business Manager
Gene Konkler	Buildings and Grounds Director
Emily Morlan	Data Manager/Admin. Ctr. Office Mgr.
Tami Petri	Payroll Administrator
Zach Schroeder	Systems Administrator

Plattsmouth Community Schools
2025-2026 Calendar

AUGUST 2025						
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						

SEPTEMBER 2025						
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28	29	30				

OCTOBER 2025						
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26	27	28	29	30	31	

NOVEMBER 2025						
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23	24	25	26	27	28	29
30						

DECEMBER 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August
- 4-6 PD New Teachers
- 7-12 PD All Staff/No Students
- 13 First Day of School 1st-9th; PM Kind.
- 14 First Day of School for AM Kind., 10th-12th
- 13-18 Early Childhood Home Visits
- 19 First Day for Early Childhood

September
- 1 No School - Staff & Students
- 5 No School – Teacher PD

October
- 1 P/T Conferences: HS 5 -8 PM
- 7 P/T Conferences: ES/MS 4:30 PM-7:30 PM
- 8 End of 1st Qtr.= 39 student days, 46 teacher days
- 8 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 9 No Students – Teacher Planning
- 10 No School for Staff & Students- Teacher Comp. Day
- 13 No Students – PD for All Teachers

November
- 5 & 6 P-T Conferences: EC 4:30 PM-7:30 PM
- 7 P-T Conferences: EC: 8 AM-4 PM, No classes
- 26-28 No School for Staff & Students

December
- 1 No Students – Teacher Planning
- 18 End of 2nd qtr.= 44 student days, 47 teacher days
  End of 1st semester=
  83 student days, 93 teacher days=(Oct. 10 is a comp. day)
- 19 No Students – Teacher Planning
- 22-31 No School- Staff & Students

January
- 1-2 No School- Staff & Students
- 5 No Students-PD for All Teachers
- 6 First Day of Second Semester
- 19 No School for Staff & Students

February
- 13 No Students at EC
- 16 No Students- ½ PD and ½ Planning for All Teachers
- 18 EC Home Visits 4:30 PM-7:30 PM
- 19 EC Home Visits 8 AM – 7:30 PM, No classes at EC
- 20 EC Home Visits 8 AM – 4 PM, No classes at EC

March
- 11 & 12 P/T Conferences: ES/MS 4:30 PM-7:30 PM, HS 5-8 PM
- 12 End of 3rd Qtr.= 46 student days, 50 teacher days
- 13 No Students – ½ PD and ½ Planning for All Teachers
- 16-20 No School-Spring Break (3/20 is a Teacher Comp. Day)

April
- 3, 6 No School - Staff & Students

May
- 6 & 7 PT Conferences: EC 4:30 PM-7:30 PM
- 8 P-T Conferences: EC 8 AM-4 PM, No classes at EC
- 11 EC Comp. Day, No classes at EC
- 17 High School Graduation
- 21 End of 4th Qtr.= 42 student days, 43 teacher days
  End of 2nd Semester=88 student days, 93 teacher days (Mar. 20 is a Comp. Day)
- 22 ½ Day Teacher PD, ½ Day Teacher Planning
- 26-29 Inclement Weather Make-Up Days, if needed

JANUARY 2026						
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4	5	6	7	8	9	10
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FEBRUARY 2026						
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MARCH 2026						
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29	30	31				

APRIL 2026						
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26	27	28	29	30		

MAY 2026						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

	Professional Development (PD)- New Teachers
	Professional Development (PD)-All Teachers-No Students
	Half Day - Students
	Parent/Teacher Conferences
	No School for Staff & Students
	Early Release for School-Age Buildings (ES 2:20 PM, MS and HS 2:30 PM)
	Teacher Planning Day – No students

The regular dismissal times are 3:20 PM for ES and 3:30 PM for MS and HS.

If necessary, the Board will revisit the calendar.

EARLY CHILDHOOD SCHOOL SCHEDULE

Classes begin at 8:15 AM. School dismisses at 2:30 PM Monday through

Friday. **ELEMENTARY SCHOOL SCHEDULE**

Classes begin at 8:10 a.m. School dismisses at 3:20 pm. Early dismissals are at 2:20 PM.

MIDDLE SCHOOL SCHEDULE

Classes begin at 8:08 a.m. School dismisses at 3:30 p.m. Early dismissals are at 2:30 PM.

HIGH SCHOOL SCHEDULE

Classes begin at 8:05 a.m. School dismisses at 3:30 pm. Early dismissals are at 2:30 PM.

PROCEDURES AND REGULATIONS SUBJECT TO CHANGE

The information contained is current and in effect at the time of finalization. Therefore, the procedures and regulations set forth in the handbook may be altered or revised as dictated by necessity. Changes will be announced and published in newsletters and/or on the District website. Some of our procedures and regulations may be altered as we work within the frameworks of our building, the new staff members, parent response, student input, as well as new Board of Education policy, and as State and Federal laws change. The teacher handbook does not form a contract; the school reserves the right to change or modify the handbook whenever necessary.

Section 1 Severe Weather and School Cancellations

The Superintendent is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will send a message via the district's instant messaging system (currently Infinite Campus). News media may also broadcast the information. DO NOT call the Principal or Superintendent to ask if there will be school. Their telephone lines need to be free for the decision-making process.

After School Starts. Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given. If school is closed during the day, staff will be notified, and parents will be notified via Infinite Campus. Teachers will be responsible for remaining with students until all students have safely left school or the administration has made arrangements for remaining students.

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. You should treat the absence like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather (except in case of a tornado) at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

Emergency Conditions. Plattsmouth Community School District has a signal which, when activated, indicates the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for emergency responses in our safety plan. **School officials are not permitted to release students from the school building during a tornado warning.** In the event of an emergency exit alert or tornado warning, you should implement the school's established safety procedures.

Section 2 Contract Days
Teachers are contracted for 186 days for the school year (hereinafter referred to as the "contract year"). Such contract days shall be served by individual teachers on varying schedules as established by the Board of Education and administration.

Section 3 Make-Up Days
In the event teachers are not required to report for duty due to inclement weather conditions or other circumstance whereby a duty day is canceled, such days might not be credited as a contract day served. Make-up days might be scheduled by the administration during the contract year, as needed, to allow all teaching staff to serve the full number of contract days.

Article 2 – EQUAL OPPORTUNITY EMPLOYMENT, COMPENSATION, & BENEFITS

Section 1 Employment
It is the policy of Plattsmouth Community Schools to employ the best qualified applicant for each position without regard to race, color, religion, sex, age, marital status, physical or mental disability or national origin, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's

race, color, religion, sex, age, marital status, disability, or national origin. There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

A teacher is employed by Plattsmouth Community School District when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school District, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before the date designated in the notice. It is important for teachers to respond to the request to signify acceptance, as failure to signify acceptance of employment by the designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment, the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after June 15 or after the teacher has signified acceptance of employment for the next school year, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments
The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required, a teacher may be assigned "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the teacher and the District may agree upon or as set forth in the negotiated agreement. The extracurricular program of the school District is an integral part of the overall educational program of the school District. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra-duty assignment is a part of the evaluation of the teacher's overall performance in the District.

Section 3 Personnel File
The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file, including but not limited to Neb. Rev. Stat. § 79-8,109.

Section 4 Grievances and Complaints
Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment-related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation
Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively-bargained, negotiated agreement between the District and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement") and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. The provisions of the negotiated agreement shall govern changes in a teacher's placement on the salary schedule. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 1 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments with payment beginning on or about September 18. Teachers will be paid on the 18th of the month or the last preceding school day if the 18th falls on a vacation or weekend day. In emergency cases exceptions may be made, subject to the approval of the Board. Upon separation of a teacher's employment or upon fulfillment of the contract the teacher may, at the option of the Board, be paid all salary due in one lump sum. Teachers new to the District may elect to distribute their salary over thirteen equal installments, receiving their first payment on or about August 18.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned, and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation. All claims for reimbursements shall be pre-approved by administration
and submitted for payment using proper District forms within 30 calendar days of occurrence.

Section 6 Extended Contract Pay
Extended contract pay for any teacher, beyond the number of contract days established by the Board of Education for the school year, shall be paid at 100 percent of schedule placement on a per diem basis for such teacher's extended contract.

Section 7 Benefits
Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the District's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is attached to this handbook as Appendix "A."
The Health Insurance Portability and Accountability Act (HIPAA) provides rights and protections for participants and beneficiaries in group health plans. HIPAA includes protections for coverage under group health plans that limit exclusions for preexisting conditions, prohibit discrimination against employees and dependents based on their health status, and allow a special opportunity to enroll in a new plan to individuals in certain circumstances. HIPAA may also give you a right to purchase individual coverage if you have no group health plan coverage available and have exhausted COBRA or other continuation coverage. Further information may be obtained from the Plan Administrator of the group health plan.

Section 8 Payroll and Payroll Deductions
Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 9 Expense Reimbursement
Reimbursement for authorized mileage will be paid to teachers that drive their own vehicles during their regularly scheduled working hours between two or more work sites, if a District vehicle is not available. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy unless otherwise required by law. The District is not liable for physical damage to employee vehicles. Staff members shall use district vehicles (and not personal vehicles) to transport students while performing duties as an employee of PCS.

The District provides materials necessary for instruction. If teachers need additional materials for instruction or school-related purposes, the request for such items should be made to the Principal.

Reimbursement for the purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Principal or, if the expense relates to an activity, by the athletic director. The request for reimbursement should include a voucher sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school purpose. Under no circumstances will alcoholic beverages be reimbursed. **(All claims for reimbursements shall be submitted using designated District reimbursement forms within 30 calendar days of occurrence.)**

Section 10 403(b) Salary Reduction Agreements
The District will cooperate with any teacher who chooses to participate in an investment program under the Internal Revenue Code Section 403(b) provided that the certificated employee executes a "Salary Reduction Agreement" provided by the District, and the vendor of the 403(b) Plan elected by the teacher is on the District's list of approved vendors and has entered into a "Service Provider Agreement" with the District holding the District harmless from any liability that may arise out of such 403(b) Plan, including, but not limited to, the calculation of the maximum exclusion allowance, tax reporting, notices and income withholding.

Section 11 Overtime
Teaching professionals are classified as exempt from overtime under the Fair Labor Standards Act (FLSA). The overtime exemption for teaching professionals is not dependent on whether the employee is paid on a "salary basis." Exempt employees are not eligible for overtime or compensatory time. A publication provided by the federal government that provides more information about the FLSA is attached as Appendix "B" to this handbook.

Any non-exempt employees must receive prior approval from their supervisor to work additional hours beyond their regular work schedule. Non-exempt employees must be paid for each hour worked in excess of 40 hours in a workweek. The regular workweek is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Overtime pay for non-exempt employees will be paid at the rate of 1 1/2 times the employee's regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek.

The District's policy is to not permit improper deductions from the salary of exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. (Teaching professionals are not subject to the "salaried basis" test.) An employee who feels an improper deduction affecting exemption status has occurred may submit a complaint to the Superintendent or the Superintendent's designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The District's policy is to authorize unpaid disciplinary suspensions of a full day or more for infractions of workplace conduct rules and to apply such policy uniformly to all similarly situated employees, including exempt employees who are required to meet a "salaried basis" test for the exemption to be applicable. Unpaid disciplinary suspensions of a partial day or of a full day or more may be implemented for

infractions of safety rules of major significance. Deductions of pay of a partial day or of a full day or more may be made for FMLA leaves and in the first and last weeks of employment. In addition, based on principles of public accountancy, deductions from pay of a partial day or of a full day or more will be made for absences for illness, injury or personal reasons when accrued leave is not used or not available, and for absences due to any budget required furlough.

Article 3 – ABSENCES FROM WORK

Section 1 Paid Leave - Sick and Personal Leaves
Teachers are provided with paid sick and personal leaves (professional leaves, bereavement leaves, etc.) in accordance with the negotiated agreement. During such paid leaves, teachers shall continue to receive all salary and fringe benefits called for by the negotiated agreement.

The leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave (Requests for leave are submitted through Frontline/AESOP which is located at www.pcsd.org. Staff will log in there and request a sub).

Advance reporting of the need to take a leave and having effective lesson plans and materials prepared and readily available for the substitute are important. A teacher who becomes ill and is unable to work is to use Aesop and request a sub **before 6:00 a.m.** Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the Principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such an advance report of need for leave to the Principal as soon as possible.

For personal and other leaves, a Request for Leave form is to be submitted to the building Principal or to the immediate supervisor if the teacher is not assigned to the early childhood center, elementary, middle school or high school at least five school days prior to the leave or such other advance notice as is practicable under the circumstances.

Return from Leave
Upon returning from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

Leave forms must be filed with the building Principal or immediate supervisor **prior to** taking planned leave. Unplanned leave forms must be filed with the building Principal or immediate supervisor within 48 hours of returning from leave. Failure to file the appropriate forms is considered neglect of duty as it interferes with the accuracy of the payroll accounting system.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider or for a period of one week or more due to illness must present a written statement to the Principal or immediate supervisor from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) shall be reduced by the day or days or work missed on a per diem basis calculated using the number of days missed as the numerator and the number of total contract days for the school years as the denominator (e.g., one day missed = 1/186 of total salary and fringe benefits).

Section 3 Leaves of Absence
A teacher who has been employed by the District for four years may apply to the Board of Education for a leave of absence from the teacher's duties. The Board of Education will consider such requests on a case-by-case basis. No leave of absence shall extend beyond one school year. A teacher granted leave of absence shall notify the Superintendent of intent to return or resign by March 1. All leaves of absence shall be without pay except for the payment of health insurance benefits required under applicable state or federal laws.

Section 4 Jury Duty
A teacher who is summoned for jury service shall promptly notify the Principal of such summons. The teacher's salary will continue during time spent in jury service, and no
deduction of leave time shall occur, except that the District may reduce the pay by an amount equal to any compensation, other than expenses, paid by the court for jury duty. Teachers are to notify the Principal of the amount received for such jury duty.

If a teacher, upon reporting for jury duty in the morning, is dismissed from jury duty for the remainder of the day, the teacher is to report for duty and resume duties for the balance of the day. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be dismissed.

Teachers are expected to promptly notify the Principal of any other form of legal summons that may require an absence from duty. In the event the summons involves a school-related matter, the matter shall be treated like a jury duty absence. In the event the summons involves a personal matter, the teacher will be required to use available leave days.

Section 5 Military Leave and Military Family Leave
Military leave and military family leave will be granted to the extent required by state and federal law. Employees requesting military leave must notify the Superintendent as soon as they receive notification of activation. Employees are to attach a copy of their orders to a District leave request form when they prepare the request for military leave.

Employees requesting to take military family leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days, consult with their supervisor to schedule the leave so as to not unduly disrupt operations of the school, and for leaves of less than 5 days, notify the Superintendent of the leave request as soon as practicable.

Military family leave under the Family and Medical Leave Act (FMLA) will be provided in accordance with that law and subject to the provisions of the Board policy pertaining to FMLA leave. More information about military family leave is included in Appendix "C."

Section 6 Family and Medical Leave Act
The Family and Medical Leave Act (FMLA) provides for 12 weeks of job-protected unpaid leave in a 12-month period to eligible employees in specified circumstances. A publication provided by the federal government which provides more information about FMLA leaves is attached as Appendix "C" to this handbook. Some specifics regarding FMLA leave at Plattsmouth Community School District:

a. The plan year for FMLA is a rolling year. A rolling year is a 12-month period measured backward from the date an employee last used any FMLA leave.

b. Employees will be required to substitute remaining applicable paid leave prior to using unpaid leave. In other words, the total of job-protected paid and unpaid leave is 12 weeks.

If you need to take an FMLA leave, or have any questions regarding an FMLA leave, you should contact the Superintendent.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings
Regular, dependable attendance at work is an essential function of a teacher's employment position. The Board of Education recognizes that teachers' responsibilities to their students and their profession generally involve the performance of duties and the commitment of time beyond the normal working day but also recognizes that teachers and other educational professionals are entitled to regular time and work schedules on which they can rely in the ordinary course of

events and which will be fairly and evenly maintained to the extent possible throughout the school system.

Schools have differing starting and ending times for the student day. Certificated employees covered by the negotiated agreement who are assigned to a building are to spend eight hours and 15 minutes on site, inclusive of a lunch break (30-minute lunch), except that duty-free lunch time can be spent off-site. The Principal will determine the length of time prior to and after the student class schedule for staff to be on-site in order to meet the required eight hours and 15 minutes. Staff may leave the building earlier when called to a professional meeting.

Certificated employees are required to serve on playground, lunchroom and hall supervision as designated by the Principal. The Principal will attempt to make an equitable distribution of such assignments and professional staff shall assume such duties as part of their work and agreement of employment.

Teachers shall attend meetings called by the Superintendent, Principals, department heads and team leaders, except those meetings that are designated for optional attendance.

Section 2 Arrival to Duty Assignments
It is understood and agreed that the District shall determine the daily work schedule of instructional staff members. The workday may be varied as necessary by the District to meet the District's requirements. The normal workday shall consist of eight and one/fourth (8 1/4) hours and normally will be from 7:30 a.m. to 3:45 p.m. Staff members will confer with their principal for a variance from the normal schedule. On days when school is dismissed because of inclement weather or other emergencies or on days immediately preceding scheduled holidays, the instructional staff member's day may end 10 minutes after the end of the pupil's school day.
Teachers and other certificated employees who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 10 minutes before their class or assignment begins. During the school day, teachers are to be in their assigned classroom at least five minutes before each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School
Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reason of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans
Teachers will prepare written lesson plans that cover at least five days of advance instruction. The plans must be submitted to the Principal and kept in a plan book or folder. Please keep the plan book or folder, including lesson plans, class rosters, etc. in the top right hand drawer or corner of the teacher's desk. If that is not possible, the plan book or folder should be kept in a place in which the plan book will be readily available in the teacher's absence.

The lesson plans must be sufficiently clear in establishing objectives and related activities so that a substitute teacher or other staff member not familiar with previous classroom activities or progress can easily use them. The plan book or folder must give specific reference to other instructional sources immediately available which will enhance the instructional lesson. See Appendix F for building specific lesson plan requirements.

Section 5 Daily Class Record Books
Every teacher is required to keep a complete and easily understandable written record of the attendance and achievement of every student. Plattsmouth Community School District requires teachers to use Infinite campus to create and maintain these records. Teachers must print a paper copy backup of grades and attendance weekly. This record must be kept current and include the following minimum information in a readily understandable fashion:

1. The names and any assigned student numbers of all students enrolled in the class at the beginning of the semester
2. The name and date of entry for each student who enrolls after the semester opens
3. The date of withdrawal for each student who withdraws from the class previous to the close of the semester--dropouts or early withdrawals
4. A complete record of the attendance of each student enrolled showing A. Days on which the student was tardy
   B. Days on which the student was absent, with a differentiation between excused and unexcused absences
5. A complete report of all recorded grades for each student. There is no minimum requirement for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess and record grades frequently enough to readily and realistically justify the term and final grades reported to parents

Upon request, a student's individual record in the teacher's class record book shall be made available for review or copying. Confidentiality of student information shall be maintained. Teachers will ensure that students or parents of students will not see the grade reports of classmates as teachers show students their grades during parent-teacher or student-teacher conferencing.

Because the entries in Infinite Campus constitute a source of original entry for information which may be needed in the absence of the teacher, teachers are required to complete all student records on Infinite Campus at the close of the school year for filing in the permanent records. Any additional original entry records that a teacher may complete on a student such as assessment data, IEPs, 504 Plans, anecdotal behavioral observations, etc. that are required for permanent records must be turned in to the Principal at the close of the school year.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedures in the performance of their duties:

1. Bulletin Boards

Each teacher shall be responsible for completing appropriate bulletin boards regarding curriculum related matters in their primary classroom.

2. Textbook and Room Inventory

All school purchased materials must be inventoried with the building Principal. Textbooks are to be numbered and either have cards in pockets or a form for writing the name of the student to whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, again note its condition, and if the book shows abuse (other than normal wear) assess a fine as prescribed by District policies and procedures. Encourage students to put cover their books by the end of the first week after receiving them.

3. Use of Cell Phones

Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

4. Use of Teacher Associates

Teacher associates provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A teacher associate must not, however, assume teaching responsibilities.

The teacher must maintain the role of leadership and responsibility for the students, with the teacher associate in a supportive role. Teacher associates may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials and preparing bulletin boards. Teacher associates are to work only on their

assigned workdays and within their assigned workday. If the teacher desires the associate to work hours other than the assigned work hours or assigned workday, contact the administration for prior approval.

5. Use of Student Aides

Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aide should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.

6. Checking Out of Equipment

All equipment must be checked out through the building Principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without written permission of the Superintendent. If equipment use is granted, you will be responsible for repair or replacement of damage.

7. Requisition of Equipment and Supplies

Books and supplies needed for instruction should be requested through the Principal's office. No equipment or supplies ordered through the District may be directed to the personal use of a teacher or another District employee.

8. E-mail

Each teacher will be assigned a school email address for purposes of intra-school and inter-school email correspondence. Teachers should check for email throughout the day, and should respond to emails requiring a response in a timely manner, but should not check or respond to emails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

9. Teacher MailBox

Each teacher will be assigned a mailbox. Teachers should check for mail each morning and also later in the school day. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communications regarding school business.

10. Scheduled Meetings

ALL teachers are expected to be present for meetings, unless they are absent

from school for good cause or have made prior arrangements with their Principal.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility of teachers and other adults. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

1. Proper Supervision
   - Report to all duty assignments on time.
   - Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
   - Be vigilant while supervising students. Never leave students unattended; the need to make a copy is not greater than the need to supervise students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on recess duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students you are to be supervising are doing.
   - If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
   - Be careful with touching students. Use of corporal punishment is prohibited at Plattsmouth Community School District. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
   - Be careful with your language. You shall not use profanity or abusive language. Be a good role model for students. If a student uses such language, you are expected to correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- When you go over safety rules with students note it in your written records (e.g., your lesson plan book or daily reports).
- Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules contact the student(s) to review the same information and also note that contact in your written records.

3. Proper Maintenance of Buildings, Grounds, and Equipment - Conduct periodic inspections of equipment under your control or in your area of supervision.

- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign). Notify your principal and or your building maintenance person. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

3. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include: • student fight

- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the office cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern
- a report or a suspicion that a student has a weapon or other

dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

Student Searches

Administrators will perform searches of students or their belongings. If a staff member suspects a student is in possession of an item in violation of the law or school rules, the staff member shall contact an administrator. Do not use physical force to detain the student or to make the student accompany you, except as reasonably necessary to protect the student or others.

Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. **All staff members** are responsible for **all students** in the
hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch.
Consequences for inappropriate behavior may include, but are not limited to, students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations, rules and procedures. Students will accept them if they know in advance and if they are fair and consistent. Students often appreciate giving input on classroom rules. These expectations should be in writing. Give one
copy to the students, post one copy in the room and provide one copy for the Principal.

2. It is important to document student behavior in your classroom, calls to parents, referrals, and/or communications with a student.
3. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
4. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting procedures and forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
5. Follow up on any referral. The student may not go to the Principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences. The consequence often includes an apology. You are expected to professionally accept the apology.
6. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
7. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
8. Read and understand the student handbook and the student conduct rules of the District.
9. Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school District and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
10. Violations of student rules that are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act, Neb. Rev. Stat. §71-6718 to 71-6743. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the office. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and

Security Management Plan and the District's Emergency Protocol (asthma/anaphylaxis protocol).

If students must take medication and/or perform medical procedures prescribed by a duly licensed physician during school hours, it is the responsibility of the parents or guardians to sign permission to dispense the medicine at the school and to submit a note or prescription from the physician authorizing the medicine and/or medical procedure. School District personnel will not administer medicine, including over the counter medicine, without this signed form and note or prescription. Any medication brought to school needs to be properly labeled. The label should include the following information: Student's name, name of medication, dosage needed, and time of dispensing the medication.

Section 10 Reporting Child Abuse

Nebraska State Law and school policy mandates school officials to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation that would reasonably result in abuse or neglect. According to Nebraska State Law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

(a) Placed in a situation that endangers his or her life or physical or mental health; (b) Cruelly confined or cruelly punished
(c) Deprived of necessary food, clothing, shelter, or care
(d) Left unattended in a motor vehicle if such minor child is six years of age or younger
(e) Sexually abused; or
(f) Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions

Teachers are to inform their Principal or supervisor that they intend to make a report. Administrative staff may sometimes choose to make the report for a teacher. However, informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated to make certain a report was made if they do not do it themselves.

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern using the District's child abuse reporting forms. These forms are available in the Principal's office, the Superintendent's office and in each library's Board Policy book. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services employees to interview the child during the

school day and prior to an evening or weekend. In cases of physical injury (e.g., bruising or other marks), it is essential the police observe and document the injury. A counselor, the school social worker or an administrator will help you.

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards
The Plattsmouth Community School District expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards, which certificated employees are expected to adhere to include those set forth below. References to "educator" shall include all certificated employees of the District.

Preamble
The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:
Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.
In fulfillment of the educator's contractual and professional responsibilities, the educator:

A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition. C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

D. Shall not make any fraudulent statement or fail to disclose a material fact for

which the educator is responsible.

E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

F. Shall not sexually harass students, parents or school patrons, employees, or board members.

G. Shall not have revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.

J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view. B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

C. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety. D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student. E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's

personal and institutional views.

B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities. C. Shall neither offer nor accept gifts or favors that will impair professional judgment.

D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

F. Shall, with reasonable diligence, attends to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices: The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.

C. Shall give prompt notice to the employer of any change in availability of service.

D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.

E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.

F. Shall permit no commercial or personal exploitation of his or her

professional position.

G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

Teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all colleagues, including other teachers and support staff. Teachers are also to maintain appropriate relationships with students. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Section 5 Civility

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Plattsmouth Community Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall, no later than the next business day, report the conduct to the employee's immediate supervisor and the Superintendent. There will be no retaliation against a person for making such a report.

However, any employee that is aware of another employee's uncivil behavior and fails to report the conduct to the employee's immediate supervisor and the Superintendent by the next business day may be subject to disciplinary action up to and including termination. Prompt reporting of uncivil behavior is necessary for maintaining a safe and healthy learning environment for students and staff.

Section 6 Notification of Arrest, etc.
Employees must notify the Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
   a. The maximum penalty for the crime equals or exceeds six months incarceration;
   b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
   c. Conviction would impact performance of employee's job responsibilities, including offenses that:
      i. Would impact the responsibility to be a role model for students or relations with other employees of Plattsmouth Community Schools;

      ii. Would impact the employee's ability to operate a motor vehicle if the employee at times needs to travel during duty time or the employee at times drives students; or
      iii. Would impact the employee's Commercial Drivers License if the employee's job requires that the employee have a CDL.
   d. The arrest or the alleged criminal activity occurred while the employee was on duty, on property of Plattsmouth Community Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

   Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the employee's position.

3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

   Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following adoption of this Policy. As a condition of employment, applicants for employment must give such disclosure prior to commencement of employment. Any hiring made without such disclosure shall be subject to being immediately revoked in the event the required disclosure was not given.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify, as described herein, may subject the employee to disciplinary action, up to and including termination.

Section 7 Professional Attire

It is important for teachers to project a professional image to students, parents and co workers. Appropriate attire and grooming project a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 8 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building. 3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 9 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school District in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work related injury in order to comply with workers' compensation requirements.

Section 10 Code of Ethics Policy No. 8272

Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy 8272 Code of Ethics.

Article 6 – ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement
The Plattsmouth Community School District Board of Education is committed to providing a quality education for all Plattsmouth Community School students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.
Section 2 Teaching to Student Understanding to Assure Learning Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction on the educational model implemented by the District and reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the instructional model and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding the instructional model.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education (special education students), students with other disabilities, which impact the educational program (504 students), and limited English proficient students (LEP or ELL students). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum
Teachers shall instruct students in the curriculum, including the use of curriculum maps, guides and materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement Grades and Grading.
Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the Board of Education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the District, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each quarter to provide an accurate evaluation of each student's academic achievement for that period. GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.
Recording Grades. Each teacher shall record grades in Infinite Campus and print a paper copy backup weekly. A sufficient number of grades must be recorded in the grade book to justify all grades for each student.

Grading System. Teachers are to use the grading scales as described in Board Policy 5204. The Principal must approve any deviation from the approved grading system.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference that includes the teacher(s) involved and the Principal. In the event parents or students question a grade, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The Superintendent will not change the grades designated by teachers unilaterally, unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Plattsmouth Community School District at the fifteen-to eighteen-week time period will have all grades on transcript from an accredited school accepted for semester credit. The Principal must approve grades for credit.

Reports to Parents. Grades and credit are assigned on a mester (7 weeks), quarter (9 weeks) or semester basis (18 weeks). The grade reports are produced from information supplied by teachers and distributed to students at school, parents at parent-teacher conferences, or are mailed to parents.

All term or mid-quarter grades are calculated on a cumulative basis; i.e., the grade given at the end of the first quarter represents an evaluation of work done during that quarter, and the grade given at the close of the semester represents an evaluation of all the work done during the entire eighteen weeks.

The end-of-quarter and end-of-semester reports are directed to parents, not to students. Students probably know quite well how they stand in such areas as citizenship, attitude, cooperation, attendance, preparation of assignments, etc. The parents do not have this knowledge. If any such factors have significant bearing on the student's grades or their relationship with teachers, notes should be sent to parents. Arrangements will be made to place these teacher-written notes with the grade report forms. The notes may call attention to deficiencies, faults, or failures, or they may be commendatory in nature. If carefully prepared, they can be most valuable. Parents need to have information about areas of strengths and areas needing improvement and progress being made by their child. For their instruction, and for our ultimate well-being, if and when problems arise, it is essential that the reports be

as informative as possible. Teachers should, in all cases, plan to keep on file duplicate copies of the notes that are sent to parents.

Please accept, cooperatively and professionally, the responses that parents may make subsequent to the distribution of term or mid-quarter reports. Parents are not always helpful or reasonable under these circumstances, but they do need information and direction. Please encourage parents to discuss their student-centered problems with you and give them all possible assistance.

Continuous Progress Reports To Parents. Continuous progress reports are available to parents and students. In addition, progress reports may be mailed to all parents from time to time to accommodate households without easy access to the Internet and PowerSchool.

Section 5 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. Parent Teacher Conferences are scheduled for each building, as noted on the 2025-2026 District Calendar. Teacher attendance at Parent-Teacher conferences is mandatory. The Superintendent or Principal may excuse a teacher from attendance at Parent-Teacher Conferences.

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports, which include all student assignments, work or tests completed by students prior to five (5) days of the date of the Parent-Teacher conference.

Section 6 Special Education - See Policy No. 6600

Section 7 Return to Learn - See Policy No. 6286

Section 8 Academic Standards - See Policy No. 6212

Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy No. 6600 Special Education, Policy No. 6286 Return to Learn and Policy No. 6212 Academic Standards.

Section 9 Record Management Policy No. 3560

Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy No. 3560 Record Management.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace Policy No. 4009
Section 2 Alcohol and Drug Testing Policy No. 4009
Section 3 Smoke and Tobacco-Free Workplace Policy No. 4010

Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy No. 4009 Drug- Free Work place, Alcohol and Drug Testing. Policy No. 4010 Smoke and Tobacco-Free Workplace.

Section 4 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:

a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means

b. The frame or receiver of any object described in the preceding

example c. Any firearm muffler or silencer

d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket, (d) missile, (e) mine, or similar device

e. Any bludgeon, club, metal knuckles, or throwing star

f. Any knife other than as used for strictly instructional or personal care or eating purposes. A pocket knife with a blade of 2-1/2 inches or more is a
prohibited weapon. A switch-blade knife is prohibited regardless of size of the blade. A switch-blade knife is defined as a knife with a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of a knife, or any knife having a blade that opens or
falls or is ejected into position by the force of gravity or by an outward, downward, or centrifugal thrust or movement

g. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun

h. A teacher may possess mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical

agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. A teacher who is negligent in possession of mace or other similar chemical agents will be subject to disciplinary action.

i. A teacher may possess an item which may be considered a weapon where such item is used for instructional purposes and has received approval of the administration to possess the item, provided it is used in the manner approved and is maintained in such manner as the administration has directed.

j. Any other object that is designed for or intended for use as a destructive or injurious device.

The phrase "possession of a weapon" includes, without limitation, a weapon in a teacher's personal possession, as well as in a teacher's motor vehicle, desk, locker, briefcase, backpack, or purse.

Section 5 Use of District Computer Network and Internet

It is the policy of Plattsmouth Community Schools to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate

information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.

5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyber bullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.

6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

A. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.

2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop

appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.

4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

a. Personal Gain: Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.

b. Personal Matters: Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an email to a minor child or spouse; sending an email related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e mail related to one's own private consulting business.

c. Campaigning: Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.

d. Technology-Related Limitations: Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
2. Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks. 3. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
4. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
5. Users shall not copy, change, or transfer any software without permission from the network administrators.
6. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

7. Users shall not engage in any form of vandalism of the technology resources.
8. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.

e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:

1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
2. to engage in unlawful harassment or discrimination, such as sending emails that contain sexual jokes or images.

3. to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on emails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending emails that divulge protected confidential student information to unauthorized persons.
4. to engage in or promote violations of student conduct rules.
5. to engage in illegal activity, such as gambling.
6. in a manner contrary to copyright laws.
7. in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system.

All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.

8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

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

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

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

Section 6 Technology Safety Policy No. 6800

Please go to https://www.pcsd.org/about-us/board-of-education/policies and read

Technology Safety Policy No. 6800.

Section 7 Use of School Facilities

Teachers will be issued keys to the school. Teachers are expected to not lose their keys and to not allow others to have access to or to use their keys. Teachers are permitted to have access to school facilities during non-school time provided such access is for work related purposes. When teachers leave the building, they are to close all windows, lock their classroom door, and make sure that the entry door is fully closed and locked. This is especially important when teachers are using the school facilities prior to the beginning

of the school year and during any weekend or evening usage.

School property is to be used for approved work-related purposes and not for personal purposes or for personal gain or benefit. Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.), and school postage is to be used for approved school-related purposes only. Excess or surplus supplies or equipment, including items, which have been placed in the trash, should not be removed for non-school use without approval from the administration.

Section 8 Care of School Property
Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 9 Use of Telephone
Personal telephone calls shall not be made during duty time except in the event of an emergency. Long distance calls on school telephones must be made from the office.

Section 10 Visitors
Teachers are not to have visitors on school property except on a short-term basis and only with permission of the Principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to their workplace during instructional time in lieu of taking them to childcare.

Section 11 Volunteers
It is the desire of the Plattsmouth Community Schools to provide a safe environment for our students and staff. In order to ensure this, all individuals providing volunteer services to the District shall have a background check performed prior to volunteering. The intent of this policy is not to interfere or inhibit a parent's ability to observe their child in a classroom setting on an individual basis or meet with teachers or staff regarding their child's education or needs, but to ensure that reasonable steps are taken to provide a safe environment for our students and staff. For additional information, refer to Board Policy 1015.

Section 12 Salespersons
Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:00 a.m. and 4:00 p.m. on all days' school is in session. If you are required to be at work earlier than 8:00 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers

shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful
insubordination.

Section 13 Security of Desks and Lockers
Offices, teacher desks, lockers, file cabinets and other such storage devices are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 14 Video Surveillance
The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to

District property, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Section 15 Bulletins and Announcements
Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 16 Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they
are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statue provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news
reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes
- the nature of the copyrighted work
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole
- the effect of the use upon the potential market for or value of the copyrighted work

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Section 17 Lost and Found

Teachers who find lost articles are asked to take them to the office, where the articles can be claimed by the owner.

Section 18 Personal Property

Plattsmouth Community School District is not responsible for personal property brought to school by any employee.

Section 19 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan that includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the president of the teacher's association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teacher's association representative of the safety committee, (2) contact the president of the teacher's association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices that teachers should follow include the following: 1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.

2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. No open e.g., candles
5. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
6. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
7. Do not use equipment if you are not familiar with it or operate machinery without proper training.
8. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
9. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
10. Wear seatbelts when in vehicles where provided.
11. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Use of Personal Vehicles

Teachers who drive school vehicles must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and shall be given instruction on emergency evacuation and first aid. **PCS employees should not transport students in their personal vehicles.** Teachers are responsible for following safe driving practices, including use of seat belts by all occupants, and are responsible for any injury or accident. Cell phones and other handheld wireless communication devices shall not be used while the vehicle is in motion.

Accidents

Every accident that results in a personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Section 20 Safe Pupil Transportation Plan Policy No. 5506

Click HERE and read Policy No. 5506 Safe Pupil Transportation Plan.

Section 21 Fire drills and Crisis Plan Policy No. 6115 Click HERE and

read Policy No. 6115.

Article 8 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Anti-discrimination, Anti-harassment, and Anti-retaliation (Employees and

students) **A. Elimination of Discrimination.**

The Plattsmouth Community School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This

school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

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

Students: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org. Alternate/Designee: Amanda Wright, Special Educaton Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org. Alternate/Designee: Amanda Wright, Special Educaton Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The Plattsmouth Community School District is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious

to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:
a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or

b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images, h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or

services, such as grades, awards, privileges, promotions, etc., or

g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination,

harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination,
harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is included in Appendix E and is available in the office of each District building, on the District's website, and from the designated coordinators.

District employees, supervisors and administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination to the designated coordinator, even if that District employee is investigating the alleged discrimination as part of the District's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the District's designated coordinator. If the District uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the District's standards for a prompt and equitable grievance procedure outlined in section B.2., below.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged

victim when taking interim measures to protect the alleged victim.

The District will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity if the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant.** Periodic status updates will be given to the parties, if necessary.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. An analysis of the appropriate legal standards applied to the specific facts,
c. Findings regarding whether discrimination occurred, and d. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **ten (10) working days** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose to a student who was discriminated against or harassed (victim), information about the sanction imposed upon a student who was found to have engaged in discrimination or harassment (student who discriminated) when the sanction directly relates to the victim. This includes an order that the student who discriminated stay away from the victim, or that the student who discriminated is prohibited from attending school for a period of time, or transferred to other classes.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **ten (10) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party

who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within ten (10) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at the next scheduled Board meeting to present his or her appeal. The Board will issue a written determination about the appeal **within thirty (30) working days** after receiving the appeal. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. <u>Remedies</u>:
If the District knows or reasonably should know about possible discrimination, including harassment or violence, the District will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the District's pending investigation. These interim measures will be prompt, age-appropriate, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation, and other remedies, such as those listed below.

The District will minimize any burden on the alleged victim when taking interim measures. For instance, the District generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition the District will ensure that the complainant is aware of his or her Title IX rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the District determines that unlawful discrimination or harassment occurred, the District will take prompt and effective action to eliminate the discrimination

or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

a. Providing an escort to ensure the complainant can move safely between classes and activities.

b. Ensuring the complainant and alleged harasser do not attend the same classes.

c. Moving the alleged harasser to another school or work area within the District.

d. Providing counseling services or reimbursement, if appropriate.

e. Providing medical services or reimbursement, if appropriate. f. Providing academic support services, such as tutoring.

g. Arranging for the complainant to retake a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The District may provide remedies for the broader student population as well, including but not limited to:

a. Offering counseling, health, mental health, or other holistic and comprehensive victim services to all students or employees affected by sexual harassment or sexual violence, and notifying students and employees of campus and community counseling, health, mental health, and other student services.

b. Designating an individual from the District's counseling center to be "on call" to assist victims of sexual harassment or violence whenever needed.

c. Providing additional training to the District's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.

d. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by District employees in notifying those authorities.

e. Creating a committee of students or employees and District officials to identify strategies for ensuring that students and employees: i. Know the school's prohibition against discrimination, harassment, and retaliation.

ii. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.

iii. Understand how and to whom to report any incidents of discrimination.

iv. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.

v. Feel comfortable that District officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.

f. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the District's policies against anti-discrimination, anti-harassment, and anti-retaliation.

g. Conducting in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the District is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the District.

In addition to these remedies, the District may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, up to and including possible expulsion or termination or cancellation of employment.

5. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

At the same time, the District will evaluate a confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Thus, the District may weigh the confidentiality request against factors such as: the seriousness of the alleged harassment, the complainant's age; whether there have been other harassment complaints about the same individual and the alleged harasser's rights to receive information about the allegations if the information is maintained by the District as an "education record" under FERPA. In some cases, the District may be required to report alleged misconduct or discrimination, such as sexual harassment involving sexual violence, to local law enforcement or other officials, and the District may not be able to maintain the complainant's confidentiality. The District will inform the complainant that it cannot ensure confidentiality, if applicable.

6. **Training:**

The District will ensure that District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees. This training will include, at a minimum, the following areas:

a. The current legal standards and compliance requirements of anti discrimination, anti-harassment, and anti-retaliation federal, state, and any local laws and regulations, including several specific examples of discrimination, harassment (including acts of violence because of a person's sex or other protected characteristics), and retaliation.

b. The District's current anti-discrimination, anti-harassment, and anti retaliation notice, policies, grievance procedure, and discrimination complaint form, including the specific steps and timeframes of the investigative procedures, and the District's disciplinary procedures.

c. Identification of the District's designated compliance coordinators and their job responsibilities.

d. Specific examples and information regarding how to report complaints or observations of discrimination, harassment, or retaliation to appropriate District officials or employees. In addition, the District will emphasize that employees, students, third parties, and others should not be deterred from filing a complaint or reporting discrimination. For instance, if a student is the victim of sexual violence, a form of sexual harassment, but the student is concerned that alcohol or drugs were involved, school staff should

inform the student that the District's primary concern is student safety, that any other rules violations will be addressed separately from the sexual violence allegation, and that the use of alcohol or drugs never makes the victim at fault for sexual violence.

e. Potential consequences for violating the District's anti discrimination, anti-harassment, and anti-retaliation policies, including discipline.

f. Potential remedies, including immediate, interim remedies, to eliminate the discrimination, harassment, and retaliation, prevent its recurrence, and remedy its effects.

g. A description of victim resources, including comprehensive victim services, to address acts of discrimination and harassment, including acts of violence because of a person's sex or other protected characteristics, and a list of those resources for distribution to trainees.

In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive additional specific training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

7. <u>Designated Compliance Coordinators</u>:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti harassment, and anti-retaliation laws and regulations.

b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti retaliation laws and regulations, including the training areas listed above.

c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).

d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.

f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti retaliation standards and compliance requirements.

g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.

h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.

i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.

j. Recommending changes to this policy and grievance procedure. k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

8. <u>Preventive Measures</u>:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Section 2 Anti-Discrimination Policy No. 1200
Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy No. 1200 and 1200A Anti Harassment.

Section 3 Equal Opportunity Policy 5401 Please go to https://www.pcsd.org/about-us/board-of-education/policies and read Policy No. 5401 Equal Opportunity.

Section 4 Grievance Procedure for Persons with a Disability
The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint
4. The Coordinator shall make a decision on the Complaint within thirty (30) days of the filing of the Complaint, unless such time period is extended by agreement of the Complainant. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant
5. The Complainant shall have ten (10) days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution, and shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period. In the event the complainant rejects the proposed resolution, the complainant shall be given the opportunity to file a request for reconsideration within the ten (10) days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. The Coordinator shall consider any additional information provided in the request for reconsideration and make a decision on the request for reconsideration within 10 (ten) days after the request for reconsideration was filed.

Section 5 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board Policy 5202z and in the student handbook.

Section 6 Disclosure of Student Information to Military Recruiters and Colleges

The No Child Left Behind Act of 2001 requires the District to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the school not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written consent. Employees are expected to follow these requirements.

Section 7 Disclosure of Staff Qualifications

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. The District designates the following information as "directory information" and will give parents/guardians such information upon request:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher, along with information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.
4. Whether the parent/guardian's child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the NCLB.

Section 8 Student Privacy Protection

The No Child Left Behind Act of 2001 requires the District to protect the privacy of students. Further, information about student privacy and the District's policies with regard to student privacy are found in Board policy and in the student handbook. In general, employees are expected to comply with these provisions of the NCLB and
related Board policy, as follows:

1. Student surveys created by and administered by either the United States Department of Education or a third party (a group or person other than the

District)—give parent/guardian the opportunity to inspect the survey upon request before the survey is administered or distributed to the students

2. Student surveys that involve "sensitive" matters—make suitable arrangements to protect student privacy (that is, do not include the name or other identifying information about a particular student) and give parents the opportunity, in advance, to "opt-out" their child from the survey. Sensitive matters include:
   a. Political affiliations or beliefs of the student or the student's parents b. Mental or psychological problems of the student or the student's parent
   c. Sexual behavior or attitudes
   d. Illegal, anti-social, self-incriminating or demeaning behavior
   e. Critical appraisals of other individuals with whom the student has close family relationships
   f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
   g. Religious practices, affiliations, or beliefs of the students or the student's parent
   h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)
3. Instructional materials—permit parents upon reasonable request to inspect any instructional material used as part of the educational curriculum for their child. The term "instructional materials" does not include academic tests or academic assessments for purposes of this parent inspection requirement. If you receive such a request, direct the parent to contact your building Principal and also inform the building Principal yourself about the request to get instructions
4. Collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information—the District policy is to not gather such information for such purposes

Section 9 Parental Involvement

General - Parental/Community Involvement in Schools

Plattsmouth Community Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent, guardian, or educational decisionmaker of a student has a complaint or objection to textbooks, tests, curriculum materials, activities, digital materials, websites or applications used for learning, training materials for teachers, administrators, or staff, and any other instructional materials, the parent, guardian, or educational decisionmaker may request a personal conference with appropriate school personnel to discuss such concerns. The Superintendent or designee shall prepare a complaint form which may be used by a parent, guardian, or educational decisionmaker to express

objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent, guardian, or educational decisionmaker.

2. Upon reasonable advance request, a parent, guardian, or educational decisionmaker will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the child, other students, and the educational staff.

3. Parents, guardians, and educational decisionmakers are encouraged to communicate to school staff when the parent, guardian, or educational decisionmaker believes it to be appropriate for their child to be excused from testing, classroom instruction, learning materials, activities, guest speaker events, and other school experiences that the parent, guardian, or educational decisionmaker finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent, guardian, or educational decisionmaker concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent, guardian, or educational decisionmaker and consistent with the mission of the District and legitimate school interests. Parents, guardians, and educational decisionmakers are encouraged to contact the building principal with any questions about any test, curriculum, or surveys.

4. Upon request of a parent, guardian, or educational decisionmaker the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents, guardians, and educational decisionmakers when their child may be subjected to a standard norm referenced or criterion referenced test or standardized tests. When reasonable to do so or required by law, the parents, guardians, or educational decisionmakers will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent, guardian, or educational decisionmaker of such student shall be prohibited unless a parent, guardian, or educational decisionmaker requests in writing that such tests be administered to their child.

6. Parents, guardians, and educational decisionmakers will be notified in advance of any school-sponsored survey administered to students of the District when the survey concerns one or more of the following areas:

- Political affiliations or beliefs of the student or the student's parent, guardian, or educational decisionmaker;
- Mental or psychological problems of the student or the student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom respondents have close family

relationships;

· Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

· Religious practices, affiliations, or beliefs of the student or student's parent, guardian, or educational decisionmaker; or

· Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Any survey administered by the District that asks a student to disclose any of the aforementioned topics, including any non-anonymous survey requesting a student provide information relating to drug, vape, alcohol, or tobacco use, then the District will, at least fifteen days prior to the administration of the survey, notify parents, guardians, and educational decisionmakers that their students will receive the survey. This notice must describe the nature and types of questions included in the survey, the purposes and age-appropriateness of the survey, how information collected by the survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results of such survey will be disclosed. After receiving such notice, parents, guardians, and educational decisionmakers may request a copy of the survey, review the survey, and/or exempt their student from participating in the survey.

No survey requesting sexual information of a student shall be administered to any student in kindergarten through grade six.

No personally identifiable information of any student survey shall be disclosed unless permitted or required by state and federal law.

7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents, guardians, or educational decisionmakers as to any concerns, objections, or other information such parents, guardians, or educational decisionmakers would wish to provide to the school district concerning a parent's, guardian's, or educational decisionmaker's access, involvement, and participation in activities of the school.

Section 10 Homeless Students

The No Child Left Behind Act of 2001 requires that homeless students not be stigmatized or segregated on the basis of their status as homeless. Homeless children generally include children who lack a fixed, regular, and adequate nighttime residence. Bill Fitzpatrick, the Family School Liaison, serves as the District's designated Homeless Coordinator and should be contacted for questions relating to a homeless student.

Section 11 Breakfast and Lunch Programs

The District participates in the National School Lunch Program. Employees are expected to keep information about the participation of students in the program confidential.

Section 12 Confidentiality of Protected Health Information
It is the policy of the District to develop and implement all necessary practices, policies, and procedures to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) where and to the extent applicable and to maintain the privacy of protected health information (PHI), as that term is defined by HIPAA, that it receives, obtains, or transmits for employees and students. The District designates the Superintendent as its HIPAA privacy officer. Student and employee records containing PHI shall be accessible only to those who require such information to carry out their duties.

Section 13 Employee Anti-discrimination Policy No. 4003 Please go to

https://www.pcsd.org/about-us/board-of-education/policies and read Policy No.

4003, 4003a and 4003b.

Appendix A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA****

Introduction

You are receiving this notice because you have recently become covered under Plattsmouth Community School District health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Dr. Richard E. Hasty, Superintendent, 1912 Old Highway 34, Plattsmouth, NE 68048 (402) 296-3361. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct; 4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct; 4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both); 5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child." Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage

under the Plan. The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment
or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided. **If You Have Questions**

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at **www.dol.gov/ebsa**.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Appendix B
Fair Labor Standards Act Notice

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT

FEDERAL MINIMUM WAGE

$7.25 PER HOUR

BEGINNING JULY 24, 2009

The law requires employers to display this poster where employees can readily see it.

OVERTIME PAY At least 1½ times the regular rate of pay for all hours worked over 40 in a workweek.

CHILD LABOR An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs with certain work hours restrictions. Different rules apply in agricultural employment.

TIP CREDIT Employers of "tipped employees" who meet certain conditions may claim a partial wage credit based on tips received by their employees. Employers must pay tipped employees a cash wage of at least $2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least $2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference.

PUMP AT WORK The FLSA requires employers to provide reasonable break time for a nursing employee to express breast milk for their nursing child for one year after the child's birth each time the employee needs to express breast milk. Employers must provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the employee to express breast milk.

ENFORCEMENT The Department has authority to recover back wages and an equal amount in liquidated damages in instances of minimum wage, overtime, and other violations. The Department may litigate and/or recommend criminal prosecution. Employers may be assessed civil money penalties for each willful or repeated violation of the minimum wage or overtime pay provisions of the law. Civil money penalties may also be assessed for violations of the FLSA's child labor provisions. Heightened civil money penalties may be assessed for each child labor violation that results in the death or serious injury of any minor employee, and such assessments may be doubled when the violations are determined to be willful or repeated. The law also prohibits retaliating against or discharging workers who file a complaint or participate in any proceeding under the FLSA.

ADDITIONAL INFORMATION

- Certain occupations and establishments are exempt from the minimum wage, and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa, the Commonwealth of the Northern Mariana Islands, and the Commonwealth of Puerto Rico.
- Some state laws provide greater employee protections; employers must comply with both.
- Some employers incorrectly classify workers as "independent contractors" when they are actually employees under the FLSA. It is important to know the difference between the two because employees (unless exempt) are entitled to the FLSA's minimum wage and overtime pay protections and correctly classified independent contractors are not.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

WHD
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR
1-866-487-9243
www.dol.gov/agencies/whd
WH1088 REV 0423

Appendix C
FMLA Notice

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #28M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, **to request FMLA leave you must**:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You **do not have to share a medical diagnosis** but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your **employer may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your **employer must**:

- Allow you to take job-protected time off work for a qualifying reason,
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave, and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your **employer cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your **employer must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your **employer must notify you in writing**:

- About your FMLA rights and responsibilities, and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call **1-866-487-9243** or visit **dol.gov/fmla** to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**

WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME

WH1420 REV 04/23

Appendix D

Complaint Form-Discrimination, Harassment or Retaliation

The Plattsmouth Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district. Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form.

Contact the applicable coordinator, if you have questions about filling out this form:

Students: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org, Alternate/Designee: Amanda Wright, Special Educaton Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Employees and Others: Dr. Richard E. Hasty, Plattsmouth Community School District Superintendent/Special Education Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, rhasty@pcsd.org, Alternate/Designee: Amanda Wright, Special Educaton Director, 1912 Old Hwy. 34, Plattsmouth, NE 68048, (402) 296-3361, awright@pcsd.org.

Name: _____ Date: _____

Description of the complaint:

_____

_____

(2) Names of any witnesses to the matter being complained about:

_____

(3) Identify and attach any document supporting the complaint:

_____

(4) Confidentiality: I ___ do___do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____ (5) Relief requested (what I want done in response to this complaint):

_____

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature: _____ Received by: _____ Date: _____

Appendix E



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Appendix F
RECEIPT OF 2025-2026 PLATTSMOUTH COMMUNITY SCHOOLS CERTIFICATED STAFF HANDBOOK

This signed receipt acknowledges receipt of the 2025-2026 Certificated Staff Handbook of Plattsmouth Community School District. This receipt acknowledges that it is understood that I am to read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract and that I understand that the handbook includes the District's policies of child abuse reporting, non-discrimination, and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination. I further understand that any subsequent Board policies or information in the Negotiated Agreement supersede the related content contained herein.

Date: _____

_____
Certificated Staff Member's Printed Name

_____
Certificated Staff Member's Signature

Return to:

Tami Petri, Payroll Administrator
Plattsmouth Community Schools
Administration Center
1912 Old Highway 34
Plattsmouth, Nebraska 68048
402-296-3361, ext. 2805

Plattsmouth Community Schools



Plattsmouth Elementary School
Parent-Student Handbook
2025-2026

Plattsmouth Elementary School Parent-Student Handbook 2025-2026

Intent of Handbook

This handbook is intended for use by students, parents and staff as a guide to the rules, regulations and general information about Plattsmouth Elementary School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

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

Members of the Board of Education

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

Administrative Staff

Name	Position	Building	Contact Information
Dr. Richard E. Hasty Dr. Amber Johnson Mrs. Amanda Wright	Superintendent Dir. of Instructional Services Dir. of Special Education	Administration Center	402-296-3361
Mrs. Tina Harvey Mr. Kevin Tilson Mr. Luke Chadwell Mr. Dan Oatman	Principal Assistant Principal Activities Director Career Academy Coordinator	High School	402-296-3322
Mr. John Campin Mr. Claude Michel	Principal Assistant Principal/AD	Middle School	402-296-3174
Mrs. Shannon Honold Mr. Troy Niehus	Principal Assistant Principal	Elementary School	402-296-4173
Mrs. Juli Beck	Early Childhood/Head Start Administrator	Early Childhood Center	402-296-5250

Article I. Plattsmouth Elementary School

Name	Department	Grades
Sarah Coniglio	School Social Worker	K-4
Wendy Morrison	Kindergarten-Room 1	Kindergarten
Christine Loper	Kindergarten-Room 2	Kindergarten
Angela Magee	Kindergarten-Room 4	Kindergarten
Julie Meisinger	Kindergarten-Room 5	Kindergarten
Kimberly Ecklund	Kindergarten-Room 6	Kindergarten
Ivy Merklin	Purple Pod-Room 1	1st Grade
Jillian Wilson	Purple Pod-Room 2	1st Grade
Starla Mobley	Purple Pod-Room 3	1st Grade
Jillian Buzzard	Purple Pod - Room 5	1st Grade
Bailey Dinges	Purple Pod - Room 6	1st grade
Becky Stoskopf	Teal Pod-Room 1	2nd Grade
Marlene Warrick	Teal Pod-Room 3	2nd Grade
Susan Knox	Teal Pod - Room 4	2nd Grade
Holly Joy	Teal Pod - Room 5	2nd Grade

Riley Thomas	Berry Pod-Room 3	3rd Grade
Brianna Clark	Berry Pod-Room 4	3rd Grade
C.J. Fenton	Berry Pod-Room 5	3rd Grade
Allyson Hood	Berry Pod-Room 2	3rd Grade
Stephanie Icenogle	Blue Pod-Room 1	4th Grade
Tricia Day	Blue Pod-Room 2	4th Grade
Ciara Caniglia	Blue Pod-Room 3	4th Grade
Rose Goeres	Blue Pod-Room 5	4th Grade
Rhonda Heim	Reading Interventionist	K-4
Kari Coplen	Media Center	Media Specialist
Andrea Baxter	Art Room	Art
Julia Spracklin	Music Room	Music
John Clark	Gym	Physical Education
Danielle Drewes	Special Education	4th & 1st Grade
Tiffany McCarthy	Special Education	K & 1st Grade
Tracy Tegtmeier	Special Education	1st & 2nd Grade
Louise Bade-Drew	Special Education	1st & 3rd Grade
Stacey Hicks	Special Education	K-4 Life Skills
Donna Moss	Speech Language Pathologist	K-4
Darian Meyer	Speech Language Pathologist	K-4
Katie Korth	Speech Language Pathologist	K-4
Janetta Eipperle	P.A.L.	K-4
Niki Campin	High Ability Learner	K-4
Cynthia Duechting	English Language	K-4

Classified Staff

Name	Building	Position
Kelly Hadraba	Elementary Office	Office Manager
Christine Davenport	Elementary Office	Administrative Assistant
Brooke Lemke	Elementary School	MTSS Paraprofessional
Jessica Drewes	Elementary Special Education	Paraprofessional
Karen Wheatley	Elementary Special Education	Paraprofessional
Erin Woracek	Elementary Special Education	Paraprofessional
Angelica Mariscal	Elementary Special Education	Paraprofessional
Kaylee Gunnels	Elementary Special Education	Paraprofessional
Rachel Knacke	Elementary Special Education	Paraprofessional
Jessica Jordan	Elementary Special Education	Paraprofessional
Debbie Travis	Elementary School	Interventionist Paraprofessional
Christine DeSimone	Elementary School	Interventionist Paraprofessional

2025-2026 Plattsmouth Elementary School Calendar

Please note - dates/times are subject to change

August 4-6	New Teachers Report
August 7-12	All Staff Report
August 12	Back to School Open House (3:00 p.m. - 5:00 p.m.)
August 13	First Day of School (Kindergarten students 12:00 p.m. - 3:20 p.m.)
August 14	Kindergarten students - 8:10 a.m. - 12:00 p.m. - Lunch will be served/No recess
August 15	First Full Day of Kindergarten
September 1	No School -- Labor Day
September 5	No School for Students/Teacher Professional Development Day
September 11	Picture Day
September 15	Boosterthon Kick-Off
September 16	Title One Parent Meeting 5:30 p.m. - Library/Zoom option
September 16	PTO Meeting - 6:00 p.m.
September 18 & 19	Outdoor Classroom Experience
September 19	Books and Breakfast 7:30 a.m. - 8:10 a.m.
September 26	Boosterthon Fun Run
October 2 & 3	Outdoor Classroom Experience Rain Dates
October 7 & 8	Parent-Teacher Conferences 4:30 p.m. - 7:30 p.m.
October 9	No School for Students - Teacher Planning
October 10	No School for Students or Staff
October 13	No School for Students/Teacher Professional Development Day
October 14	PTO Meeting 6:00 p.m.
October 16	Picture Retakes
November 18	PTO Meeting 6:00 p.m.
November 26-28	No School for Students or Staff
December 1	No School for Students - Teacher Planning
Dec. 19	No School for Students - Teacher Planning
Dec 22 - Jan. 2	No School for Students -- Winter Break
January 5	No School for Students - Teacher Professional Development Day
January 19	No School for Staff or Students - Martin Luther King, Jr. Day
January 20	PTO Meeting 6:00 p.m.
February 16	No School for Students - Teacher Planning/Teacher Professional Day
February 17	PTO Meeting 6:00 p.m.
March 11 & 12	Parent-Teacher Conferences 4:30 - 7:30 p.m.
March 13	No School for Students
March 16-20	No School for Staff and Students -- Spring Break
March 24	PTO Meeting 6:00 p.m.
April 3 & 6	No School for Staff and Students
April 21	PTO Meeting 6:00 p.m.
May 19	PTO Meeting 6:00 p.m.
May 20	Field Day
May 21	End of 4th Quarter - Last Day of School for Students
May 22	No School for Students

Policy 1200

Personnel - All Employees and Students **Anti-discrimination**

A. **Elimination of Discrimination.**

B. **Preventing Harassment and Discrimination of Employees and Students.**

Notice of Nondiscrimination, Anti-Harassment, Anti Discrimination

Policy 4003

The Plattsmouth Community Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, age or other protected status in programs and activities and provide equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

MISSION STATEMENT
PLATTSMOUTH COMMUNITY SCHOOLS

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

WE BELIEVE:

- All students can learn.
- Students learn in diverse ways at different rates.
- Learning is a lifelong process.
    - Students achieve success through high quality challenging experiences.
    - An awareness and understanding of cultural diversity enriches students' lives.
- Positive role models contribute to a student's success.
    - Each person is unique and worthy and must be treated with dignity and respect.
- Students are capable of becoming responsible learners.
    - Education is the best economic investment for our community and children are our most valuable resources.
- A safe and caring environment enhances learning.
    - The cooperative efforts of the student, home, family, school and community are essential to education.

PLATTSMOUTH ELEMENTARY SCHOOL
DAILY SCHEDULE
2025-2026

7:30 a.m.	Principal, Assistant Principal and Administrative Assistants arrive
7:45 a.m.	Teachers report
7:50 a.m.	Staff supervision begins - Students begin arriving and standing in designated grade level areas outside (weather permitting)
8:00 a.m.	First Bell
8:10 a.m.	Tardy Bell
3:20 p.m.	Dismissal
2:20 p.m.	Dismissal - *1st and 3rd Wednesday
4:00 p.m.	End of Teacher Work Day/Office Closes

APPOINTMENTS AND QUICK ANSWERS

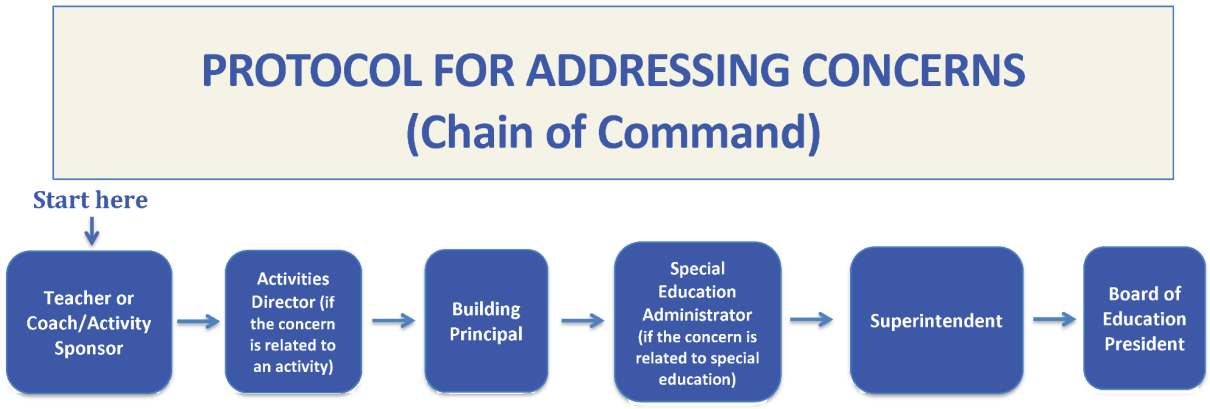
Appointment requests with the building Principal, Assistant Principal, and/or parent-teacher discussions should be pre-arranged by contacting our front office at 402-296-4173.

Parents/Guardians will receive quick answers about school by calling between 7:30 a.m. - 7:45 a.m., yet for questions regarding detailed responses, please contact the front office after 9:00 a.m.

Mutual Respect

The Plattsmouth Community Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Complaint Procedure



Going directly to the source of a concern will, in many cases, clear up misunderstandings and resolve the issue. If the issue cannot be resolved at the school level, please contact the Superintendent. If you contacted the teacher/coach, activities director (if the concern is related to an activity), principal, special education administrator (if the concern is related to special education), Superintendent, and the issue was not resolved, please contact the Board President.

The purpose of the protocol is to provide an avenue for concerns to be considered by the individuals identified above and determine whether or not there is a necessity for action. The protocol is not intended to guarantee that the identified individuals will implement all desired actions.

*Rev. July 11, 2022

Section 1 Daily Schedule

Students in kindergarten have daily schedules that include:

- 130 minutes - Literacy Block
- 30 minutes - Science/Social Studies/Health
- 50 minutes - Math
- 30 minutes - Choice Centers

Students in first grade have daily schedules that include:

- 135 minutes - Literacy Block
- 35 minutes - Science/Social Studies/Health
- 60 minutes - Math

Students in second grade have daily schedules that include:

- 125 minutes - Literacy Block
- 45 minutes - Science/Social Studies/Health
- 90 minutes – Math
-

Students in third grade have daily schedules that include:

- 140 minutes - Literacy Block
- 40 minutes - Science/Social Studies/Health
- 70 minutes - Math

Students in fourth grade have daily schedules that include:

- 130 minutes - Literacy Block
- 80 minutes - Math
- 40 minutes-Science/Social Studies/Health

Specialists in music, physical education, library, media, and art also provide instruction for students on a regular schedule. Students will have sixty minutes a day of specials.

Special schedule:

- Kindergarten 1:25 p.m.- 2:15 p.m.
- 1st Grade 2:20 p.m.- 3:10 p.m.
- 2nd Grade 10:10 a.m.-11:00 a.m.
- 3rd Grade 9:15 a.m.-10:05 a.m.
- 4th Grade 8:20 a.m.-9:10 a.m.

Lunch/Recess schedule:

- Kindergarten 11:20 a.m. - 12:00 p.m.
- 1st 11:30 a.m. - 12:10 p.m.
- 2nd 12:00 p.m. - 12:55 p.m.
- 3rd 11:50 a.m. - 12:40 p.m.
- 4th 11:40 a.m. - 12:20 p.m.

Section 2 Severe Weather and School Cancellations

The Superintendent may close schools in cases of severe weather. A message will be sent via Infinite Campus when schools will be closed. Local news media may also be notified relative to the closure of schools.

After School Starts

Every attempt will be made to avoid closing school once classes are in session. In some instances closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases as much advance notice as possible will be given to parents. If school closes during the day a notice will be broadcast by the media and Infinite Campus Messenger. **Parents should have a plan in place to accommodate these circumstances.**

Parental Decisions

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement

weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Students and staff practice tornado safety procedures regularly. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

Emergency Conditions

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for an Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Section 3 Supervision Responsibility Before/After School

Arrival And Departure Times

The school day for students begins at 8:10 a.m.

Students **must not** be on campus prior to 7:50 a.m. as there is **no supervision** prior to that time. After 8:10 a.m., students must come to the front office to sign in.

Beginning at 7:50 a.m. - Students in grades Kindergarten, 1st, and 2nd grade will line up at the front of the building in designated grade level spots.

Students in grades 3rd and 4th will line up at Door 29 in designated grade levels spots.

Students who would like to eat breakfast will enter Door 29, while students who do not want to eat breakfast will enter the main front doors.

If your child is dropped off too early, you may receive a note or a phone call from a staff member to remind you of the appropriate arrival time.

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

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

Dismissal

Students will be dismissed at 3:20 p.m. Bus students will be escorted to the bus ramp.

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

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

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

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

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

Children will not be allowed to wait on the playground after school due to safety concerns. The playground will be used by POPS Place after school. If your child must wait to be picked up, please have him/her wait in front of the building. This area is supervised until 3:35 p.m. It is important for students to be picked up by this time.

Signing A Child In And Out Of School

We request parents limit appointments for your child during school hours as much as possible. Parents can enter the office to check out your child or call the office from the parking lot, and the child will be escorted to the vehicle. Please have your ID available to ensure safety for all students.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

Emergency Closing Procedures

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early.

Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal/office staff be made aware of this information. If conditions allow and supervision is available in the event of an

early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Visitors

Parents and other patrons are to report to the main office to notify staff when they come to visit. Office personnel will ask to see a form of ID, and visitors must wear a name tag. The principal, in consultation with the staff members involved, shall have the discretion to limit access when the principal and staff members determine access would interfere with the instructional process and/or student learning.

Visitors outside of parents/guardians and volunteers are asked to contact the principal for visitation permission and scheduling.

Smoke-Free Environment

All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. This includes on all school grounds, including during student pick up and drop off. When you attend school events, including athletic events, please abide by our District's policy.

Care of School Property

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

   Fines are determined on books according to the following criteria

Lost Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	$1.00
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration.

The following rules apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.

2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items, which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

Video Surveillance

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies

Use of Telephone

Teachers are conducting classes from 8:00 a.m. - 3:20 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

Bicycles/Skateboards/Heelys

Students may ride bicycles to and from school with parent permission. All bicycles must be parked in the stands provided on the east side of the building. Scooters and skateboards are not to be ridden on school property. They must be stored when they are carried into the building. No

wheeled shoes (heelys) will be allowed at school. Students will be asked to remove the wheels if these shoes are worn to school.

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

All small articles that are found should be taken to the office. Clothing items should be taken to the "lost and found" box. If students misplace books or personal possessions, they should check with the school secretaries to determine if the lost items have been turned in.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

Insurance

Under Nebraska law the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The District does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a

copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is "fair." Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Attendance

Regular and punctual student attendance is required, as stated in Board Policy 5008. The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Parent Responsibility to Report Absence

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

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

Extended Absence from School

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

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

Leaving during the School Day

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

Tardies

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

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

Absence Procedures

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

Make-up Work

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

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

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

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

Attendance is Required to Participate in Activities

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

Truancy

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

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged 6 to 18 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism

Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

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

Reporting Habitual Truancy

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

violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Grading System

Grades on a student's report card are not given by the teacher; they are earned by the student. Grades that are written on report cards for first through fourth grades include:
A = Advanced, P+ = Proficient, P = Progressing, and B = Beginning. Special area grades are E = Excellent, S = Satisfactory, N = Needs Improvement and U = Unsatisfactory. Assessment scores are included on some report cards.

Each teacher will define the grading procedures to be used in their classes.

Promotion and Retention

Every effort is made by teachers and staff members to ensure that students will be promoted to the next grade level. Any retention concerns will be directed toward administration. Before retention is considered, many other methods for helping a student will be tried.

Report Cards

Report cards are available on Infinite Campus. A paper copy is provided to parents/guardians 1st and 3rd quarter during parent/teacher conferences. 2nd quarter report cards can be found virtually through the student portal. A paper copy of the report card is sent home to parents/guardians at the end of the school year for the 4th quarter.

Parent-Teacher Conferences

Parent-teacher conferences will be held at the end of the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Virtual or in person conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Student Recognition

•Blue Devil of the Month

The Blue Devil Student of the Month program strives to promote student success inside and outside of the classroom. Plattsmouth Elementary School's mission focuses on *"Working together to achieve Academic success, respectful Behavior, and Career readiness in a Safe environment".* When we acknowledge and recognize our students as engaged academically, demonstrating responsible behavior, and contributing civic engagement, we encourage their participation and contributions! The Blue Devil Student of the Month is designed to nominate and select students who promote and take pride in Plattsmouth Elementary and in themselves.

Nomination Criteria:

All students in Kindergarten - 4th grade are eligible to receive the Student of the Month award. A student cannot receive the award more than once within a school year. In order to be considered for an award, students must demonstrate at least 2 or more criteria in the three categories listed: academic, behavior, and citizenship.

•Blue Bucks

Plattsmouth Elementary students have the opportunity to earn "Blue Bucks" throughout the school day.
Students earn "Blue Bucks" for demonstrating expected behaviors in all common areas outside of the classroom setting.
Common Areas Outside of the Classroom:

- ★ Arrival/Dismissal
- ★ Restroom
- ★ Hallway
- ★ Lunchroom
- ★ Playground

•President's Award for Educational Achievement

At the end of the fourth grade, students who have shown outstanding educational growth or improvement receive a pin and certificate.

•President's Award for Educational Excellence

Fourth grade students who have reached the 85th percentile in math or reading on a standardized test, and have earned a grade point average of at least 90 or the equivalent by the completion of fourth grade shall receive a pin and certificate.

Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

In the area of reading, students must complete the Response to Intervention process, in order to be considered for special education services. Referrals are made by teachers or parents to a Dynamic Student Support System. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Re-evaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parental consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 ((special education appeal procedures) may contact the Superintendent.

Special Education Policies

Plattsmouth Community Schools adopts this special education policy with the intent that the policy maintains the District's compliance with all applicable laws affecting special education services and programs. The Superintendent or designees shall develop regulations or procedures to implement these policies. Employees and contractors of the District are expected to comply with these policies and all regulations, guidelines and procedures related to this policy in all respects.

The District will abide by all state and federal laws relating to special education. The District's special education policy and regulations, guidelines and procedures related to this policy are to be interpreted so as to be in compliance with such laws. In the event of changes in law, the school administration shall be authorized to implement modifications of practice to comply with such changes (whether the changes impose more or less stringent procedural or substantive requirements) until such time as amended policies are adopted by the Board of Education. References herein to 92 NAC 51 citations are made to Rule 51 as in effect on the date of the adoption of these policies. In the event of renumbering or other revisions to Rule 51, the policy shall be interpreted and implemented consistent with such renumbering or revisions.

1. Free Appropriate Public Education

A free appropriate public education shall be made available to all children with disabilities residing in the District from date of diagnosis through the school year in which the student reaches 21 years of age, including children with disabilities who have been suspended or expelled.

Legal Reference: 92 NAC 51-004.01 through 004.03A and 007.07C2 through 007.07C6

Section I.01

2. Full Educational Opportunity Goal

The District shall take steps to ensure that its children with verified disabilities have available to them the variety of educational programs and services available to children without disabilities in the areas served by the District, including art, music, industrial arts, family consumer science education, and vocational education.

(a) Legal Reference: 92 NAC 51-004.11A

3. Child Find

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

(b) Legal Reference: 92 NAC 51-006.01 through 006.01A2

4. Individualized Education Program (IEP)

An individualized education program, or an individualized family service plan, is to be developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

(c) Legal Reference: 92 NAC 51-007

5. Least Restrictive Environment

To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are to be educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Article II. Legal Reference: 92 NAC 51-008.01 through 008.011

6. Procedural Safeguards

Children with disabilities and their parents shall be afforded the required procedural safeguards.

Legal Reference: 92 NAC 51-009.01 through 009.07; 009.10 through 009.12; 009.14, 006.07 and 016.01 through 016.07C

7. Evaluation and Identification Procedures

Children with disabilities shall be evaluated and identified in accordance with 92 NAC 51-006. The District will respond to a request for an Independent Educational Evaluation without unnecessary delay. Locations of any evaluator shall be within a reasonable distance of the District. A reasonable distance means within 100 miles of the school building the child attends and within Nebraska. In the event this geographic area restriction would prevent a parent from obtaining an Independent Educational Evaluation, the location of the evaluator may be outside the specified geographic area but must be within Nebraska. The District will provide the parent(s) with a list of qualified agencies/evaluators within the geographic area. The evaluators are to have their rates approved by the Nebraska Department of Education to be authorized to conduct the evaluation.

(a) Legal Reference: 92 NAC 51-006

8. Confidentiality of Personally Identifiable Information

The confidentiality of student records and information shall be maintained in accordance with law.

(b) Legal Reference: 92 NAC 51-003.16, 003.20, 009.03 through 009.03M3

9. Transition of Children from Part C to Preschool Programs

Article III. Children participating in early intervention programs under Part C of the IDEA (early intervention services) and who will participate in preschool programs assisted under Part B of the IDEA (services for school-aged children) shall experience a smooth and effective transition to those preschool programs in a manner consistent with 92 NAC 52-008. The District will participate in transition planning conferences arranged by the designated lead agency.

Legal Reference: 92 NAC 52-008

10. Children in Nonpublic Schools

To the extent consistent with the number and location of children with disabilities in the District who are enrolled by their parents in nonpublic elementary and secondary schools in the District, provision will be made for the participation of those children in the programs assisted or carried out under Part B of the IDEA (services for school-aged children) by providing them with special education and related services.

Legal Reference: 92 NAC 51-012.08 and 015

11. Personnel Standards and Personnel Development

Personnel providing special education or related services to children with disabilities shall be appropriately and adequately prepared and trained in accordance with IDEA requirements and the District will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide such services.

Legal Reference: 92 NAC 51-010

12. Participation in and Reporting of State and District Wide Assessments

All children with disabilities shall be included in all general state and district wide assessment programs, including assessments described under section 612(a)(16)(A) of the IDEA with appropriate accommodations and alternate assessments where necessary and as indicated in their respective individualized education programs. The District will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of children with disabilities participation in assessments.

Article IV. **Legal Reference: 92 NAC 51-004.05**

13. Suspension and Expulsion Rates

The District will examine data, including data disaggregated by race and ethnicity, to determine if significant discrepancies are occurring in the rate of long-term suspensions and expulsions of children with disabilities.

Legal Reference: 92 NAC 51-004.06E

14. Access to Instructional Materials

As part of any print instructional materials adoption process, procurement contract, or other practice or instrument used for purchase of print instructional materials, the District will enter into a written contract with the publisher of the print instructional materials to:

1. Require the publisher to prepare and, on or before delivery of the print instructional materials, provide to the National Instructional Material Access Center, electronic files containing the contents of the print instructional materials using the National Instructional Materials Accessibility Standard, or
2. Purchase instructional materials from the publisher that are produced in, or may be rendered in specialized formats.

Legal Reference: 92 NAC 51-004.15

15. Over-Identification and Disproportionality

Procedures shall be in place to ensure that testing and evaluation materials and procedures utilized for the evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided

and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Legal Reference: 92 NAC 51-003.10; 006.02C

16. Prohibition on Mandatory Medication

Children shall not be required to obtain a prescription for a controlled substance as a condition of attending school, receiving an evaluation to determine whether a child has a disability or the nature and extent of special education and related services the child needs, or receiving special education services.

Legal Reference: 92 NAC 51-004.11D; 21 U.S.C. §812(c)

17. Transportation

Transportation will be provided for children with disabilities who are eligible for transportation and residents of the school district as required by law.

Legal Reference: 92 NAC 51-014.01 through 014.02

18. Surrogates

A surrogate will be appointed and other action taken to ensure the rights of children with a disability as required by law.

Legal Reference: 92 NAC 51-009.10

19. Early Intervention Services – Consent

When a parent refuses to provide consent under 92 NAC 52, a meeting will be held or offered to explain to the parents how their failure to consent affects the ability of their child to receive services under 92 NAC 52.

Legal Reference: 92 NAC 52

Legal Reference: 34 CFR Parts 300, 303 and 304
Neb. Rev. Stat. § 79-1110 to 79-1167
92 NAC 51

School Social Workers/Mental Health Counselor

The School Social Workers/Mental Health Counselor's primary role is to assist students in being successful at school. She works with students, teachers and families to find solutions to problems that may be interfering with a student's success at school and/or at home. Students may be having emotional, behavioral, or family problems that can be addressed.

Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100.4°F., vomiting, diarrhea, chills, cough, shortness of breath, difficult breathing, muscle or body aches, new loss of taste or smell, sore throat, unexplained rashes, severe head lice, or on determination

by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

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

Guidelines for Administering Medication

Students may be required to take prescription medication during the school day. These medications shall be administered by the school nurse, or in the nurse's absence, by a person who has been trained in the administration of medication. Prescription medication will not be administered without written authorization from the parent and must be in the original container, properly labeled with the child's name, medication, dosage, time of administration and prescribing doctor. A written record of all medication administered will be kept. All medication records shall be kept confidential. Medication for diabetes, asthma or anaphylaxis may be self-administered by a student with signed consent from the doctor and parent on file in the nurse's office. The school **does not** provide pain relieving medications (Tylenol, Motrin, etc.) for headaches, toothaches, or cramps. When brought from home, these products must also be in an original container with written parental consent before they will be given. Under no circumstances will expired medications be administered.

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

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

Health Statute 79-3-002, 3-002

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

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

Guidelines for Head Lice

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

Injuries/Accidents

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation. **Failure to comply with this law will keep your child (ren) from enrolling in school.**

Immunizations

A written record of a student's immunization record must be kept on file in the office of the school nurse. State Law requires that before entering the classroom, a child must have proof of receiving all mandated immunizations. Exemptions or temporary waivers or religious reasons. Unimmunized students may be excluded from school in the event of a disease outbreak. Immunization requirements for all students enrolled Pre –K – 12 per Nebraska School Rules and Regulations located in the back of the handbook. See the school nurse for more information.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics. **Failure to comply with this law will keep your child (ren) from enrolling in school.**

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board Policy 5501. Contact First Student at (402) 296-0669 for information about transportation.

Drug-Free Schools

The District implements regulations and practices, which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules, promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

ACADEMICS

Nebraska Frameworks

Plattsmouth Elementary is accredited through the Nebraska Department of Education's Frameworks. Being accredited means that this school meets high criteria for quality education for students.

Current school improvement goals are:

- ➢ Reading: All students will improve their reading performance.
- ➢ Math: All students will improve their math performance.
- ➢ Civic Engagement: All students will have the opportunity to participate in at least one Civic Engagement.

Assessments

Measures of Academic Progress (MAP) Growth:

All students in grades Kindergarten through fourth complete computerized adaptive assessments in the area of reading and mathematics. These assessments align with our Nebraska state standards. Student assessment results are in real-time, and assist with teachers being able to make informed decisions regarding a student's area of strength, as well as academic areas of weakness. The MAP assessment is administered in the fall, winter, and spring.

Nebraska Student Centered Assessment System (NSCAS) - State Summative Test:

In March and April, students in grades 3rd-5th complete an online-administered state assessment which assesses our state's College and Career Ready Standards for English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Nebraska Student Centered Assessment System Alternate Assessment (NSCAS-AA):

In March and April, students in grades 3rd-5th with severe cognitive limitations complete the individually administered state alternate assessment. These assessments measure a student's alternate state content standards in English Language Arts (3rd-4th) and Mathematics (3rd-4th).

Parents may request and the district will provide (in a timely manner), information regarding any State or District policy regarding student participation in any assessments.

Parent Communication

- Infinite Campus Messenger
  Infinite Campus Messenger is a mass notification system designed to reach parents in minutes using phone numbers, text messages and e-mail alerts regarding a time-sensitive situation or just day-to-day events, such as school closing, testing notification or when parental notification is necessary. **Please let the know office when your phone number or email address has changed.**

- Bulletins/Newsletter
  The school will post a monthly newsletter on the district website during the first week of each month highlighting special activities for the upcoming month. Reminders of future activities are included. Occasionally special notes will be sent home giving specific information on a topic.

- Informal Communication
  Teachers will informally let parents know of successes and problems by telephone, notes and/or class newsletters. Also, parents may email teachers. Teacher email addresses are

located under the staff directory of the elementary school website.

- Parent/Teacher Conferences
  Parents are encouraged to make appointments for conferences with teachers, the counselor, or the administrators at any time by telephoning the appropriate person or the school office. Regular Parent/Teacher Conferences will be held at the end of the first quarter and third quarter for parents to meet with teachers to discuss their son/daughter's academic progress.

Regular Programs

All students in kindergarten through fourth grade receive instruction in reading, writing, handwriting, math, social studies, science, and social skills taught by the classroom teacher. Specific phonics and phonemic awareness skills are also taught in kindergarten through second grade. Word study skill instruction is included in third and fourth grade.

Special Programs

Multi-Tiered System of Support

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

Potential team members include student, teacher(s), parents, building administrator, school psychologist, and District administrator

If a student does not respond to interventions, the team will likely consider additional problem solving that may include an alternative setting, alternative curriculum, alternative schedule, 504 plan, or referral for a special education evaluation.
Students will not be considered for a special education evaluation, until they have consistently demonstrated academic or behavior challenges that are significantly different from their same-age peers.

High Ability Learners Program (HAL)

The High Ability Learners Program is designed to extend the learning environment for high potential students. Classes are defined as being expanded learning experiences for able learners capable of studying in depth matters of an academic and creative nature. Students in fourth grade may be selected to participate in the High Ability Program.

Students' individual needs and learning styles should be accommodated by differentiated programs achieved through flexible and appropriate programming. The High Ability Program is to aid students in attaining the highest level of achievement possible in their

unique talent area and enhancing the student's social responsibility and adjustment.

Title 1

Students who need help with their reading skills may be served in small groups or as an individual taught by Title I reading teacher or paraprofessional.

Parents/guardians or a student in a Title I school may request and the district will provide (in a timely manner), information regarding any State or District policy regarding student participation in any assessments. Please contact the following individuals if you have any questions.

Mrs. Shannon Honold
Elementary Principal
shonold@pcsd.org
402-296-4173 ext. 2504

Dr. Amber Johnson
Director of Instructional Services
ajohnson@pcsd.org
402-296-3361 ext. 2812

Student Placement

In the spring, classroom teachers and other staff members meet to determine student class placement for the next school year. It is essential that equitable, compatible, and balanced classrooms are assembled and that classrooms reflect what teachers know about the conditions under which your child best learns. If your child has a special need not known to the school that would impact class placement, please submit your concern in writing to the principal when your child enrolls in school for the first time, or in the spring as classroom assignments are being considered. **We do not accept requests for individual teachers.** However, we value information that will enable us to select the best placement for your child. Please do not call or write to request a specific teacher or expect a classroom teacher to place your child with a specific teacher.

Textbooks and Supplies

Textbooks are loaned to the students as a benefit from the Plattsmouth Community Schools. The students are responsible for the condition of these books. If a textbook is not returned in good condition or is lost, the student will be assessed a fine. All fines will be due immediately and payable to Plattsmouth Elementary School.

Students and their parents may choose to provide minor personal or consumable items for specific courses and activities, such as pencils, pens, erasers, glue sticks, notebooks, and binders.

ACTIVITIES

Students are reminded that participation in activities is a privilege, which may be forfeited pursuant to the *Student Conduct Rule (Board Policy No. 5101).* *https://www.pcsd.org/Page/24*

Activity and Event Regulations

As with all school-sponsored activities, all student behavior guidelines will be followed including adherence to the dress code. Students attending any school activity may not leave and re-enter the activity. If a student leaves, he/she will be required to leave the school property. Students are at events to be spectators and not to cause disruptions. Students who cause disruptions will be removed from school grounds for this event and could be restricted from events for the remainder of the school year. This includes events at all three schools. **Elementary students should be accompanied by an adult at all school activities.**

Elementary students who are attending events at other buildings need to follow the behavior guidelines at those buildings. Students should not play in the halls or run around the buildings. They should stay with their parents or relatives.

The Quick Guide to Buying and Bringing Snacks to School

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

Acceptable Snacks

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

Field Day

A half-day outdoor event may be held in May for students. There are appropriate game and athletic activities for the students.

Practices/Rehearsals

The school will avoid scheduling activities on Wednesday evenings and Sundays. Exceptions to this will only be made by prior approval of the superintendent of schools.

If school is dismissed early due to inclement weather, all scheduled practices and activities are canceled for that day.

Student Council

Plattsmouth Elementary School has an active Student Council. Two students are elected to serve from each second, third, and fourth grade classroom for one year. The Student Council meets twice a month, plans fundraisers and supports the Staff Appreciation Day. The members also collect food for the Food Pantry and manage the school store.

GENERAL GUIDELINES

Dress Code

A student's clothing should be appropriate and in good taste. Weather conditions should be considered when selecting the student's daily apparel. During the winter months, if a child wants to go outside for recess, long pants will be required. When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground. Any clothing that interferes with the learning process will not be accepted and you may be called to bring appropriate clothing. Hats are not to be worn in the building, unless it is a specific hat day. Masks are optional for students and staff.

Apparel must comply with the health and safety codes and not interfere with the educational process. We will not allow intimidating, hostile, or offensive messages on face coverings. Apparel that advocates tolerance for or advertises controlled or illegal products or substances will not be permitted. Any face covering by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang will not be tolerated. Any question concerning appropriate apparel shall be handled on an individual basis by the immediate supervisor, teacher, or building administrator. See Policy 5107 for more information.

Change of Address/Phone Number

Please contact the office when there is a change in a student address or phone number or that of the parent or guardian. Please help the office staff maintain up-to-date records.

Distribution of Materials

The principal must approve non-curricular materials before they can be distributed. There are guidelines to be met before a request can be considered.

Fire/Tornado /Crisis Drills

Fire and tornado drills are required by law at regular intervals and are an important safety precaution. Teachers in each classroom will give instructions for these drills. The instructions will be posted in each classroom and students should be familiar with the procedures.

The fire alarm is a signal for all students and teachers to make a quick, quiet, and orderly exit from the building. Students should remain with their class group, moving at least 100 feet from the building, and are not to reenter the building until directed to do so.

Tornado drills will be signaled and directions will be given on the intercom. Students should follow the tornado drill instructions by moving into the hallways. An intercom announcement will instruct students when it is safe to return to class. Security drills will be held during the school year.

Food and Drink Regulations

No opened containers may be brought into the building. This includes but is not limited to opened liter bottles, sports bottles, cups, and other containers that are not sealed. Water bottles are allowed to be brought from home.

Kindergarten Registration

Parents of future kindergartners (those students who will be five years old on or before July 31) will be informed of the yearly Kindergarten Registration. Parents will be able to register their child by visiting school and bringing the child's certified birth certificate, immunization records, and a record of a physical exam.

Library

The school library is organized to aid students with their schoolwork. It serves as a reference center for supplies, resource material, books, periodicals, and novels for personal interest reading. The library is available as a quiet study area when doing research. The policies governing the use of the library, checkout of library materials, fines, etc., are posted in the library. Students violating the rules and regulations of the library will lose their privilege of library use. If a book is lost a bill will be sent home. If the book is found later, a refund will be issued.

Lunch Room & Food Service Guidelines

Plattsmouth Community Schools offers breakfast and lunch every day with a focus on lots of choices and good nutrition. The school food service program is a pre-pay system. There must be funds in your account for your child to make purchases. The district reserves the right to block any account that is delinquent. If a family account has a negative balance, your account may be inactivated and your student will not be able to make any purchases on the family account. An alternate meal may be provided to your child if your account is delinquent. We understand families may have emergency situations. We can work with you to set up payment arrangements for your account, if you contact us.

We strive to assist parents with their efforts to maintain a positive account balance by providing notice of a low balance. Food service staff will give verbal reminders to students. Please sign up for low balance notices via email through Infinite Campus. You can monitor your account balance online at any time through Infinite Campus. We encourage parents to enroll in the online payment system through Infinite Campus. All foodservice payments made online post directly to your family account. Debit and credit card payments can be made at the District Central Office or by phone 402-296-3361. Cash payments can be made at your child's school. **We do not accept checks**.

Student Breakfast and Lunch

During the 2025-2026 school year, the cost of breakfast and lunch are as follows:

Breakfast Fees and Schedule:

Breakfast Fee - $2.40
Milk - $.50
Breakfast begins at 7:50 a.m. and ends at 8:05 a.m.

Lunch Fees and Schedule:
Lunch Fee - $3.15
Milk - $.50

If students would like seconds or two entrees, the cost of a lunch is $3.15. Students are encouraged not to bring pop/soda.

If you have any questions regarding your family meal account, please contact us at 402-296-3361 ext. #2800.

All families who qualify for free or reduced price meals must fill out a new application form each school year. Families that fail to turn in a new application will be charged full price for meals**.** Parents are responsible for all charges on the account until a new application has been received and processed. Applications will be available late July or early August. If you do not receive an application by the beginning of school please contact the food service office.

Our school district currently provides an in-district food service. All menus along with nutritional information are posted online.

The school food service program operates under USDA guidelines.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
Persons with disabilities who require alternative means of communication for program information (e.gBraille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (**1**)Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights1400 Independence Avenue, SW Washington, D.C. 20250-9410(**2**)Fax: (202) 690-7442; or
(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Lunch Rules

1. Students are to use proper table manners and not misuse food or beverages.
2. Trays and trash must be returned to the proper area.
3. Students are encouraged to drink healthy beverages. Pop is not encouraged.
4. Violation of these rules will result in disciplinary action.

Make-Up

Please do not allow your child to bring make-up to school because of the potential health hazard when the make-up is shared with other students.

Money

Please do not send money to school unless there is a reason such as lunch money or school store purchase.

Office Referral

A student may be sent to the office for serious inappropriate behavior. Teachers and other staff members will re-teach/redirect that behavior whenever possible before an office referral is made. Some behaviors are severe enough that a student is sent to the office with little staff intervention. An office referral form is filled out for the student stating the behavior and what is known about the incident. Administrators will investigate the behavior or incident, work with the student, and attempt to reach parents to inform them of the situation and discuss the resolution of the problem. Occasionally, a parent/student/principal/assistant principal conference may be needed.

Parent Involvement

A parent may object in writing to textbooks, tests, and other curriculum materials, the subject matter of courses, assemblies, counseling sessions, or other instructional activities. If parents know in advance of topics or activities from which they wish to have their child(ren) excused, the school expects parents to request to have the student excused from participation.

Parents wishing to participate in counseling sessions with their children may make such a request of the building administrator. Upon receiving such a request, the building principal will contact the counselor to determine if, in the opinion of the counselor, parental participation is appropriate.

Pets - See Policies 1260 and 6920 at www.pcsd.org.

P.T.O.

Parents and guardians are encouraged to join the P.T.O. This organization sponsors activities and helps to raise money to help Plattsmouth Elementary School. The P.T.O. Board meets monthly and welcomes any parent to attend. A Zoom option is also provided.

Recess

Children will have the opportunity to get exercise, fresh air, and socialize with friends at recess. If your child is well enough to attend school, she/he is well enough to participate in the elementary schedule. Exceptions will be made when a note from a doctor excuses a child from certain activities. **Please dress your child appropriately for the weather. Please make sure your child**

is dressed appropriately for outside activities when the weather becomes cold. It is at the discretion of the principal whether the clothing a child is wearing is appropriate for the weather conditions. Students will not be sent outside if it is raining or the temperature and/or wind chill is below 15 degrees. When the temperature and/or wind chill is above 15 degrees recess will be outside. **When the conditions are wet or snowy and recess is still held outside, students must wear boots and snow pants if they expect to play off the paved playground.** Occasionally the presence of ice on all hard outdoor surfaces necessitates that students stay inside. **Students are asked to not bring toys or equipment from home to play with before and after school or during recess unless the building principal has granted permission.** Toys may be brought for classroom projects only (show and tell, writing assignments, etc.) and should be done so only with permission of the classroom teacher.

School Cancellation and Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time was delayed. The same conditions may necessitate early dismissal. School closings, delayed starting time or early dismissal will be announced over television, radio stations, and Infinite Campus. Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard it should be assumed school is in session. If school is dismissed early because of inclement weather, all scheduled practices and activities may be canceled for that day.

School Closing Due to Health Conditions

The school district works closely with the Nebraska Department of Health during outbreaks of illness. In accordance with the Nebraska Department of Health recommendations, if 25-30 percent of students are absent and/or if an insufficient number of staff members are available to teach classes due to health, the administration of the school will consider closing the school.

School Property

Students marking or damaging school equipment or property in any way will be required to clean the article or pay for the damage done. Parents and students are responsible for materials loaned to the student.

Soiling and Wetting

Occasionally children do have soiling and wetting accidents. In grades K-4, if your child soils or wets, it is expected that you will come and/or pick him/her up, clean and change him/her and return him/her back to school. These are the procedures that Plattsmouth Elementary School will follow:

1. The first time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.

2. The second time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. If the student cleans themselves, a note will be sent home and must be signed and returned to the classroom teacher.

3. The third time the student soils or wets their pants the school will provide a place for the students to clean themselves and change clothes. If the students cannot clean themselves the parents are expected to come and help their child clean up or take them home to clean up and return the student to school. A meeting with the parents of the student will be set and a plan will be established to address the issue.

At the team meeting, the plan should include the following information:
a. Possible reasons for the toileting issue.
b. Possible solutions for the toileting issue.
c. A home/school plan detailing who is responsible for each step of the plan at each location.

Students with medical or special needs may be exempt from this policy. A toileting plan will need to be established detailing who is responsible for each step of the plan at each location.

Telephone

Teachers are conducting classes from 8:10 a.m. - 2:50 p.m. If you need to talk to a teacher, you may call and leave a message. Teachers can be reached by phone during their planning time, lunchtime, and before and after school. Please do not ask to talk to a teacher during instructional time.

The school telephone is for school business. Students may not make personal calls, unless they are urgent and are given permission from their classroom teacher. Students may not receive phone calls during the instructional day. The school will make every effort to get messages to students during the school day. Try to let your child(ren) know their after school plans before they come to school.

Toys/Games

Toys, games, and video games will not be allowed at school unless they are to be used for a special activity. Please make sure your child does not bring toys to school unless a teacher or administrator has given prior approval. This includes all types of trading cards. This policy has been changed due to the number of conflicts resulting from lost, broken, and stolen toys.

LEGAL NOTICES AND STUDENT RIGHTS

Anti-Bullying Policy
Discussed in Board Policy 5415

Child Find/Special Services
If special educational needs of students exist or arise, they will be addressed in a manner that complies with State and Federal requirements. If you have questions about special education identification or services, contact the Director of Student Services Amanda Wright at 296-3361.

Discontinuance of Enrollment for Children Younger Than Six Years of Age
Discussed in Board Policy 5002

Freedom of Expression
Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate for their level of maturity.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the students' speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Administration
The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action.

Student Discipline & Early Childhood Student Discipline
Discussed in Board Policy 5101.

Academic Integrity
Discussed in Board Policy 5101.

Student Fees
Discussed in Board Policy 5195.

Multicultural Policy
Discussed in Board Policy 6370.

Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973
The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

Notification of Rights Under FERPA
Discussed in Board Policy 5202Z

Student Privacy Protection Policy
Discussed in Board Policy 5421

Parental Involvement Policies
Discussed in Board Policy 6400

Title I Parental and Family Engagement Policy
Discussed in Board Policy 6410

Homeless Students Policy
Discussed in Board Policy 5417

Interviews Of Students By Outside Agencies
Discussed in Board Policy 5413

Community Use of School Facilities
Discussed in Board Policy 1100

Option Enrollment
Discussed in Board Policy 5006

Student Records
Discussed in Board Policy 5202

Identification of Learners with High Ability
Discussed in Board Policy 5414

Search and Seizure
Discussed in Board Policy 5406

Internet Safety and Acceptable Use Policy
Discussed in Board Policy 6800

Safe Pupil Transportation Plan
Discussed in Board Policy 5306

Fire Drills & Crisis Plans
Discussed in Board Policy 6115

Assessments -- Academic Content Standards
Discussed in Board Policy 6212

Reading Instruction and Improvement
Discussed in Board Policy 6213

Concussions
Discussed in Board Policy 6284

Return to Learn From Cancer
Discussed in Board Policy 6286

Tobacco Policy
Discussed in Board Policy 1120

Title I Parent and Family Engagement Policy
Discussed in Board Policy 6410

Title I Funds
Discussed in Board Policy 3570

Insufficient Funds
Discussed in Board Policy 3580

Board Minutes
Discussed in Board Policy 9340

Employee Conduct Regulations
Discussed in Board Policy 4020 and 4020A

Workplace Privacy Act
Discussed in Board Policy 4027

Option Enrollment
Discussed in Board Policy 5006

Student Discipline
Discussed in Board Policy 5101 and Board Policy 5105 for students with disabilities

Drug and Substance Use and Prevention
Discussed in Board Policy 5104

Internet Safety and Acceptable Use Policy
Discussed in Board Policy 6800

Self-Management of Asthma Anaphylaxis and Diabetes

Discussed in Board Policy 6921 and 6921A

Board Policies can be found at https://www.pcsd.org/about-us/board-of-education/policies.

STUDENT HANDBOOK: COVID SUPPLEMENT
Refer to district website for COVID protocols and updates: www.pcsd.org

Plattsmouth Community School District Central Office
1912 Old Hwy. 34
Plattsmouth, Ne 68048
Dr. Richard E. Hasty, Superintendent
Dr. Amber Johnson, Director of Instructional Services
Mrs. Juli Beck, Director of Early Childhood/Head Start
Phone: (402) 296-3361 Fax: (402) 296-2667

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

07CH012443

Head Start/Early Head Start Continuation Grant Application
For 01/01/2026 to 12/31/2026

Plattsmouth Community Schools/Cass County Head Start
Board of Education Approval

The Plattsmouth Community Schools Board of Education will review and consider approval of the Head Start/Early Head Start Non-Competing Continuation Grant Application for Fiscal Year 2026 during its meeting on August 11, 2025.

Annual Funding		Head Start	Early Head Start
Program Operations		$1,155,911	$180,913
Training and Technical Assistance		$15,064	$3,318
Total:		$1,170,975	$184,231
Total Funding:	$1,355,206		
Non-Federal Share (20% match)		$292,723	$46,065
Total NFS:	$338,788		

Board of Education Chairperson/Representative

Date

NEBRASKA DEPARTMENT OF EDUCATION
SCHOOL FINANCE & ORGANIZATION SERVICES
500 S. 84th St., 2nd Floor
PO Box 94987
Lincoln, NE 68510-2611

2025/26 Indirect Cost Rates For:

PLATTSMOUTH COMMUNITY SCHOOLS (13-0001-000)

Restricted Indirect Cost Rate 3.1436 %

Non-Restricted Indirect Cost Rate 12.1082 %

These rates have been calculated using information from the 2023/24 Annual Financial Report for use during the 2025/26 school year in accordance with an Indirect Cost Allocation Plan which was approved by the U.S. Department of Education.

If you have any questions concerning School District Indirect Cost Rates and how they are to be used, please contact:

- Stephanie DeGroot: (402) 540-0649 or stephanie.degroot@nebraska.gov
- Kelsey Larsen: (402) 450-1418 or kelsey.larsen@Nebraska.gov

_____ _____

Board of Education Chairperson/Representative Date

Plattsmouth Community Schools

HEAD START COST ALLOCATION PLAN

CERTIFICATE OF COST ALLOCATION PLAN

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

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

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

I declare that the foregoing is true and correct.

_____ (Signature)

Executive Director

_____(Signature)

_____(Signature)

Date of Execution:

Plattsmouth Community Schools
Cost Allocation Plan

Purpose/General Statements

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

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

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

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

General Approach

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

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

B. Allowable direct costs that can be identified to more than one program are prorated individually as direct costs using a base most appropriate to the particular cost being prorated.

C. All other allowable general and administrative costs (costs that benefit all programs and cannot be identified to a specific program) are allocated to programs, grants, etc. using a base that results in an equitable distribution.

Definition of Costs

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

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

Allowable Costs:

Grant funds may be used for	**Under the following Circumstances**
Conference services	Necessary recording of proceedings, simultaneous translation, and subsequent transcriptions.

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

Travel	Travel of staff, speakers, participants, and attendees, if identified in the application and approved at the time of award. Travel expenses for employees of the recipient are governed by the recipient's travel policies, consistently applied regardless of the source of funds. Any U.S. foreign travel restrictions that are in effect at the time of the award will be followed, such as · limitations or restrictions on countries to which travel will be supported or budgetary or · other limitations on availability of funds for foreign travel Proposed per diem or subsistence allowances must be reasonable and limited to the days of attendance at the conference plus the actual travel time to reach the conference location by the most direct route. Local mileage costs only may be paid for local participants. Where meals and/or lodgings are furnished without charge or at a nominal cost (e.g., as part of the registration fee), the proposed per diem or subsistence allowance must take this into consideration. Transportation costs for attendees and participants at the conference may not exceed coach class fares. In all cases, U.S. flag carriers will be used where possible.

Direct Costs: Direct costs are those that can be identified specifically with a particular final cost objective, i.e. a particular award, project, service, or other direct activity of an organization. However, a cost may not be assigned to an award as a direct cost if any other cost incurred for the same purpose, in like circumstance, has been allocated to an award as an indirect cost. Costs identified specifically with awards are direct costs of the awards and are to be assigned directly thereto. Costs identified specifically with other final cost objectives of the organization are direct costs of those cost objectives and are not to be assigned to other awards directly or indirectly in compliance with , Part 200, Super Circular, 2 CFR Part 225 and 45 CFR Part 92 "Cost Principles for State and Local Governments."

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

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

Allocation of Costs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Board of Education Approval & Review

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

Adopted: September 10, 2012
Reviewed: Apr. 8, 2013, May 12, 2014, May 11, 2015, May 9, 2016, May 8 2017,
Revised: Sept. 11, 2017
Reviewed: May 14, 2018, May 13, 2019, June 8, 2020, June 14, 2021, July 29, 2024,
Aug. 11, 2025

Making All Things New

413 N 7th St

Plattsmouth NE

68048

402-570-5381

Location: Plattsmouth High School, Plattsmouth NE 68048

Fitness Building: Apply primer to both metal and concrete front face of building and both end sections of building. On rear of building prime retaining wall. Apply White to metal sections of building and Blue to lower sections of concrete and retaining wall on back of building. Ramp and entrance concrete areas will also be primed and painted Blue. Doors will be painted Blue. $20,000

Football Concession Building: Apply primer to whole concession building and Ticket buildings (2). Top section will be painted White. Bottom section and doors painted Blue. $8000

Softball Metal Building: whole building and Roof will be primed. Roof will be painted Blue and wall sections and door Blue. White wall section White. $5000

Baseball Dugouts (2): Dugouts will be primed inside and outside. Dugouts will be painted Blue inside and outside. $7000

Baseball Concession Building: Building and doors will be primed. White section will be painted White and bottom section and doors painted Blue. $5000

This project will be completed in sections weather pending and permitting.

Estimate Amount: $45,000

Thank you

Justen Meneses

Owner

Making All Things New

ACKNOWLEDGMENT OF RECEIPT OF ADVANCE NOTICE OF MEETING

The undersigned Members of the Board of Education of Cass County School District 0001 (Plattsmouth Community Schools) in the State of Nebraska acknowledge receipt of advance notice of a meeting of said body, and the agenda for such meeting, held at 6:00 p.m. on Monday, August 11, 2025, at the District's Administration Center located at 1912 Old Highway 34, Plattsmouth, Nebraska.

DATED August 11, 2025.

_____

_____

_____

_____

_____

_____

_____

_____

_____

August 11, 2025
Plattsmouth, Nebraska

A meeting of the Board of Education (the "Board") of Cass County School District 0001 (Plattsmouth Community Schools) in the State of Nebraska (the "District") was held at 6:00 p.m. on Monday, August 11, 2025, at the District's Administration Center located at 1912 Old Highway 34, Plattsmouth, Nebraska. Advance publicized notice of such meeting was given in strict accordance with the provisions of Article 14, Chapter 84, Reissue Revised Statutes of Nebraska, as amended (the "Open Meetings Act"), and set forth (a) the time, date and place of this meeting, (b) that this meeting would be open to the attendance of the public and (c) that an agenda of then known subjects to be taken up at the meeting could be obtained from the office of the Superintendent of Schools (the "Superintendent"). A copy of said advance publicized notice (in the form of an affidavit of publication) was ordered annexed to the minutes of this meeting as Attachment 1. Each Board Member was previously furnished with a copy of said advance publicized notice, the same having been transmitted to each Board Member simultaneously with its publicizing, and a copy of their collective acknowledgment of receipt of such notice is attached to these minutes as Attachment 2. Additionally, reasonable efforts were made to provide advance notification of the meeting to all news media requesting the same of the time, date and place of the meeting.

The President of the Board, _____, presided, and the Secretary of the Board, _____, recorded the proceedings. On roll call the following Board Members were present: _____.

The following Board Members were absent: _____.

A quorum being present and the meeting duly commenced, the following proceedings were had and done.

The President of the Board publicly stated to all in attendance that a current and complete copy of the Open Meetings Act was available for review and indicated the location of such copy in the room where the meeting was being held. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

* * * * *

(Other Business)

* * * * *

Board Member _____ then introduced the following resolution and moved for its adoption, the full text of which is attached hereto as Attachment 3:

A RESOLUTION AUTHORIZING CASS COUNTY SCHOOL DISTRICT 0001 (PLATTSMOUTH COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA TO BORROW AN AMOUNT NOT TO EXCEED ONE MILLION SIX HUNDRED THOUSAND DOLLARS ($1,600,000) AND TO SECURE AND/OR EVIDENCE SUCH BORROWING BY THE ISSUANCE OF ITS GENERAL FUND PROMISSORY NOTES, SERIES 2025, IN ONE OR MORE SERIES, WHICH SHALL BE PAYABLE FROM THE DISTRICT'S GENERAL FUND; PRESCRIBING THE FORM AND DETAILS OF SUCH NOTES; AUTHORIZING CERTAIN OFFICIALS TO DETERMINE THE FINAL AGGREGATE PRINCIPAL AMOUNT, MATURITIES, RATES, REDEMPTION PROVISIONS AND OTHER TERMS AND DETAILS OF SUCH NOTES; AUTHORIZING THE DESIGNATION OF ANY SERIES OF NOTES AS EITHER TAX-EXEMPT OR TAXABLE OBLIGATIONS; AUTHORIZING THE DESIGNATION OF ANY TAX-EXEMPT NOTES AS QUALIFIED TAX-EXEMPT OBLIGATIONS; AUTHORIZING THE SALE AND/OR DELIVERY OF THE NOTES TO THE PURCHASER THEREOF; ADOPTING CERTAIN POST-ISSUANCE TAX COMPLIANCE AND DISCLOSURE POLICIES AND PROCEDURES WITH RESPECT TO THE NOTES; AUTHORIZING CERTAIN ACTIONS AND DOCUMENTS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

The foregoing Resolution having been read, Board Member _____ seconded the motion for its passage and adoption and, after discussion, the roll was called and the following Board Members voted in favor of the passage and adoption of said Resolution: _____.

The following Board Members voted against the same: _____. The following Board Members were absent or did not vote: _____.

Said Resolution having been voted upon favorably by a majority of the Board Members, the same was by the President declared passed and adopted.

* * * * *

(Other Business)

* * * * *

Motion to adjourn.

DATED August 11, 2025.

ATTEST:

_____
President, Board of Education

_____
Secretary, Board of Education

ATTACHMENT 1

Affidavit of Publication of Notice of Meeting

ATTACHMENT 2

Acknowledgement of Receipt of Advance Notice of Meeting

ATTACHMENT 3

Note Resolution

See Tab #3

A RESOLUTION AUTHORIZING CASS COUNTY SCHOOL DISTRICT 0001 (PLATTSMOUTH COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA TO BORROW AN AMOUNT NOT TO EXCEED ONE MILLION SIX HUNDRED THOUSAND DOLLARS ($1,600,000) AND TO SECURE AND/OR EVIDENCE SUCH BORROWING BY THE ISSUANCE OF ITS GENERAL FUND PROMISSORY NOTES, SERIES 2025, IN ONE OR MORE SERIES, WHICH SHALL BE PAYABLE FROM THE DISTRICT'S GENERAL FUND; PRESCRIBING THE FORM AND DETAILS OF SUCH NOTES; AUTHORIZING CERTAIN OFFICIALS TO DETERMINE THE FINAL AGGREGATE PRINCIPAL AMOUNT, MATURITIES, RATES, REDEMPTION PROVISIONS AND OTHER TERMS AND DETAILS OF SUCH NOTES; AUTHORIZING THE DESIGNATION OF ANY SERIES OF NOTES AS EITHER TAX-EXEMPT OR TAXABLE OBLIGATIONS; AUTHORIZING THE DESIGNATION OF ANY TAX-EXEMPT NOTES AS QUALIFIED TAX-EXEMPT OBLIGATIONS; AUTHORIZING THE SALE AND/OR DELIVERY OF THE NOTES TO THE PURCHASER THEREOF; ADOPTING CERTAIN POST-ISSUANCE TAX COMPLIANCE AND DISCLOSURE POLICIES AND PROCEDURES WITH RESPECT TO THE NOTES; AUTHORIZING CERTAIN ACTIONS AND DOCUMENTS; AND PRESCRIBING OTHER MATTERS RELATING THERETO.

BE IT RESOLVED BY THE BOARD OF EDUCATION OF CASS COUNTY SCHOOL DISTRICT 0001 (PLATTSMOUTH COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA AS FOLLOWS:

Section 1. The Board of Education (the "**Board**") of Cass County School District 0001 (Plattsmouth Community Schools) in the State of Nebraska (the "**District**") hereby makes the following findings and determinations:

(a) The District is duly organized as a Class III School District under Sections 79-102 and 79-407, Reissue Revised Statutes of Nebraska, as amended; the District maintains both elementary and high school grades under the direction of a single board of education; and the District embraces territory having a population more than 5,000 and not more than 200,000 inhabitants.

(b) Pursuant to Section 79-1070, Reissue Revised Statutes of Nebraska, as amended (the "**Act**"), the District may borrow money equal to 70% of the unexpended balance of total anticipated receipts of its general fund, special building fund, bond fund, or qualified capital purpose undertaking fund for the current school fiscal year and the following school fiscal year. Total anticipated receipts of the general fund, special building fund, bond fund, or qualified capital purpose undertaking fund for the current school fiscal year and the following school fiscal year shall mean a sum equal to the total of (a) the anticipated receipts from the current existing levy multiplied by two, (b) the anticipated receipts from the United States for the current school fiscal year and the following school fiscal year, and (c) the anticipated receipts from other sources for the current school fiscal year and the following school fiscal year.

(c) To evidence and/or secure such borrowing, the District may execute and deliver its promissory notes bearing a rate of interest set by the Board and maturing not more than two school fiscal years from the date thereof which shall be payable out of the funds collected by the District.

(d) The District's administration has advised the Board that amounts in the District's general fund are expected to be insufficient to pay the District's claims as the same fall due.

(e) During its 2025-2026 fiscal year, the District expects to receive $11,337,379 from its general fund tax levy (assuming the 2025-26 general fund levy is the same as the District's 2024-25 general fund tax levy, and the 2025 taxable valuation remains the same as the District's 2024 taxable valuation). During each of the 2025-26 and 2026-27 fiscal years, the District expects to receive $4,491,772 and $4,491,772, respectively, from State aid and other sources. Accordingly, the District's total anticipated receipts (as defined in the Act) in its general fund for the 2025-26 and 2026-27 fiscal years are not expected to be less than $31,658,302.

(f) As of the date hereof, the total expenditures from the District's general fund relating to its 2025-26 budget were $-0-, leaving an unexpended balance of total anticipated receipts of not less than $31,658,302. Seventy percent of such unexpended balance is equal to $22,160,811; and the aggregate principal amount of the Notes (as defined herein) being authorized hereunder, together with the aggregate principal amount of all other notes and warrants issued under the Act, does not and will not exceed such amount.

(g) The District presently has no other outstanding note or warrant indebtedness issued under the Act.

(h) In order for the District to pay its claims as the same fall due, it is necessary, desirable, advisable and in its best interests that the District borrow money and issue its promissory notes in accordance with the provisions of the Act.

(i) All conditions, acts, and things required by law to exist or to be done precedent to the issuance by the District of its promissory notes pursuant to the provisions of the Act, do exist and have been done in due form and time as required by law.

(j) It is necessary that the District adopt (i) policies and procedures to satisfy all applicable requirements of federal income tax law in order to preserve, post-issuance, the tax-exempt status of any Tax-Exempt Notes (as defined herein) and (ii) policies and procedures to satisfy the issuance and post-issuance disclosure requirements of Rule 15c2-12 (as defined herein).

Section 2. (a) The Board hereby authorizes the District to borrow an amount not to exceed $1,600,000 and to evidence and/or secure such borrowing by the issuance and delivery of one or more series of promissory notes, designated as "General Fund Promissory Notes, Series 2025" (the "**Notes**"), or such other designation as shall be made by the President of the Board,

the Vice President of the Board and the Superintendent of Schools (each, including any person authorized to act on their behalf, an "**Authorized Officer**"), or each individually. The Notes shall be issued only as fully registered Notes, without coupons, on the books of the Note Registrar and Paying Agent designated herein (the "**Registrar**"). Unless otherwise determined by an Authorized Officer, the Notes shall be issued in denominations of $5,000 or whole multiples thereof not exceeding the principal amount due on a given date of maturity, shall be numbered consecutively from one upward in order of issuance and shall bear interest calculated on the basis of a 360-day year consisting of twelve 30-day months.

(b) The Authorized Officers, or each individually, is authorized and directed, in the exercise of such officer's independent judgment and absolute discretion, to hereafter, from time to time, specify, set, designate, determine, establish and appoint with respect to each series of Notes herein authorized, as the case may be, and in each case in accordance with and subject to the provisions of this Resolution, (i) the dated date and delivery date, (ii) the aggregate principal amount to be issued, not exceeding aggregate principal amount set forth in this Section 2, (iii) the dates and years in which each principal maturity shall occur and the principal amount to mature or to be paid in each of such years, (iv) the date of final maturity, which shall in no event be later than September 1, 2027, (v) the date or dates upon which any series shall be sold, which shall not be later than one year from the date of this Resolution, (vi) the rate or rates of interest to be carried by each maturity of the Notes, such that the true interest cost shall not exceed 6.00%, (vii) the method by which such rate or rates of interest shall be calculated, (viii) whether the Notes will be issued as Tax-Exempt Notes or taxable Notes, for federal income tax purposes; (ix) whether the Notes will be designated as qualified tax-exempt obligations, (x) the dates on which interest shall be paid, (xi) the redemption dates and prices and all terms relating thereto, if any, (xii) the identity of the Underwriter, the Placement Agent or the Lender of the Notes, if other than the entity referenced in Section 7 hereof (each a "**Purchaser**" and all as defined in Section 7 hereof), and the structure of the financing as contemplated in Section 7 hereof, (xiii) the form, content, terms and provisions of the note purchase agreement entered into by the District with the Underwriter or loan agreement between the District and the Lender, all set forth in Section 7 hereof, if applicable, (xiv) the fees of the Purchaser, which shall not be more than 1.00% of the aggregate principal amount of each series, (xv) the purchase price, which shall not be less than 96.00% of the aggregate principal amount of each series (inclusive of the Purchaser's fee or discount and any original issue discount), (xvi) the form and contents of any Offering Document (as such term is defined in Section 10 hereof), (xvii) the identity of the Registrar, (xviii) whether to obtain a municipal bond insurance policy or other credit enhancement feature for any series of Notes, (xix) the form, content, terms, and provisions of any closing and other documentation executed and delivered by the District in connection with the authorization, issuance, sale and delivery of each series and (xx) all of the other terms relating to each series not otherwise determined or fixed by the provisions of this Resolution.

(c) Interest on the Notes at the respective rates for each maturity is payable semiannually on each interest payment date determined in accordance with this Section 2 (each of said dates, an "**Interest Payment Date**"), from the date of original issue or the most recent Interest Payment Date, whichever is later, until maturity or earlier redemption by check or draft mailed by the Registrar or its successor on such Interest Payment Date to the registered owner of each Note at such registered owner's address as it appears on the note register maintained by the Registrar or its successor as of the close of business on the 15th day (whether or not a business day) immediately preceding each Interest Payment Date (the "**Record Date**") subject to the

provisions of the following paragraph. The principal on the Notes and the interest due at maturity or earlier redemption is payable in lawful money of the United States of America to the registered owners thereof upon presentation and surrender of such Notes to the Registrar at its designated corporate trust office.

If any payments of interest due on the Notes on an Interest Payment Date are not timely made, such interest shall cease to be payable to the registered owners as of the Record Date for such Interest Payment Date and shall be payable to the registered owners of the Notes as of a special date of record for payment of such defaulted interest as shall be designated by the Registrar whenever moneys for the purpose of paying such defaulted interest become available.

If the date for payment of the principal of or the interest on the Notes shall be a Saturday, Sunday, legal holiday or day on which banking institutions in the city in which the designated corporate trust office of the Registrar is located are authorized by law or executive order to close, the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or day on which such banking institutions are authorized to close, and payment on such day shall have the same force and effect as if made on the nominal payment date.

(d) The Notes shall be executed on behalf of the District by the manual or facsimile signatures of the President and the Secretary (including such other persons authorized to act on their behalf). In case any officer whose signature or a facsimile of whose signature shall appear on the Notes shall cease to be such officer before the delivery of any Notes, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Notes shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on such Note has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Notes need not be signed by the same representative. The executed certificate of authentication on each Note shall be conclusive evidence that it has been authenticated and delivered under this Resolution.

(e) Unless otherwise directed by the Purchaser, the Notes may be issued initially as "book-entry-only" notes under the services of The Depository Trust Company (the "**Depository**"), with one typewritten note per maturity being issued to the Depository. In such connection the officers of the District are authorized to execute and deliver a Letter of Representations (the "**Letter of Representations**") in the form required by the Depository, for and on behalf of the District, which shall thereafter govern matters with respect to registration, transfer, payment and redemption of the Notes. If the Notes are issued as "book-entry-only" notes, the following provisions shall apply:

(i) The District and the Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which the Depository holds Notes as securities depository (each, a "**Note Participant**") or to any person who is an actual purchaser of a Note from a Note Participant while the Notes are in book-entry form (each, a "**Beneficial Owner**") with respect to the following:

(A) the accuracy of the records of the Depository, any nominees of the Depository or any Note Participant with respect to any ownership interest in the Notes,

(B) the delivery to any Note Participant, any Beneficial Owner or any other person, other than the Depository, of any notice with respect to the Notes, including any notice of redemption, or

(C) the payment to any Note Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the Notes. The Registrar shall make payments with respect to the Notes only to or upon the order of the Depository or its nominee, and all such payments shall be valid and effective fully to satisfy and discharge the obligations with respect to such Notes to the extent of the sum or sums so paid. No person other than the Depository shall receive an authenticated Note, except as provided in (v) below.

(ii) Upon receipt by the Registrar of written notice from the Depository to the effect that the Depository is unable or unwilling to discharge its responsibilities, the Paying Agent and Registrar shall issue, transfer and exchange Notes requested by the Depository in appropriate amounts. Whenever the Depository requests the Registrar to do so, the Registrar will cooperate with the Depository in taking appropriate action after reasonable notice (A) to arrange, with the prior written consent of the District, for a substitute depository willing and able upon reasonable and customary terms to maintain custody of the Notes or (B) to make available Notes registered in whatever name or names as the Beneficial Owners transferring or exchanging such Notes shall designate.

(iii) If the District determines that it is desirable that certificates representing the Notes be delivered to the ultimate beneficial owners of the Notes and so notifies the Registrar in writing, the Registrar shall so notify the Depository, whereupon the Depository will notify the Note Participants of the availability through the Depository of note certificates representing the Notes. In such event, the Registrar shall issue, transfer and exchange note certificates representing the Notes as requested by the Depository in appropriate amounts and in authorized denominations.

(iv) Notwithstanding any other provision of this Resolution to the contrary, so long as any Note is registered in the name of the Depository or any nominee thereof, all payments with respect to such Note and all notices with respect to such Note shall be made and given, respectively, to the Depository as provided in the Letter of Representations.

(v) Registered ownership of the Notes may be transferred on the books of registration maintained by the Registrar, and the Notes may be delivered in physical form to the following:

(A) any successor securities depository or its nominee;

(B) any person, upon (1) the resignation of the Depository from its functions as depository or (2) termination of the use of the Depository pursuant to this Section and the terms of the Note Registrar and Paying Agent's Agreement.

(vi) In the event of any partial redemption of a Note unless and until such partially redeemed Note has been replaced in accordance with the provisions of this Resolution, the books and records of the Registrar shall govern and establish the principal amount of such Notes as is then outstanding and all of the Notes issued to the Depository or its nominee shall contain a legend to such effect.

If for any reason the Depository resigns and is not replaced, the District shall immediately provide a supply of printed note certificates, duly executed by manual or facsimile signatures of the President and Secretary, for issuance upon the transfers from the Depository and subsequent transfers or in the event of partial redemption. In the event that such supply of certificates shall be insufficient to meet the requirements of the Registrar for issuance of replacement certificates upon transfer or partial redemption, the District agrees to order printed an additional supply of such certificates and to direct their execution by manual or facsimile signatures of its then duly qualified and acting President and Secretary.

Section 3. Unless otherwise determined by an Authorized Officer pursuant to the authority set forth in Section 2(b) above, the Notes shall be subject to redemption at the option of the District on the date six (6) months from their date of original issue and any date thereafter, as a whole, or in part from time to time in such principal amounts and from such maturity or maturities as the District, in its sole and absolute discretion, shall determine, at a redemption price equal to the amount thereof, plus accrued interest on such principal amount to the date fixed for redemption, without premium. If less than all of the Notes of any maturity are to be called for redemption, the Registrar shall select by lot the particular Notes of such maturity to be redeemed.

The Notes shall be redeemed in whole multiples of $5,000. If any Note is in a denomination in excess of $5,000, portions of the principal amount thereof in installments of $5,000 or any whole multiple thereof may be redeemed, and if less than all of the principal amount thereof is to be redeemed, in such case upon the surrender of such Notes there shall be issued to the registered owner thereof without charge therefor, for the then unredeemed balance of the principal amount thereof, Notes of like series, maturity and interest rates in any of the authorized denominations provided by this Resolution.

Notice of redemption of Notes stating their designation, date, maturity and principal amounts shall be given by the Registrar by mailing such notice by first-class mail, postage prepaid, not less than 30 days prior to the date fixed for redemption (or such shorter period as may be acceptable to the then registered owner of the Notes) to the registered owners at their most recent addresses appearing upon the books of the Registrar, but failure to mail such notice shall not affect the proceedings for redemption. Notice of redemption need not be given to the holder of any Notes, whether registered or not, who has waived notice of redemption. Notice of redemption having been given as provided above or notice of redemption having been waived by the owners of Notes called for redemption who have not been given such notice as provided above, the Notes so called for redemption shall become due and payable on the designated redemption date. The District shall give written notice to the Registrar of its election to redeem

Notes at least 45 days prior to the said redemption date, or such shorter period as shall be acceptable to the Registrar. If on or before the said redemption date funds sufficient to pay the Notes so called for redemption at the applicable redemption price and accrued interest to said date have been deposited or caused to have been deposited by the District with the Registrar for the purposes of such payment and notice of redemption thereof has been given or waived as hereinbefore provided, then from and after the date fixed for redemption interest on such Notes so called shall cease to accrue and become payable. If such funds shall not have been so deposited with the Registrar as aforesaid on or before the date fixed for redemption, such call for redemption shall be revoked and the Notes so called for redemption shall continue to be outstanding the same as though they had not been so called; such Notes shall continue to bear interest until paid at such rate as they would have borne had they not been called for redemption and shall continue to be protected by this Resolution and entitled to the benefits and security hereof.

Section 4. If any Note is mutilated, lost, stolen or destroyed, the District shall execute a new Note of like date, maturity and denomination to that mutilated, lost, stolen, or destroyed, provided that, in the case of any mutilated Note, such mutilated Note shall first be surrendered to the Registrar and, in the case of any lost, stolen, or destroyed Notes, there first shall be furnished to the Registrar evidence of such loss, theft, or destruction satisfactory to the Registrar, together with an indemnity satisfactory to it. In the event any such Note shall have matured, instead of issuing a duplicate Note, the District may pay the same without surrender thereof upon the performance of such requirements as it deems fit for its protection, including a lost instrument note. The District and the Registrar may charge the owner of such Note with their reasonable fees and expenses for such service.

Section 5. The Notes shall be in substantially the following form:

(Form of Note)

No. _____ $_____

UNITED STATES OF AMERICA
STATE OF NEBRASKA

CASS COUNTY SCHOOL DISTRICT 0001
(PLATTSMOUTH COMMUNITY SCHOOLS)

PROMISSORY NOTE
[TAXABLE] SERIES 2025

Date of Original Issue	**Date of Maturity**	**Rate of Interest**	**[CUSIP Number**
_____, 2025	_____, 20__	_____%	_____]

REGISTERED OWNER: [CEDE & CO.] [PRIVATE PURCHASER]

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS

CASS COUNTY SCHOOL DISTRICT 0001 (PLATTSMOUTH COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA (the "District") promises to pay on the Date of Maturity the Principal Amount of this Note to the Registered Owner hereof, or its registered assigns, upon presentation and surrender hereof to _____, _____, Nebraska, as Note Registrar and Paying Agent (the "Registrar"), at its designated corporate trust office in Omaha, Nebraska or such other office as may be designated by the Registrar.

The District also promises to pay interest on said Principal Amount on _____ and _____ of each year, commencing on _____, 20__ (each of such dates an "Interest Payment Date"), at the Interest Rate per annum indicated above from the Date of Original Issue or most recent Interest Payment Date, whichever is later, and at maturity or earlier redemption. Interest shall be calculated on the basis of a 360-day year consisting of twelve 30-day months. Interest on this Note prior to maturity or earlier redemption shall be paid by check or draft mailed on such Interest Payment Date to the Registered Owner at such Registered Owner's address as it appears on the registration books of the Registrar at the close of business on the 15th day (whether or a not a business day) immediately preceding the Interest Payment Date (the "Record Date"). Any interest not so timely paid shall cease to be payable to the person entitled thereto as of the Record Date such interest was payable, and shall be payable to the person who is the Registered Owner of this Note (or of one or more predecessor Notes hereto) on such special record date for payment of such defaulted interest as shall be fixed by the Registrar whenever moneys for such purpose become available.

This Note is one of an issue of fully registered notes (the "Notes") in the total principal amount of $_____ of even date and like tenor herewith, except as to number, denomination, date of maturity and rate of interest, which have been issued by a resolution of the District (the "Resolution"), which Resolution was duly passed and adopted by the Board of Education (the "Board") of the District.

The Notes are issued as fully registered notes, without coupons, in denominations of $5,000 or whole multiples thereof. Subject to the limitations and upon payment of the charges provided in the Resolution pursuant to which the Notes have been issued, this Note is transferable by the Registered Owner hereof or his or her attorney duly authorized in writing, at the office of the Registrar, but only in the manner, subject to the limitations and upon payment of the charges as set forth in the Resolution, upon surrender and cancellation of this Note. Upon such transfer, a new registered Note or Notes of the same maturity and of authorized denomination or denominations for the same aggregate principal amount will be issued to the transferee in exchange therefor. The District and the Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof (whether or not this Note shall be overdue) for the purpose of receiving payment of or on account of principal hereof and premium, if any, and interest due hereon and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

The Notes are subject to redemption prior to maturity at the option of the District at any time on or after _____, 202__ as a whole, or in part in such principal amounts and from such maturity or maturities as the District, in its sole and absolute discretion may determine, at a redemption price equal to the principal amount so redeemed, together with the

interest accrued on such principal amount to the date fixed for redemption. If less than all of a maturity is to be called for redemption, the Registrar shall select by lot the portion or portions of such maturity to be redeemed.

Notes shall be redeemed in denominations of $5,000. If any Note is in a denomination in excess of $5,000, portions of the principal amount thereof in installments of $5,000 or whole multiples thereof may be redeemed, and if less than all of the principal amount thereof is to be redeemed, in such case upon the surrender of such Note there shall be issued to the Registered Owner thereof without charge therefor, for the then unredeemed balance of the principal amount thereof, registered notes of like series, maturity and interest rates in any of the authorized denominations provided by the Resolution.

Notice of redemption of this Note shall be given to the Registered Owner hereof by first-class mail, postage prepaid, not less than thirty (30) days prior to the date fixed for redemption (or such shorter period as may be acceptable to the then registered owner of the Notes), all as more particularly set forth in the Resolution; provided, however, that failure to give such notice by mailing, or any defect therein, shall not affect the validity of any proceeding for the redemption of any Note with respect to which no such failure has occurred. Notice of redemption having been given as provided in the Resolution, or notice of redemption having been waived, and funds for the payment thereof having been deposited with the Registrar, this Note shall cease to bear interest from and after the date fixed for redemption.

This Note is issued by the District pursuant to Section 79-1070, Reissue Revised Statutes of Nebraska, as amended (the "Act") and authorized by a resolution passed by the Board of the District. This Note is payable out of the receipts in the District's general fund, which receipts include moneys collected from its general fund tax levy, State aid and other sources during the two fiscal years beginning September 1, 2025. As required by the Act, the total principal amount of all Notes of the District issued under the Act and outstanding as of the Date of Original Issue of this Note does not exceed 70% of the unexpended balance of total anticipated receipts for the two fiscal years beginning September 1, 2025.

[The District has, in the Resolution, designated the Notes as "qualified tax-exempt obligations" described in Section 265(b) of the Internal Revenue Code of 1986, as amended.]

[AS PROVIDED IN THE RESOLUTION REFERRED TO HEREIN, UNTIL THE TERMINATION OF THE SYSTEM OF BOOK-ENTRY-ONLY TRANSFERS THROUGH THE DEPOSITORY TRUST COMPANY, NEW YORK, NEW YORK (TOGETHER WITH ANY SUCCESSOR SECURITIES DEPOSITORY APPOINTED PURSUANT TO THE RESOLUTION, "DTC"), AND NOTWITHSTANDING ANY OTHER PROVISIONS OF THE RESOLUTION TO THE CONTRARY, A PORTION OF THE PRINCIPAL AMOUNT OF THIS NOTE MAY BE PAID OR REDEEMED WITHOUT SURRENDER HEREOF TO THE REGISTRAR. DTC OR A NOMINEE, TRANSFEREE OR ASSIGNEE OF DTC OF THIS NOTE MAY NOT RELY UPON THE PRINCIPAL AMOUNT INDICATED HEREON AS THE PRINCIPAL AMOUNT HEREOF OUTSTANDING AND UNPAID. THE PRINCIPAL AMOUNT HEREOF OUTSTANDING AND UNPAID SHALL FOR ALL PURPOSES BE THE AMOUNT DETERMINED IN THE MANNER PROVIDED IN THE RESOLUTION.

UNLESS THIS NOTE IS PRESENTED BY AN AUTHORIZED OFFICER OF DTC (A) TO THE REGISTRAR FOR REGISTRATION OF TRANSFER OR EXCHANGE OR (B) TO THE REGISTRAR FOR PAYMENT OF PRINCIPAL, AND ANY NOTE ISSUED IN REPLACEMENT HEREOF OR SUBSTITUTION HEREFOR IS REGISTERED IN THE NAME OF DTC AND ANY PAYMENT IS MADE TO DTC OR ITS NOMINEE, ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL BECAUSE ONLY THE REGISTERED OWNER HEREOF, DTC OR ITS NOMINEE, HAS AN INTEREST HEREIN.]

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication hereon shall have been executed by the Registrar.

IT IS HEREBY CERTIFIED AND WARRANTED that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Note did exist, did happen and were done and performed in regular and due form and time as required by law and that the indebtedness of the District, including this Note, does not exceed any limitation imposed by law.

This Note shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the certificate of authentication hereon shall have been executed by the Registrar.

IN WITNESS WHEREOF, the District has caused this Note to be executed on its behalf by the original or facsimile signature of the President of its Board of Education and attested by the original or facsimile signature of the Secretary of said Board of Education, all as of the Date of Original Issue shown above.

CASS COUNTY SCHOOL DISTRICT 0001 (PLATTSMOUTH COMMUNITY SCHOOLS) IN THE STATE OF NEBRASKA

ATTEST:

(Sample - Do Not Sign)
President of the Board of Education

(Sample - Do Not Sign)
Secretary of the Board of Education

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is one of the Notes of the series designated therein issued under the provisions of the Resolution and has been registered to the owner named in said Note and recorded in the books of record maintained by the undersigned Registrar for said issue of Notes.

_____, as
Registrar and Paying Agent

By: _____
Its Authorized Officer

(FORM OF ASSIGNMENT)

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Note and hereby irrevocably constitutes and appoints _____, attorney, to transfer the same on the books of registration in the office of the within mentioned Registrar with full power of substitution in the premises.

Date: _____

_____
Registered Owner

Witness: _____

NOTE: The signature(s) on this assignment MUST CORRESPOND with the name(s) as written on the face of the within Note in every particular, without alteration, enlargement or any change whatsoever, and must be guaranteed by a commercial bank or a trust company or by a firm having membership on the New York, Midwest or other stock exchange.

Section 6. (a) After being executed by the President and the Secretary in accordance with Section 2(d) hereof, the Notes shall be delivered to the Registrar for registration and authentication. The Authorized Officers, or each individually, is hereby authorized to take all actions necessary to effect the delivery of the Notes to the Registrar and then to the Purchaser, inclusive of the power and authority to execute such orders, certificates, receipts and other documents as may be necessary or desirable to effect such delivery and to receive the purchase price for the Notes.

(b) The Superintendent is directed to make and certify a transcript of the proceedings of the District precedent to the issuance of the Notes, which transcript shall be delivered to the Purchaser.

Section 7. (a) The District is authorized to sell the Notes to Northland Securities, Inc., as original purchaser of the Notes (the "**Underwriter**"), in accordance with Section 2 of this Resolution. Delivery of the Notes shall be made to the Underwriter as soon as practicable after the adoption of this Resolution, upon payment therefor in accordance with the terms of sale. The District is authorized to enter into a Note Purchase Agreement (the "**Purchase Agreement**") between the District and the Underwriter in form and substance acceptable to the Authorized Officers, or each individually. Such Authorized Officer is authorized to execute the Purchase Agreement, in form and substance acceptable to such Authorized Officer, for and on behalf of

the District, such officer's signature thereon being conclusive evidence of such official's and the District's approval thereof. The Underwriter shall have the right to direct the registration of the Notes and the denominations thereof within each maturity, subject to the restrictions of this Resolution. Such Underwriter and its agents, representatives and counsel (including bond counsel) are hereby authorized to take such actions on behalf of the District as are necessary to effectuate the closing of the issuance and sale of the Notes, including, without limitation, authorizing the release of the Notes by the Depository at closing.

(b) The District is further authorized to place the Notes with a private purchaser (the "**Private Purchaser**") with the assistance of Northland Securities, Inc., as placement agent of the Notes (the "**Placement Agent**") in accordance with Section 2 of this Resolution. The Private Purchaser shall have the right to direct the registration of the Notes and the denominations thereof within each maturity, subject to the restrictions of this Resolution. The Placement Agent and its agents, representatives and counsel (including bond counsel) are hereby authorized to take such actions on behalf of the District as are necessary to effectuate the closing of the issuance and placement of the Notes.

(c) The District is further authorized to (i) issue the Notes directly to a bank or other institutional lender (the "**Lender**") to evidence or secure a loan from such Lender to the District or (ii) enter into a loan agreement with a Lender in lieu of issuing the Notes, in accordance with Section 2 of this Resolution and subject to the other restrictions of this Resolution. Such Lender may be identified with the assistance of the Placement Agent. The Lender shall have the right to direct the registration of the Notes and the denominations thereof within each maturity and shall have the right to sell participation interests in the Notes to other banks and institutional lenders, all subject to the restrictions of this Resolution. The Placement Agent and its agents, representatives and counsel (including bond counsel) are hereby authorized to take such actions on behalf of the District as are necessary to effectuate the closing of the issuance of the Notes. .

Section 8. The Notes shall be payable out of the District's general fund from moneys collected or to be collected from the District's general fund tax levy for the two fiscal years commencing September 1, 2025 and from funds received from other general fund sources during such fiscal years. The District agrees that it shall apply moneys collected from such tax levy and received from other general fund sources in amounts sufficient to pay when due the principal of, premium, if any, and the interest on the Notes. The District further agrees that not later than the maturity date for the Notes, moneys or legal investments sufficient to pay the principal of, premium, if any, and interest on the Notes shall be set aside in a separate fund held solely for the payment of the Notes at maturity. Any earnings on said moneys or investments in excess of the amount needed to pay all principal and interest when due may be transferred to the District's general fund at the direction of the Board.

Section 9. (a) The Registrar designated pursuant to Section 2(b) hereof shall serve in the capacities of registrar and paying agent under the terms of an agreement entitled "**Registrar and Paying Agent Agreement**" between the District and the Registrar; provided, however, that if the District Treasurer is designated as Registrar, then the District and the District Treasurer shall not enter into a Registrar and Paying Agent Agreement. The Authorized Officers, or each individually, or such other officer of the Board or the District is hereby authorized to execute said agreement in such form as such officer shall deem appropriate or necessary. The Registrar shall have only such duties and obligations as are expressly specified

by this Resolution and the Registrar and Paying Agent Agreement, and no other duties or obligations shall be implied to the Registrar, except as may be set forth in a written agreement between the District and a successor Registrar.

(b) The District reserves the right to remove the Registrar upon 30 days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Notes in its possession to the successor Registrar and shall deliver the note register to the successor Registrar. The Authorized Officers, or each individually, is authorized to remove the Registrar as provided herein if such officer determines such removal is in the best interest of the District. Upon such removal, the Authorized Officers, or each individually, is authorized to appoint a successor Registrar and to execute a Registrar and Paying Agent Agreement with such successor Registrar in a form substantially similar to that approved by the Board pursuant to this Resolution, but with such changes as such officer shall deem appropriate or necessary.

(c) The Registrar shall keep and maintain for the District books for the registration and transfer of the Notes at its designated corporate trust office. The names and registered addresses of the registered owner or owners of the Notes shall at all times be recorded in such books. Any Notes may be transferred pursuant to its provisions at the office of the Registrar by surrender of such Notes for cancellation, accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner in person or by such owner's duly authorized agent, and thereupon the Registrar on behalf of the District will deliver at such office (or send by registered mail to the transferee owner or owners thereof at such transferee owner's or owners' risk and expense), registered in the name of the transferee owner or owners, a new Note or Notes of the same interest rate, aggregate principal amount and maturity, bearing numbers not contemporaneously then outstanding. To the extent of the denominations authorized for the Notes by this Resolution, one Note may be transferred for several such Notes of the same interest rate and maturity and for a like aggregate principal amount, and several such Notes may be transferred for one or several such Notes, respectively, of the same interest rate and maturity and for a like aggregate principal amount. In every case of transfer of a Note, the surrendered Note shall be canceled and destroyed. The Registrar may impose a charge sufficient to defray all costs and expenses incident to registrations of transfer and exchanges. In each case the Registrar shall require the payment by the owner requesting exchange or transfer of any tax or other governmental charge required to be paid with respect to such exchange or transfer. Notes issued upon transfer or exchange of Notes shall be dated as of the date six months preceding the Interest Payment Date next following the date of registration thereof in the office of the Registrar, unless such date of registration shall be an Interest Payment Date, in which case they shall be dated as of such date of registration; provided, however, that if, as shown by the records of the Registrar, interest on the Notes shall be in default, the Notes issued in lieu of Notes surrendered for transfer or exchange may be dated as of the date to which interest has been paid in full on the Notes surrendered; and provided further, that if the date of registration shall be prior to the first Interest Payment Date, the Notes shall be dated as of their date of original issue. All Notes issued upon transfer of the Notes so surrendered shall be valid obligations of the District evidencing the same obligations as the Notes surrendered and shall be entitled to all the benefits and protection of this Resolution to the same extent as the Notes upon transfer of which they were delivered. The District and the Registrar shall not be required to transfer any Note during any period from any Record Date until its immediately following

Interest Payment Date or to transfer any Note called for redemption for a period of 30 days next preceding the date fixed for redemption.

(d) The Registrar shall also be responsible for making the payments of principal, premium, if any, and interest as the same fall due upon the Notes from funds provided by the District for such purposes. Payments of interest due upon the Notes prior to maturity or redemption shall be made by the Registrar by mailing a check in the amount due for such interest on each Interest Payment Date to the registered owner of each Note to such owner's registered address as shown on the books of registration as required to be maintained under this Section 9. On or before each principal or interest due date, without further order of the Board, the Treasurer of the Board shall transmit to the Registrar money sufficient for payment of all principal and interest then due. Payments of principal due at maturity or at any date fixed for redemption prior to maturity, together with any premium and/or accrued interest then due, shall be made by the Registrar upon presentation and surrender of such Note. The District and the Registrar may treat the registered owner of any Notes as the absolute owner of such Note for purposes of making payments thereon and for all other purposes. All payments on account of interest or principal made to the registered owner of any Note shall be valid and effectual and shall be a discharge of the District and the Registrar in respect of the liability upon the Notes or claims for interest to the extent of the amount or amounts so paid.

Section 10. The use and distribution of any official statement, offering circular, term sheet, request for lenders or any other offering document (including any preliminary thereof, the "**Offering Document**") by the Underwriter or the Placement Agent in connection with the reoffering or placement of the Notes is hereby authorized. Any Authorized Officer is authorized to approve the final Offering Document as so supplemented, amended and completed, and the use and distribution of the final Offering Document by the Underwriter or the Placement Agent in connection with the reoffering or placement of the Notes is hereby authorized. Any Authorized Officer is hereby authorized to execute and deliver a certificate pertaining to such Offering Document as prescribed therein, dated as of the date of payment for and delivery of the Notes.

The District agrees to provide to the Underwriter or the Placement Agent within seven Business Days of the date of the sale of Notes sufficient copies of the final Offering Document to enable the Underwriter or the Placement Agent to comply with the requirements of Rule 15c2-12(b)(4) of the Securities and Exchange Commission and with the requirements of Rule G-32 of the Municipal Securities Rulemaking Board, if applicable.

Section 11. If so required by the Underwriter, the Board (a) authorizes and directs the Authorized Officers, or each individually, to execute and deliver, on the date of the issuance of the Notes, a continuing disclosure agreement or certificate (the "**Undertaking**") in such form that satisfies the requirements of Rule 15c2-12 and is acceptable to the Underwriter and bond counsel and (b) shall comply with and carry out all of the provisions of the Undertaking. The Authorized Officers, or each individually, may engage a dissemination agent to assist the District with its obligations pursuant to the Undertaking. Notwithstanding any other provisions of this Resolution, failure of the District to comply with the Undertaking will not be considered a default under this Resolution or the Notes; however, any Noteholder or Beneficial Owner may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this

Section 11 and the Undertaking. For purposes of this Section 11, "Beneficial Owner" means any person who (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, any Notes (including persons holding Notes through nominees, depositories or other intermediaries), or (ii) is treated as the owner of any Notes for federal income tax purposes.

Section 12. The District covenants and agrees that, with respect to any series of Notes that are issued as obligations, the interest on which is exempt from gross income for federal tax purpose in accordance with Section 2 hereof (the "**Tax-Exempt Notes**"):

(a) That (i) it will comply with all applicable provisions of the Code, including Sections 103 and 141 through 150, necessary to maintain the exclusion from gross income for federal income tax purposes of the interest on the Tax-Exempt Notes and (ii) it will not use or permit the use of any proceeds of Tax-Exempt Notes or any other funds of the District nor take or permit any other action, or fail to take any action, if any such action or failure to take action would adversely affect the exclusion from gross income of the interest on the Tax-Exempt Notes. In addition, the District will adopt such other resolutions and take such other actions as may be necessary to comply with the Code and with all other applicable future laws, regulations, published rulings and judicial decisions, in order to ensure that the interest on the Tax-Exempt Notes will remain excluded from federal gross income, to the extent any such actions can be taken by the District.

(b) That (i) it will comply with all requirements of Section 148 of the Code to the extent applicable to the Tax-Exempt Notes, (ii) it will use the proceeds of the Tax-Exempt Notes as soon as practicable and with all reasonable dispatch for the purposes for which the Tax-Exempt Notes are issued, and (iii) it will not invest or directly or indirectly use or permit the use of any proceeds of the Tax-Exempt Notes or any other funds of the District in any manner, or take or omit to take any action, that would cause the Tax-Exempt Notes to be "arbitrage bonds" within the meaning of Section 148(a) of the Code.

(c) That it will pay or provide for the payment from time to time of all amounts required to be rebated to the United States pursuant to Section 148(f) of the Code and any Treasury Regulations applicable to the Tax-Exempt Notes from time to time. This covenant shall survive payment in full or defeasance of the Tax-Exempt Notes. The District specifically covenants to pay or cause to be paid to the United States, the required amounts of rebatable arbitrage at the times and in the amounts as determined by the Arbitrage Instructions, if any. Notwithstanding anything to the contrary contained herein, the Arbitrage Instructions may be amended or replaced if, in the opinion of counsel nationally recognized on the subject of municipal debt obligations, such amendment or replacement will not adversely affect the exclusion from gross income for federal income tax purposes of interest on the Tax-Exempt Notes.

(d) That (to the extent within its power or direction) it will not use any portion of the proceeds of the Tax-Exempt Notes, including any investment income earned on such proceeds, directly or indirectly, in a manner that would cause any Tax-Exempt Note to be a "private activity bond".

(e) The District (including all subordinate entities thereof) will not issue in excess of $15,000,000 (no more than $5,000,000 of which may be attributable to expenditures not relating to the construction of public school facilities) of tax-exempt bonds (other than "private activity bonds" and certain refunding bonds but including any tax-exempt lease-purchase agreements) during the current calendar year without first obtaining an opinion of nationally recognized counsel in the area of municipal finance that the excludability of the interest on the Tax-Exempt Notes from gross income for federal tax purposes will not be adversely affected thereby.

(f) In consultation with Bond Counsel, if the District designates the Tax-Exempt Notes as "qualified tax-exempt obligations" as defined in Section 265(b)(3) of the Code, it will represent that:

(i) the aggregate face amount of all tax-exempt obligations (other than private activity bonds that are not "qualified 501(c)(3) bonds" and certain refunding bonds) which will be issued by the District (and all subordinate entities thereof) during current calendar year is not reasonably expected to exceed $10,000,000; and

(ii) the District (including all subordinate entities thereof) will not issue an aggregate principal amount of tax-exempt obligations (other than private activity bonds that are not "qualified 501(c)(3) bonds" and certain refunding bonds) during the current calendar year, including the Tax-Exempt Notes, in excess of $10,000,000, without first obtaining an opinion of nationally recognized counsel in the area of municipal finance that the designation of the Tax-Exempt Notes as "qualified tax-exempt obligations" will not be adversely affected.

The Superintendent is hereby authorized to take such other action as may be necessary to make effective the designation in this subsection (f).

Section 13. The District's obligations under this Resolution shall be fully discharged and satisfied as to the Notes authorized and issued hereunder, and said Notes, or portions thereof, shall no longer be deemed outstanding hereunder when payment of the principal thereof plus interest thereon to the date of maturity or redemption thereof (a) shall have been made or caused to have been made in accordance with the terms thereof and hereof, or (b) shall have been provided for by depositing in escrow with a national or state bank having trust powers in trust solely for such payment (i) sufficient money to make such payment and/or (ii) direct general obligations of, or obligations the principal and interest of which are unconditionally guaranteed by, the United States of America, or obligations of any agency of the United States of America (herein referred to as "**Government Obligations**"), in such amount and with such maturities as to principal and interest as will insure the availability of sufficient money to make such payment, and thereupon such Notes shall cease to draw interest from the date of their redemption or maturity and, except for the purposes of such payments, shall no longer be entitled to the benefits of this Resolution; provided that, with respect to any Notes called or to be called for redemption prior to the stated maturity thereof, notice of redemption shall have been duly given or provided for. If money or Government Obligations shall have been deposited in accordance with the terms hereof with the escrow agent in trust for that purpose sufficient to pay the principal of such Notes and all interest due thereon to the due date thereof or to the date fixed for the redemption thereof, all liability of the District for such payment shall forthwith cease, determine and be completely discharged, and all such Notes shall no longer be considered outstanding.

Section 14. Without in any way limiting the power, authority, or discretion elsewhere herein granted or delegated, the Board hereby (a) authorizes and directs the Authorized Officers and all other officers, employees and agents of the District to carry out, or cause to be carried out, and to perform such obligations of the District and such other actions as they, or any one of them shall consider necessary, advisable, desirable, or appropriate in connection with this Resolution and the execution, issuance, sale and/or delivery of the Notes, including, without limitation and whenever applicable, the execution and delivery thereof and of all other related documents, instruments, certificates, and opinions; and (b) directs, authorizes and delegates to each of the Authorized Officers, the right, power, and authority to exercise such officers' own independent judgment and absolute discretion in determining and finalizing the terms, provisions, form and contents of each of the foregoing. The execution and delivery by any Authorized Officer or by any other officer, officers, agent, or agents of the District of any such documents, instruments, certifications, and opinions, or the doing by them of any act in connection with any of the matters which are the subject of this Resolution, shall constitute conclusive evidence of both the District's and their approval of all changes, modifications, amendments, revisions, and alterations made therein, and shall conclusively establish their absolute, unconditional, and irrevocable authority with respect thereto from the District and the authorization, approval, and ratification by the District of the documents, instruments, certifications, and opinions so executed and the action so taken.

Section 15. If any one or more of the provisions of this Resolution should be determined by a court of competent jurisdiction to be contrary to law, then such provisions shall be deemed severable from the remaining provisions of this Resolution and the invalidity thereof shall in no way affect the validity of the other provisions of this Resolution or of the Notes and the owners of the Notes shall retain all the rights and benefits accorded to them under this Resolution and under any applicable provisions of law. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid in any particular case in any jurisdiction or jurisdictions, or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or unenforceable or invalid in any other case or circumstances, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever.

Section 16. The District hereby adopts the Post-Issuance Tax Compliance Procedures attached to this Resolution as Exhibit A to ensure that all applicable post-issuance requirements of federal income tax law needed to preserve the tax-exempt status of any Tax-Exempt Notes are met. The District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as it may determine. The District also reserves the right to change these policies and procedures from time to time, without notice.

Section 17. The District hereby adopts the Disclosure Policies and Procedures attached to this Resolution as Exhibit B to ensure that the District satisfies the requirements of Rule 15c2-12 and the Undertaking. The District reserves the right to use its discretion as necessary and appropriate to make exceptions or request additional provisions as it may determine. The District also reserves the right to change such policies and procedures from time to time, without notice.

Section 18. This Resolution shall take effect and be in force from and after its passage as provided by law.

ADOPTED August 11, 2025.

CASS COUNTY SCHOOL DISTRICT 0001
(PLATTSMOUTH COMMUNITY SCHOOLS)
IN THE STATE OF NEBRASKA

ATTEST:

By: _____
President, Board of Education

By: _____
Secretary, Board of Education

EXHIBIT A

POST-ISSUANCE TAX COMPLIANCE PROCEDURES

General

In connection with the issuance of any Tax-Exempt Notes (as defined in the Resolution adopted by the Board of Education of the District on August 11, 2025 (the "**Resolution**")), the District (as defined in the Resolution) will execute a tax compliance certificate (the "**Tax Certificate**") that describes the requirements and provisions of the Internal Revenue Code of 1986, as amended (the "**Code**") that must be followed in order to maintain the tax-exempt status of interest on the Tax-Exempt Notes. In addition, the Tax Certificate will contain the reasonable expectations of the District at the time of issuance of the Tax-Exempt Notes with respect to the use of the gross proceeds of the Tax-Exempt Notes and the assets to be financed or refinanced with the proceeds thereof. These Procedures supplement and support the covenants and representations made by the District in the Tax Certificate. In order to comply with the covenants and representations set forth in the Tax-Exempt Note documents and in the Tax Certificate, the District tracks and monitors the actual use of the proceeds of the Tax-Exempt Notes, the investment and expenditure of the Tax-Exempt Note proceeds and the assets financed or refinanced with the proceeds of the Tax-Exempt Notes over their life.

Designation of Responsible Person

The Superintendent of the District shall maintain an inventory of the Tax-Exempt Notes and assets financed which contains the pertinent data to satisfy the District's monitoring responsibilities. Any transfer, sale or other disposition of Tax-Exempt Note-financed assets must be reviewed and approved by the Superintendent.

Post-Issuance Compliance Requirements

External Advisors/Documentation

The District shall consult with bond counsel and other legal counsel and advisors, as needed, throughout the Tax-Exempt Note issuance process to identify requirements and to establish procedures necessary or appropriate so that the Tax-Exempt Notes will continue to qualify for tax-exempt status. Those requirements and procedures shall be documented in the Tax Certificate and/or other documents finalized at or before issuance of the Tax-Exempt Notes. Those requirements and procedures shall include future compliance with applicable arbitrage rebate requirements and all other applicable post-issuance requirements of federal tax law throughout (and in some cases beyond) the term of the Tax-Exempt Notes.

The District also shall consult with bond counsel and other legal counsel and advisors, as needed, following issuance of the Tax-Exempt Notes to ensure that all applicable post-issuance requirements in fact are met. This shall include, without limitation, consultation in connection with future contracts with respect to the use of Tax-Exempt Note-financed or refinanced assets.

The District shall train and employ or otherwise engage expert advisors (a "**Rebate Analyst**") to assist in the calculation of arbitrage rebate payable in respect of the investment of

Tax-Exempt Note proceeds, unless the Tax Certificate documents provide that arbitrage rebate will not be applicable to the Tax-Exempt Notes.

Unless otherwise provided by the resolution or other authorizing documents relating to the Tax-Exempt Notes, unexpended Tax-Exempt Note proceeds shall be held in a segregated account by a trustee, and the investment of Tax-Exempt Note proceeds shall be managed by the District. The District shall prepare (or cause the trustee to prepare) regular, periodic statements regarding the investments and transactions involving Tax-Exempt Note proceeds.

Arbitrage Rebate and Yield

Unless the Tax Certificate documents provide that arbitrage rebate will not be applicable to the Tax-Exempt Notes, the District shall be responsible for:

- engaging the services of a Rebate Analyst and, prior to each rebate calculation date, causing the trustee or other account holder to deliver periodic statements concerning the investment of Tax-Exempt Note proceeds to the Rebate Analyst;

- providing to the Rebate Analyst additional documents and information reasonably requested by the Rebate Analyst;

- monitoring efforts of the Rebate Analyst;

- assuring payment of required rebate amounts, if any, no later than 60 days after each 5-year anniversary of the issue date of the Tax-Exempt Notes, and no later than 60 days after the last Tax-Exempt Note is redeemed;

- during the construction period of each capital project financed in whole or in part by the Tax-Exempt Notes, monitoring the investment and expenditure of Tax-Exempt Note proceeds and consulting with the Rebate Analyst to determine compliance with any applicable exceptions from the arbitrage rebate requirements during each 6-month spending period up to 6 months, 18 months or 24 months, as applicable, following the issue date of the Tax-Exempt Notes; and

- retaining copies of all arbitrage reports and account statements as described below under "Record Keeping Requirements".

The District, in the Tax Certificate and/or other documents finalized at or before the issuance of the Tax-Exempt Notes, has agreed to undertake the tasks listed above (unless the Tax Certificate documents provide that arbitrage rebate will not be applicable to the Tax-Exempt Notes).

Use of Tax-Exempt Note Proceeds and Tax-Exempt Note-Financed or Refinanced Assets:

The District shall be responsible for:

- monitoring the use of Tax-Exempt Note proceeds and the use of Tax-Exempt Note-financed or refinanced assets (*e.g.,* facilities, furnishings or equipment) throughout the

term of the Tax-Exempt Notes to ensure compliance with covenants and restrictions set forth in the Tax Certificate;

- maintaining records identifying the assets or portion of assets that are financed or refinanced with proceeds of the Tax-Exempt Notes, including a final allocation of Tax-Exempt Note proceeds as described below under "Record Keeping Requirements";

- consulting with bond counsel and other legal counsel and advisers in the review of any contracts or arrangements involving use of Tax-Exempt Note-financed or refinanced assets to ensure compliance with all covenants and restrictions set forth in the Tax Certificate;

- maintaining records for any contracts or arrangements involving the use of Tax-Exempt Note-financed or refinanced assets as described below under "Record Keeping Requirements";

- conferring at least annually with personnel responsible for Tax-Exempt Note-financed or refinanced assets to identify and discuss any existing or planned use of Tax-Exempt Note-financed or refinanced assets, to ensure that those uses are consistent with all covenants and restrictions set forth in the Tax Certificate; and

- to the extent that the District discovers that any applicable tax restrictions regarding use of Tax-Exempt Note proceeds and Tax-Exempt Note-financed or refinanced assets will or may be violated, consulting promptly with bond counsel and other legal counsel and advisers to determine a course of action to remediate all nonqualified bonds, if such counsel advises that a remedial action is necessary.

The District, in the Tax Certificate and/or other documents finalized at or before the issuance of the Tax-Exempt Notes, has agreed to undertake the tasks listed above.

All relevant records and contracts shall be maintained as described below.

Record Keeping Requirements

The District shall be responsible for maintaining the following documents for the term of the Tax-Exempt Notes (including refunding notes, if any) plus at least three years:

- a copy of the Tax-Exempt Note closing transcript(s) and other relevant documentation delivered to the District at or in connection with closing of the Tax-Exempt Notes, including any elections made by the District in connection therewith;

- a copy of all material documents relating to capital expenditures financed or refinanced by Tax-Exempt Note proceeds, including (without limitation) construction contracts, purchase orders, invoices, trustee requisitions and payment records, draw requests for Tax-Exempt Note proceeds and evidence as to the amount and date for each draw down of Tax-Exempt Note proceeds, as well as documents relating to costs paid or reimbursed with Tax-Exempt Note proceeds and records identifying the assets or portion of assets

that are financed or refinanced with Tax-Exempt Note proceeds, including a final allocation of Tax-Exempt Note proceeds;

- a copy of all contracts and arrangements involving the use of Tax-Exempt Note-financed or refinanced assets;

- copies of all trustee statements and reports, including arbitrage reports, prepared with respect to the Tax-Exempt Notes; and

- a copy of all records of investments, investment agreements, arbitrage reports and underlying documents, including trustee statements, in connection with any investment agreements, and copies of all bidding documents, if any.

EXHIBIT B

DISCLOSURE POLICIES AND PROCEDURES

Purpose of Disclosure Policies and Procedures

The issuance and sale of certain municipal bonds, notes, certificates of participation or other obligations (collectively, "**Obligations**") are subject to certain federal and state securities laws, including Rule 15c2-12 (the "**Rule**") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended (the "**Exchange Act**"). The Rule requires that an underwriter, prior to purchasing or selling an issue of Obligations in a principal amount of $1,000,000 or more, obtain a written agreement from the issuer of such Obligations to provide certain financial information or operating data on an annual basis and notices of the occurrence of certain enumerated events with the Municipal Securities Rulemaking Board ("**MSRB**") using the MSRB's Electronic Municipal Market Access system ("**EMMA**").

Cass County School District 0001 (Plattsmouth Community Schools) in the State of Nebraska (the "**District**") has previously issued or may in the future issue Obligations subject to the Rule, and in connection with such issuances the District has entered and/or will enter into one or more Continuing Disclosure Certificates or Continuing Disclosure Agreements (collectively, the "**Undertakings**") in accordance with the Rule. Pursuant to such Undertakings, the District has covenanted or will covenant to comply with the Rule by timely making the required filings. These Policies and Procedures are intended to assure that all filings required under the Rule are made timely and completely and meet all requirements of the Rule.

Designation of District Representative; Maintenance of List and Files

The "**District Representative**" for the District shall be the Superintendent of Schools of the District and any alternate or assistant as such Superintendent shall appoint. The District Representative is directed to employ the policies and procedures described herein. The District Representative shall be knowledgeable and familiar with the provisions of each Undertaking as to the type, format and content of the financial information or operating data to be included in each Annual Report required to be made thereunder, the instances in which notice of the occurrence of certain events must be given, and the timing requirements for the filing thereof. The District and the District Representative recognize and acknowledge that the terms, requirements and filing deadlines may vary by Undertaking.

The District Representative shall maintain a current list for each fiscal year identifying each issue of Obligations of the District outstanding during such fiscal year setting forth the name, original principal amount, date of issuance and CUSIP numbers for each such issue and the dates by which the Annual Reports are required to be submitted to the MSRB using EMMA, such list to be accompanied by copies of the related Undertakings.

Dissemination Agents

The District and the District Representative may utilize the services of a financial institution or other provider to act as dissemination agent (each, a "**Dissemination Agent**") in filing the disclosures and notices described herein and performing the duties of the Dissemination Agent in accordance with the terms of the applicable Undertaking. The Dissemination Agent shall review and be familiar with the contents and filing requirements of the particular Undertaking and with the procedures for making the filings required under such Undertaking with the MSRB using the EMMA system. The District Representative shall coordinate the preparation and submission of the required information with such Dissemination Agent to ensure full compliance with the requirements of the Rule and the applicable Undertakings.

Annual Financial Filings

The District Representative will review the Undertaking related to each outstanding issue of Obligations to determine the financial information required to be included in the Annual Report (i.e., the District's audited financial statements and certain other financial information or operating data with respect to the District, if applicable (the "**Annual Report**")) required to be filed annually with the MSRB using the EMMA system, and the deadline by which such information must be filed. Unless required otherwise by an Undertaking and as permitted by EMMA filing procedures, the District Representative may file identical Annual Reports with respect to each issue of the District's Obligations. The District Representative shall be knowledgeable and familiar with the specific requirements for the filing of a Notice of Failure to File the Annual Report by the date(s) required under the terms of each Undertaking, if applicable.

The District Representative shall timely initiate the process of preparing the financial information or operating data required to be submitted under each Undertaking as part of the Annual Report. The District Representative shall assemble the information as soon as it becomes available and determine the scope of additional information to be required and also contact the auditors to establish a schedule for completion and submission for the Audited Financial Statements.

The District Representative will timely file the Annual Report, or will cause the Dissemination Agent to file the Annual Report, with the MSRB using the EMMA system. If the Audited Financial Statements are not then available, unaudited financial information may be filed with the MSRB using EMMA and the Audited Financial Statements shall be filed within 10 business days of their receipt and acceptance.

Listed Event Filings

The District Representative will review the Undertaking related to each outstanding issue of Obligations for the listed events which, upon the occurrence thereof, require prompt notices to be filed with the MSRB using the EMMA system. The District Representative will monitor the Obligations and the District's operations for occurrences of any such events and will actively evaluate whether an event may be a listed event as set forth in the District's outstanding Undertakings. After obtaining actual knowledge of such an event,

the District Representative will promptly contact the District's bond counsel and the Dissemination Agent, if any, to determine whether the District must file notice of the event with the MSRB under one or more of its Undertakings. Upon a determination that the District must file such notice, the District Representative will file the appropriate notice, or will cause the Dissemination Agent to file such notice, with the MSRB using the EMMA system within ten (10) business days after the occurrence of the listed event or as the District's bond counsel may otherwise direct.

Reports of District Representative; Record Retention

The District Representative shall provide to the School Board of the District, any Dissemination Agent and the underwriter of each issue of Obligations confirmation from EMMA received upon the filing of each Annual Report and any other filings made with the MSRB using the EMMA system promptly upon receipt of each such confirmation.

The District Representative shall maintain records with respect to the filings with the MSRB using EMMA, including, but not limited to, EMMA posting receipts showing the dates and nature or contents of all filings for each issue of Obligations outstanding during each fiscal year. Such records shall be kept for at least 5 years after the respective issue of Obligations is no longer outstanding.

Familiarity with EMMA Submission Process

The District Representative shall register with EMMA and review the on-line process of filing with EMMA located at www.emma.msrb.org in order to submit the required information. The MSRB Market Information Department can also be contacted at 703.797.6668. A tutorial is available at the website and a practice submission is available as well. The District Representative also shall enroll the District in EMMA's reminder system to ensure timely performance of its responsibilities and obligations.

Notwithstanding the foregoing, if the District has retained a Dissemination Agent to assist with making the filings required by the District's Undertakings and to remind the District of its filing deadlines, the District Representative need not register with EMMA or enroll in EMMA's reminder system.

Training

To ensure adequate resources to comply with the Rule, the District Representative shall develop a training process aimed at providing additional assistance in preparing required information. The training process shall be conducted at least annually and shall encompass a review of the EMMA submission process and an understanding of the timing requirements necessary for full compliance. The retention by the District of a Dissemination Agent to assist it with compliance under its Undertakings and the Rule may be deemed part of such training process.

Review of Offering Document in Connection with Primary Offerings

In connection with a new issue of Obligations, the District Representative, together with such District officials as the District Representative deems appropriate, shall promptly review upon receipt the offering document by which such Obligations shall be offered and sold. For any issue of Obligations subject to the Rule, prior to the distribution of the related offering document the District shall deem the information concerning the District in such offering document as accurate and complete in all material respects (except for such information as permitted to be omitted by the Rule) as of the date of such offering document. The District shall confirm prior to the final pricing of the Obligations that the information concerning the District in the offering document does not contain an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into on **August** 1, 2025, by and between **Nebraska Methodist College of Nursing and Allied Health d/b/a Nebraska Methodist College—the Josie Harper Campus** ("NMC"), located in Omaha, NE, and **Plattsmouth Community Schools,** located in **Plattsmouth**, NE.

The purpose of this MOU is to establish a framework for the parties' mutual commitment to jointly collaborate on the **School Nurse Pipeline Program** and **NMC's Division of Nursing Program** and establish **Plattsmouth Community Schools as** a site for clinical education.

The DHHS School Nurse Pipeline Program aims for students in Nebraska state-approved nursing programs to provide nursing support to a K-12 school expressing need while also expanding the Nebraska public health workforce. NMC and **Plattsmouth Community Schools** have a shared interest in the **School Nurse Pipeline Program** and **NMC's Division of Nursing** Program and have agreed to work together to address health-related student needs.

NOW, THEREFORE, the parties agree the MOU covers the following:

1. **Nebraska Methodist College responsibilities.**
   a. Identify student eligibility criteria and select students to participate in school-based health support program.
   b. Immerse our students into the community and provide them with a unique lens of the importance of school nurses.
   c. Provide one NMC graduate student registered nurse to serve as graduate student supervisor and two to four undergraduate nursing students as student nurse scholars for a clinical experience involving K – 12 students starting August 2025. Responsibilities of time for the graduate student supervisors will include a minimum of 10, 8- hour shifts each academic semester of commitment.
   d. The clinical experience will be held in the **Plattsmouth Community Schools** in **Plattsmouth,** NE and subject to the terms of this agreement.
   e. Require students to comply with any and all applicable **Plattsmouth Community Schools** facility requirements.
   f. NMC's Director of Diversity and Community Engagement, Division of Nursing will coordinate schedule and school locations with designated **Plattsmouth Community** Schools staff. Coordination issues or schedule changes should be communicated with the appropriate staff as soon as possible once known.
   g. Nursing students will provide health opportunities including (but not limited to): vision, dental, hearing screening, mental health assessment, triaging and medication administration through the school nurse office, immunizations, asthma action plan development, diabetes management, seizure management, social determinant of health screening, lead/hemoglobin screening, and addressing any other other needs as identified by Plattsmouth Community Schools administration and school health office.
   h. NMC will provide attestation of completed immunizations and background checks for all participating nursing students.
2. **Plattsmouth Community Schools responsibiliites**

a. Provide opportunities for nursing students to get real world experience in a school health setting.
b. Identify school related health needs and communicate those needs to NMC's Director of Diversity and Community Engagement.
c. Coordinate schedule and school locations with NMC's Director of Diversity and Community Engagement. Coordination issues or schedule changes should be communicated with the appropriate NMC staff as soon as possible once known.
d. Provide necessary supplies needed to administer required school health screenings.
e. Provide feedback on the experience to NMC's Director of Diversity and Community Engagement on a quarterly basis, which will be reported to DHHS per grant requirements.
f. Permit students to use and have access to student/medical records according to Facility's policies and procedures and subject to the terms of Exhibit 1.
g. Terminate or refuse participation in the on-site clinical experience by any student or faculty member when violations of Plattsmouth Community Schools facility rules, regulations, policies or procedures occur. Such action shall not be taken until the appropriate NMC representative has been notified; Plattsmouth Community Schools reserves the right to take immediate action when necessary in Plattsmouth Community Schools sole discretion.
h. Retain ultimate responsibility for meeting student health-related needs.

3. General Conditions.

a. **Relationship of the Parties.** None of the provisions of this MOU are intended to create any relationship between the parties other than that of independent persons or entities partnering with each other solely for the purpose of effecting the provisions of this MOU.
b. **Compensation.** This MOU does not contemplate the payment of any fees or remuneration by either party to the other.
c. **No Discrimination.** Neither party will discriminate against any employee, applicant, or student on the basis of gender, disability, race, color, religion, age, sexual orientation, financial status, marital status, veteran status or national or ethnic origin.
d. **Confidentiality.** Parties agrees to respect and abide by all federal, state and local laws pertaining to confidentiality with regard to all information and records obtained or reviewed in the course of providing services under this MOU. The parties will maintain the confidentiality of any sensitive and/or proprietary information shared as part of this MOU.
e. **No Medicare Exclusion.** Both parties hereby represent and warrant that they are not and at no time have been excluded from participation in any federally-funded health care program, including Medicare and Medicaid. Both parties hereby agree to immediately notify the other party of any threatened, proposed, or actual exclusion from any federally-funded program, including Medicare and Medicaid. In the event that either party is excluded in any federally-funded health care program during the term of this Agreement, or if at any time after the effective date of this Agreement, it is determined that either party is in breach of this section, this Agreement shall, as of the effective date of such exclusion or breach, automatically terminate.
f. **Limitation of Liability & Indemnification.** Neither party shall be liable under any contracts or obligations of the other, except as otherwise provided pursuant to this MOU or for any act or omission of the other party or its officers, employees or agents, and both parties agree to indemnify and hold the other harmless from any and all losses, damages, costs and

expenses (including reasonable attorney's fees) that are caused or arise out of their own omission, fault, negligence or other misconduct by their employees, independent contractors or volunteers arising under this MOU.

g. **Third Party Beneficiaries.** This MOU is executed for the benefit of the named parties only. Nothing in this MOU or in the negotiation of this MOU shall have the effect of conferring any rights or expectations on any third party. No one other than a party to this MOU or a party's permitted successor or assign shall have the right to enforce any covenant, term, or condition in this MOU.

h. **Notice.** Any notice or other communication required or permitted by this MOU shall be in writing and shall either be hand-delivered, sent via overnight mail by a nationally recognized courier service, or sent postage prepaid by certified or registered mail, return receipt requested, to the following addresses or to such other addresses or persons as may be furnished from time to time in writing by one party to the other party. The notice shall be effective on the date of delivery if delivered by hand, the date of delivery as indicated on the receipt if sent via overnight mail, or the date indicated on the return receipt whether or not such notice is accepted by the addressee.

If to NMC:
Nebraska Methodist College
Attn: President & CEO
720 North 87th Street
Omaha, NE 68114

If to Plattsmouth Community Schools:
Plattsmouth Community Schools
Attn: Richard Hasty
1912 Old Hwy 34 Plattsmouth, NE 68048

i. **Term.** The term of this MOU shall be for one (1) year beginning August 1, 2025, and ending July 31, 2026. MOU may be auto-renewed for consecutive one year terms upon the written agreement of both parties.

j. **Termination.** This MOU may be terminated as follows:
   i. Material Breach. By either party at any time, upon thirty (30) days' written notice to the other party, in the event of a material breach of this MOU by the other party, if the breach is reasonably specified in the notice and is not cured within the notice period.
   ii. Without Showing Cause. By either party without a showing of cause, upon ninety (90) days' written notice to the other party.
   iii. Application of Law. By either party, at any time, if any court or governmental authority determines that either party is, under this MOU, operating in violation of any law or regulation.
   iv. Cessation of Business. Immediately upon the bankruptcy, receivership or dissolution of RPS or NMC, or cessation of RPS or NMC's business.

k. **Dispute Resolution.** In the event of any disputes arising out of or in connection with this MOU, the parties will attempt to resolve the matter through good faith negotiations.

l. **Governing Law.** This MOU shall be construed under and shall be governed by the laws of the State of Nebraska.

m. **Waiver.** Any waiver by either party of a breach of any provision of this MOU shall not operate as or be construed as a waiver of any other provision or any subsequent breach.

n. **Copies/Signatures.** A fully-executed facsimile or electronic copy of this Agreement shall be treated as an original Agreement and signatures may be made in counterparts to the Agreement.
o. **Headings.** The headings to the various sections of this Agreement have been inserted for convenience only and shall not modify, define, limit or expand express provisions of this Agreement.
p. **Entire Agreement.** This MOU constitutes the entire agreement between the parties as to the subject matter hereof, and replaces all prior written and oral statements and understandings.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates below.

SIGNED: _____

BY: Deb Carlson, President and CEO

Nebraska Methodist College **SIGNED:**

SIGNED:

DATE:

BY: Dr. Richard Hasty, Superintendent

EXHIBIT 1

STATEMENT OF RESPONSIBILITY AND CONFIDENTIALITY AGREEMENT

Name:

Facility:

Field of Study:

Start Date of Rotation at Facility: Completion Date:

For and in consideration of the benefit provided the undersigned in the form of experience in evaluation and/or treatment of student of Facility, the undersigned and his/her heirs, successors and/or assigns do hereby covenant and agree to assume all risks of, and be solely responsible for, any injury or loss sustained by the undersigned while participating in the program operated by NMC at Facility unless such injury or loss arises solely out of Facility's negligence or willful misconduct.

The undersigned hereby acknowledges his/her responsibility under applicable State and Federal law and the Agreement between NMC and Facility, to keep confidential any information regarding Facility students, as well as all confidential information of NMC and Facility. The undersigned agrees not to reveal to any person or persons except authorized clinical staff and associated personnel any specific information regarding any student, and further agrees not to reveal to any third party any confidential information of NMC and Facility, except as required by law or as authorized by NMC and Facility.

The undersigned understands that all Facility computer network accounts opened for him/her are to be used by the undersigned. The undersigned agrees not to make the account available to any other person. The undersigned further agrees not to access any user account for which he/she does not have authorization to use. The undersigned will not delete, modify, remove, or change any computer file that belongs to another person. The undersigned also understands that the information contained in the patient management systems and employee management systems is confidential and that accessing that information for personal use or allowing another person to access such information or to divulge such information, particularly confidential student information, is cause for disciplinary action up to and including termination of employment, contract and/or dismissal from the training program at the Facility.

Dated this ____ day of_____,

Student Signature: _____

Educational Service Unit 3 - Amendment 1

Attachment 1 - Description of Contracted Special Education & Student Services

This contract is entered into by and between the parties for contracted Special Education services for the 2025-2026 school year. Educational Service Unit 3 (NDE Service Provider Code: 95-0003) shall be responsible to provide said services based upon availability of appropriate staff.

The effective date of said contract is for a period of one year running from August 1, 2025 to July 31, 2026.

School District: ***Plattsmouth***

Special Education services to be provided to the school district:

School Psychologist	2024-2025 FTE:	.00
(Service code: 1002)	**2025-2026 FTE:**	**20 days + hourly as available**
Speech Language Pathologist	2024-2025 FTE:	.00
(Service code: 4001)	**2025-2026 FTE:**	**.00**
VI and O/M Instruction	2024-2025 FTE:	.10
(Service codes: 4030/4048)	**2025-2026 FTE:**	**.10**
Instruction-Early Childhood	2024-2025 FTE:	.00
(Service code: 3000)	**2025-2026 FTE:**	**.00**
Early Childhood SpEd Coordination	2024-2025 FTE:	.00
(Service code: 2000)	**2025-2026 FTE:**	**30 Days**
Brook Valley BD	2024-2025 FTE:	Yes
(Service code: 4021)	**2025-2026 FTE:**	**Yes**
Brook Valley CDC	2024-2025 FTE:	No
(Service code: 4021)	**2025-2026 FTE:**	**No**
Brook Valley RTS	2024-2025 FTE:	Yes
(Service code: 4021)	**2025-2026 FTE:**	**Yes**
Brook Valley OutREACH	2024-2025 FTE:	No
(Service code: 4021)	**2025-2026 FTE:**	**No**

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

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

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

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

Signatures:

_____ _____

District Representative **Date**

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July 24, 2025

Dear Dr. Hasty,

As we prepare to launch the 2025–2026 school year, I want to take a moment on behalf of the entire JAG Nebraska team to extend our heartfelt appreciation for your continued partnership and unwavering commitment to student success.

Thanks to your support and collaboration, JAG Nebraska is able to provide life-changing opportunities to students across the state. Plattsmouth Community Schools' leadership is not only making a difference today, it is helping to shape the future of Nebraska. From welcoming Sarah and Doug, to arranging transportation for local and statewide events, mentoring new staff, and creating awareness of JAG in your community, your efforts do not go unnoticed. We are deeply grateful for the many ways you champion this work.

Together, we are equipping young people with the skills, confidence, and support systems they need to thrive. Because of our partnership, JAG Nebraska students exceeded every performance goal set by JAG National. Our end of year data after one year of follow-up shows that graduates achieved a 98% graduation rate, 88% full-time employment rate, 94% positive outcomes, and 57% pursued further education. These results reflect the incredible impact of the work we are doing together.

As we look ahead, we are excited to continue building on this success. Attached you will find the updated Memorandum of Understanding (MOU) for the 2025–2026 school year. If you have any questions as you review it, please don't hesitate to reach out.

Thank you again for being a vital part of the JAG Nebraska network. We are honored to partner with you and look forward to another impactful year ahead.

With Gratitude,



Matthew T. Wallen
Chief Operating Officer
United Way of the Midlands

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MEMORANDUM OF UNDERSTANDING

This Agreement is made on this date (the Effective Date), between JAG Nebraska in affiliation with United Way of the Midlands, a 501(c)3 non-profit organization, and Plattsmouth Community Schools ("District").

Jobs for America's Graduates (JAG) is an evidence-based, data-driven, national organization that is dedicated to empowering students with the skills and support to achieve success in education, employment, and life. The JAG Advantage integrates project-based learning, employer engagement, and trauma-informed care through competency-based, for-credit, elective classes. The JAG model allows students to participate in hands-on, realistic learning experiences, mastering 37 to 87 competencies, with the support to help our young adults navigate high school graduation and post-graduation success.

Term of Agreement

The term of this Agreement shall be for school year 2025-2026, to include 12-months of follow-up services for students who received JAG Nebraska programming for this school year.

This Agreement may be amended, extended, or renewed upon mutual written agreement of the parties except as otherwise expressly authorized by a provision of this Agreement.

This Agreement shall terminate upon the occurrence of any or all the following:

1. Mutual, written agreement of the parties;
2. Upon thirty days written notice by JAG Nebraska to the District;
3. Should this Agreement be declared void or unenforceable by final order of a court of law;
4. In the event of violation of the terms of this Agreement by the District or failure to make sufficient progress to endanger program performance, JAG Nebraska may:
    a. Suspend the Agreement after ten (10) days' notice to the District, pending corrective action by the District, or JAG Nebraska's decision to terminate; or
    b. Terminate the Agreement in whole or in part at any time before the date of completion whenever it is determined that the District has failed to comply with the terms and conditions of this Agreement. JAG Nebraska shall promptly notify the District in writing of the determination and the reasons for the termination.

If this Agreement is terminated, in whole or in part, the District shall comply with all close-out and post-termination requirements of this Agreement.

District Financial Contributions

This Agreement shall be funded from multiple funding sources to include federal, state, philanthropic and corporate grants and funding contributions otherwise. The District shall contribute $10,000 toward each JAG Nebraska program budget beginning the third school year of JAG Nebraska programming.

Program Funding Requests

All requests for financial or in-kind contributions where JAG Nebraska is the beneficiary, written notice must be provided to the JAG Nebraska Director in a timely manner. All letters of intent, requests for proposals, or grant writing for or on behalf of JAG Nebraska must be conducted by United Way of the Midlands.

Student Enrollment

Both parties mutually agree to work toward student enrollment requirements of JAG to include a minimum of 45 students and up to 55 students thereafter. Class cohorts are not to exceed 16 students per class period/block and may not be less than 8 students per class period/block.

Personnel: JAG Nebraska Career Specialist

JAG Nebraska agrees to employ two (2), full-time, year-round, mutually acceptable JAG Nebraska Career Specialists to fulfill JAG programming at the District, qualified and credentialed according to the Nebraska Department of Education's Career and Technical Education Certification requirements. JAG Nebraska and the District agree to include the applicable JAG national standards, *model component #4*.

The District agrees to conduct at least one (1) annual review of the JAG Nebraska Career Specialist's teaching and classroom management techniques per school year. The District agrees to notify the JAG Nebraska Program Manager of any personnel concerns in a timely manner.

JAG Nebraska agrees to conduct at least five (1) mid-year review and one (1) annual review of the JAG Nebraska Career Specialist's performance per school year. *See attached JAG Nebraska Career Specialist Job Description.*

The District and JAG Nebraska will meet at least once (1) annually to review the prior school year's performance and review the subsequent school year's goals and plans. At a minimum, meeting attendees must include the assigned JAG Nebraska Career Specialist, the JAG Nebraska Program Manager, and the school Principal. JAG Nebraska and the District agree to include the applicable JAG national standards, *model component #3*, into the agenda of this meeting.

Staff Training

JAG Nebraska agrees to provide JAG program training prior to the JAG Nebraska Career Specialist's integration into the District.

The District agrees to include and provide the JAG Nebraska Career Specialist with all state required, District, and school specific teacher training's and meetings, to include, but not limited to: new teacher orientations, mandatory reporting, safety protocols, student transportation and travel policies, student and parent communication policies and procedures, and other trainings or professional development opportunities provided to District faculty.

Equipment and Property

The District agrees to provide the assigned JAG Nebraska Career Specialist with one laptop computer, internet access, printer and copier access, classroom, designated office space, and a landline telephone. The District will include the JAG Nebraska Career Specialist on school communications and mailing lists.

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Program Performance and Outcomes

JAG Nebraska and the District agree to meeting or exceeding JAG national standards and required performance outcomes associated with JAG National's *model component #2*, see attachment.

Advisory Committee

The District agrees to support the JAG Nebraska Career Specialist in implementing and facilitating one (1) meeting with the school's JAG Nebraska Advisory Committee per school semester. The Advisory Committee is responsible for identifying eligible students according to JAG standards and serving as support to the JAG Nebraska Career Specialist in approving final JAG rosters and fulfilling student data requirements of JAG, *model component #10*, and requests otherwise as required by program funding agreements or reports. JAG Nebraska and the District agree to include the applicable JAG national standards, *model component #5*, see attachment.

Career Association Chapter

The District agrees to support the JAG Nebraska Career Specialist in implementing and facilitating the JAG Nebraska Career Association Chapter at the District, fulfilling JAG National standards associated with JAG National's *model component #6*, see attachment.

Substitute Teacher Request and Fulfillment

The District agrees to provide substitute teacher coverage for the JAG Nebraska Career Specialist's personal time off, sick leave, and JAG statewide events, not to exceed the maximum sub day requests of ten (10) days per school year.

Post-Graduation Support and Follow-Up Services

JAG Nebraska agrees to fulfill the JAG National standard *model component #9*, delivering value-added support and advocacy to graduates and non-graduates throughout a minimum of 12-month follow-up service period.

Student Transportation and Travel

The District agrees to provide transportation for students for local and statewide JAG Nebraska activities, to include one (1) local field trip per month per school year and statewide transportation three (3) times per school year.

JAG Nebraska agrees to adhere to the District's field trip and student travel policies. JAG Nebraska agrees to provide transportation and travel accommodations for JAG National events.

Notices

All notices from either party must be provided in a timely manner to the JAG Nebraska Director, District Superintendent and assigned School Principal.

Governing Law

JAG Nebraska and the District agree to fulfill the requirements of provisional grant funding for the JAG program at the District. Both parties agree to comply with applicable law, and any reasonable procedures and requirements that the grantor may prescribe. This agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Nebraska, Code of Federal Regulations (CFR), Federal Funding Accountability and Transparency Act (FFATA), or any other federal or state law or entity for use of applicable program funding.

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X _____

District Superintendent

X _____

District Principal

X _____

JAG Nebraska Representative

RESOLUTION APPROVING CERTAIN STAFF TRAININGS

WHEREAS, during the 2024 legislative session, the Legislature enacted LB 1329; and,

WHEREAS, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District's planned training requirements for the 2025-2026 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, **BE IT RESOLVED** that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	Stress Management via Vector Solutions SafeSchools	32 minutes
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	Dating Violence via Vector Solutions SafeSchools	34 minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Youth Suicide-Mandatory via Vector Solutions SafeSchools	69 minutes

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this ___ day of _____, 2025.

PLATTSMOUTH COMMUNITY SCHOOLS

BY: _____
President

ATTEST:

_____
Secretary